The City of Spokane
City Council
Finance & Administration
Committee Agenda

1:00 PM. Tuesday, July 28, 2026

The Spokane City Council's Finance & Administration Committee meeting will be held at **1:00 PM. on 7/28/2026 1:00:00 PM,** in City Council Chambers, located on the lower level of City Hall at 808 W. Spokane Falls Blvd. The meeting can also be accessed live on the City Cable 5 livestream webpage: https://my.spokanecity.org/citycable5/live/ and on the Spokane City Council Facebook page: https://www.facebook.com/spokanecitycouncil or by calling 1-408-418-9388 and entering the access code # 2484 430 6675; meeting password 0320**.**

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council. The Finance & Administration meeting is regularly held every 4th Tuesday of each month at 1:00 PM. unless otherwise posted.

The meeting will be open to the public both virtually and in person, with the possibility of moving or reconvening into executive session only with members of the City Council and appropriate staff. No legislative action will be taken.

Public comment will be taken on the committee's agenda. Use the following link to sign up to speak for 2 min on any and all items on this month's agenda:

https://forms.gle/Y3PZWznZdcznWr8u8

Agenda:

I. Call to Order

II. Discussion Items

1. VISIT SPOKANE UPDATE - ROSE NOBLE (15 minutes)
2. UPDATE ON UTILITY RATE PROPOSAL - MARLENE FEIST (30 minutes)
3. UTILITY RATES SETTING FOR 2027 & 2028 - MARLENE FEIST (30 minutes)
4. Q2 QUARTERLY FINANCIAL REPORT - JESSICA STRATTON (10 minutes)
5. Q2 2026 INVESTMENT REVIEW - CONNER THORNE (5 minutes)
6. SPECIAL BUDGET ORDINANCE – HR RANGE CHANGE FOR PSAP – JULY 2026 - ALLISON ADAM (10 minutes)
7. SPECIAL BUDGET ORDINANCE – MID-YEAR SBO TO FUND THE SCRAPS ILA - MATT BOSTON (5 minutes)
8. NOTICE OF PARTNERSHIP WITH YWCA ON OVW GRANT - JAKE JENSEN (5 minutes)

9. SPECIAL BUDGET ORDINANCE – INTERMODAL FACILITY ELEVATOR MODERNIZATION - JEFF TEAL (5 minutes)

10. MODERNIZING AND STREAMLINING CITY OF SPOKANE FINANCIAL FUNDS - ADAM MCDANIEL AND JESSICA STRATTON (5 minutes)

11. APPOINTMENT OF MEGAN DUVALL AS THE DIRECTOR OF ARTS, CULTURE, AND HISTORIC PRESERVATION - ADAM MCDANIEL (1 minutes)

12. REPEAL OF CITY'S CHARITABLE SOLICITATION LICENSE REQUIREMENT - ADAM MCDANIEL (5 minutes)

13. EXPANDING ACCESS TO COOLING, HEATING, AND WEATHERIZATION SERVICES - ADAM MCDANIEL (5 minutes)

14. SPECIAL BUDGET ORDINANCE – PSAP POSITIONS - STEPHEN WILLIAMS (5 minutes)

15. RESOLUTION DIRECTING TRANSFER OF COUNCIL FUNDS - CHRIS WRIGHT (10 minutes)

16. AMENDING CITY COUNCIL STAFFING PROVISIONS - PAUL DILLON (10 minutes)

17. RESOLUTION APPROVING COUNCIL OPERATIONS GUIDE - CHRIS WRIGHT (10 minutes)

III. Consent Items

1. CONTRACT WITH UNKNOWN (UNKNOWN) FOR CARPET REMOVAL AND REPLACEMENT AT COMBINED COMMUNICATION BUILDING FROM

8/17/2026 TO 10/15/2026 FOR TOTAL COST TO BE DETERMINED (FACILITIES MANAGEMENT)

2. CONTRACT WITH UNKNOWN (UNKNOWN) FOR INTERIOR WALL PATCHING AND PAINTING AT COMBINED COMMUNICATION BUILDING FROM 8/10/2026 TO 10/15/2026 AND A TOTAL COST TO BE DETERMINED . (FACILITIES MANAGEMENT)

3. MASTER CONTRACT - HIGH VOLUME AND SPECIALIZED PRINTING SERVICES (PURCHASING & CONTRACTS)

4. MASTER CONTRACT - HIGH VOLUME AND SPECIALIZED PRINTING SERVICES (PURCHASING & CONTRACTS)

5. FACILITIES MANAGEMENT AND THE WATER DEPARTMENT UTILIZING WA DES CONTRACT # 11121 WITH PLATT ELECTRIC (SPOKANE, WA) PURCHASING BESS EQUIPMENT IN THE AMOUNT OF $978,000.00 (FACILITIES MANAGEMENT)

6. MASTER CONTRACT FOR MISCELLANEOUS WELDING & FABRICATION SERVICES (FLEET SERVICES)

7. MASTER VB WITH W.W. GRAINGER FOR MRO SUPPLIES (PURCHASING & CONTRACTS)

8. CONTRACT WITH SPILKER CONTRACTING LLC (MEAD, WA) FOR THE UPRIVER DAM OFFICE BUILDING INTERIOR RENOVATION FROM SEPTEMBER 1, 2026 TO AUGUST 31, 2027 FOR $912,300.00 (FACILITIES MANAGEMENT)

9. CONSTRUCTION SUPPORT FOR PACIFIC AVENUE GREENWAY - 2022069 (ENGINEERING SERVICES)

10. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)

11. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)

12. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)

13. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)

14. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)

IV. Public Testimony

V. Executive Session

Executive Session may be held or reconvened during any Finance & Administration Committee meeting.

VI. Adjournment

VII. Next Meeting

Next Finance & Administration Committee meeting
The next meeting will be held at the regular date and time of 1:00 PM. August 25, 2026.

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 Human Resources at 509.625.6373 or email Debbie DeCorde at DDecorde@SpokaneCity.org. 808 W. Spokane Falls Blvd., Spokane, WA, 99201. 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.

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Information Only

Council Meeting Date:

Date Rec'd	7/16/2026
Clerk's File #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	PUBLIC WORKS
Contact Name/Phone	MARLENE FEIST 509) 625 - 6505
Contact E-Mail	MFEIST@SPOKANECITY.ORG
Agenda Item Type	Information Only - Committee
Council Sponsor(s)	KKLITZKE ZZAPPONE
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?**
Agenda Item Name	UTILITY RATES SETTING FOR 2027 & 2028

Agenda Wording

This is the continued discussion with Council on 2027 & 2028 Utility Rates for Water, Wastewater, Stormwater, and Solid Waste Collection. The last discussion was held at the PIES Committee meeting on July 14th.

Summary (Background)

Rate proposals for the City's water, wastewater, stormwater and solid waste operations are designed to meet the City's rate-setting principles of Simplicity & Transparency, Stability, Sustainability and Equity & Affordability. This discussion will focus on rate proposals for Solid Waste Collections and Disposal, financial management of the Climate Commitment Act compliance for Waste to Energy, and additional follow up on water and wastewater rate proposals.

What impacts would the proposal have on historically excluded communities?

Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, distribute public investment throughout the community, and respond to gaps in services identified in various City plans.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This work is consistent with annual budget strategies to limit costs and fund operations and approved projects.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	N/A

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head			
Division Director			
Accounting Manager			
Legal			
For the Mayor			

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Information Only

Council Meeting Date:

Date Rec'd	7/17/2026
Clerk's File #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	FINANCE & ADMINISTRATION
Contact Name/Phone	JESSICA X6369
Contact E-Mail	JSTRATTON@SPOKANECITY.ORG
Agenda Item Type	Information Only - Committee
Council Sponsor(s)	BWILKERSON PDILLON
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	Q2 QUARTERLY FINANCIAL REPORT

Agenda Wording

This 2026 quarterly report covers through June.

Summary (Background)

The Finance division routinely presents City financial information to the Finance & Administration committee of the City Council. The quarterly financial report is intended to provide more detail and greater insight into the financial well-being of the City. Topics include an overview of the General Fund, other funds, CIP project status and an economic briefing.

What impacts would the proposal have on historically excluded communities?

n/a – recurring financial report

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

n/a – recurring financial report

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

n/a – recurring financial report

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

n/a – recurring financial report

Council Subcommittee Review

N/A

Fiscal Impact	
Approved in Current Year Budget?	NO
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source

Funding Source Type Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	STRATTON, JESSICA		
Division Director	BOSTON, MATTHEW		
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

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March Financial Report
July 28, 2026

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Note: The City of Spokane General Fund operates under cash accounting until the year end process begins. At year end the City moves to modified accrual accounting and figures can change significantly.

June 2026 - Quarterly Financial Report
I. General Fund Financial Summary
City of Spokane

GENERAL FUND OVERVIEW

	2026 Amended Budget	Budget YTD*	Actuals YTD	$ Variance YTD (Unfavorable)/ Favorable	% Variance YTD (Unfavorable)/ Favorable
Revenues	$271,388,603	$105,265,222	$106,692,343	$1,427,122	1.4%
Expenditures	$276,380,691	$129,937,956	$130,688,263	($750,307)	(0.6%)

*The City of Spokane budgets annual figures. In order to prepare periodic variance reporting, the annual budget is amortized using either the previous year's spend, the twelve-month calendar, or the payroll calendar.

SUMMARY

Through June 2026, General Fund revenues are 1.4 percent above City budget projections with approximately $106.7 million collected year-to-date (YTD) and $3.5 million more than through June 2025. On the expenditure side, actuals are 0.6 percent above budget, or $0.8 million above YTD budget projections.

CHANGES TO 2026 ADOPTED GENERAL FUND (GF) BUDGET

Changes Adopted GF Revenues

Adopted GF Revenues	$271,276,603
SBOs - YTD[1]	$112,000
CURRENT REVENUES (Adopted + SBOs)	**$271,388,603**

Changes Adopted GF Expenditures

Adopted GF Expenditures	$273,910,691
Encumbrance Carry Forward	$1,751,786
SBOs – YTD[2]	$718,214
CURRENT EXPENDITURES (Adopted + Encumbrance CF + SBOs)	**$276,380,691**

1- ORD C36878 increased the revenue in the Legal department to record an operating transfer from Public Works to pay for an additional Attorney III.
2- ORD C36825 increased the expense in the Police department in order to hire eight new Police Officers for the DOJ Hiring Grant. ORD C36878 increased the expense in the Legal department in order to hire an additional Attorney III.

Note: Encumbrance Carry Forward budgets are for contracted goods or services, grants, or capital projects from the prior fiscal year which continue into the current fiscal year; funds to pay for these expenses are set aside in reserve. City Council passed ORD C36837 on February 2, 2026 to carry budget capacity forward from 2025 into 2026.

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I. General Fund Financial Summary
City of Spokane

GENERAL FUND REVENUES

Department	2026 Amended Budget	YTD Actuals	% Received
0020 NONDEPARTMENTAL*	236,572,941	95,854,322	41%
0030 OFFICE OF POLICE OMBUDS	303,005	44,369	15%
0260 OFFICE OF THE CITY CLERK	1,100	185	17%
0300 HUMAN SERVICES	33,795	12,322	36%
0320 COUNCIL	-	750	0%
0350 COMMUNITY CENTERS	95,756	47,878	50%
0370 ENGINEERING SERVICES	10,670,114	4,298,841	40%
0380 TRANSPORTATION & SUSTAINABILIT	298,645	0	
0410 FINANCE AND ADMINISTRATION	23,529	7,340	31%
0450 HOUSING AND HUMAN SERVICES	158,000	0	0%
0470 ARTS, CULTURE, & HISTORIC PRES	63,450	9,725	15%
0500 OFFICE OF THE CITY ATTORNEY	792,000	257,233	32%
0520 OFFICE OF THE MAYOR	139,388	9,994	7%
0550 NEIGHBORHOOD SERVICES	46,500	16,523	36%
0560 MUNICIPAL COURT	2,059,200	1,045,066	51%
0570 OFFICE OF HEARING EXAMINER	41,620	14,180	34%
0650 PLANNING SERVICES	68,000	16,875	25%
0680 POLICE	17,934,078	4,555,283	25%
0690 COMMUNITY JUSTICE SERVICES	1,405,806	214,476	15%
0700 PUBLIC DEFENDER	238,250	286,981	120%
0750 COMMUNITY/ECONOMIC DEV SVC	443,426	-	0%
TOTAL	**271,388,603**	**106,692,343**	**39%**

*Excludes investment unrealized gain/(loss) as it is volatile non-cash

Revenue is received under various schedules and will always lag the calendar. First half property taxes were received in May while sales tax is always recorded two months in arrears.

Non-departmental: 87% of General Fund revenue is budgeted in this budgetary department because it receives most of the City's sales tax, property tax and utility tax. The majority of property taxes are received in May and November.

Non-Departmental	2026 YTD Actuals	2025 YTD Actuals	$ Change	% Change
31000 TAXES	84,523,856	78,913,223	5,610,632	7%
32000 LICENSES & PERMITS	3,290,349	3,237,509	52,840	2%
33000 INTERGOVERNMENTAL REVENUES	1,070,942	1,435,282	(364,340)	-25%
34000 CHARGES FOR SERVICES	4,397,694	1,767,990	2,629,704	149%
35000 FINES & FORFEITS	3,669	3,927	(258)	-7%
36000 MISCELLANEOUS REVENUES	2,567,812	3,230,551	(662,739)	-21%
39700 OPERATING TRANSFERS-IN	-	4,000,000	(4,000,000)	-100%
TOTAL REVENUE	**95,854,322**	**92,588,482**	**3,265,840**	**4%**

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Taxes have increased over last year due to better-than-expected sales tax, interfund utility tax increases triggered by gross receipt increases and the timing of accounting entries for property taxes. Charges for Services is better than last year only due to timing. Q2 indirect costs (GF cost allocation charges for central service departments) was appropriately assessed in Q2 unlike in 2025 when it was a month late.

Operating transfers-in are down because of the one-time DSC transfer-in that occurred in 2025. Miscellaneous Revenues are down as a result of correcting investment discount accretion triggered by the 2024 SAO audit finding. Intergovernmental Revenues are down because no FEMA reimbursements have been made this year and that is expected.

Revenue Category	2026 Amended Budget	Budget YTD*	Actuals YTD	% Variance YTD -Unfavorable/ Favorable	$ Actuals YTD vs. Prior Year (Unfavorable)/ Favorable
Sales Tax – GF Only	**65,762,675**	**20,191,473**	**20,699,128**	**2.5%**	**974,077**
Local Retail Sales Tax – GF Only	*60,463,285*	*18,100,604*	*18,717,251*	*3.4%*	*1,044,493*
Property Tax	**54,957,272**	**27,935,680**	**30,451,707**	**9.0%**	**3,224,251**
Interfund Utility Taxes	**60,902,000**	**21,917,670**	**21,714,519**	**-0.9%**	**1,857,897**
Business Taxes	**31,116,210**	**14,414,931**	**12,744,368**	**-11.6%**	**(496,849)**
Taxes on Private Utilities	*30,709,755*	*14,296,618*	*12,640,293*	*-11.6%*	*(505,725)*
Charges for Services (Services Provided by City Departments)	**27,584,239**	**9,341,866**	**11,040,516**	**18.2%**	**3,092,697**
Licenses & Permits	**7,765,707**	**3,446,469**	**3,373,343**	**-2.1%**	**60,578**
Business Registrations	*5,612,315*	*2,674,956*	*2,675,675*	*0.0%*	*132,527*
Franchise Fees	*1,907,852*	*666,221*	*575,351*	*-13.6%*	*(83,892)*
Miscellaneous Revenue	**5,297,450**	**3,402,243**	**2,742,660**	**-19.4%**	**(645,269)**
Interest Earnings	*4,554,632*	*2,343,248*	*1,749,864*	*-25.3%*	*(596,390)*
Intergovernmental Revenues	**5,379,620**	**2,061,167**	**1,489,172**	**-27.8%**	**(310,059)**
Fines & Forfeits	**1,810,050**	**865,535**	**980,535**	**13.3%**	**184,021**
Traffic & Parking Violations	*1,600,000*	*761,440*	*894,755*	*17.5%*	*173,328*
Other Taxes	**2,362,411**	**880,566**	**818,799**	**-7.0%**	**(19,588)**
Admission Tax	*1,865,613*	*706,509*	*673,051*	*-4.7%*	*(8,664)*
Operating Transfer-In	**8,435,969**	**792,624**	**569,783**	**-28.1%**	**(4,445,805)**
Disposition of Fixed Assets	**15,000**	**15,000**	**67,814**		**67,814**
TOTAL	**271,388,603**	**105,265,222**	**106,692,343**	**1.4%**	**3,543,766**

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I. General Fund Financial Summary
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REVENUE OVERVIEW

Property taxes are coming in over budget but that is only due to accounting entry timing. With four months' worth of data, sales tax is trending above budget which is good news. Private utility taxes are lagging behind due to reduced use of gas during the mild winter. Miscellaneous Revenue will likely end the year $828k under budget because the budget was adopted before the investment correcting entries were made regarding the SAO's 2024 ACFR finding.

Using Q2 YTD variances, it appears GF revenue could be favorable to budget at the end of the year by approximately $2 million.

GENERAL FUND EXPENDITURES

Department	2026 Amended Budget	Budget YTD*	Actuals YTD	$ Variance YTD (Unfavorable)/ Favorable
Allocations to Other Funds	99,431,911	49,525,473	53,386,095	(3,860,622)
City Clerk	1,127,212	495,725	511,294	(15,568)
Civil Service	2,127,155	976,328	951,575	24,753
NHHS Division	485,266	218,772	216,374	2,398
Community Centers	686,603	374,273	289,513	84,761
Council	2,785,777	1,262,463	1,322,299	(59,837)
CED Services	916,657	443,497	357,219	86,278
Engineering Services	9,841,032	4,486,242	3,996,721	489,521
Finance	2,548,545	1,277,064	1,208,746	68,318
Grants Management	200,000	92,308	55,181	37,126
Historic Preservation	493,819	226,092	180,800	45,293
Human Resources	1,923,829	882,073	849,282	32,791
Human Services	1,903,024	1,146,704	339,188	807,515
Legal	6,558,600	2,973,447	2,812,031	161,415
Mayor	1,912,611	773,538	901,495	(127,957)
Municipal Court	6,187,942	2,902,281	2,827,217	75,064
Neighborhood Services	738,370	331,843	345,092	(13,249)
Non-departmental	10,127,285	3,402,854	3,372,863	29,991
Office of Civil Rights	217,696	90,542	101,653	(11,111)
Office of Hearing Examiner	321,704	148,462	172,211	(23,749)
Office of Youth	237,632	109,676	76,872	32,804
Planning Services	2,789,412	1,247,049	1,133,673	113,376
Police	111,408,304	51,280,479	50,593,316	687,163
Police Ombudsman	863,567	351,577	227,714	123,863
Community Justice Services	4,107,742	1,788,748	1,651,605	137,143
Public Affairs/Communications	1,697,470	858,935	779,315	79,620
Public Defender	4,442,880	2,133,676	1,914,666	219,010
Transportation & Sustainability Division	298,645	137,836	114,253	23,583
TOTAL	**276,380,691**	**129,937,956**	**130,688,263**	**(750,307)**

YTD expenses in the General Fund per day: $722,035 Excluding indirects & transfers-out: 90% of expenses are personnel

June 2026 - Quarterly Financial Report
I. General Fund Financial Summary
City of Spokane

EXPENSE OVERVIEW

Through June, overall General Fund spending appears to be over YTD budget *projections*. As mentioned before in this report, the City's General Fund operates under cash accounting throughout the year, meaning accruals are not made, and the City budgets annual figures, meaning monthly budgets are calculated. Due to these circumstances, variance reporting is very sensitive to actuals.

The Allocations department is a budgetary department that holds all of the GF transfers-out to other funds. Typically, the budgeted figures are amortized over the 26 pay periods. Sometimes the transfers-out are accelerated which is what has happened here. First, SFD received an accelerated transfer-out in February which is typical as they await first half property taxes. Second, the Criminal Justice Assistance Fund received its full allocation in January, $2.75 million, in order to pay the 2025 settle & adjust bill. Finally, Parking needed approximately $190 thousand to make payroll in June when a debt service payment was made. Again, these are only accelerated transfers-out, the funds will receive no more than what was annually budgeted.

Taking the Allocations department's YTD variance out of the equation, the rest of the GF is trending under YTD budget projections with Human Services, Police and Engineering Services making up 63% of that. Human Services benefitted from a mild winter, Police's invoice payments have been temporarily disrupted due to Accounting personnel changes, and Engineering Services has seven vacancies right now as recruiting engineers is extremely difficult.

Department	2026 Amended Budget	Budget YTD*	Actuals YTD	$ Variance YTD (Unfavorable)/ Favorable
Fire/EMS	84,777,755	39,005,171	39,370,185	(374,443)

Finally, Fire is trending over YTD budget projections because of the paramedic recert incentive from the most recent supplementary L29 agreement and a handful of annual expenses that have already been paid.

Expense Category	2026 Amended Budget	Budget YTD*	Actuals YTD	YTD Variance (Unfavorable)/ Favorable
51000 SALARIES & WAGES	104,289,885	51,945,153	48,142,057	3,803,097
52000 PERSONNEL BENEFITS	29,343,409	14,118,343	13,923,319	195,024
53000 SUPPLIES	2,052,428	1,059,320	710,231	349,089
54000 OTHER SERVICES & CHARGES	20,281,645	7,894,108	6,180,521	1,713,587
56000 CAPITAL OUTLAY	800,779	333,658	183,249	150,409
59000 INTERFUND PAYMENT FOR SERVICES	18,081,557	7,998,671	7,848,112	150,558
59950 RESERVE FOR BUDGET ADJUSTMENT	479,857	479,857	0	479,857
80100 OPERATING TRANSFERS OUT	101,051,131	50,754,441	53,701,840	(2,947,399)

Looking at General Fund expenses through the type summary lens, we see the unfavourability in the Allocations dept again regarding the accelerated operating transfers-out. However, the rest of the type summaries are YTD favorable to budget.

Using Q2 YTD variances, it appears GF expense could be favorable to budget at the end of the year by approximately $3 million.

June 2026 - Quarterly Financial Report
I. General Fund Financial Summary
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CONCLUSION

General Fund revenues are coming in over YTD budget projections, but some of it is due to timing when compared to last year. The mild winter and corrected investment entry process will cause permanent unfavourability, but it's possible elevated sales tax and property tax will make GF revenue favorable by year end. The General Fund expense variance is unfavorable right now due to accelerated transfers-out which will conform to budget by year's end.

It's important to note that the 2026 mid-biennium modification budget is a very lean budget; in fact, it was adopted with a $2.6 million deficit. At this time, known issues that will impact the General Fund are:

- SCRAPS – the current ILA was adopted a week after the budget was adopted and there is an estimated $0.7M funding gap. An SBO has been submitted to address this.
- PSAP – portions of staffing and ongoing software maintenance is currently unfunded.
- L29 & SAFO CBAs – retroactive payments are TBD.

City of Spokane

GENERAL FUND FINANCIAL AND RESERVE SUMMARY
June 30, 2026

			Actual %
BEGINNING BALANCES (actual as of 12/31/2025, unaudited)			
--Assigned Funds for Encumbrance Rollover		1,751,786	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)		7,362,901	2.7%
--Contingency Reserve Balance (target 10.0% of expenditures)		21,065,706	7.7%
--Unappropriated Fund Balance		3,688,490	
Total Available Reserves (Revenue Stabilization, Contingency Reserves, Unappropriated)		**32,117,097**	
Total's (less Encumbrance Rollover) % of Adopted Expenses		*11.7%*	
2026 Adopted General Fund Revenues	271,276,603		
Add - 2026 Approved Budget Changes Q1	-		
Add - 2026 Approved Budget Changes Q2	112,000	C36878	
Amended General Fund Revenue	**271,388,603**		
2026 Adopted General Fund Expenses	273,910,691		
Add - 2025 Encumbrance Rollovers	1,751,786	C36837	
Add - 2026 Approved Budget Changes Q1	606,214	C36825	
Add - 2026 Approved Budget Changes Q2	112,000	C36878	
Amended General Fund Expenses	**276,380,691**		

	CALCULATED	Actual %
ENDING BALANCES		
--Assigned Funds for Encumbrance Rollover	-	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)	7,362,901	2.7%
--Contingency Reserve Balance (target 10.0% of expenditures)	21,065,706	7.6%
--Unappropriated Fund Balance	448,188	
Total Available Reserves	**28,876,795**	
Total's % of Adopted Expenditures	*10.5%*	
Unappropriated's % of Adopted Expenditures	*0.2%*	

DIFFERENCE FROM RESERVE ACCOUNT TARGETS	
--Revenue Stabilization Reserve Balance (target 3.5% of revenues)	2,135,700
--Contingency Reserve Balance (target 10.0% of expenditures)	6,572,363
	8,708,063

Fund	Type Acct Type	TYPECode Long Description	Values Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1100 STREET FUND	**Revenue**	31000 TAXES	(11,282,810)	(5,638,806)	(5,649,237)	(10,430)
		32000 LICENSES & PERMITS	(1,440)	2,507	173	(2,334)
		33000 INTERGOVERNMENTAL REVENUES	(3,450,000)	(1,137,800)	(1,121,152)	16,648
		34000 CHARGES FOR SERVICES	(8,063,580)	(1,409,404)	(1,488,452)	(79,048)
		36000 MISCELLANEOUS REVENUES	(89,281)	(2,137)	(134,135)	(131,998)
		39500 DISPOSITION OF FIXED ASSETS	(34,125)	(17,381)	-	17,381
		39700 OPERATING TRANSFERS-IN	(5,010,000)	(687,713)	(808,628)	(120,915)
		39800 INS RECOVERIES GOVT FUNDS ONLY	(35,800)	-	-	-
	Revenue Total		**(27,967,036)**	**(8,890,734)**	**(9,201,430)**	**(310,696)**
	Expense	51000 SALARIES & WAGES	9,447,441	4,336,899	3,610,199	(726,700)
		52000 PERSONNEL BENEFITS	3,474,745	1,632,886	1,324,886	(308,000)
		53000 SUPPLIES	3,882,315	1,832,828	1,025,401	(807,427)
		54000 OTHER SERVICES & CHARGES	3,982,849	1,578,061	1,455,035	(123,025)
		56000 CAPITAL OUTLAY	980,988	32,347	35,801	3,455
		59000 INTERFUND PAYMENT FOR SERVICES	8,928,750	3,814,429	3,751,279	(63,150)
		80100 OPERATING TRANSFERS OUT	603,024	168,934	103,177	(65,757)
	Expense Total		**31,300,113**	**13,396,382**	**11,305,778**	**(2,090,604)**
1100 STREET FUND Total			**3,333,077**	**4,505,648**	**2,104,348**	**(2,401,300)**
1200 CODE ENFORCEMENT FUND	**Revenue**	32000 LICENSES & PERMITS	(237,194)	(80,586)	(108,938)	(28,352)
		33000 INTERGOVERNMENTAL REVENUES	(235,527)	(147,899)	(128,845)	19,054
		34000 CHARGES FOR SERVICES	(3,944,277)	(1,715,858)	(1,802,950)	(87,092)
		36000 MISCELLANEOUS REVENUES	(130,000)	(18,484)	(61,262)	(42,778)
		39700 OPERATING TRANSFERS-IN	(667,524)	(152,746)	(333,762)	(181,016)
	Revenue Total		**(5,214,522)**	**(2,115,572)**	**(2,435,756)**	**(320,184)**
	Expense	51000 SALARIES & WAGES	2,513,409	1,075,841	1,038,810	(37,031)
		52000 PERSONNEL BENEFITS	907,828	406,403	401,071	(5,332)
		53000 SUPPLIES	54,710	20,886	15,182	(5,704)
		54000 OTHER SERVICES & CHARGES	613,414	89,837	304,270	214,433
		56000 CAPITAL OUTLAY	5,000	-	64	64
		57000 DEBT SERVICE - PRINCIPAL		-	-	-
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	965,593	355,077	401,839	46,762
		59950 RESERVE FOR BUDGET ADJUSTMENT	9,601	-	-	-
		80100 OPERATING TRANSFERS OUT	16,968	16,872	16,969	97
	Expense Total		**5,086,523**	**1,964,917**	**2,178,206**	**213,288**
1200 CODE ENFORCEMENT FUND Total			**(127,999)**	**(150,655)**	**(257,551)**	**(106,896)**
1300 LIBRARY FUND	**Revenue**	31000 TAXES	(2,494,967)	(1,247,330)	(1,249,214)	(1,884)
		33000 INTERGOVERNMENTAL REVENUES	(102,369)	(18,864)	(22,299)	(3,435)
		34000 CHARGES FOR SERVICES	(37,000)	(25,129)	(11,441)	13,689
		35000 FINES & FORFEITS	(35,000)	(15,644)	(16,188)	(545)
		36000 MISCELLANEOUS REVENUES	(363,442)	(128,316)	(79,068)	49,248
		39700 OPERATING TRANSFERS-IN	(9,767,154)	(4,870,779)	(4,883,580)	(12,801)
		39800 INS RECOVERIES GOVT FUNDS ONLY		-	-	-
	Revenue Total		**(12,799,932)**	**(6,306,062)**	**(6,261,789)**	**44,272**
	Expense	51000 SALARIES & WAGES	7,622,112	3,573,565	3,554,898	(18,667)
		52000 PERSONNEL BENEFITS	3,063,598	1,440,331	1,334,203	(106,128)
		53000 SUPPLIES	477,000	193,815	156,786	(37,029)
		54000 OTHER SERVICES & CHARGES	1,803,054	899,691	828,694	(70,996)
		56000 CAPITAL OUTLAY	1,520,000	838,377	743,882	(94,495)
		57000 DEBT SERVICE - PRINCIPAL		-	-	-
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	486,952	206,124	241,704	35,580
		59950 RESERVE FOR BUDGET ADJUSTMENT	48,856	-	-	-
	Expense Total		**15,021,572**	**7,151,902**	**6,860,167**	**(291,735)**
1300 LIBRARY FUND Total			**2,221,640**	**845,840**	**598,377**	**(247,463)**
1330 MISCELLANEOUS GRANTS	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(896,585)	-	(116,935)	(116,935)
		36000 MISCELLANEOUS REVENUES	(200,000)	-	(200,000)	(200,000)
	Revenue Total		**(1,096,585)**	**-**	**(316,935)**	**(316,935)**
	Expense	51000 SALARIES & WAGES	277,890	138,945	7,374	(131,571)
		52000 PERSONNEL BENEFITS	75,940	37,970	2,513	(35,457)
		54000 OTHER SERVICES & CHARGES	742,755	371,378	27,190	(344,187)
	Expense Total		**1,096,585**	**548,293**	**37,077**	**(511,216)**
1330 MISCELLANEOUS GRANTS Total			**-**	**548,293**	**(279,858)**	**(828,150)**
1340 HISTORIC PRESERVATION INCENTIV	**Revenue**	32000 LICENSES & PERMITS	(10,000)	(4,244)	(15,945)	(11,701)
	Revenue Total		**(10,000)**	**(4,244)**	**(15,945)**	**(11,701)**
	Expense	54000 OTHER SERVICES & CHARGES	10,000	-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
	Expense Total		**10,000**	**-**	**-**	**-**
1340 HISTORIC PRESERVATION INCENTIV Total			**-**	**(4,244)**	**(15,945)**	**(11,701)**
1350 PENSION CONTRIBUTIONS FUND	**Revenue**	31000 TAXES	(4,770,431)	(4,723,326)	(1,877,262)	2,846,063

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1350 PENSION CONTRIBUTIONS FUND	**Revenue Total**		**(4,770,431)**	**(4,723,326)**	**(1,877,262)**	**2,846,063**
	Expense	52000 PERSONNEL BENEFITS	4,770,131	4,805,277	1,740,614	(3,064,663)
		54000 OTHER SERVICES & CHARGES	300	150	443	293
		80100 OPERATING TRANSFERS OUT		-	-	-
	Expense Total		**4,770,431**	**4,805,427**	**1,741,057**	**(3,064,370)**
1350 PENSION CONTRIBUTIONS FUND Total			**-**	**82,102**	**(136,205)**	**(218,307)**
1360 GENERAL FUND GRANTS	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(2,734,073)	(691,686)	(150,413)	541,273
		36000 MISCELLANEOUS REVENUES	(4,333)	-	-	-
	Revenue Total		**(2,738,406)**	**(691,686)**	**(150,413)**	**541,273**
	Expense	51000 SALARIES & WAGES	409,272	118,650	60,745	(57,905)
		52000 PERSONNEL BENEFITS	54,792	6,097	24,527	18,430
		53000 SUPPLIES	29,814	6,736	12,826	6,090
		54000 OTHER SERVICES & CHARGES	2,244,537	682,056	363,002	(319,054)
	Expense Total		**2,738,415**	**813,538**	**461,099**	**(352,439)**
1360 GENERAL FUND GRANTS Total			**9**	**121,852**	**310,686**	**188,834**
1370 DOMESTIC VIOLENCE PREVENTION	**Revenue**	35000 FINES & FORFEITS	(500)	(1)	(174)	(172)
	Revenue Total		**(500)**	**(1)**	**(174)**	**(172)**
	Expense	54000 OTHER SERVICES & CHARGES	500	-	-	-
	Expense Total		**500**	**-**	**-**	**-**
1370 DOMESTIC VIOLENCE PREVENTION Total			**-**	**(1)**	**(174)**	**(172)**
1375 CANNABIS FUND	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(607,865)	(301,123)	(277,260)	23,864
	Revenue Total		**(607,865)**	**(301,123)**	**(277,260)**	**23,864**
	Expense	54000 OTHER SERVICES & CHARGES	35,000	-	-	-
		80100 OPERATING TRANSFERS OUT	660,000	-	-	-
	Expense Total		**695,000**	**-**	**-**	**-**
1375 CANNABIS FUND Total			**87,135**	**(301,123)**	**(277,260)**	**23,864**
1380 SPOKANE SAFE STREETS FOR ALL	**Revenue**	35000 FINES & FORFEITS	(5,641,143)	(2,748,013)	(2,540,678)	207,335
		36000 MISCELLANEOUS REVENUES	(254,000)	(37,291)	(80,082)	(42,791)
	Revenue Total		**(5,895,143)**	**(2,785,304)**	**(2,620,760)**	**164,544**
	Expense	51000 SALARIES & WAGES	102,045	47,027	47,024	(2)
		52000 PERSONNEL BENEFITS	31,930	15,098	15,159	62
		53000 SUPPLIES	20,000	7,497	115	(7,383)
		54000 OTHER SERVICES & CHARGES	2,629,351	529,054	1,005,098	476,045
		56000 CAPITAL OUTLAY	4,841,500	1,023,350	164,737	(858,612)
		59000 INTERFUND PAYMENT FOR SERVICES	1,098,602	58,603	94,100	35,497
		80100 OPERATING TRANSFERS OUT	298,645	-	-	-
	Expense Total		**9,022,072**	**1,680,628**	**1,326,234**	**(354,394)**
1380 SPOKANE SAFE STREETS FOR ALL Total			**3,126,929**	**(1,104,676)**	**(1,294,526)**	**(189,850)**
1390 URBAN FORESTRY FUND	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(2,500,000)	(579,415)	(321,605)	257,810
		36000 MISCELLANEOUS REVENUES	(20,000)	(5,036)	(2,000)	3,036
		39100 PROCEEDS OF LONG TERM DEBT		-	-	-
		39800 INS RECOVERIES GOVT FUNDS ONLY		-	(20,150)	(20,150)
	Revenue Total		**(2,520,000)**	**(584,451)**	**(343,755)**	**240,695**
	Expense	51000 SALARIES & WAGES	88,262	39,705	42,211	2,507
		52000 PERSONNEL BENEFITS	35,166	16,612	16,998	386
		53000 SUPPLIES	10,000	6,496	9,026	2,530
		54000 OTHER SERVICES & CHARGES	4,535,309	520,919	389,517	(131,402)
		56000 CAPITAL OUTLAY		-	-	-
		57000 DEBT SERVICE - PRINCIPAL		-	-	-
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	3,090	96	1,545	1,449
	Expense Total		**4,671,827**	**583,827**	**459,297**	**(124,530)**
1390 URBAN FORESTRY FUND Total			**2,151,827**	**(623)**	**115,542**	**116,165**
1400 PARKS AND RECREATION FUND	**Revenue**	32000 LICENSES & PERMITS	(1,000)	(630)	(765)	(135)
		33000 INTERGOVERNMENTAL REVENUES	(1,010,000)	(5,121)	-	5,121
		34000 CHARGES FOR SERVICES	(6,298,700)	(2,761,563)	(2,802,282)	(40,719)
		35000 FINES & FORFEITS	(3,000)	152	(1,300)	(1,452)
		36000 MISCELLANEOUS REVENUES	(2,191,130)	(687,202)	(870,647)	(183,445)
		39100 PROCEEDS OF LONG TERM DEBT		-	-	-
		39700 OPERATING TRANSFERS-IN	(21,792,366)	(11,582,264)	(11,208,258)	374,006
		39800 INS RECOVERIES GOVT FUNDS ONLY		-	-	-
	Revenue Total		**(31,296,196)**	**(15,036,628)**	**(14,883,252)**	**153,376**
	Expense	51000 SALARIES & WAGES	13,378,183	5,752,606	5,238,967	(513,639)
		52000 PERSONNEL BENEFITS	3,829,343	1,747,473	1,627,761	(119,712)
		53000 SUPPLIES	1,520,421	697,256	530,430	(166,826)
		54000 OTHER SERVICES & CHARGES	7,300,685	2,982,376	2,396,908	(585,468)
		56000 CAPITAL OUTLAY	322,334	-	-	-
		57000 DEBT SERVICE - PRINCIPAL		-	-	-
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	3,924,036	1,572,550	1,469,262	(103,288)
		59950 RESERVE FOR BUDGET ADJUSTMENT	1,210,445	-	-	-
		80100 OPERATING TRANSFERS OUT	1,083,855	844,683	612,552	(232,131)
	Expense Total		**32,569,301**	**13,596,945**	**11,875,880**	**(1,721,065)**

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1400 PARKS AND RECREATION FUND Total			**1,273,105**	**(1,439,683)**	**(3,007,371)**	**(1,567,688)**
1410 PARKS LEVY	**Revenue**	31000 TAXES	(9,575,850)	-	(4,787,925)	(4,787,925)
	Revenue Total		**(9,575,850)**	**-**	**(4,787,925)**	**(4,787,925)**
	Expense	80100 OPERATING TRANSFERS OUT	9,575,850	4,787,925	4,787,925	-
	Expense Total		**9,575,850**	**4,787,925**	**4,787,925**	**-**
1410 PARKS LEVY Total			**-**	**4,787,925**	**-**	**(4,787,925)**
1425 AMERICAN RESCUE PLAN	**Revenue**	33000 INTERGOVERNMENTAL REVENUES		-	-	-
		36000 MISCELLANEOUS REVENUES		-	18,231	18,231
	Revenue Total			**-**	**18,231**	**18,231**
	Expense	51000 SALARIES & WAGES		-	36,751	36,751
		52000 PERSONNEL BENEFITS		-	14,254	14,254
		54000 OTHER SERVICES & CHARGES	5,909,362	2,954,681	2,220,182	(734,499)
		56000 CAPITAL OUTLAY	45,487	22,744	24,982	2,239
		59000 INTERFUND PAYMENT FOR SERVICES	6,073	3,037	11,447	8,410
		80100 OPERATING TRANSFERS OUT		-	-	-
	Expense Total		**5,960,922**	**2,980,461**	**2,307,616**	**(672,845)**
1425 AMERICAN RESCUE PLAN Total			**5,960,922**	**2,980,461**	**2,325,847**	**(654,614)**
1430 GRANTS OPERATIONS	**Expense**	51000 SALARIES & WAGES	347,477	173,738	156,082	(17,656)
		52000 PERSONNEL BENEFITS	155,069	77,534	44,658	(32,876)
		53000 SUPPLIES	500	250	49	(201)
		54000 OTHER SERVICES & CHARGES	2,000	1,000	(192,969)	(193,969)
		59000 INTERFUND PAYMENT FOR SERVICES	(514,656)	(257,328)	-	257,328
	Expense Total		**(9,611)**	**(4,805)**	**7,820**	**12,625**
1430 GRANTS OPERATIONS Total			**(9,611)**	**(4,805)**	**7,820**	**12,625**
1440 FIRE GRANTS MISCELLANEOUS	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(1,717,534)	(471,138)	(256,704)	214,434
		34000 CHARGES FOR SERVICES		-	(518,686)	(518,686)
		36000 MISCELLANEOUS REVENUES	(16,240)	-	(9,850)	(9,850)
	Revenue Total		**(1,733,774)**	**(471,138)**	**(785,240)**	**(314,102)**
	Expense	51000 SALARIES & WAGES	215,000	-	35,669	35,669
		52000 PERSONNEL BENEFITS	39,630	-	8,729	8,729
		53000 SUPPLIES	20,740	10,370	3,134	(7,236)
		54000 OTHER SERVICES & CHARGES	1,288,480	579,231	272,072	(307,160)
		56000 CAPITAL OUTLAY	169,924	110,609	74,404	(36,205)
	Expense Total		**1,733,774**	**700,211**	**394,007**	**(306,204)**
1440 FIRE GRANTS MISCELLANEOUS Total			**-**	**229,072**	**(391,233)**	**(620,306)**
1460 PARKING METER REVENUE FUND	**Revenue**	32000 LICENSES & PERMITS	(550,000)	(72,268)	(176,858)	(104,591)
		35000 FINES & FORFEITS	(9,500)	(3,690)	(1,958)	1,733
		36000 MISCELLANEOUS REVENUES	(4,491,271)	(1,913,817)	(1,701,998)	211,820
		39700 OPERATING TRANSFERS-IN	(308,000)	173,666	(455,384)	(629,049)
	Revenue Total		**(5,358,771)**	**(1,816,110)**	**(2,336,197)**	**(520,088)**
	Expense	51000 SALARIES & WAGES	1,099,867	501,313	505,463	4,150
		52000 PERSONNEL BENEFITS	375,683	174,462	188,691	14,229
		53000 SUPPLIES	57,747	8,237	24,766	16,529
		54000 OTHER SERVICES & CHARGES	985,157	358,361	364,706	6,346
		59000 INTERFUND PAYMENT FOR SERVICES	714,960	315,368	305,432	(9,936)
		80100 OPERATING TRANSFERS OUT	2,372,922	1,186,461	1,186,461	0
	Expense Total		**5,606,336**	**2,544,202**	**2,575,519**	**31,317**
1460 PARKING METER REVENUE FUND Total			**247,565**	**728,092**	**239,322**	**(488,770)**
1500 PATHS AND TRAILS RESERVE FUND	**Revenue**	32000 LICENSES & PERMITS	(205,130)	(27,969)	-	27,969
		33000 INTERGOVERNMENTAL REVENUES	(14,500)	(4,570)	(4,896)	(326)
		36000 MISCELLANEOUS REVENUES		-	-	-
	Revenue Total		**(219,630)**	**(32,539)**	**(4,896)**	**27,643**
	Expense	53000 SUPPLIES	79,498	28,410	2,627	(25,783)
		54000 OTHER SERVICES & CHARGES	134,565	16,616	14,139	(2,478)
		56000 CAPITAL OUTLAY	449,800	-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	10,511	6,253	732	(5,521)
		80100 OPERATING TRANSFERS OUT	350,000	-	-	-
	Expense Total		**1,024,374**	**51,279**	**17,498**	**(33,782)**
1500 PATHS AND TRAILS RESERVE FUND Total			**804,744**	**18,740**	**12,602**	**(6,139)**
1510 SPOKANE UNITED 911 NETWORK	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(1,390,000)	-	(286,188)	(286,188)
		39700 OPERATING TRANSFERS-IN	(223,574)	-	(111,787)	(111,787)
	Revenue Total		**(1,613,574)**	**-**	**(397,975)**	**(397,975)**
	Expense	51000 SALARIES & WAGES	259,316	129,658	74,181	(55,477)
		52000 PERSONNEL BENEFITS	78,224	39,112	21,026	(18,086)
		54000 OTHER SERVICES & CHARGES	3,400	1,700	84	(1,616)
		80100 OPERATING TRANSFERS OUT	496,600	248,300	-	(248,300)
	Expense Total		**837,540**	**418,770**	**95,291**	**(323,479)**
1510 SPOKANE UNITED 911 NETWORK Total			**(776,034)**	**418,770**	**(302,685)**	**(721,455)**
1540 HUMAN SERVICES GRANTS FUND	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(36,512,960)	(8,484,336)	(7,054,579)	1,429,757
		34000 CHARGES FOR SERVICES	(800,000)	(255,723)	(500,786)	(245,063)
		36000 MISCELLANEOUS REVENUES	(11,000)	5,908	(483)	(6,391)
	Revenue Total		**(37,323,960)**	**(8,734,150)**	**(7,555,848)**	**1,178,302**
	Expense	51000 SALARIES & WAGES	758,951	293,673	285,709	(7,964)

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1540 HUMAN SERVICES GRANTS FUND	Expense	52000 PERSONNEL BENEFITS	279,279	98,409	88,517	(9,892)
		54000 OTHER SERVICES & CHARGES	54,071,386	15,729,947	9,747,143	(5,982,804)
	Expense Total		55,109,616	16,122,030	10,121,370	(6,000,660)
1540 HUMAN SERVICES GRANTS FUND Total			17,785,656	7,387,880	2,565,522	(4,822,358)
1541 CONTINUUM OF CARE	Revenue	33000 INTERGOVERNMENTAL REVENUES	(8,492,958)	(4,349,160)	(3,464,218)	884,942
	Revenue Total		(8,492,958)	(4,349,160)	(3,464,218)	884,942
	Expense	51000 SALARIES & WAGES	418,500	186,670	139,711	(46,960)
		52000 PERSONNEL BENEFITS	159,030	71,039	49,528	(21,511)
		53000 SUPPLIES	108,750	8,330	-	(8,330)
		54000 OTHER SERVICES & CHARGES	13,375,311	6,600,130	3,706,462	(2,893,667)
	Expense Total		14,061,591	6,866,169	3,895,701	(2,970,468)
1541 CONTINUUM OF CARE Total			5,568,633	2,517,009	431,482	(2,085,526)
1555 OPIOID FUND	Revenue	36000 MISCELLANEOUS REVENUES	(746,897)	(165,649)	(139,295)	26,354
	Revenue Total		(746,897)	(165,649)	(139,295)	26,354
	Expense	51000 SALARIES & WAGES	381,769	111,864	72,564	(39,300)
		52000 PERSONNEL BENEFITS	141,535	42,723	27,540	(15,183)
		53000 SUPPLIES		-	-	-
		54000 OTHER SERVICES & CHARGES	1,579,776	412,713	521,015	108,301
		59000 INTERFUND PAYMENT FOR SERVICES	134,857	10,945	97,338	86,392
		80100 OPERATING TRANSFERS OUT	139,388	139,388	-	(139,388)
	Expense Total		2,377,325	717,633	718,456	822
1555 OPIOID FUND Total			1,630,428	551,984	579,161	27,177
1560 FORFEITURES & CONTRIBUTION FND	Revenue	33000 INTERGOVERNMENTAL REVENUES	(130,000)	(46,146)	(90,461)	(44,315)
		34000 CHARGES FOR SERVICES	(95,000)	(36,489)	-	36,489
		35000 FINES & FORFEITS		-	-	-
		36000 MISCELLANEOUS REVENUES	(365,000)	(93,105)	(273,401)	(180,296)
		38600 COURT REMITTANCES		-	(30,165)	(30,165)
	Revenue Total		(590,000)	(175,740)	(394,027)	(218,286)
	Expense	53000 SUPPLIES	115,109	28,745	13,065	(15,679)
		54000 OTHER SERVICES & CHARGES	578,474	290,974	241,223	(49,752)
		56000 CAPITAL OUTLAY	701,109	327,588	566,791	239,203
		59000 INTERFUND PAYMENT FOR SERVICES	3,187	777	1,594	817
		80100 OPERATING TRANSFERS OUT	148,410	-	-	-
	Expense Total		1,546,289	648,084	822,672	174,589
1560 FORFEITURES & CONTRIBUTION FND Total			956,289	472,343	428,646	(43,698)
1570 INTERMODAL FACILITY OPERATION	Revenue	39700 OPERATING TRANSFERS-IN		-	-	-
	Revenue Total			-	-	-
1570 INTERMODAL FACILITY OPERATION Total				-	-	-
1590 HOTEL/MOTEL TAX FUND	Revenue	31000 TAXES	(5,500,000)	(1,728,852)	(1,616,161)	112,692
	Revenue Total		(5,500,000)	(1,728,852)	(1,616,161)	112,692
	Expense	51000 SALARIES & WAGES	4,235	2,118	5,782	3,664
		52000 PERSONNEL BENEFITS	1,380	690	2,050	1,360
		54000 OTHER SERVICES & CHARGES	5,283,219	2,641,610	1,611,622	(1,029,988)
		59000 INTERFUND PAYMENT FOR SERVICES		-	36	36
		80100 OPERATING TRANSFERS OUT		-	9,994	9,994
	Expense Total		5,288,834	2,644,417	1,629,484	(1,014,934)
1590 HOTEL/MOTEL TAX FUND Total			(211,166)	915,565	13,323	(902,242)
1595 HEART FUND	Revenue	31000 TAXES	(7,792,014)	(2,376,296)	(2,439,646)	(63,350)
		36000 MISCELLANEOUS REVENUES		-	-	-
	Revenue Total		(7,792,014)	(2,376,296)	(2,439,646)	(63,350)
	Expense	51000 SALARIES & WAGES		-	108,354	108,354
		52000 PERSONNEL BENEFITS		-	37,283	37,283
		53000 SUPPLIES		-	-	-
		54000 OTHER SERVICES & CHARGES	17,691,499	8,845,750	4,679,852	(4,165,898)
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
		80100 OPERATING TRANSFERS OUT	156,000	78,000	-	(78,000)
	Expense Total		17,847,499	8,923,750	4,825,488	(4,098,261)
1595 HEART FUND Total			10,055,485	6,547,453	2,385,842	(4,161,611)
1610 REET 2ND QUARTER PERCENT	Revenue	31000 TAXES	(4,300,000)	(1,670,017)	(1,674,749)	(4,732)
		36000 MISCELLANEOUS REVENUES	(302,985)	(17,425)	(58,986)	(41,561)
	Revenue Total		(4,602,985)	(1,687,442)	(1,733,735)	(46,293)
	Expense	80100 OPERATING TRANSFERS OUT	7,202,644	-	-	-
	Expense Total		7,202,644	-	-	-
1610 REET 2ND QUARTER PERCENT Total			2,599,659	(1,687,442)	(1,733,735)	(46,293)
1615 REET 1ST QUARTER PERCENT	Revenue	31000 TAXES	(4,300,000)	(1,670,017)	(1,674,749)	(4,732)
		36000 MISCELLANEOUS REVENUES	(61,000)	-	19,341	19,341
	Revenue Total		(4,361,000)	(1,670,017)	(1,655,408)	14,609
	Expense	80100 OPERATING TRANSFERS OUT	5,268,445	2,634,223	808,628	(1,825,595)
	Expense Total		5,268,445	2,634,223	808,628	(1,825,595)
1615 REET 1ST QUARTER PERCENT Total			907,445	964,205	(846,780)	(1,810,986)
1620 PUBLIC SAFETY & JUDICIAL GRANT	Revenue	33000 INTERGOVERNMENTAL REVENUES	(5,786,506)	(1,543,349)	(552,427)	990,922
		36000 MISCELLANEOUS REVENUES		-	(335)	(335)
		39700 OPERATING TRANSFERS-IN		-	(100,000)	(100,000)

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1620 PUBLIC SAFETY & JUDICIAL GRANT	**Revenue Total**		**(5,786,506)**	**(1,543,349)**	**(652,763)**	**890,586**
	Expense	51000 SALARIES & WAGES	2,035,530	516,691	156,779	(359,912)
		52000 PERSONNEL BENEFITS	421,537	109,517	34,870	(74,646)
		53000 SUPPLIES	312,676	87,560	47,546	(40,014)
		54000 OTHER SERVICES & CHARGES	1,147,944	247,226	199,703	(47,523)
		56000 CAPITAL OUTLAY	1,262,621	402,978	-	(402,978)
		59000 INTERFUND PAYMENT FOR SERVICES	116,967	-	-	-
	Expense Total		**5,297,274**	**1,363,971**	**438,899**	**(925,073)**
1620 PUBLIC SAFETY & JUDICIAL GRANT Total			**(489,232)**	**(179,377)**	**(213,864)**	**(34,486)**
1625 PUBLIC SAFETY PERSONNEL FUND	**Revenue**	31000 TAXES	(7,229,567)	(3,931,482)	(3,695,266)	236,216
	Revenue Total		**(7,229,567)**	**(3,931,482)**	**(3,695,266)**	**236,216**
	Expense	51000 SALARIES & WAGES		-	-	-
		52000 PERSONNEL BENEFITS		-	-	-
		54000 OTHER SERVICES & CHARGES		-	382	382
		59000 INTERFUND PAYMENT FOR SERVICES	262,735	73,675	131,368	57,692
		80100 OPERATING TRANSFERS OUT	6,900,000	2,586,277	1,437,500	(1,148,777)
	Expense Total		**7,162,735**	**2,659,953**	**1,569,250**	**(1,090,703)**
1625 PUBLIC SAFETY PERSONNEL FUND Total			**(66,832)**	**(1,271,530)**	**(2,126,017)**	**(854,487)**
1630 COMBINED COMMUNICATIONS CENTER	**Revenue**	36000 MISCELLANEOUS REVENUES		-	2	2
	Revenue Total			**-**	**2**	**2**
	Expense	52000 PERSONNEL BENEFITS		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
	Expense Total			**-**	**-**	**-**
1630 COMBINED COMMUNICATIONS CENTER Total				**-**	**2**	**2**
1640 COMMUNICATIONS BLDG M&O FUND	**Revenue**	34000 CHARGES FOR SERVICES	(342,372)	-	31,390	31,390
		36000 MISCELLANEOUS REVENUES		-	0	0
	Revenue Total		**(342,372)**	**-**	**31,390**	**31,390**
	Expense	53000 SUPPLIES	25,850	10,618	4,487	(6,131)
		54000 OTHER SERVICES & CHARGES	312,104	129,933	98,717	(31,216)
		59000 INTERFUND PAYMENT FOR SERVICES	14,595	7,544	4,539	(3,005)
		80100 OPERATING TRANSFERS OUT		-	-	-
	Expense Total		**352,549**	**148,095**	**107,742**	**(40,353)**
1640 COMMUNICATIONS BLDG M&O FUND Total			**10,177**	**148,095**	**139,133**	**(8,962)**
1650 COMMUNITY DEVELOPMENT FUND	**Revenue**	36000 MISCELLANEOUS REVENUES	(15,000)	(5,097)	(3,657)	1,440
	Revenue Total		**(15,000)**	**(5,097)**	**(3,657)**	**1,440**
	Expense	53000 SUPPLIES	6,493	-	-	-
		54000 OTHER SERVICES & CHARGES	25,000	4,639	1,811	(2,828)
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
	Expense Total		**31,493**	**4,639**	**1,811**	**(2,828)**
1650 COMMUNITY DEVELOPMENT FUND Total			**16,493**	**(458)**	**(1,846)**	**(1,388)**
1680 HOUSING AND HOMELESS SERVICES	**Revenue**	34000 CHARGES FOR SERVICES		-	-	-
	Revenue Total			**-**	**-**	**-**
	Expense	51000 SALARIES & WAGES	194,222	97,111	70,563	(26,548)
		52000 PERSONNEL BENEFITS	9,356	4,678	21,159	16,481
		53000 SUPPLIES	20,981	10,490	1,179	(9,312)
		54000 OTHER SERVICES & CHARGES	2,893,004	1,446,502	(530,960)	(1,977,462)
		59000 INTERFUND PAYMENT FOR SERVICES	(2,349,113)	(1,174,557)	109,427	1,283,984
	Expense Total		**768,450**	**384,225**	**(328,632)**	**(712,857)**
1680 HOUSING AND HOMELESS SERVICES Total			**768,450**	**384,225**	**(328,632)**	**(712,857)**
1690 COMM DEVELOPMENT BLOCK GRANTS	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(8,000,000)	(3,714,107)	(1,515,028)	2,199,079
		36000 MISCELLANEOUS REVENUES		-	(0)	(0)
		39700 OPERATING TRANSFERS-IN	(575,300)	-	-	-
	Revenue Total		**(8,575,300)**	**(3,714,107)**	**(1,515,028)**	**2,199,079**
	Expense	51000 SALARIES & WAGES	587,900	151,707	143,721	(7,987)
		52000 PERSONNEL BENEFITS	223,402	49,743	46,925	(2,819)
		53000 SUPPLIES	12,800	-	666	666
		54000 OTHER SERVICES & CHARGES	9,967,464	4,776,522	1,492,385	(3,284,137)
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
		80100 OPERATING TRANSFERS OUT		-	40,480	40,480
	Expense Total		**10,791,566**	**4,977,973**	**1,724,176**	**(3,253,797)**
1690 COMM DEVELOPMENT BLOCK GRANTS Total			**2,216,266**	**1,263,866**	**209,148**	**(1,054,718)**
1695 CDBG REVOLVING LOAN FUND	**Revenue**	36000 MISCELLANEOUS REVENUES	(500,000)	(190,794)	(144,947)	45,847
		38500 COLLECTION OF RECEIVABLES	(1,500,000)	(437,360)	(472,856)	(35,496)
	Revenue Total		**(2,000,000)**	**(628,154)**	**(617,803)**	**10,351**
	Expense	51000 SALARIES & WAGES	118,479	56,331	-	(56,331)
		52000 PERSONNEL BENEFITS	48,187	18,850	-	(18,850)
		53000 SUPPLIES	61,000	703	-	(703)
		54000 OTHER SERVICES & CHARGES	2,264,689	483,778	590,655	106,877
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
		80100 OPERATING TRANSFERS OUT	575,300	-	-	-
	Expense Total		**3,067,655**	**559,662**	**590,655**	**30,993**
1695 CDBG REVOLVING LOAN FUND Total			**1,067,655**	**(68,492)**	**(27,148)**	**41,344**
1700 MISC COMMUNITY DEVPMNT GRANTS	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(916,000)	(380,223)	(179,000)	201,223

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1700 MISC COMMUNITY DEVPMNT GRANTS	Revenue	36000 MISCELLANEOUS REVENUES	(21,000)	183,332	(12,253)	(195,584)
		38500 COLLECTION OF RECEIVABLES	(10,000)	(2,593)	(3,380)	(788)
		39700 OPERATING TRANSFERS-IN		-	-	-
	Revenue Total		**(947,000)**	**(199,484)**	**(194,633)**	**4,851**
	Expense	51000 SALARIES & WAGES	85,348	41,185	3,144	(38,040)
		52000 PERSONNEL BENEFITS	32,749	8,971	989	(7,981)
		53000 SUPPLIES	50,000	-	-	-
		54000 OTHER SERVICES & CHARGES	1,635,666	995,375	321,930	(673,445)
	Expense Total		**1,803,763**	**1,045,530**	**326,064**	**(719,467)**
1700 MISC COMMUNITY DEVPMNT GRANTS Total			**856,763**	**846,047**	**131,431**	**(714,616)**
1710 HOME ENTITLEMENT PROGRAM	Revenue	33000 INTERGOVERNMENTAL REVENUES	(5,474,023)	(217,181)	(532,305)	(315,124)
	Revenue Total		**(5,474,023)**	**(217,181)**	**(532,305)**	**(315,124)**
	Expense	51000 SALARIES & WAGES	259,782	48,977	40,761	(8,216)
		52000 PERSONNEL BENEFITS	100,616	15,609	14,360	(1,248)
		54000 OTHER SERVICES & CHARGES	6,844,763	816,277	696,436	(119,842)
	Expense Total		**7,205,161**	**880,863**	**751,557**	**(129,305)**
1710 HOME ENTITLEMENT PROGRAM Total			**1,731,138**	**663,682**	**219,252**	**(444,430)**
1715 HOME REVOLVING LOAN FUND	Revenue	36000 MISCELLANEOUS REVENUES	(95,000)	(58,132)	(16,393)	41,740
		38500 COLLECTION OF RECEIVABLES	(300,000)	(58,904)	(48,378)	10,526
	Revenue Total		**(395,000)**	**(117,037)**	**(64,771)**	**52,266**
	Expense	51000 SALARIES & WAGES		-	2,468	2,468
		52000 PERSONNEL BENEFITS		-	773	773
		54000 OTHER SERVICES & CHARGES	395,000	197,500	54,577	(142,923)
	Expense Total		**395,000**	**197,500**	**57,818**	**(139,682)**
1715 HOME REVOLVING LOAN FUND Total			**-**	**80,463**	**(6,953)**	**(87,416)**
1720 HOUSING ASSISTANCE PROGRAM	Revenue	36000 MISCELLANEOUS REVENUES		-	(2,188)	(2,188)
		38500 COLLECTION OF RECEIVABLES	(1,500)	(480)	(1,345)	(865)
	Revenue Total		**(1,500)**	**(480)**	**(3,533)**	**(3,053)**
	Expense	54000 OTHER SERVICES & CHARGES	97,000	-	-	-
	Expense Total		**97,000**	**-**	**-**	**-**
1720 HOUSING ASSISTANCE PROGRAM Total			**95,500**	**(480)**	**(3,533)**	**(3,053)**
1725 AFFORDABLE & SUPTIVE HOUSING	Revenue	31000 TAXES	(375,288)	(17,029)	(13,348)	3,682
	Revenue Total		**(375,288)**	**(17,029)**	**(13,348)**	**3,682**
	Expense	51000 SALARIES & WAGES	38,350	761	-	(761)
		52000 PERSONNEL BENEFITS	14,443	151	-	(151)
		54000 OTHER SERVICES & CHARGES	411,379	716	-	(716)
	Expense Total		**464,172**	**1,628**	**-**	**(1,628)**
1725 AFFORDABLE & SUPTIVE HOUSING Total			**88,884**	**(15,401)**	**(13,348)**	**2,054**
1760 EMERGENCY RENTAL ASSTNCE GRANT	Revenue	36000 MISCELLANEOUS REVENUES		-	37,703	37,703
	Revenue Total			**-**	**37,703**	**37,703**
1760 EMERGENCY RENTAL ASSTNCE GRANT Total				**-**	**37,703**	**37,703**
1770 HOUSING TRUST GRANT FUND	Revenue	36000 MISCELLANEOUS REVENUES	(7,000)	(241)	(1,934)	(1,693)
		38500 COLLECTION OF RECEIVABLES	(100)	-	-	-
	Revenue Total		**(7,100)**	**(241)**	**(1,934)**	**(1,693)**
	Expense	51000 SALARIES & WAGES	3,949	-	-	-
		52000 PERSONNEL BENEFITS	1,606	-	-	-
		54000 OTHER SERVICES & CHARGES	113,182	-	-	-
	Expense Total		**118,737**	**-**	**-**	**-**
1770 HOUSING TRUST GRANT FUND Total			**111,637**	**(241)**	**(1,934)**	**(1,693)**
1775 LEGAL SVCS AND RELOCATION FUND	Revenue	39700 OPERATING TRANSFERS-IN	(156,000)	-	-	-
	Revenue Total		**(156,000)**	**-**	**-**	**-**
	Expense	54000 OTHER SERVICES & CHARGES	156,000	6,902	6,465	(437)
	Expense Total		**156,000**	**6,902**	**6,465**	**(437)**
1775 LEGAL SVCS AND RELOCATION FUND Total			**-**	**6,902**	**6,465**	**(437)**
1780 RENTAL REHABILITATION FUND	Revenue	36000 MISCELLANEOUS REVENUES	(21,000)	(10,241)	(12,034)	(1,793)
		38500 COLLECTION OF RECEIVABLES	(30,000)	-	(1,280)	(1,280)
	Revenue Total		**(51,000)**	**(10,241)**	**(13,314)**	**(3,073)**
	Expense	51000 SALARIES & WAGES	5,924	2,962	-	(2,962)
		52000 PERSONNEL BENEFITS	2,409	1,205	-	(1,205)
		54000 OTHER SERVICES & CHARGES	169,278	84,639	992	(83,647)
		55000 INTERGOVT PROF SERVICES		-	1,452	1,452
		56000 CAPITAL OUTLAY	292,507	146,254	277,527	131,273
	Expense Total		**470,118**	**235,059**	**279,971**	**44,912**
1780 RENTAL REHABILITATION FUND Total			**419,118**	**224,818**	**266,657**	**41,839**
1785 RES RENTAL PROP MITIGATION	Revenue	32000 LICENSES & PERMITS	(50,115)	(18,704)	(15,563)	3,141
	Revenue Total		**(50,115)**	**(18,704)**	**(15,563)**	**3,141**
	Expense	54000 OTHER SERVICES & CHARGES	78,750	1,165	577	(588)
	Expense Total		**78,750**	**1,165**	**577**	**(588)**
1785 RES RENTAL PROP MITIGATION Total			**28,635**	**(17,539)**	**(14,986)**	**2,553**
1890 TRIAL COURT IMPROVEMENT FUND	Revenue	33000 INTERGOVERNMENTAL REVENUES	(65,000)	(32,489)	(31,912)	577
	Revenue Total		**(65,000)**	**(32,489)**	**(31,912)**	**577**
	Expense	80100 OPERATING TRANSFERS OUT	65,000	-	-	-
	Expense Total		**65,000**	**-**	**-**	**-**

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1890 TRIAL COURT IMPROVEMENT FUND Total			**-**	**(32,489)**	**(31,912)**	**577**
1910 CRIMINAL JUSTICE ASSISTANCE FD	**Revenue**	31000 TAXES	(4,691,426)	(1,407,535)	(1,478,673)	(71,138)
		33000 INTERGOVERNMENTAL REVENUES	(2,145,154)	(416,132)	(675,562)	(259,430)
		36000 MISCELLANEOUS REVENUES		-	-	-
		39700 OPERATING TRANSFERS-IN	(2,750,000)	-	(2,750,000)	(2,750,000)
	Revenue Total		**(9,586,580)**	**(1,823,667)**	**(4,904,235)**	**(3,080,568)**
	Expense	51000 SALARIES & WAGES		-	-	-
		52000 PERSONNEL BENEFITS		-	-	-
		54000 OTHER SERVICES & CHARGES	9,500,000	4,750,000	4,466,148	(283,852)
		57000 DEBT SERVICE - PRINCIPAL		-	-	-
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	7,889	9,318	340	(8,978)
	Expense Total		**9,507,889**	**4,759,318**	**4,466,488**	**(292,830)**
1910 CRIMINAL JUSTICE ASSISTANCE FD Total			**(78,691)**	**2,935,651**	**(437,746)**	**(3,373,398)**
1915 COMMUNITY SAFETY SALES TAX	**Revenue**	31000 TAXES	(6,024,060)	-	(1,891,110)	(1,891,110)
	Revenue Total		**(6,024,060)**	**-**	**(1,891,110)**	**(1,891,110)**
	Expense	80100 OPERATING TRANSFERS OUT	6,024,060	3,012,030	882,098	(2,129,932)
	Expense Total		**6,024,060**	**3,012,030**	**882,098**	**(2,129,932)**
1915 COMMUNITY SAFETY SALES TAX Total			**-**	**3,012,030**	**(1,009,012)**	**(4,021,042)**
1920 FINANCIAL PARTNERSHIP FUND	**Expense**	54000 OTHER SERVICES & CHARGES		-	-	-
	Expense Total			**-**	**-**	**-**
1920 FINANCIAL PARTNERSHIP FUND Total				**-**	**-**	**-**
1940 CHANNEL FIVE EQUIPMENT RESERVE	**Revenue**	32000 LICENSES & PERMITS	(262,635)	(92,129)	(79,345)	12,783
		36000 MISCELLANEOUS REVENUES		-	0	0
	Revenue Total		**(262,635)**	**(92,129)**	**(79,345)**	**12,783**
	Expense	53000 SUPPLIES	55,307	22,702	22,386	(316)
		54000 OTHER SERVICES & CHARGES	78,750	6,161	(7,885)	(14,046)
		56000 CAPITAL OUTLAY	326,773	66,199	92,460	26,262
	Expense Total		**460,830**	**95,061**	**106,961**	**11,900**
1940 CHANNEL FIVE EQUIPMENT RESERVE Total			**198,195**	**2,933**	**27,616**	**24,683**
1950 PARK CUMULATIVE RESERVE FUND	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(1,125,000)	(114,755)	-	114,755
		34000 CHARGES FOR SERVICES		-	-	-
		36000 MISCELLANEOUS REVENUES	(200,000)	1,143,166	(83,727)	(1,226,893)
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
		39700 OPERATING TRANSFERS-IN	(9,428,918)	(2,234,307)	(4,878,167)	(2,643,860)
	Revenue Total		**(10,753,918)**	**(1,205,896)**	**(4,961,894)**	**(3,755,998)**
	Expense	54000 OTHER SERVICES & CHARGES	196,352	98,176	-	(98,176)
		56000 CAPITAL OUTLAY	14,912,680	7,456,340	1,472,033	(5,984,307)
		57000 DEBT SERVICE - PRINCIPAL	158,110	79,055	-	(79,055)
		58000 DEBT SERVICE - INTEREST	33,241	16,621	-	(16,621)
		80100 OPERATING TRANSFERS OUT	50,000	25,000	7,040	(17,960)
	Expense Total		**15,350,384**	**7,675,192**	**1,479,073**	**(6,196,119)**
1950 PARK CUMULATIVE RESERVE FUND Total			**4,596,466**	**6,469,296**	**(3,482,821)**	**(9,952,117)**
1970 SPOKANE FIRE DEPARTMENT	**Revenue**	31000 TAXES	(20,966,649)	(10,883,286)	(11,024,229)	(140,942)
		32000 LICENSES & PERMITS	(1,193,988)	(578,570)	(448,011)	130,559
		34000 CHARGES FOR SERVICES	(3,219,130)	(1,105,687)	(977,703)	127,984
		35000 FINES & FORFEITS	(5,000)	(487)	(2,115)	(1,628)
		36000 MISCELLANEOUS REVENUES	(11,190)	(809)	(10,081)	(9,272)
		39700 OPERATING TRANSFERS-IN	(58,311,420)	(29,641,594)	(30,951,348)	(1,309,754)
	Revenue Total		**(83,707,376)**	**(42,210,433)**	**(43,413,487)**	**(1,203,053)**
	Expense	51000 SALARIES & WAGES	56,471,071	25,730,220	25,549,558	(180,662)
		52000 PERSONNEL BENEFITS	15,330,756	7,392,160	7,730,934	338,774
		53000 SUPPLIES	2,638,306	872,639	849,868	(22,771)
		54000 OTHER SERVICES & CHARGES	5,395,143	2,319,530	2,412,050	92,520
		55000 INTERGOVT PROF SERVICES		-	702	702
		56000 CAPITAL OUTLAY	109,877	29,821	110,020	80,199
		57000 DEBT SERVICE - PRINCIPAL		-	-	-
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	5,643,882	2,745,018	2,689,564	(55,454)
		59950 RESERVE FOR BUDGET ADJUSTMENT	4,251	-	-	-
		80100 OPERATING TRANSFERS OUT	55,831	27,436	27,488	53
	Expense Total		**85,649,117**	**39,116,824**	**39,370,185**	**253,361**
1970 SPOKANE FIRE DEPARTMENT Total			**1,941,741**	**(3,093,609)**	**(4,043,302)**	**(949,693)**
1980 DEFINED CONTRIBUTION ADMIN FND	**Revenue**	34000 CHARGES FOR SERVICES	(82,650)	-	-	-
	Revenue Total		**(82,650)**	**-**	**-**	**-**
	Expense	53000 SUPPLIES	350	-	-	-
		54000 OTHER SERVICES & CHARGES	73,222	16,691	600	(16,091)
		59000 INTERFUND PAYMENT FOR SERVICES	2,834	394	347	(47)
	Expense Total		**76,406**	**17,085**	**947**	**(16,138)**
1980 DEFINED CONTRIBUTION ADMIN FND Total			**(6,244)**	**17,085**	**947**	**(16,138)**
1985 VOYA DEFINED CONTR ADMIN FUND	**Revenue**	34000 CHARGES FOR SERVICES	(50,692)	(9,583)	(58,577)	(48,994)
	Revenue Total		**(50,692)**	**(9,583)**	**(58,577)**	**(48,994)**
	Expense	54000 OTHER SERVICES & CHARGES	50,221	11,137	8,561	(2,576)

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
1985 VOYA DEFINED CONTR ADMIN FUND	Expense	59000 INTERFUND PAYMENT FOR SERVICES	164	104	82	(22)
	Expense Total		50,385	11,241	8,643	(2,599)
1985 VOYA DEFINED CONTR ADMIN FUND Total			(307)	1,658	(49,935)	(51,593)
1990 TRANSPORTATION BENEFIT FUND	Revenue	31000 TAXES	(3,250,000)	(1,617,286)	(1,576,849)	40,437
		36000 MISCELLANEOUS REVENUES		-	8,468	8,468
	Revenue Total		(3,250,000)	(1,617,286)	(1,568,381)	48,905
	Expense	54000 OTHER SERVICES & CHARGES	3,457,265	1,728,633	91,472	(1,637,161)
		56000 CAPITAL OUTLAY	1,025,000	512,500	131,821	(380,679)
		59000 INTERFUND PAYMENT FOR SERVICES	159,369	79,685	336,383	256,699
	Expense Total		4,641,634	2,320,817	559,676	(1,761,141)
1990 TRANSPORTATION BENEFIT FUND Total			1,391,634	703,531	(1,008,705)	(1,712,236)
2100 GO BOND REDEMPTION FUND	Revenue	31000 TAXES	(11,461,425)	(6,209,640)	(6,098,079)	111,561
		36000 MISCELLANEOUS REVENUES	(73,000)	39,043	(25,586)	(64,629)
		39700 OPERATING TRANSFERS-IN	(5,435,528)	(880,631)	(855,264)	25,368
	Revenue Total		(16,969,953)	(7,051,228)	(6,978,929)	72,299
	Expense	54000 OTHER SERVICES & CHARGES		-	254	254
		57000 DEBT SERVICE - PRINCIPAL	9,775,000	-	-	-
		58000 DEBT SERVICE - INTEREST	6,811,953	3,399,587	3,405,976	6,390
	Expense Total		16,586,953	3,399,587	3,406,231	6,644
2100 GO BOND REDEMPTION FUND Total			(383,000)	(3,651,642)	(3,572,698)	78,944
2300 SPECIAL ASSESSMENT DEBT FUND	Revenue	36000 MISCELLANEOUS REVENUES	(125,000)	(13,453)	(2,397)	11,056
	Revenue Total		(125,000)	(13,453)	(2,397)	11,056
	Expense	54000 OTHER SERVICES & CHARGES	40,000	102	17	(85)
		57000 DEBT SERVICE - PRINCIPAL	5,000	-	-	-
		58000 DEBT SERVICE - INTEREST	2,000	-	-	-
		80100 OPERATING TRANSFERS OUT	60,833	-	-	-
	Expense Total		107,833	102	17	(85)
2300 SPECIAL ASSESSMENT DEBT FUND Total			(17,167)	(13,351)	(2,380)	10,971
2350 SPECIAL ASSESSMENT GUARANTY FD	Expense	54000 OTHER SERVICES & CHARGES	8,000	-	-	-
	Expense Total		8,000	-	-	-
2350 SPECIAL ASSESSMENT GUARANTY FD Total			8,000	-	-	-
2500 IRON BRIDGE TIF DEBT SERVICE	Revenue	31000 TAXES	(51,483)	79,244	(44)	(79,287)
		36000 MISCELLANEOUS REVENUES		-	189	189
	Revenue Total		(51,483)	79,244	145	(79,099)
	Expense	54000 OTHER SERVICES & CHARGES		-	-	-
		80100 OPERATING TRANSFERS OUT	51,704	25,852	51,781	25,929
	Expense Total		51,704	25,852	51,781	25,929
2500 IRON BRIDGE TIF DEBT SERVICE Total			221	105,096	51,926	(53,170)
2502 UNIVERSITY DISTRICT LRF DS	Revenue	31000 TAXES	(275,000)	-	-	-
	Revenue Total		(275,000)	-	-	-
	Expense	80100 OPERATING TRANSFERS OUT	271,357	131,838	132,604	765
	Expense Total		271,357	131,838	132,604	765
2502 UNIVERSITY DISTRICT LRF DS Total			(3,643)	131,838	132,604	765
3160 GENERAL CAPITAL IMPROVEMENTS	Revenue	33000 INTERGOVERNMENTAL REVENUES	(1,150,000)	-	-	-
	Revenue Total		(1,150,000)	-	-	-
	Expense	56000 CAPITAL OUTLAY	1,219,717	4,909	45	(4,864)
	Expense Total		1,219,717	4,909	45	(4,864)
3160 GENERAL CAPITAL IMPROVEMENTS Total			69,717	4,909	45	(4,864)
3200 ARTERIAL STREET FUND	Revenue	31000 TAXES	(1,200,000)	-	(703,977)	(703,977)
		32000 LICENSES & PERMITS	(1,000)	-	-	-
		33000 INTERGOVERNMENTAL REVENUES	(49,282,011)	(3,687,942)	(2,873,289)	814,653
		34000 CHARGES FOR SERVICES	(2,529,223)	(13,508)	(32,604)	(19,096)
		36000 MISCELLANEOUS REVENUES	(548,000)	(3,629)	(217,825)	(214,195)
		39700 OPERATING TRANSFERS-IN	(22,160,453)	(5,341,687)	(4,541,407)	800,280
	Revenue Total		(75,720,687)	(9,046,766)	(8,369,102)	677,665
	Expense	54000 OTHER SERVICES & CHARGES	1,882,719	225,537	157,582	(67,955)
		56000 CAPITAL OUTLAY	73,464,447	6,802,081	5,471,516	(1,330,566)
		59000 INTERFUND PAYMENT FOR SERVICES	4,759,000	1,449,526	1,338,536	(110,991)
		80100 OPERATING TRANSFERS OUT	5,435,528	880,631	855,264	(25,368)
	Expense Total		85,541,694	9,357,776	7,822,897	(1,534,879)
3200 ARTERIAL STREET FUND Total			9,821,007	311,010	(546,204)	(857,214)
3201 TRAFFIC IMPACT FEES	Revenue	36000 MISCELLANEOUS REVENUES		-	(28,026)	(28,026)
	Revenue Total			-	(28,026)	(28,026)
3201 TRAFFIC IMPACT FEES Total				-	(28,026)	(28,026)
3346 UTGO 2015 PARKS	Expense	56000 CAPITAL OUTLAY		-	-	-
	Expense Total			-	-	-
3346 UTGO 2015 PARKS Total				-	-	-
3365 2018 UTGO LIBRARY CAPITAL BOND	Expense	56000 CAPITAL OUTLAY	26,150	26,150	26,149	(1)
	Expense Total		26,150	26,150	26,149	(1)
3365 2018 UTGO LIBRARY CAPITAL BOND Total			26,150	26,150	26,149	(1)
3495 CAPITAL IMPROVEMENTS 1995	Expense	56000 CAPITAL OUTLAY	40,778	-	-	-
	Expense Total		40,778	-	-	-
3495 CAPITAL IMPROVEMENTS 1995 Total			40,778	-	-	-

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
3500 KENDALL YARDS TIF	**Revenue**	31000 TAXES	(600,000)	(299,169)	(330,714)	(31,544)
	Revenue Total		**(600,000)**	**(299,169)**	**(330,714)**	**(31,544)**
	Expense	54000 OTHER SERVICES & CHARGES		-	-	-
		57000 DEBT SERVICE - PRINCIPAL	599,000	299,500	333,562	34,062
		58000 DEBT SERVICE - INTEREST	1,000	500	318	(182)
	Expense Total		**600,000**	**300,000**	**333,880**	**33,880**
3500 KENDALL YARDS TIF Total			**-**	**831**	**3,166**	**2,336**
3501 WEST QUADRANT TIF	**Revenue**	31000 TAXES	(739,100)	(408,114)	(442,977)	(34,864)
	Revenue Total		**(739,100)**	**(408,114)**	**(442,977)**	**(34,864)**
	Expense	54000 OTHER SERVICES & CHARGES	242,439	121,220	191,231	70,011
		56000 CAPITAL OUTLAY	749,100	374,550	-	(374,550)
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
		80100 OPERATING TRANSFERS OUT	25,000	12,500	-	(12,500)
	Expense Total		**1,016,539**	**508,270**	**191,231**	**(317,039)**
3501 WEST QUADRANT TIF Total			**277,439**	**100,156**	**(251,747)**	**(351,902)**
3502 UNIVERSITY DISTRICT LRF	**Revenue**	31000 TAXES	(315,000)	(170,028)	(180,497)	(10,469)
	Revenue Total		**(315,000)**	**(170,028)**	**(180,497)**	**(10,469)**
	Expense	54000 OTHER SERVICES & CHARGES	264,000	-	24	24
	Expense Total		**264,000**	**-**	**24**	**24**
3502 UNIVERSITY DISTRICT LRF Total			**(51,000)**	**(170,028)**	**(180,473)**	**(10,445)**
3503 BEACON HILL TIF	**Revenue**	31000 TAXES	(35,000)	265,010	(22,545)	(287,555)
	Revenue Total		**(35,000)**	**265,010**	**(22,545)**	**(287,555)**
	Expense	54000 OTHER SERVICES & CHARGES	35,000	-	-	-
	Expense Total		**35,000**	**-**	**-**	**-**
3503 BEACON HILL TIF Total			**-**	**265,010**	**(22,545)**	**(287,555)**
4100 WATER & HYDROELECTRIC SERVICES	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(2,800,000)	-	(74,926)	(74,926)
		34000 CHARGES FOR SERVICES	(58,187,454)	(21,565,084)	(23,288,684)	(1,723,600)
		35000 FINES & FORFEITS	(1,000)	-	(60)	(60)
		36000 MISCELLANEOUS REVENUES	(905,365)	1,079,915	(1,028,314)	(2,108,228)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST	(62,500)	508,542,008	(1,440,597)	(509,982,605)
		39500 DISPOSITION OF FIXED ASSETS	(10,000)	22,186	(6,000)	(28,186)
	Revenue Total		**(61,966,319)**	**488,079,025**	**(25,838,581)**	**(513,917,605)**
	Expense	51000 SALARIES & WAGES	16,237,817	7,617,943	6,919,136	(698,807)
		52000 PERSONNEL BENEFITS	5,812,782	3,079,107	2,507,431	(571,676)
		53000 SUPPLIES	2,430,438	1,215,219	584,678	(630,541)
		54000 OTHER SERVICES & CHARGES	23,794,065	6,151,481	6,351,408	199,927
		56000 CAPITAL OUTLAY	32,813,144	7,363,798	5,779,927	(1,583,871)
		56001 CAPITAL ADDITIONS OFFSET		-	(410,176)	(410,176)
		57000 DEBT SERVICE - PRINCIPAL	65,168	32,584	65,168	32,584
		58000 DEBT SERVICE - INTEREST	11,245	10,500	11,244	744
		59000 INTERFUND PAYMENT FOR SERVICES	8,347,620	3,178,718	5,129,743	1,951,025
		59950 RESERVE FOR BUDGET ADJUSTMENT	15,193	-	-	-
		80100 OPERATING TRANSFERS OUT	250,000	250,000	250,000	-
	Expense Total		**89,777,472**	**28,899,350**	**27,188,559**	**(1,710,791)**
4100 WATER & HYDROELECTRIC SERVICES Total			**27,811,153**	**516,978,375**	**1,349,979**	**(515,628,396)**
4210 WATER/WW DEBT SERVICE FUND	**Revenue**	39700 OPERATING TRANSFERS-IN	(13,549,778)	(2,182,135)	(1,952,389)	229,746
	Revenue Total		**(13,549,778)**	**(2,182,135)**	**(1,952,389)**	**229,746**
	Expense	57000 DEBT SERVICE - PRINCIPAL	9,645,000	-	-	-
		58000 DEBT SERVICE - INTEREST	3,904,778	3,065,477	1,952,389	(1,113,088)
	Expense Total		**13,549,778**	**3,065,477**	**1,952,389**	**(1,113,088)**
4210 WATER/WW DEBT SERVICE FUND Total			**-**	**883,343**	**-**	**(883,343)**
4250 INTEGRATED CAPITAL MANAGEMENT	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(8,529,188)	(460,440)	(132,993)	327,447
		34000 CHARGES FOR SERVICES	(56,401,323)	(25,936,904)	(26,816,258)	(879,354)
		36000 MISCELLANEOUS REVENUES	(4,778,000)	(904,741)	(113,100)	791,641
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST	(7,729,701)	-	(1,059,212)	(1,059,212)
		38271 OTHER LONG TERM DEBT PROCEEDS	(21,390,798)	(3,217,252)	(3,091,412)	125,840
	Revenue Total		**(98,829,010)**	**(30,519,337)**	**(31,212,976)**	**(693,639)**
	Expense	51000 SALARIES & WAGES	2,323,186	1,086,047	899,636	(186,412)
		52000 PERSONNEL BENEFITS	711,753	247,029	182,962	(64,067)
		53000 SUPPLIES	87,233	42,459	44,737	2,278
		54000 OTHER SERVICES & CHARGES	21,408,773	6,205,806	5,690,937	(514,869)
		55000 INTERGOVT PROF SERVICES		-	-	-
		56000 CAPITAL OUTLAY	74,322,160	15,467,186	5,931,775	(9,535,410)
		56001 CAPITAL ADDITIONS OFFSET		-	-	-
		57000 DEBT SERVICE - PRINCIPAL	6,119,424	2,961,740	2,876,316	(85,425)
		58000 DEBT SERVICE - INTEREST	1,746,752	581,151	680,934	99,782
		59000 INTERFUND PAYMENT FOR SERVICES	1,811,632	763,729	786,292	22,562
		59950 RESERVE FOR BUDGET ADJUSTMENT	10,012	-	-	-
		80100 OPERATING TRANSFERS OUT	18,549,778	9,274,889	1,952,389	(7,322,500)
	Expense Total		**127,090,703**	**36,630,037**	**19,045,977**	**(17,584,060)**
4250 INTEGRATED CAPITAL MANAGEMENT Total			**28,261,693**	**6,110,699**	**(12,166,999)**	**(18,277,699)**
4300 WASTEWATER MANAGEMENT FUND	**Revenue**	36000 MISCELLANEOUS REVENUES		-	114,248	114,248
	Revenue Total			**-**	**114,248**	**114,248**

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
4300 WASTEWATER MANAGEMENT FUND Total				**-**	**114,248**	**114,248**
4310 SEWER MAINTENANCE DIVISION	**Revenue**	33000 INTERGOVERNMENTAL REVENUES		-	-	-
		34000 CHARGES FOR SERVICES	(57,310,605)	(28,854,794)	(27,197,780)	1,657,013
		36000 MISCELLANEOUS REVENUES	(2,000)	(867)	(1,221)	(355)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	(450)	(450)
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
	Revenue Total		**(57,312,605)**	**(28,855,660)**	**(27,199,452)**	**1,656,209**
	Expense	51000 SALARIES & WAGES	4,587,561	2,076,514	2,057,133	(19,381)
		52000 PERSONNEL BENEFITS	1,597,354	801,044	753,038	(48,006)
		53000 SUPPLIES	1,043,167	334,907	253,122	(81,785)
		54000 OTHER SERVICES & CHARGES	18,902,285	6,968,283	6,757,138	(211,146)
		56000 CAPITAL OUTLAY	8,757,756	3,750,352	1,372,882	(2,377,470)
		56001 CAPITAL ADDITIONS OFFSET		-	(4,332)	(4,332)
		59000 INTERFUND PAYMENT FOR SERVICES	3,677,980	1,318,017	2,936,221	1,618,204
		59950 RESERVE FOR BUDGET ADJUSTMENT	8,349	-	-	-
		80100 OPERATING TRANSFERS OUT	25,000	-	-	-
	Expense Total		**38,599,451**	**15,249,118**	**14,125,203**	**(1,123,916)**
4310 SEWER MAINTENANCE DIVISION Total			**(18,713,154)**	**(13,606,542)**	**(13,074,249)**	**532,293**
4320 RIVERSIDE PARK RECLAMATION FAC	**Revenue**	34000 CHARGES FOR SERVICES	(10,534,682)	(4,770,873)	(4,295,259)	475,614
		36000 MISCELLANEOUS REVENUES	(614,000)	6,663,595	(325,317)	(6,988,912)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
	Revenue Total		**(11,148,682)**	**1,892,722**	**(4,620,576)**	**(6,513,298)**
	Expense	51000 SALARIES & WAGES	13,327,620	5,903,842	6,035,607	131,764
		52000 PERSONNEL BENEFITS	4,594,497	2,177,954	2,079,480	(98,474)
		53000 SUPPLIES	7,421,659	3,356,384	3,074,146	(282,238)
		54000 OTHER SERVICES & CHARGES	16,948,359	5,698,680	4,498,600	(1,200,079)
		56000 CAPITAL OUTLAY	19,341,372	1,445,037	2,975,143	1,530,106
		56001 CAPITAL ADDITIONS OFFSET		-	(34,765)	(34,765)
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	3,167,431	1,332,994	1,513,873	180,879
		59950 RESERVE FOR BUDGET ADJUSTMENT	58,355	-	-	-
	Expense Total		**64,859,293**	**19,914,891**	**20,142,084**	**227,192**
4320 RIVERSIDE PARK RECLAMATION FAC Total			**53,710,611**	**21,807,614**	**15,521,507**	**(6,286,106)**
4330 STORMWATER	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(338,780)	(48,642)	(30,107)	18,535
		34000 CHARGES FOR SERVICES	(10,145,563)	-	(4,842,171)	(4,842,171)
		36000 MISCELLANEOUS REVENUES		-	(100)	(100)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	(14,914)	(14,914)
	Revenue Total		**(10,484,343)**	**(48,642)**	**(4,887,292)**	**(4,838,649)**
	Expense	51000 SALARIES & WAGES	2,304,642	1,003,723	1,016,941	13,218
		52000 PERSONNEL BENEFITS	779,797	362,405	360,837	(1,569)
		53000 SUPPLIES	214,000	72,472	66,325	(6,147)
		54000 OTHER SERVICES & CHARGES	2,214,227	853,897	496,661	(357,236)
		55000 INTERGOVT PROF SERVICES		-	2,541	2,541
		56000 CAPITAL OUTLAY	250,000	-	-	-
		56001 CAPITAL ADDITIONS OFFSET		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	2,648,038	414,263	547,570	133,307
		59950 RESERVE FOR BUDGET ADJUSTMENT	5,120	-	-	-
		80100 OPERATING TRANSFERS OUT	532,370	366,698	532,370	165,673
	Expense Total		**8,948,194**	**3,073,458**	**3,023,245**	**(50,213)**
4330 STORMWATER Total			**(1,536,149)**	**3,024,816**	**(1,864,046)**	**(4,888,862)**
4350 SEWER MEMBRANE FUND	**Revenue**	36000 MISCELLANEOUS REVENUES		-	(42,949)	(42,949)
	Revenue Total			**-**	**(42,949)**	**(42,949)**
4350 SEWER MEMBRANE FUND Total				**-**	**(42,949)**	**(42,949)**
4360 ENVIRONMENTAL PROGRAMS	**Expense**	51000 SALARIES & WAGES		-	-	-
		52000 PERSONNEL BENEFITS		-	-	-
		54000 OTHER SERVICES & CHARGES		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
	Expense Total			**-**	**-**	**-**
4360 ENVIRONMENTAL PROGRAMS Total				**-**	**-**	**-**
4370 SEWER CONSTRUCTION FUND	**Revenue**	34000 CHARGES FOR SERVICES		-	(182,348)	(182,348)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	(1,904,020)	(1,904,020)
	Revenue Total			**-**	**(2,086,368)**	**(2,086,368)**
	Expense	54000 OTHER SERVICES & CHARGES		-	404,208	404,208
		57000 DEBT SERVICE - PRINCIPAL	1,243,261	698,837	677,091	(21,746)
		58000 DEBT SERVICE - INTEREST	278,731	103,708	102,021	(1,687)
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
	Expense Total		**1,521,992**	**802,546**	**1,183,321**	**380,775**
4370 SEWER CONSTRUCTION FUND Total			**1,521,992**	**802,546**	**(903,047)**	**(1,705,592)**
4480 SOLID WASTE FUND	**Revenue**	36000 MISCELLANEOUS REVENUES		-	-	-
	Revenue Total			**-**	**-**	**-**
4480 SOLID WASTE FUND Total				**-**	**-**	**-**
4490 SOLID WASTE DISPOSAL	**Revenue**	33000 INTERGOVERNMENTAL REVENUES		-	-	-

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
4490 SOLID WASTE DISPOSAL	**Revenue**	34000 CHARGES FOR SERVICES	(25,351,193)	(12,137,624)	(11,455,408)	682,216
		36000 MISCELLANEOUS REVENUES	(83,845)	(33,307)	(42,662)	(9,355)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	(15,998)	(15,998)
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
		39700 OPERATING TRANSFERS-IN	(25,000)	-	-	-
	Revenue Total		**(25,460,038)**	**(12,170,931)**	**(11,514,068)**	**656,863**
	Expense	51000 SALARIES & WAGES	9,104,395	4,071,349	4,091,730	20,381
		52000 PERSONNEL BENEFITS	2,675,725	1,252,521	1,310,626	58,105
		53000 SUPPLIES	4,962,945	2,283,980	2,594,202	310,222
		54000 OTHER SERVICES & CHARGES	22,691,647	11,340,111	8,425,478	(2,914,633)
		56000 CAPITAL OUTLAY	705,843	145,686	61,622	(84,065)
		56001 CAPITAL ADDITIONS OFFSET		-	(49,754)	(49,754)
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	3,674,859	1,414,671	1,491,451	76,779
		80100 OPERATING TRANSFERS OUT	261,253	130,626	130,626	(0)
	Expense Total		**44,076,668**	**20,638,945**	**18,055,981**	**(2,582,964)**
4490 SOLID WASTE DISPOSAL Total			**18,616,630**	**8,468,015**	**6,541,913**	**(1,926,102)**
4500 SOLID WASTE COLLECTION	**Revenue**	32000 LICENSES & PERMITS	(2,000)	(2,000)	(2,000)	-
		34000 CHARGES FOR SERVICES	(84,044,310)	(39,390,384)	(40,433,426)	(1,043,042)
		36000 MISCELLANEOUS REVENUES	(1,718,500)	(762,633)	(979,773)	(217,140)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
	Revenue Total		**(85,764,810)**	**(40,155,017)**	**(41,415,200)**	**(1,260,183)**
	Expense	51000 SALARIES & WAGES	10,787,312	4,844,240	4,607,683	(236,556)
		52000 PERSONNEL BENEFITS	3,944,598	1,882,345	1,806,398	(75,947)
		53000 SUPPLIES	1,354,243	509,040	392,169	(116,870)
		54000 OTHER SERVICES & CHARGES	27,350,486	10,573,159	10,466,045	(107,114)
		56000 CAPITAL OUTLAY	9,206,971	352,914	242,261	(110,654)
		56001 CAPITAL ADDITIONS OFFSET		-	(103,378)	(103,378)
		58000 DEBT SERVICE - INTEREST		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	15,989,844	5,822,944	6,096,961	274,017
		80100 OPERATING TRANSFERS OUT	855,008	426,119	431,635	5,516
	Expense Total		**69,488,461**	**24,410,760**	**23,939,774**	**(470,986)**
4500 SOLID WASTE COLLECTION Total			**(16,276,348)**	**(15,744,257)**	**(17,475,426)**	**(1,731,168)**
4530 SOLID WASTE LANDFILLS	**Revenue**	34000 CHARGES FOR SERVICES	(160,589)	(65,925)	(6,026)	59,899
	Revenue Total		**(160,589)**	**(65,925)**	**(6,026)**	**59,899**
	Expense	51000 SALARIES & WAGES		-	-	-
		52000 PERSONNEL BENEFITS		-	-	-
		53000 SUPPLIES	23,100	6,542	3,649	(2,893)
		54000 OTHER SERVICES & CHARGES	740,766	172,585	56,358	(116,227)
		59000 INTERFUND PAYMENT FOR SERVICES	91,313	72,198	14,028	(58,170)
	Expense Total		**855,179**	**251,324**	**74,034**	**(177,290)**
4530 SOLID WASTE LANDFILLS Total			**694,590**	**185,399**	**68,009**	**(117,391)**
4600 GOLF FUND	**Revenue**	34000 CHARGES FOR SERVICES	(7,542,501)	(3,778,579)	(3,625,596)	152,983
		36000 MISCELLANEOUS REVENUES	(49,600)	11,453,126	(476,628)	(11,929,753)
		38271 OTHER LONG TERM DEBT PROCEEDS		-	-	-
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
		39700 OPERATING TRANSFERS-IN	(27,300)	(889)	(27,340)	(26,451)
	Revenue Total		**(7,619,401)**	**7,673,658**	**(4,129,564)**	**(11,803,221)**
	Expense	51000 SALARIES & WAGES	2,063,889	910,568	844,707	(65,861)
		52000 PERSONNEL BENEFITS	532,607	242,132	261,045	18,913
		53000 SUPPLIES	636,610	284,873	258,257	(26,617)
		54000 OTHER SERVICES & CHARGES	2,289,666	514,856	447,437	(67,418)
		56000 CAPITAL OUTLAY	1,731,283	569,639	33,030	(536,609)
		56001 CAPITAL ADDITIONS OFFSET		-	-	-
		57000 DEBT SERVICE - PRINCIPAL	26,750	26,750	26,821	71
		58000 DEBT SERVICE - INTEREST	550	550	519	(31)
		59000 INTERFUND PAYMENT FOR SERVICES	360,641	162,684	181,247	18,563
		80100 OPERATING TRANSFERS OUT	781,966	390,983	388,735	(2,248)
	Expense Total		**8,423,961**	**3,103,035**	**2,441,798**	**(661,237)**
4600 GOLF FUND Total			**804,560**	**10,776,693**	**(1,687,766)**	**(12,464,459)**
4700 DEVELOPMENT SERVICES	**Revenue**	32000 LICENSES & PERMITS	(1,345,497)	(166,686)	(1,346,056)	(1,179,370)
		33000 INTERGOVERNMENTAL REVENUES		-	-	-
		34000 CHARGES FOR SERVICES	(8,910,041)	(4,382,711)	(3,793,116)	589,595
		35000 FINES & FORFEITS	(1,000)	-	(300)	(300)
		36000 MISCELLANEOUS REVENUES	(492,000)	(152,308)	(93,603)	58,705
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	(3,500)	(3,500)
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
	Revenue Total		**(10,748,538)**	**(4,701,705)**	**(5,236,574)**	**(534,870)**
	Expense	51000 SALARIES & WAGES	7,057,365	3,123,532	3,021,920	(101,611)
		52000 PERSONNEL BENEFITS	2,395,837	1,095,092	1,051,029	(44,063)
		53000 SUPPLIES	70,060	49,549	18,362	(31,187)
		54000 OTHER SERVICES & CHARGES	1,431,088	245,406	231,000	(14,406)

Fund	Type Acct Type	TYPECode	Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
4700 DEVELOPMENT SERVICES	Expense	56000	CAPITAL OUTLAY	358,146	179,073	160,127	(18,946)
		56001	CAPITAL ADDITIONS OFFSET		-	-	-
		58000	DEBT SERVICE - INTEREST		-	-	-
		59000	INTERFUND PAYMENT FOR SERVICES	2,229,460	655,295	680,952	25,657
		59950	RESERVE FOR BUDGET ADJUSTMENT	23,286	-	-	-
		80100	OPERATING TRANSFERS OUT		-	-	-
	Expense Total			13,565,242	5,347,947	5,163,391	(184,556)
4700 DEVELOPMENT SERVICES Total				2,816,704	646,242	(73,183)	(719,425)
5100 FLEET SERVICES FUND	Revenue	34000	CHARGES FOR SERVICES	(19,706,284)	(7,004,755)	(7,074,366)	(69,611)
		36000	MISCELLANEOUS REVENUES	(7,500)	(3,077)	(1,985)	1,092
		39500	DISPOSITION OF FIXED ASSETS		-	-	-
	Revenue Total			(19,713,784)	(7,007,832)	(7,076,351)	(68,519)
	Expense	51000	SALARIES & WAGES	3,941,427	1,778,678	1,642,672	(136,006)
		52000	PERSONNEL BENEFITS	1,377,415	650,089	606,145	(43,944)
		53000	SUPPLIES	7,974,300	3,313,781	3,104,615	(209,166)
		54000	OTHER SERVICES & CHARGES	4,713,754	1,785,156	1,932,042	146,886
		58000	DEBT SERVICE - INTEREST		-	-	-
		59000	INTERFUND PAYMENT FOR SERVICES	1,643,934	684,987	696,623	11,637
		80100	OPERATING TRANSFERS OUT	9,077	9,077	9,091	14
	Expense Total			19,659,907	8,221,768	7,991,188	(230,580)
5100 FLEET SERVICES FUND Total				(53,877)	1,213,936	914,837	(299,099)
5110 FLEET SVCS EQUIP REPL FUND	Revenue	34000	CHARGES FOR SERVICES	(1,491,000)	(604,431)	(528,558)	75,873
		36000	MISCELLANEOUS REVENUES	(127,000)	214,528	(63,090)	(277,618)
		37000	GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
		39500	DISPOSITION OF FIXED ASSETS	(45,000)	(13,361)	(52,493)	(39,132)
	Revenue Total			(1,663,000)	(403,264)	(644,141)	(240,877)
	Expense	53000	SUPPLIES		-	-	-
		54000	OTHER SERVICES & CHARGES	89,835	32,207	-	(32,207)
		56000	CAPITAL OUTLAY	4,457,199	889,810	693,992	(195,819)
		56001	CAPITAL ADDITIONS OFFSET		-	-	-
		58000	DEBT SERVICE - INTEREST		-	-	-
		80100	OPERATING TRANSFERS OUT		-	147,384	147,384
	Expense Total			4,547,034	922,017	841,375	(80,642)
5110 FLEET SVCS EQUIP REPL FUND Total				2,884,034	518,753	197,234	(321,519)
5200 PUBLIC WORKS AND UTILITIES	Revenue	34000	CHARGES FOR SERVICES	(10,070,244)	(5,111,422)	(6,270,527)	(1,159,105)
		36000	MISCELLANEOUS REVENUES	(8,000)	(2,852)	(5,825)	(2,973)
		39700	OPERATING TRANSFERS-IN	(73,529)	(73,115)	(73,530)	(415)
	Revenue Total			(10,151,773)	(5,187,389)	(6,349,882)	(1,162,493)
	Expense	51000	SALARIES & WAGES	1,846,615	855,723	788,341	(67,383)
		52000	PERSONNEL BENEFITS	628,106	299,689	287,442	(12,247)
		53000	SUPPLIES	712,716	262,760	311,446	48,686
		54000	OTHER SERVICES & CHARGES	1,745,402	570,654	613,789	43,135
		56000	CAPITAL OUTLAY	45,000	39,135	45,000	5,865
		56001	CAPITAL ADDITIONS OFFSET		-	-	-
		59000	INTERFUND PAYMENT FOR SERVICES	5,120,681	2,560,341	2,825,294	264,953
		80100	OPERATING TRANSFERS OUT		-	-	-
	Expense Total			10,098,521	4,588,302	4,871,312	283,010
5200 PUBLIC WORKS AND UTILITIES Total				(53,252)	(599,087)	(1,478,570)	(879,483)
5300 IT FUND	Revenue	33000	INTERGOVERNMENTAL REVENUES	(46,096)	-	-	-
		34000	CHARGES FOR SERVICES	(15,703,392)	(7,917,510)	(7,961,187)	(43,677)
		36000	MISCELLANEOUS REVENUES	(233,299)	(151)	(96,356)	(96,205)
	Revenue Total			(15,982,787)	(7,917,661)	(8,057,543)	(139,882)
	Expense	51000	SALARIES & WAGES	5,907,213	2,609,273	2,619,809	10,535
		52000	PERSONNEL BENEFITS	1,824,667	854,593	803,683	(50,910)
		53000	SUPPLIES	107,500	34,488	20,132	(14,356)
		54000	OTHER SERVICES & CHARGES	7,389,680	5,747,064	4,151,274	(1,595,791)
		56000	CAPITAL OUTLAY	90,000	-	-	-
		56001	CAPITAL ADDITIONS OFFSET		-	-	-
		58000	DEBT SERVICE - INTEREST		-	-	-
		59000	INTERFUND PAYMENT FOR SERVICES	1,154,646	353,790	434,148	80,358
		80100	OPERATING TRANSFERS OUT		-	-	-
	Expense Total			16,473,706	9,599,209	8,029,045	(1,570,165)
5300 IT FUND Total				490,919	1,681,548	(28,498)	(1,710,046)
5310 IT CAPITAL REPLACEMENT FUND	Revenue	34000	CHARGES FOR SERVICES		-	-	-
		36000	MISCELLANEOUS REVENUES	(66,000)	64,437	(31,283)	(95,720)
		37000	GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
	Revenue Total			(66,000)	64,437	(31,283)	(95,720)
	Expense	53000	SUPPLIES	340,473	217,452	65,382	(152,070)
		54000	OTHER SERVICES & CHARGES	68,105	36,360	68,954	32,594
		56000	CAPITAL OUTLAY	1,784,448	842,761	1,477,860	635,099
		56001	CAPITAL ADDITIONS OFFSET		-	(421,254)	(421,254)
	Expense Total			2,193,026	1,096,573	1,190,942	94,369
5310 IT CAPITAL REPLACEMENT FUND Total				2,127,026	1,161,009	1,159,658	(1,351)

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
5400 REPROGRAPHICS FUND	**Revenue**	34000 CHARGES FOR SERVICES		-	-	-
		36000 MISCELLANEOUS REVENUES		-	(2)	(2)
	Revenue Total			**-**	**(2)**	**(2)**
	Expense	51000 SALARIES & WAGES		-	-	-
		52000 PERSONNEL BENEFITS		-	-	-
		53000 SUPPLIES		-	3	3
		54000 OTHER SERVICES & CHARGES		-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES		-	156	156
	Expense Total			**-**	**159**	**159**
5400 REPROGRAPHICS FUND Total				**-**	**157**	**157**
5500 PURCHASING AND CONTRACTS	**Revenue**	34000 CHARGES FOR SERVICES	(1,430,205)	(750,683)	(715,153)	35,531
		35000 FINES & FORFEITS	(60,000)	(31,817)	(33,766)	(1,949)
		36000 MISCELLANEOUS REVENUES		-	(1,410)	(1,410)
		39700 OPERATING TRANSFERS-IN		-	-	-
	Revenue Total		**(1,490,205)**	**(782,500)**	**(750,329)**	**32,172**
	Expense	51000 SALARIES & WAGES	917,672	403,984	422,150	18,167
		52000 PERSONNEL BENEFITS	304,761	145,177	146,288	1,111
		53000 SUPPLIES	7,150	3,274	1,298	(1,976)
		54000 OTHER SERVICES & CHARGES	73,160	6,719	17,980	11,261
		59000 INTERFUND PAYMENT FOR SERVICES	173,273	75,156	82,057	6,901
	Expense Total		**1,476,016**	**634,309**	**669,773**	**35,464**
5500 PURCHASING AND CONTRACTS Total			**(14,189)**	**(148,192)**	**(80,556)**	**67,636**
5600 ACCOUNTING SERVICES	**Revenue**	34000 CHARGES FOR SERVICES	(6,079,945)	(2,647,404)	(2,539,448)	107,957
		36000 MISCELLANEOUS REVENUES	(180,000)	(65,210)	(102,653)	(37,444)
	Revenue Total		**(6,259,945)**	**(2,712,614)**	**(2,642,101)**	**70,513**
	Expense	51000 SALARIES & WAGES	3,670,370	1,698,258	1,658,058	(40,200)
		52000 PERSONNEL BENEFITS	1,266,634	597,555	568,639	(28,916)
		53000 SUPPLIES	24,700	14,605	18,742	4,137
		54000 OTHER SERVICES & CHARGES	553,196	46,204	132,571	86,367
		59000 INTERFUND PAYMENT FOR SERVICES	655,050	240,417	286,239	45,822
		80100 OPERATING TRANSFERS OUT	20,739	20,622	20,739	117
	Expense Total		**6,190,689**	**2,617,661**	**2,684,988**	**67,327**
5600 ACCOUNTING SERVICES Total			**(69,256)**	**(94,953)**	**42,887**	**137,840**
5700 SPOKANE 311	**Revenue**	34000 CHARGES FOR SERVICES	(2,195,541)	(1,141,462)	(1,097,776)	43,686
		36000 MISCELLANEOUS REVENUES		-	(3)	(3)
	Revenue Total		**(2,195,541)**	**(1,141,462)**	**(1,097,779)**	**43,683**
	Expense	51000 SALARIES & WAGES	1,131,321	551,532	449,506	(102,025)
		52000 PERSONNEL BENEFITS	416,889	200,411	189,555	(10,856)
		53000 SUPPLIES	15,279	8,401	2,908	(5,493)
		54000 OTHER SERVICES & CHARGES	73,083	36,542	53,131	16,590
		59000 INTERFUND PAYMENT FOR SERVICES	510,184	217,079	214,945	(2,134)
		59950 RESERVE FOR BUDGET ADJUSTMENT	12,821	-	-	-
		80100 OPERATING TRANSFERS OUT	35,822	35,620	35,822	202
	Expense Total		**2,195,399**	**1,049,585**	**945,867**	**(103,718)**
5700 SPOKANE 311 Total			**(142)**	**(91,877)**	**(151,911)**	**(60,035)**
5750 OFFICE OF PERFORMANCE MGMT	**Revenue**	34000 CHARGES FOR SERVICES	(1,317,490)	(748,375)	(658,745)	89,630
	Revenue Total		**(1,317,490)**	**(748,375)**	**(658,745)**	**89,630**
	Expense	51000 SALARIES & WAGES	780,561	372,158	360,975	(11,184)
		52000 PERSONNEL BENEFITS	237,901	114,313	118,457	4,144
		53000 SUPPLIES	3,900	718	850	132
		54000 OTHER SERVICES & CHARGES	140,861	28,683	88,958	60,275
		59000 INTERFUND PAYMENT FOR SERVICES	142,524	43,176	71,288	28,112
	Expense Total		**1,305,747**	**559,048**	**640,527**	**81,479**
5750 OFFICE OF PERFORMANCE MGMT Total			**(11,743)**	**(189,327)**	**(18,218)**	**171,109**
5800 RISK MANAGEMENT FUND	**Revenue**	34000 CHARGES FOR SERVICES	(7,497,144)	(3,747,661)	(3,748,572)	(911)
		36000 MISCELLANEOUS REVENUES	(171,000)	94,580	(70,913)	(165,493)
	Revenue Total		**(7,668,144)**	**(3,653,081)**	**(3,819,485)**	**(166,404)**
	Expense	51000 SALARIES & WAGES	84,796	42,398	40,460	(1,938)
		52000 PERSONNEL BENEFITS	17,345	8,673	17,148	8,475
		53000 SUPPLIES	500	481	-	(481)
		54000 OTHER SERVICES & CHARGES	7,050,650	4,057,886	4,358,861	300,975
		59000 INTERFUND PAYMENT FOR SERVICES	245,699	58,638	76,267	17,629
		80100 OPERATING TRANSFERS OUT	206	6	207	200
	Expense Total		**7,399,196**	**4,168,081**	**4,492,942**	**324,861**
5800 RISK MANAGEMENT FUND Total			**(268,948)**	**515,000**	**673,457**	**158,457**
5810 WORKERS' COMPENSATION FUND	**Revenue**	33000 INTERGOVERNMENTAL REVENUES	(100,000)	(24,407)	(90,663)	(66,255)
		34000 CHARGES FOR SERVICES	(7,294,421)	(3,531,345)	(3,647,211)	(115,866)
		36000 MISCELLANEOUS REVENUES	(245,500)	140,811	(65,627)	(206,438)
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST	(60,000)	-	-	-
	Revenue Total		**(7,699,921)**	**(3,414,941)**	**(3,803,500)**	**(388,559)**
	Expense	51000 SALARIES & WAGES	312,820	132,769	67,536	(65,233)
		52000 PERSONNEL BENEFITS	116,285	36,102	23,664	(12,439)
		53000 SUPPLIES	14,535	2,847	1,548	(1,299)

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
5810 WORKERS' COMPENSATION FUND	Expense	54000 OTHER SERVICES & CHARGES	7,276,004	2,911,608	4,687,661	1,776,052
		59000 INTERFUND PAYMENT FOR SERVICES	217,434	67,115	100,144	33,029
	Expense Total		7,937,078	3,150,442	4,880,552	1,730,110
5810 WORKERS' COMPENSATION FUND Total			237,157	(264,500)	1,077,052	1,341,551
5820 UNEMPLOYMENT COMPENSATION FUND	Revenue	34000 CHARGES FOR SERVICES	(530,829)	(245,649)	(265,415)	(19,765)
		36000 MISCELLANEOUS REVENUES		-	2,277	2,277
	Revenue Total		(530,829)	(245,649)	(263,138)	(17,488)
	Expense	51000 SALARIES & WAGES	11,147	5,186	5,175	(11)
		52000 PERSONNEL BENEFITS	3,150	1,495	1,490	(4)
		54000 OTHER SERVICES & CHARGES	512,500	250,672	166,976	(83,696)
		59000 INTERFUND PAYMENT FOR SERVICES	8,532	3,991	4,427	436
	Expense Total		535,329	261,344	178,069	(83,275)
5820 UNEMPLOYMENT COMPENSATION FUND Total			4,500	15,694	(85,069)	(100,763)
5830 EMPLOYEES BENEFITS FUND	Revenue	34000 CHARGES FOR SERVICES	(52,882,826)	(25,601,035)	(26,271,241)	(670,206)
		36000 MISCELLANEOUS REVENUES	(2,195,500)	(796,070)	(1,072,485)	(276,414)
	Revenue Total		(55,078,326)	(26,397,105)	(27,343,726)	(946,621)
	Expense	51000 SALARIES & WAGES	295,207	174,635	139,763	(34,873)
		52000 PERSONNEL BENEFITS	107,731	55,548	44,307	(11,241)
		53000 SUPPLIES	13,530	2,462	3,159	697
		54000 OTHER SERVICES & CHARGES	54,350,130	25,182,742	27,259,890	2,077,147
		59000 INTERFUND PAYMENT FOR SERVICES	665,764	188,609	333,175	144,566
	Expense Total		55,432,362	25,603,996	27,780,293	2,176,297
5830 EMPLOYEES BENEFITS FUND Total			354,036	(793,109)	436,567	1,229,676
5900 FACILITIES MANAGEMENT FUND OPS	Revenue	34000 CHARGES FOR SERVICES	(4,984,587)	(139,105)	(25,154)	113,951
		36000 MISCELLANEOUS REVENUES	(586,089)	(161,219)	(314,419)	(153,200)
		39500 DISPOSITION OF FIXED ASSETS		-	-	-
		39700 OPERATING TRANSFERS-IN		-	-	-
	Revenue Total		(5,570,676)	(300,324)	(339,572)	(39,248)
	Expense	51000 SALARIES & WAGES	1,429,140	600,236	646,087	45,851
		52000 PERSONNEL BENEFITS	525,280	240,509	249,980	9,471
		53000 SUPPLIES	233,914	86,546	116,978	30,431
		54000 OTHER SERVICES & CHARGES	2,547,931	625,132	755,385	130,253
		56000 CAPITAL OUTLAY	150,000	-	-	-
		59000 INTERFUND PAYMENT FOR SERVICES	1,472,710	446,281	435,509	(10,771)
		80100 OPERATING TRANSFERS OUT	129,859	-	-	-
	Expense Total		6,488,834	1,998,704	2,203,939	205,235
5900 FACILITIES MANAGEMENT FUND OPS Total			918,158	1,698,380	1,864,367	165,987
5901 ASSET MANAGEMENT FUND CAPITAL	Revenue	36000 MISCELLANEOUS REVENUES		-	0	0
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
		38271 OTHER LONG TERM DEBT PROCEEDS		-	-	-
		39700 OPERATING TRANSFERS-IN	(8,442,022)	(3,384,177)	(4,703,420)	(1,319,243)
	Revenue Total		(8,442,022)	(3,384,177)	(4,703,420)	(1,319,243)
	Expense	53000 SUPPLIES	1,187,770	-	695,574	695,574
		54000 OTHER SERVICES & CHARGES	54,470	-	-	-
		56000 CAPITAL OUTLAY	5,384,601	1,048,434	212,170	(836,264)
		56001 CAPITAL ADDITIONS OFFSET		-	-	-
		57000 DEBT SERVICE - PRINCIPAL	7,318,396	3,659,198	4,201,747	542,549
		58000 DEBT SERVICE - INTEREST	1,123,626	712,210	501,674	(210,536)
		80100 OPERATING TRANSFERS OUT	6,800,000	1,413	-	(1,413)
	Expense Total		21,868,863	5,421,255	5,611,165	189,910
5901 ASSET MANAGEMENT FUND CAPITAL Total			13,426,841	2,037,078	907,745	(1,129,333)
5902 PROPERTY ACQUISITION POLICE	Revenue	36000 MISCELLANEOUS REVENUES		-	-	-
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
		38271 OTHER LONG TERM DEBT PROCEEDS	(2,422,380)	-	-	-
		39500 DISPOSITION OF FIXED ASSETS		-	(74,122)	(74,122)
		39700 OPERATING TRANSFERS-IN	(148,410)	-	-	-
	Revenue Total		(2,570,790)	-	(74,122)	(74,122)
	Expense	53000 SUPPLIES	1,272,221	51,035	299,336	248,302
		54000 OTHER SERVICES & CHARGES	977,706	22,244	-	(22,244)
		56000 CAPITAL OUTLAY	2,993,400	529,714	1,079,796	550,082
		56001 CAPITAL ADDITIONS OFFSET		-	(702,737)	(702,737)
		80100 OPERATING TRANSFERS OUT		-	-	-
	Expense Total		5,243,327	602,993	676,395	73,402
5902 PROPERTY ACQUISITION POLICE Total			2,672,537	602,993	602,273	(720)
5903 PROPERTY ACQUISITION FIRE	Revenue	36000 MISCELLANEOUS REVENUES		-	-	-
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
		38271 OTHER LONG TERM DEBT PROCEEDS	(1,000,000)	-	-	-
		39700 OPERATING TRANSFERS-IN	(9,001,125)	(804,908)	(322,309)	482,599
	Revenue Total		(10,001,125)	(804,908)	(322,309)	482,599
	Expense	53000 SUPPLIES	2,937,624	447,088	407,899	(39,189)
		54000 OTHER SERVICES & CHARGES	38,000	15,025	(57,904)	(72,929)
		56000 CAPITAL OUTLAY	7,521,901	667,976	44,433	(623,543)
		56001 CAPITAL ADDITIONS OFFSET		-	(39,010)	(39,010)

Fund	Type Acct Type	TYPECode Long Description	Sum of 2026 Amended Budget	Sum of 2026 YTD Budget	Sum of 2026 YTD Actuals	Sum of 2026 YTD Variance
5903 PROPERTY ACQUISITION FIRE	Expense	80100 OPERATING TRANSFERS OUT		-	-	-
	Expense Total		10,497,525	1,130,089	355,417	(774,672)
5903 PROPERTY ACQUISITION FIRE Total			496,400	325,181	33,109	(292,072)
5904 FACILITIES CAPITAL	Revenue	33000 INTERGOVERNMENTAL REVENUES	(290,218)	-	(290,218)	(290,218)
		34000 CHARGES FOR SERVICES	(264,673)	-	(132,337)	(132,337)
		36000 MISCELLANEOUS REVENUES		-	-	-
		37000 GAIN/LOSS/INC/EXP-PROPR/TRUST		-	-	-
		39700 OPERATING TRANSFERS-IN	(538,472)	(15,431)	(250,003)	(234,572)
	Revenue Total		(1,093,363)	(15,431)	(672,558)	(657,127)
	Expense	53000 SUPPLIES	132,677	59,245	-	(59,245)
		54000 OTHER SERVICES & CHARGES	1,817,760	116,989	409,298	292,309
		56000 CAPITAL OUTLAY	513,618	43,920	(76,562)	(120,482)
		56001 CAPITAL ADDITIONS OFFSET		-	-	-
		80100 OPERATING TRANSFERS OUT		-	-	-
	Expense Total		2,464,055	220,154	332,736	112,582
5904 FACILITIES CAPITAL Total			1,370,692	204,723	(339,822)	(544,545)
6010 FINCH MEMORIAL ARBORETUM FUND	Revenue	36000 MISCELLANEOUS REVENUES	(75,000)	(13,462)	(10,959)	2,503
	Revenue Total		(75,000)	(13,462)	(10,959)	2,503
	Expense	54000 OTHER SERVICES & CHARGES	75,000	-	-	-
	Expense Total		75,000	-	-	-
6010 FINCH MEMORIAL ARBORETUM FUND Total			-	(13,462)	(10,959)	2,503
6100 RETIREMENT	Revenue	34000 CHARGES FOR SERVICES	(30,000)	(16,551)	(25,679)	(9,128)
		36000 MISCELLANEOUS REVENUES	(39,922,660)	2,237,030	(46,459,320)	(48,696,350)
	Revenue Total		(39,952,660)	2,220,479	(46,484,999)	(48,705,478)
	Expense	51000 SALARIES & WAGES	401,836	159,642	177,660	18,018
		52000 PERSONNEL BENEFITS	126,309	57,145	62,220	5,076
		53000 SUPPLIES	5,250	4,596	1,235	(3,361)
		54000 OTHER SERVICES & CHARGES	45,947,000	22,429,203	21,628,132	(801,071)
		59000 INTERFUND PAYMENT FOR SERVICES		-	-	-
	Expense Total		46,480,395	22,650,585	21,869,248	(781,338)
6100 RETIREMENT Total			6,527,735	24,871,065	(24,615,751)	(49,486,816)
6200 FIREFIGHTERS' PENSION FUND	Revenue	33000 INTERGOVERNMENTAL REVENUES	(550,000)	(426,452)	(583,008)	(156,556)
		36000 MISCELLANEOUS REVENUES	(2,927,061)	(3,085,845)	(1,198,758)	1,887,087
	Revenue Total		(3,477,061)	(3,512,297)	(1,781,766)	1,730,531
	Expense	51000 SALARIES & WAGES	111,332	55,666	45,659	(10,007)
		53000 SUPPLIES	1,365	294	119	(175)
		54000 OTHER SERVICES & CHARGES	5,375,388	2,257,050	2,037,568	(219,482)
		59000 INTERFUND PAYMENT FOR SERVICES	40,000	15,162	13,090	(2,072)
	Expense Total		5,528,084	2,328,172	2,096,436	(231,736)
6200 FIREFIGHTERS' PENSION FUND Total			2,051,023	(1,184,125)	314,670	1,498,796
6230 BUILDING CODE RECORDS MGMT	Revenue	38600 COURT REMITTANCES		-	-	-
		38930 CUSTODIAL TYPE COLLECTIONS	(60,000)	(29,901)	(23,349)	6,552
	Revenue Total		(60,000)	(29,901)	(23,349)	6,552
	Expense	54000 OTHER SERVICES & CHARGES	60,000	24,207	18,635	(5,572)
	Expense Total		60,000	24,207	18,635	(5,572)
6230 BUILDING CODE RECORDS MGMT Total			-	(5,694)	(4,714)	980
6250 MUNICIPAL COURT	Revenue	38600 COURT REMITTANCES	(1,489,800)	(553,954)	(503,039)	50,916
	Revenue Total		(1,489,800)	(553,954)	(503,039)	50,916
	Expense	54000 OTHER SERVICES & CHARGES	1,489,800	485,161	454,092	(31,069)
	Expense Total		1,489,800	485,161	454,092	(31,069)
6250 MUNICIPAL COURT Total			-	(68,794)	(48,946)	19,847
6300 POLICE PENSION	Revenue	33000 INTERGOVERNMENTAL REVENUES	(95,000)	-	-	-
		36000 MISCELLANEOUS REVENUES	(3,104,620)	(1,224,390)	(1,092,850)	131,540
	Revenue Total		(3,199,620)	(1,224,390)	(1,092,850)	131,540
	Expense	51000 SALARIES & WAGES	279,853	140,614	140,318	(296)
		53000 SUPPLIES	1,620	395	182	(213)
		54000 OTHER SERVICES & CHARGES	3,392,825	1,719,434	1,381,589	(337,845)
		59000 INTERFUND PAYMENT FOR SERVICES	42,800	14,670	12,589	(2,081)
	Expense Total		3,717,098	1,875,113	1,534,679	(340,434)
6300 POLICE PENSION Total			517,478	650,722	441,829	(208,894)
6730 PARKING & BUSINESS IMPROV DIST	Revenue	36000 MISCELLANEOUS REVENUES		-	(1,684,763)	(1,684,763)
	Revenue Total			-	(1,684,763)	(1,684,763)
	Expense	54000 OTHER SERVICES & CHARGES	75,000	32,745	38,458	5,713
	Expense Total		75,000	32,745	38,458	5,713
6730 PARKING & BUSINESS IMPROV DIST Total			75,000	32,745	(1,646,305)	(1,679,050)
Grand Total			213,666,099	611,529,278	(56,113,811)	(667,643,090)

Risk Management, Workers' Compensation and Employee Benefits are all trending over budget due to increased claims. SBOs addressing Workers' Comp and Employee Benefits have been submitted.

Capital Improvement Program: FY 2026 Project Status Report

Sum of 2026 Department-Section *	CIP-Project *	Total	Update (Optional)	Status (Required)
0410-700 - Facilities	FAC-2023-1544 - City Hall Reconfiguration Implementation	500,000		In Progress
	FAC-2024-1703 - City Hall Fire Panel Replacement	100,887		In Progress
	FAC-2024-1697 - City Hall HVAC Control System Upgrades (formerly Citywide HVAC Controls Upgrade PhI)	132,677		In Progress
0410-700 - Facilities Total		**733,564**		
0680-150 - Police Facilities	SPD-2022-1545 - Police Academy Upgrades & Remodel	20,000		
0680-150 - Police Facilities Total		**20,000**		
0680-800 - Police Capital	SPD-2012-224 - SPD Fleet	1,475,130	Getting vehicles ordered for arrival after December 1s	In Procurement
	SPD-2014-177 - Specialty Team Protective Gear/Equipment and Gun Replacement	605,750	Still reviewing gear expirations, pairing down request.	Delayed
	SPD-2014-190 - Desktop/Laptop Computers	273,500	Request has been lowered and some have been purch	In Progress
	SPD-2022-1566 - Department Software & Large IT Equipment	896,410	Partially canceled, $468K Axon delayed until Decembe	Delayed
0680-800 - Police Capital Total		**3,250,790**		
1400-600 - Parks Capital	PKS-2012-298 - Ops - Manito Gaiser Conservatory Heating & Glass Replacement	250,000	furnace replacement substantially complete.	Completed
	PKS-2012-333 - Ops - Cannon Hill Park Irrigation & Pond	1,975,000	irrigation work contracted. Construction start August 3	In Progress
	PKS-2013-136 - Rec - Make Beacon Hill Public - Phase 2	375,000	Construction start August 3	In Progress
	PKS-2014-43 - Rec - Corbin Art Center Improvements	85,000	in design. Construction slated in fall / winter	In Progress
	PKS-2015-137 - Rec - Dwight Merkel Synthetic Field Enhancements	191,352	ongoing artificial field turf replacement payment	Recurring
	PKS-2017-61 - Ops - High Bridge Disc Golf Course Renovation Project	20,000	in design now. Construction in Q3 2026	In Progress
	PKS-2022-1653 - Riverfront Park Post Street Parking Lot Renovation	350,000	construction work begins July 12th	In Progress
	PKS-2022-1654 - Systemwide Irrigation Replacements (Neighborhood Park Improvement Program)	250,000	Design for Harmon / Audubon to begin Q3 2026.	In Progress
	PKS-2022-1655 - Systemwide Playground Replacements (Neighborhood Park Improvement Program)	675,000	In design for new playgrounds at Harmon, Lincoln, Coeur d Alene, & Whittier Park. In construction for Comstock Park Swings.	In Progress
	PKS-2022-1656 - Systemwide Restroom Replacements & Enhancements (Neighborhood Park Improvement Program)	675,000	In design for new restrooms at Harmon, Lincoln, Coeur d Alene park. In construction for BA Clark Park restroom. In planning for Westgate Park RR.	In Progress
	PKS-2022-1657 - Systemwide Park Amenity Upgrades (Neighborhood Park Improvement Program)	250,000	Construction of Whittier Park sport court begins in July. In construction for new pathway along south side of Franklin Park. Planning & design for new courts @ AM Cannon & Friendship Park.	In Progress
	PKS-2022-1659 - New Neighborhood Parks (Neighborhood Park Improvement Program)	3,900,000	contracted for construction. Construction begins July 22nd	In Progress
	PKS-2022-1661 - Strategic Park Land Acquisition (Neighborhood Park Improvement Program)	125,000	placing funds into reserve for future acquisitions	Recurring
	PKS-2022-1662 - Minor Park Maintenance Projects (Neighborhood Park Improvement Program)	500,000	park ops crews placing new play chips in playgrounds citywide, replacement of 20 broken play components in 17 parks underway, 2 park building roofs replaced (liberty gazebo & manito restroom)	Recurring
	PKS-2022-1663 - Minor Aquatic Facility Maintenance Projects (Neighborhood Park Investment Program)	100,000	pool deck joints sealed @ a.m. cannon, shadle, hillyard pools. New pool boiler for Whitter pool currently contracting for replacement in Q3/Q4.	
	PKS-2012-303 - Rec - Southeast Sports Complex Renovations	150,000	awaiting adjacent developer prior to improving pathway	Not Started
1400-600 - Parks Capital Total		**9,871,352**		
1400-700 - Golf	GLF-2013-62 - Golf - On Course Renovations	500,000	no work until Q2/Q3 2026	Not Started
	GLF-2013-63 - Golf - Facilities Renovations	150,000	no work until Q2/Q3 2026	Not Started
1400-700 - Golf Total		**650,000**		
1970-800 - Fire Capital	SFD-2012-362 - Apparatus: Large Fire Department Response	1,000,000	Various Trucks have been ordered-long build timeline	In Progress
	SFD-2012-444 - Equipment: Personal Protective Equip (Structural)	527,027	Approx 20% complete	In Progress
	SFD-2012-449 - Equipment: Incident Management System (IMS) for Fire Facilities & Apparatus	371,754	Aprox 50% complete	In Progress
	SFD-2012-451 - Equipment: Apparatus, Operations & Training	1,017,696	No purchasesencumbrances	Not Started

Capital Improvement Program: FY 2026 Project Status Report

Sum of 2026 Department-Section *	CIP-Project *	Total	Update (Optional)	Status (Required)
1970-800 - Fire Capital	SFD-2023-1585 - Self Contained Breathing Apparatus (SCBA) Replacement	198,648	Savings for purchase- not spending for 5 years	Not Started
	SFD-2025-1854 - SFD EMS Equipment	86,000	Approx 20% complete	In Progress
1970-800 - Fire Capital Total		**3,201,125**		
5200-400 - Streets Capital (Arterial)	STR-2012-100 - Minor Construction Assistance	75,000		In Progress
	STR-2014-23 - Traffic Calming Program	3,000,000		In Progress
	STR-2016-33 - Transportation Benefit District (TBD) Sidewalk Program	75,000		In Progress
	STR-2019-88 - Flexible Arterial Maintenance Program	3,300,000		In Progress
	STR-2020-24 - Sherman / 5th Ave. Traffic Signal	10,000		Not Started
	STR-2022-1530 - Annual Arterial Street Maintenance Plan	5,000,000		In Progress
	STR-2023-1667 - Monroe St. Bridge Prevention	250,000		In Progress
	STR-2023-1668 - Assembly / Francis / Nine Mile Roundabout	200,000		Not Started
	STR-2023-1769 - Safe Streets for Spokane	5,000,000		In Progress
	STR-2024-1670 - Thorpe Tunnel Preliminary Engineering	150,000		In Progress
	STR-2024-1676 - Sunset Highway Path - Deer Heights to Spotted Rd.	460,000		In Progress

Capital Improvement Program: FY 2026 Project Status Report

Sum of 2026 Department-Section *	CIP-Project *	Total	Update (Optional)	Status (Required)
5200-400 - Streets Capital (Arterial)	STR-2024-1677 - Sunset Highway Path - Spotted Rd. to Royal St.	60,000		In Progress
	STR-2024-1692 - 3rd - Stevens to Division G&O	60,000		In Progress
	STR-2024-1695 - Washington - 9th to 3rd G&O	75,000		In Progress
	STR-2024-1770 - Sprague - Freya to Havana; Alki/Broadway - Freya to Havana	60,000		In Progress
	STR-2014-29 - Millwood Trail, from SCC to Felts Field	384,000		In Progress
	STR-2015-17 - Ray-Thor St, 17th Ave to Hartson Ave	3,271,000		Delayed
	STR-2012-99 - General Engineering-Street	684,000		In Progress
	STR-2016-79 - Riverside Avenue, Monroe St to Wall St.	1,613,000		In Progress
	STR-2018-6 - Spokane Falls Blvd – Post to Division	500,000		In Progress
	STR-2018-17 - Aubrey L. White Parkway, Downriver to Treatment Plant	60,000		In Progress
	STR-2018-3 - Wellesley Ave, Freya St to Havana St	360,000		In Progress
	STR-2020-18 - Meadow Lane Rd. / US 195 Intersection	100,000		In Progress
	STR-2020-20 - Freya Ave. / Palouse Highway Roundabout	970,000		In Progress
	STR-2020-4 - NSC - Ralph Street Improvements	320,000		In Progress
	STR-2021-6 - Riverside Ave., Grant to Sherman	125,000		In Progress
	STR-2021-3 - Boone Ave. Protected Bike Lanes - Howard to Ruby	200,000		Not Started
	STR-2012-68 - Fish Lake Trail - Phase 3b	50,000		Not Started
	STR-2023-1693 - 3rd Ave - Walnut to Stevens and Stevens St-8th to 3rd G&O	3,406,000		In Progress
	STR-2024-1672 - Fish Lake Trail to Centennial Trail Connection - Phase 1	4,340,000		In Progress
	STR-2025-1804 - Driscoll Sidewalk - Garland to Wellesley	1,663,000		In Progress
	STR-2024-1805 - High Visibility Crosswalks	1,656,000		In Progress
	STR-2024-1806 - Spokane School Walk Routes	1,819,899		In Progress
	STR-2024-1807 - Sacajawea Middle School Safe Routes to School	192,900		In Progress
	STR-2025-1815 - 29th Ave - SE Blvd to Ray	362,200		In Progress
	STR-2024-1808 - Flett Middle School SRTS	210,000		In Progress
	STR-2025-1818 - Myrtle St - Wellesley to Rowan and Rowan - Sycamore to Myrtle	700,000		In Progress
	STR-2025-1819 - Haven/Market Two-way Conversion	75,000		In Progress
	STR-2025-1817 - Division St Bus Rapid Transit (BRT) Active Transport	500,000		In Progress
	STR-2025-1821 - Sprague Ave - Post to Division	50,000		In Progress
	STR-2025-1820 - Rowan at Maple & Ash Traffic Signals	1,230,000		In Progress
	STR-2023-1766 - Bridge Deck Repair Bundle - Greene-Freya-Havana	2,300,000		In Progress
	STR-2024-1768 - North Hillyard Sidewalk	905,000		In Progress
	STR-2024-1673 - Fish Lake Trail to Centennial Trail Connection - Phase 2	300,000		In Progress
	STR-2024-1691 - 16th / 17th / Grandview Realignment	810,000		In Progress
	STR-2024-1579 - Chestnut Bridge Scour Damage Repair	70,000		In Progress
	STR-2024-1580 - Arterial Pedestrian Hybrid Beacons	80,000		In Progress
	STR-2022-1476 - Pacific Ave. Greenway - Howard to Sherman	5,216,000		In Progress
	STR-2024-1578 - Latah Bridge Rehabilitation	1,000,000		In Progress
	STR-2022-1477 - Cook St. Greenway - Illinois to Francis	100,000		In Progress
	STR-2022-1478 - US 195 / Inland Empire Way	25,000		In Progress
	STR-2025-1812 - 27x2027 Bike Network	450,000		In Progress
5200-400 - Streets Capital (Arterial) Total		**53,872,999**		
5300-500 - IT Replacement	ITD-2015-143 - Datacenter Hardware Upgrades - IPL:203	388,875		In Progress
	ITD-2015-148 - Desktop Replacement Program	332,318		In Progress
	ITD-2015-149 - Network Hardware Upgrades - MPLs 46 187 63 57	409,892		In Progress
	ITD-2015-150 - Server/Storage Hardware Upgrades	318,787		In Progress
	ITD-2019-89 - Fiber Network Infrastructure Upgrades	250,000		In Progress

Capital Improvement Program: FY 2026 Project Status Report

Sum of 2026 Department-Section *	CIP-Project *	Total	Update (Optional)	Status (Required)
5300-500 - IT Replacement Total		**1,699,872**		
5200-300 - Street Maintenance (Replaced	STR-2020-66 - 6-Wheel Traffic Truck	200,000		Not Started
	STR-2020-84 - Replacement Street Sweeper	400,000		In Progress
	STR-2020-87 - 6-Wheel Flusher/Deicer Freightliner/OMCO	360,000		Not Started
	STR-2022-1525 - Local Access Grind & Overlay Projects	1,600,000		In Progress
	STR-2022-1526 - Local Access Chip Seal Projects	1,550,000		In Progress
	STR-2022-1564 - Street Capital Enhancement Maintenance Projects	4,100,000		In Progress
	STR-2024-1791 - Streets Liquid Material Storage	850,000		In Progress
	STR-2024-1792 - Erosion Mitigation Austin Rd	60,000		In Progress
	STR-2015-23 - 10-Wheel 10-Yd. Dump Trucks	600,000		In Progress
	STR-2020-80 - Replace Wausau Sectional Snowplows	80,000		In Progress
5200-300 - Street Maintenance (Replaced) Total		**9,800,000**		
5200-500 - Water and Hydroelectric Servi	WAT-2012-141 - Plains System New Booster	3,000,000	Construction nearly complete	In Progress
	WAT-2013-156 - Metering	3,000,000	Ongoing Program - 55% complete citywide	In Progress
	WAT-2013-157 - SCADA System	500,000	Ongoing upgrade improvermnts	In Progress
	WAT-2013-158 - Water Service Replacement Program	120,000	Ongoing Program	In Progress
	WAT-2013-163 - Tank Rehabilitation Fund	281,000	Design Delay	Deferred
	WAT-2013-174 - Havana Well	5,500,000	Under construction. Likely to span 2 construction seas	In Progress
	WAT-2014-151 - Rebuild Generators #2 and #3 in Powerhouse #1	700,000	FERC Approvals Required	Deferred
	WAT-2016-89 - Water Facilities Backup Power Retrofit	100,000	Onging Program	In Progress
	WAT-2016-95 - Ray Street Well Station Update	50,000	Consultant under contract for design.	In Progress
	WAT-2017-24 - Riverside Ave, Monroe St to Wall St.	1,100,000	Construction expected 2026.	In Progress
	WAT-2018-146 - Upriver Dam Ops Facility Remodel	1,380,000	Project Bid complete	In Progress
	WAT-2018-1510 - Upriver Dam Spillway Gate Replacement	1,681,800	In FERC Design Review	In Progress
	WAT-2018-37 - Spokane Falls Blvd, Post to Division Street Main Replacement	200,000	Public outreach and planning underway.	In Progress
	WAT-2018-43 - Wellesley Avenue, Freya to Havana Street Main Replacement	700,000	Under construction. Complete summer 2026.	In Progress
	WAT-2019-10 - NSC Planning from Spokane River to Sprague Avenue	5,000	Complete	Completed
	WAT-2019-13 - 9th & Pine Booster Station	700,000	Construction nearly complete	In Progress
	WAT-2019-28 - NSC Planning from Interstate 90 to Sprague Avenue	5,000	Ongoing	In Progress
	WAT-2019-64 - Water Distribution Main Resiliency & Water Quality Program	500,000	Ongoing Program	Not Started
	WAT-2020-14 - NSC - I-90 Water Utility Impacts	75,000	Ongoing	In Progress
	WAT-2020-1514 - Water Distribution System District Metering and Pressure Management Areas	260,000	Onging Program	Not Started
	WAT-2020-1515 - Distribution System Monitoring	150,000	Onging Program	Not Started
	WAT-2020-35 - Fire Storage System Upgrades	150,000	Not started	Not Started
	WAT-2020-50 - Part 12 D Recommended Improvement	924,000	Study Underway	In Progress
	WAT-2021-13 - Northwest Terrace PRV's	4,020,000	Complete	Completed
	WAT-2021-1504 - FERC Part 12-D	50,000	In progress.	In Progress
	WAT-2021-16 - Ray St., 17th to 11th Ave, Main Replacement	1,500,000	Delayed to 2028/2029	Delayed
	WAT-2021-1747 - Station Building Repair	150,000	Ongoing Program - Booster Station Door Replacement	In Progress
	WAT-2021-25 - Northwest Terrace Transmission Main	2,000,000	Complete	Completed
	WAT-2021-34 - Palouse/Freya Roundabout	50,000	Design started.	In Progress
	WAT-2021-69 - Water Dept. Ops Facility Maintenance and Renovation	2,500,000	Phase 1 substantially complete, Phase 2 bid complete	In Progress
	WAT-2021-75 - Light Vehicles	425,000	Onging Program	In Progress
	WAT-2022-1462 - Latah Booster Capacity Improvement	500,000	Charter process underway.	In Progress
	WAT-2022-1506 - NSC - I-90 Water Crossings	260,000	Ongoing	In Progress
	WAT-2022-1513 - Upriver Dam FERC Relicensing	512,000	In progress.	In Progress
	WAT-2022-1630 - Electrical Upgrades	150,000	Ongoing Program Transformer testing/design	In Progress
	WAT-2022-1634 - Excavation and Repair Equipment	1,000,000	Ongoing Program	In Progress
	WAT-2023-1626 - Freya Distribution Main (21st to 13th)	100,000	Complete	Completed

Capital Improvement Program: FY 2026 Project Status Report

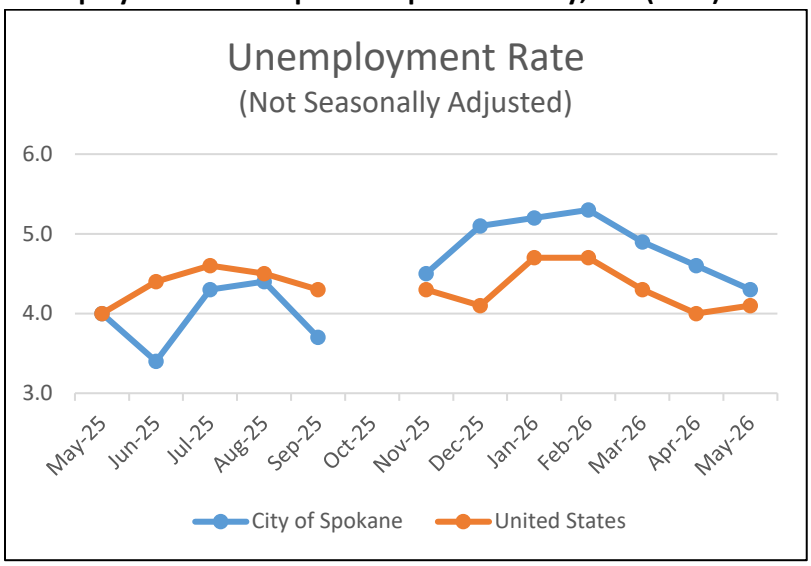
Sum of 2026 Department-Section *	CIP-Project *	Total	Update (Optional)	Status (Required)
5200-500 - Water and Hydroelectric Servi	WAT-2023-1688 - Grandview Avenue from 17th Ave to 16th Ave Water Main	550,000	Design underway. Coordination with adjacent develop	In Progress
	WAT-2023-1727 - Lower South Hill Utility Study	500,000	Complete	Completed
	WAT-2023-1736 - Latah from 14th Ave to 7th and Cannon Transmission Main Phase 3	300,000	In design.	In Progress
	WAT-2024-1619 - Asset Management Program Implementation	300,000	Ongoing.	In Progress
	WAT-2016-94 - Well Electric Well Station Upgrade	500,000	Study complete. Design to begin in future years.	In Progress
	WAT-2021-62 - Electric Vehicles (EV) Charging Station Development	3,100,000	Design underway	In Progress
	WAT-2025-1833 - West Plains New Water Service to Private (PFAS)	100,000	Ongoing	In Progress
	WAT-2025-1855 - NSC - Havana Water Impacts	2,500,000	In construction.	In Progress
	WAT-2023-1622 - Thorpe Road Booster Station #2	300,000	Design expected late 2026.	Not Started
	WAT-2022-1461 - Shawnee Booster Station Rebuild	1,500,000	In design.	In Progress
	WAT-2021-22 - Future Development Upsize Water Projects	250,000	Ongoing	In Progress
5200-500 - Water and Hydroelectric Services Total		**44,198,800**		
5200-700 - Wastewater Management	WWM-2012-11 - Public Sewer Extensions	210,000	Ongoing, unanticipated sewer extensions.	In Progress
	WWM-2012-13 - Rehabilitation Project Fund	350,000	Ongoing, grind/overlays, unanticipated extra storm ar	In Progress
	WWM-2012-22 - Bio-Infiltration System Rehabilitation	190,000	Barnes Rd. expected for later this year.	Not Started
	WWM-2012-276 - Large Line Rehabilitation from Hydrogen Sulfide Damage	100,000	construction to start July '26	In Progress
	WWM-2014-112 - RPWRF Building Exterior Rehabilitation and Improvements	5,500,000	Design in currently underway and at the 90% review st	In Progress
	WWM-2014-137 - 100 KW Generator 2026	100,000	Purchase later in 2026.	Not Started
	WWM-2014-33 - Combined Sewer Overflow (CSO) Outfall Repair	150,000	Charter in progress.	In Progress
	WWM-2015-55 - WSDOT I-90 Stormwater Separation	3,750,000	Design nearly complete. Construction late 2026.	In Progress
	WWM-2016-121 - Plant-wide Supply Fan Upgrade/Replacement (Occupied Spaces)	120,000	Ongoing work that is being completed by inhouse staff	In Progress
	WWM-2016-122 - Air Handling Units Supply and Exhaust (non-occupied)	150,000	Ongoing work that is being completed by inhouse staff	In Progress
	WWM-2016-130 - Headworks Building and Grit Chambers Odor Control System	2,000,000	Project has been pushed off indefinitely. Cancelled	Cancelled
	WWM-2016-41 - Lift Station Repair and Upgrade Fund	360,000	Ongoing; interim repairs on NW Terrace or NE Lift stat	In Progress
	WWM-2017-29 - Aubrey L White Parkway Reconstruction	1,720,000	Delayed due to permitting.	Delayed
	WWM-2017-75 - Mechanical Sewer Rodders	400,000	Evaluating	In Progress
	WWM-2018-110 - Boiler Burners and Controls	500,000	Project is currently being worked on and will be compl	In Progress
	WWM-2018-53 - Spokane Falls Blvd, Post to Division, Sewer Replacement	500,000	Planning and outreach underway.	In Progress
	WWM-2018-60 - Riverside Ave, Monroe St to Wall St, Sewer Replacement	400,000	Construction expected 2026.	In Progress
	WWM-2018-74 - Spokane Falls Blvd, Post to Division	300,000	Planning and outreach underway.	In Progress
	WWM-2019-20 - Catch Basin Cleaner Trucks	625,000	Purchase in progress.	In Progress
	WWM-2019-29 - NSC Planning - Interstate 90 to Sprague Avenue	10,000	Ongoing	In Progress
	WWM-2019-44 - Underground Injection Control (UIC) Regulation Compliance	175,000	Ongoing effort over several years.	In Progress
	WWM-2019-46 - NSC Planning - Sprague Avenue to Spokane River	10,000	Complete.	Completed
	WWM-2019-56 - Biofilter Media Replacement	160,000	ICM project for regional swales & biosoil studies; some	Not Started
	WWM-2019-7 - Rehabilitation of Combined Sewer Overflow (CSO) Facilities	500,000	Completion in 2026.	In Progress
	WWM-2019-71 - Silo Digester No. 3 Mixing System	3,000,000	Project scope if being finalized with consultant current	In Progress
	WWM-2019-9 - NSC Planning - Interstate 90 to Sprague Avenue	5,000	Ongoing	In Progress
	WWM-2020-16 - NSC - I-90 Sewer Interceptor Crossings	4,000,000	Design expected complete fall 2026.	In Progress
	WWM-2020-17 - NSC - I-90 Sewer Utility Impacts	175,000	Ongoing	In Progress
	WWM-2020-27 - 1-Ton Dump Truck Purchase	110,000	Purchase in progress.	In Progress
	WWM-2020-31 - Heavy Construction Van	300,000	Purchase in progress.	In Progress
	WWM-2020-39 - Sewer Line Replacement	300,000	Ongoing, minor fixes Interceptor CCTV may affect.	In Progress
	WWM-2020-44 - Wind River Force Main Replacement	130,000	Delayed to 2027/2028 pending development progress	In Progress
	WWM-2021-1539 - Exterior Cladding Replacement for Digester Eggs 4 and 5	4,000,000	Project is in the design scoping phase.	In Progress
	WWM-2021-17 - Study - Downtown Stormwater Relief Phase 2	75,000	Late 2026 start expected.	Not Started
	WWM-2021-18 - Washington Basin Stormwater Separation	250,000	In progress.	In Progress
	WWM-2021-20 - Drywell Rehabilitation in Wellhead Protection Zones	1,000,000	Study complete. Projects selected in 26-27.	In Progress
	WWM-2021-37 - WWC SCADA Equipment Upgrades	120,000	In progress.	In Progress
	WWM-2022-1479 - Nine Mile Sewer Re-route	3,000,000	Waiting for final alignment approval from WSDOT.	Not Started
	WWM-2022-1481 - Francis/Assembly/Nine Mile Stormwater Facility	3,000,000	Waiting for final alignment approval from WSDOT.	Not Started

Capital Improvement Program: FY 2026 Project Status Report

Sum of 2026 Department-Section *	CIP-Project *	Total	Update (Optional)	Status (Required)
5200-700 - Wastewater Management	WWM-2022-1482 - Five Mile Regional Infiltration Facility (FMRIF) Improvements	1,000,000	Design reworked. Construction funding to be applied f	In Progress
	WWM-2022-1517 - NW Blvd & Assembly Diversion Modification & PW2 Air Gap	350,000	Design and Construction fall 2026	Not Started
	WWM-2022-1521 - Manhole Rehab (Cure-in-Place)	80,000	Working on scope; construction may happen late 2026	In Progress
	WWM-2022-1535 - Relocate Plant Water Air Gap	250,000	Scoping for engineering design of an alternative is und	In Progress
	WWM-2022-1538 - Biosolids Storage / Alternate Disposal Study	200,000	Alternative options are currently under review	In Progress
	WWM-2022-1542 - Silo Digester No. 3 Exterior Cladding	250,000	This project will be postponed until other projects are	Delayed
	WWM-2022-1803 - Swale & UIC Inventory & Management Assessment Study	225,000	Contracting in progress. Will extend to 2027	In Progress
	WWM-2023-1592 - Asset Management Program Implementation	300,000	Ongoing.	In Progress
	WWM-2023-1594 - Sewer Rehabilitation Loan Program	380,000	Ongoing.	In Progress
	WWM-2023-1595 - Septic Elimination Program	500,000	Ongoing.	In Progress
	WWM-2023-1598 - Lift Station Elimination to 7 Mile	1,000,000	Developer work underway.	In Progress
	WWM-2023-1613 - Interceptor Inspection, CCTV & Sonar	450,000	2025 work complete. On target for 2026.	In Progress
	WWM-2023-1687 - Sunset Blvd Bike Path, Spotted to Royal	100,000	storm work cancelled.	Cancelled
	WWM-2023-1785 - Replace MH Rings - Concrete Intersections	90,000	Expected for 2026, will likely need to move up 2027 bu	Not Started
	WWM-2023-1801 - 14th & Milton Sewer Access Road	180,000	Depending on local development, may delay to 2027.	Delayed
	WWM-2024-1742 - Lower South Hill Utility Study	200,000	Complete	Completed
	WWM-2024-1744 - Stormwater Facility Bio-Soil Rehab	100,000	Ongoing.	In Progress
	WWM-2024-1759 - RPWRF Planning and Regulatory Studies	300,000	These projects are underway.	In Progress
	WWM-2024-1762 - I&I Master Plan Study	200,000	In progress.	In Progress
	WWM-2024-1765 - Latah Siphon at Inland Empire Way	150,000	Planning underway	In Progress
	WWM-2024-1779 - DDC Replacement for HVAC Systems	400,000	This project is currently being worked on.	In Progress
	WWM-2024-1782 - Laboratory Facility Update	250,000	This project will be started after the reskinning work is	Not Started
	WWM-2024-1783 - Operations Console Remodel	200,000	This project will be started after the reskinning work is	Not Started
	WWM-2024-1787 - Tube-In-Tube Heaters for Digesters 4 and 5	500,000	This scoping for this project is underway. This project	In Progress
	WWM-2024-1796 - CSO 34-1 Plaza	300,000	In construction. Completion in July.	In Progress
	WWM-2024-1798 - Lower South Hill Utility Study	200,000	Complete	Completed
	WWM-2024-1800 - Study-Facility Plan - Riverside Park Water Reclamation Facility (RPWRF)	500,000	Underway	In Progress
	WWM-2025-1840 - Hollywood Basin Stormwater Separation	700,000	Delayed for other priorities.	Delayed
	WWM-2025-1828 - Seven Mile Regional Lift Station and Trunks	1,000,000	Developer work underway.	In Progress
	WWM-2023-1689 - Grandview Avenue Sewer 17th to 16th	1,000,000	Design underway. Coordination with adjacent develop	In Progress
	WWM-2021-11 - Future Development Sewer Upsize	500,000	Ongoing	In Progress
	WWM-2021-15 - West Plains Sewer Improvements	1,000,000	Complete	Completed
	WWM-2016-133 - Hill n' Dale Park Treatment Facility	700,000	Design underway by consultant	In Progress
5200-700 - Wastewater Management Total		**51,300,000**		
5200-800 - Solid Waste Disposal	SWM-2012-194 - Metal Commercial Refuse & Recycling Containers	225,000		
	SWM-2012-201 - Front-Loading Refuse Collection Vehicles	1,994,748		
	SWM-2015-67 - Front-End Loader and Other Mobile Equipment	300,000		
	SWM-2016-148 - Filter Fabric Baghouse Change #1	100,000		
	SWM-2017-124 - Tilt Frame Collection Vehicles	1,609,875		
	SWM-2018-129 - Compressor/Air Dryer Upgrades	600,000		
	SWM-2020-34 - Motor and Mechanical Systems Upgrades	2,606,622		
	SWM-2021-52 - Compressed Natural Gas (CNG) Compressor	650,000		
	SWM-2022-1518 - Small Vehicles	280,000		
	SWM-2023-1685 - CNG Fuel System Expansion	134,000		
	SWM-2018-138 - Northside Landfill Gas Treatment	360,000		
	SWM-2017-41 - Rear-Loading Collection Vehicles	1,243,218		
	SWM-2025-1834 - CNG Backup Generator Installation - Phase 2	200,000		
	SWM-2025-1845 - Transfer Station Study	300,000		
5200-800 - Solid Waste Disposal Total		**10,603,463**		
Grand Total		**189,201,965**		

KEY ECONOMIC INDICATORS

Unemployment Rate - Spokane-Spokane Valley, WA (MSA)



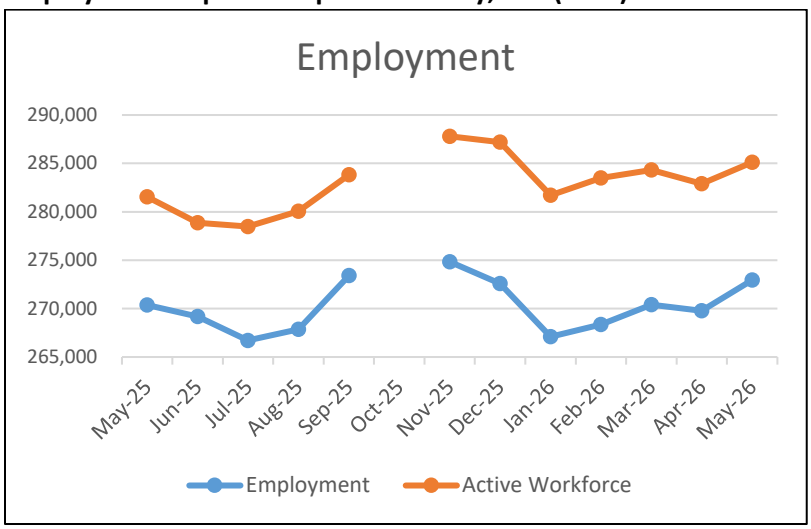
MONTH	UNEMPLOYMENT RATE
May 2025	4.0%
June 2025	3.4%
July 2025	4.3%
August 2025	4.4%
September 2025	3.7%
October 2025**	**
November 2025	4.5%
December 2025	5.1%
January 2026	5.2%
February 2026	5.3%
March 2026	4.9%
April 2026	4.6%
May 2026 *	4.3%

*Preliminary data
**Data unavailable due to the 2025 lapse in appropriations
Source: U.S. Bureau of Labor Statistics (BLS). In April 2025, the BLS issued major revisions to previously published data. As a result, figures may not match prior reports.

The unemployment rate in the Spokane-Spokane Valley metropolitan statistical area (MSA) was 4.3 percent in May 2026. This is slightly above the unemployment rate in May 2025, driven primarily by labor force growth outpacing employment growth.

Spokane's active labor force and employment have both risen steadily throughout the first half of 2026. Employment has increased by 1.0 percent since May 2025, exceeding the population growth rate during that time.

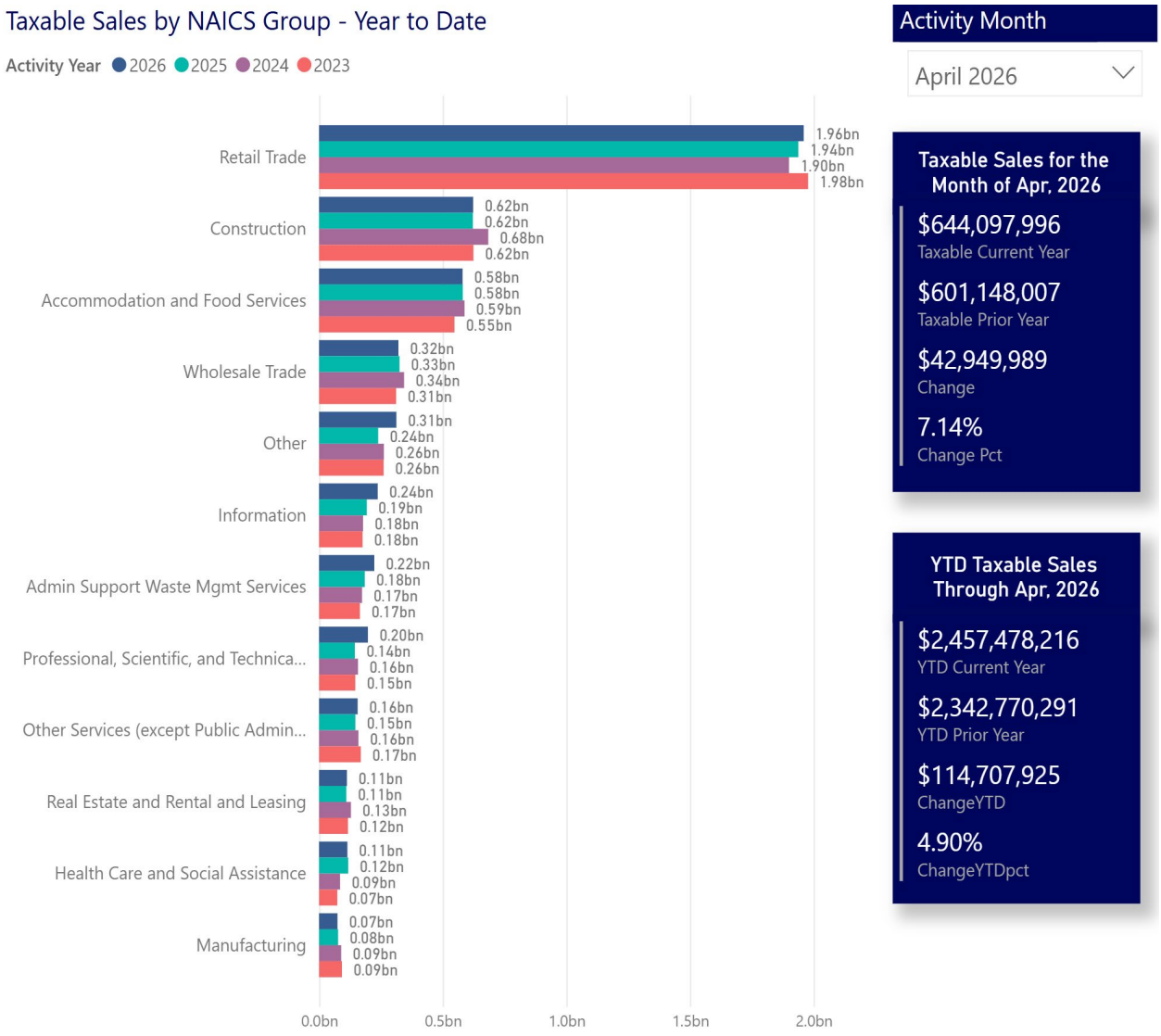
Employment – Spokane-Spokane Valley, WA (MSA)



MONTH	EMPLOYMENT
May 2025	270,369
June 2025	269,187
July 2025	266,716
August 2025	267,854
September 2025	273,410
October 2025**	**
November 2025	274,836
December 2025	272,592
January 2026	267,109
February 2026	268,357
March 2026	270,396
April 2026	269,782
May 2026*	272,937

*Preliminary data
**Data unavailable due to the 2025 lapse in appropriations
Source: U.S. Bureau of Labor Statistics (BLS). In April 2025, the BLS issued major revisions to previously published data. As a result, figures may not match prior reports.

Taxable Sales

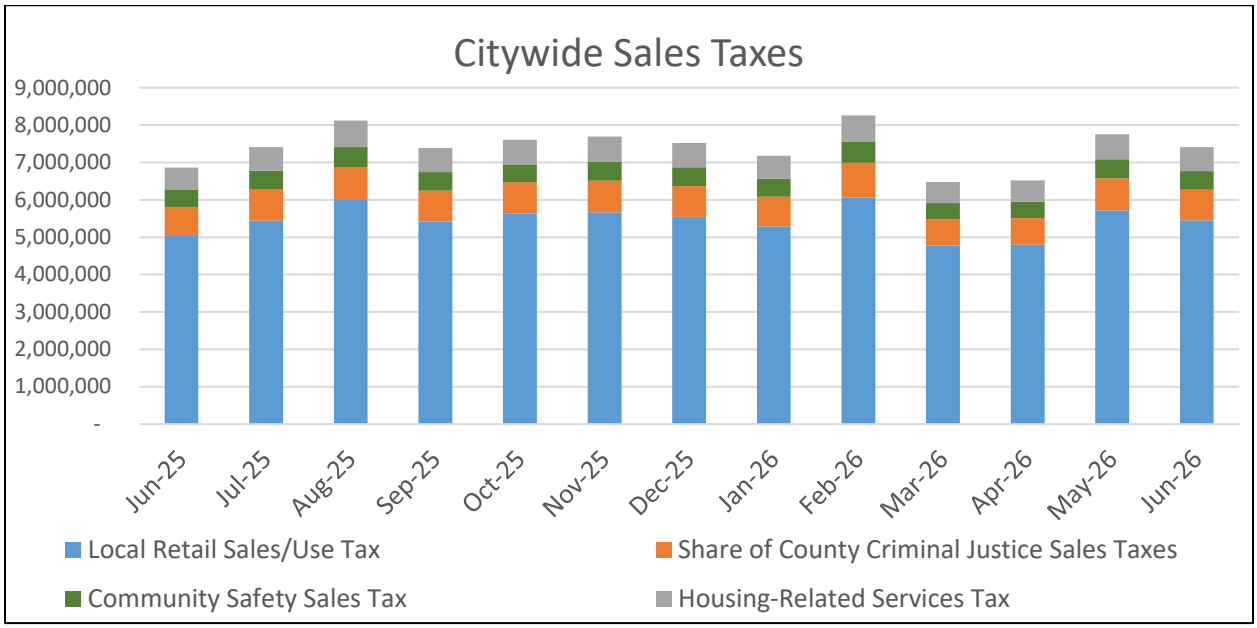


NAICS: North American Industry Classification System
Source: Washington State Department of Revenue

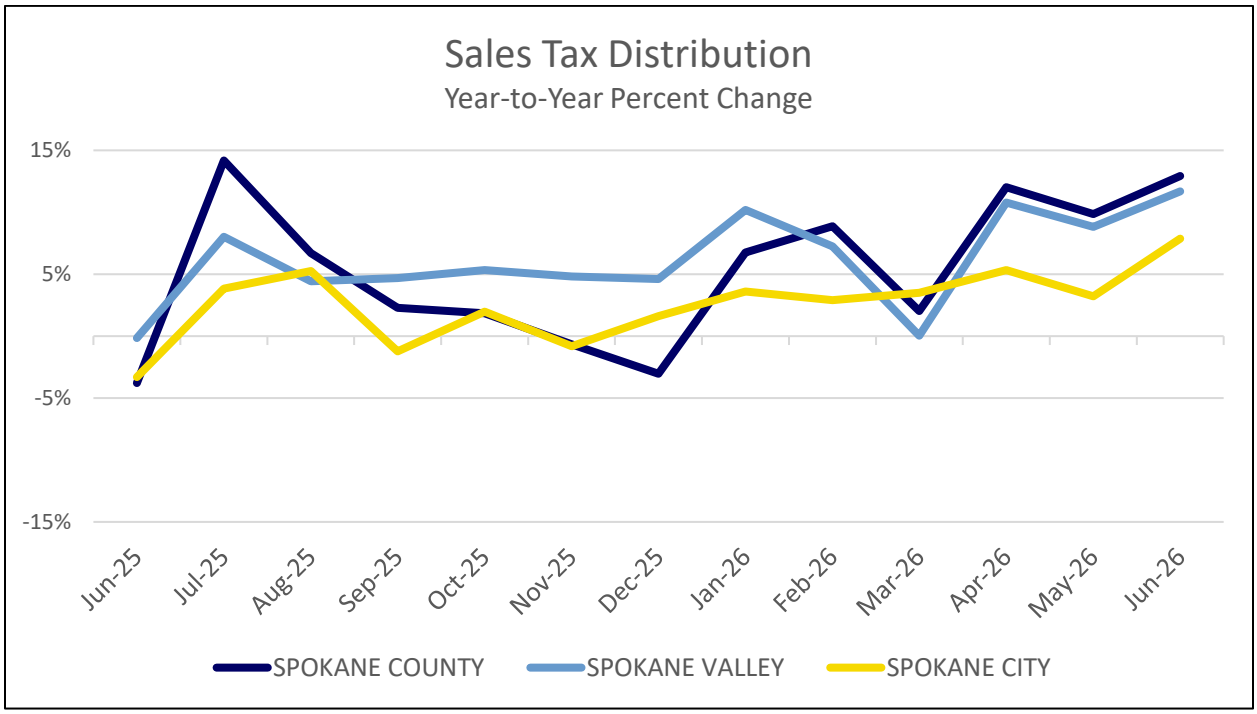
Total taxable sales in April 2026 were 7.1 percent higher than in April 2025.

Retail trade shows continued signs of recovery following a steep decline in 2024, which is a positive indicator for General Fund revenues in 2026. In contrast, construction-related taxable sales have remained relatively flat following their decline from the 2024 peak. Elevated material costs, decreased demand, and tariffs have led to reduced activity in this sector.

The local economy continues to show growth across most other major industry categories. We remain cautiously optimistic, though consumers are still facing increased cost pressures associated with geopolitical instability and persistent inflation. The year-over-year inflation rate increased from 2.4 percent in May 2025 to 4.2 percent in May 2026, reflecting, in part, higher energy and fuel costs.



The City receives revenue from four portions of sales tax: local option retail sales/use tax (1.0 percent), portions of Spokane County criminal justice sales taxes (distributed to cities per capita), community safety sales tax (0.1 percent), and housing-related services tax (0.1 percent). Sales tax revenue is generally received approximately two months after the underlying taxable sales occur. The increase in holiday sales activity during December 2025 is reflected in the February 2026 sales tax distributions shown above.



Year-over-year changes in sales tax revenue distributions provide insight into economic trends across Eastern Washington. The City of Spokane has experienced consistent year-over-year growth in the first six months of 2026. Spokane County and Spokane Valley have reported even higher growth rates, suggesting economic activity across the region has strengthened relative to the weaker conditions observed during 2025.

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Information Only

Council Meeting Date:

Date Rec'd	7/20/2026
Clerk's File #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	FINANCE & ADMINISTRATION		
Contact Name/Phone	CONNER X6091		
Contact E-Mail	WTHORNE@SPOKANECITY.ORG		
Agenda Item Type	Information Only - Committee		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?**	
Agenda Item Name	Q2 2026 INVESTMENT REVIEW		

Agenda Wording

This report presents the City's investment portfolio for the quarter ending June 30, 2026.

Summary (Background)

It has been prepared to comply with regulations contained in Washington State RCW 35.39 and Spokane Municipal Code Chapter 7.15. The report includes all investments managed by the City. The report provides information on the investment type, issuer, maturity date, cost, and current market value for each security.

What impacts would the proposal have on historically excluded communities?

n/a – recurring financial report

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

n/a – recurring financial report

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

n/a – recurring financial report

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

n/a – recurring financial report

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	N/A

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head			
Division Director			
Accounting Manager			
Legal			
For the Mayor			

Distribution List	
wthorne@spokanecity.org	jmiller@spokanecity.org
jstratton@spokanecity.org	mboston@spokanecity.org
sneal@spokanecity.org	

City of Spokane

Monthly Investment Report

Quarter 2 2026

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June 30, 2026

Overview

This report presents the City's investment portfolio for the quarter ending June 30, 2026. It has been prepared to comply with regulations contained in Washington State RCW 35.39 and Spokane Municipal Code Chapter 7.15. The report includes all investments managed by the City. As required, the report provides information on the investment type, issuer, maturity date, cost, and current market value for each security.

The investment objectives of the City of Spokane, as stated in the Investment Policy, are first, to provide safety of principal to ensure the preservation of capital in the overall portfolio; second, to provide sufficient liquidity to meet all operating and capital spending requirements; and third, to earn a commensurate rate of return consistent with the constraints imposed by the safety and liquidity objectives.

The City follows the practice of pooling cash and investments for all funds under its direct control. Interest earned on pooled cash and investments is allocated monthly to the various funds based on the respective fund's average monthly investment balance. It is common for governments to pool the cash and investments of various funds to improve investment performance. By pooling funds, the city is able to benefit from economies of scale, diversification, liquidity, and ease of administration.

The City retains direct control of its investments. Primarily, investments are held by the City in a safekeeping account with Bank of New York Mellon. Exceptions to this rule would include investments held by trustees related to bond financings, which are held by US Bank, and Spokane Investment Pool Loans that are held internally.

Investment Portfolio Benefits

The City's cash and investment portfolio represents money from all City funds with the exception of Employee Retirement, Police Pension, and Fire Pension funds. City funds include the General Fund, enterprise funds, internal service funds, capital projects funds, and other funds which are restricted to specific purposes.

In general, monies held by the City are either allocated by the City Council for spending or are purposefully retained in reserve. For example, the money in the capital outlay funds has been identified to provide particular capital projects for the community and there is a plan to spend down the cash balance as the projects progress. In the General Fund, a determined amount is held in reserve to meet the City's contingency reserve policy of 10% of current-year budgeted expenditures and the City's revenue stabilization policy of 3.5% of current-year budgeted revenues.

Current Cash and Investment Summary

The following is a summary of the City's cash and investments based on market value as of June 30, 2026, compared with the prior quarter:

Portfolio Category	March 31, 2026	June 30, 2026	Percent of Total
Cash & Equivalents	63,136,685	77,036,439	22.89%
Fixed Income Investments	219,683,951	233,571,665	69.40%
SIP Internal Loans	24,193,221	25,964,652	7.71%
TOTAL	**307,013,856**	**336,572,757**	**100.00%**

There are several factors resulting in changes in cash and investment balances from month-to-month and quarter-to-quarter. Often they are the result of the receipt of revenues or a large disbursement. Some major City revenues are received on a periodic rather than a monthly basis. For example, the majority of City property taxes are received in May and November of each year. On the disbursement side, payments for bonded indebtedness or large capital projects can reduce the portfolio substantially in the quarter that they occur.

Securities in the City's portfolio are priced according to market values provided by Bank of New York Mellon at the end of each month. In some cases, the City may have investments with a current market value that is greater or less than the recorded value. These changes in market value are due to fluctuations in the marketplace having no effect on yield, as the City does not intend to sell securities prior to maturity. Nevertheless, these market changes will impact the total value of the portfolio as reported. At June 30, 2026, the market value of the portfolio was $3,117,570.85 less than the cost basis. The difference is an unrealized loss due to the inverse relationship between interest rates and market values as it relates to the fixed income portion of the City's investment portfolio.

The portfolio's average *yield to maturity* as of June 30, 2026 was 3.58%. The effective *rate of return* for the month of June was 3.53%.

As of June 30, 2026, the investment portfolio was in compliance with all State laws, the City's Investment Policy and the City's investment management plan.

Summary of Activity for the Quarter and Future Liquidity

With the exception of periods impacted by the pandemic, cash receipts and disbursements are generally consistent with past trends for the quarter. The cash management program contains enough liquidity to meet at least the next three months of expected expenditures by the City.

Investment Portfolio Activities:

- **Maturities:**
  - Federal National Mortgage Association (FNMA), 10-year, $10M at 2.13%
  - Federal National Mortgage Association (FNMA), 10-year, $10M at 2.13%
- **Purchases:**
  - US Treasury, 2-year, $10M at 3.5%
  - US Treasury, 3-year, $10M at 3.5%
  - US Treasury, 3-year, $5M at 3.5%
  - US Treasury, 2-year, $5M at 3.5%
  - US Treasury, 5-year, $10M at 3.75%

Report Contents and Distribution. This report includes the following five schedules on the City's portfolio as of June 30, 2026; Summary of Investment Portfolio; Summary of Investment Portfolio Liquidity; Summary of Portfolio Debt; Investment Performance versus benchmark; SIP Loan Capacity Report.

If you have any questions concerning this report, or require additional information, contact Matt Boston, Chief Financial Officer at (509) 625-6820.

DISTRIBUTION LIST

Administration
Lisa Brown – Mayor

City Council
Betsy Wilkerson – Council President
Kate Telis – Councilmember
Kitty Klitzke – Councilmember
Michael Cathcart – Councilmember
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Zack Zappone – Councilmember

Investment Oversight Committee
Matt Boston – Chief Financial Officer
Betsy Wilkerson – Councilmember
Christine Shisler – Retirement
Vacant – Community Member
Vacant – Investment Officer

As of June 30, 2026

SUMMARY OF INVESTMENT PORTFOLIO:

CITY OF SPOKANE INVESTMENT PORTFOLIO			
	Percent of Portfolio	**Current Yield**	**Market Value**
Checking Account (US Bank)	NA	NA	$2,081,435
Investments:			
Local Government Investment Pool (LGIP)	22.4%	3.64%	74,955,005
Federal Agency Coupon Securities	28.4%	3.55%	94,953,050
Municipal Bond	9.8%	3.53%	32,921,341
Federal Agency Strip Bonds	10.9%	2.76%	36,460,974
Treasury Coupon Securities	20.7%	3.73%	69,236,300
SIP Loans	7.8%	4.41%	25,964,652
Total Investments	**100.0%**	**3.58%**	**$334,491,322**
Total Checking Account & Investments			**$336,572,757**

SUMMARY OF INVESTMENT PORTFOLIO LIQUIDITY:

INVESTMENT AGING		
	Percent of Portfolio	**Par Value**
Overnight	22.48%	$77,036,439
One Day	0.00%	0
Within Three Months	5.84%	20,000,000
Three to Six Months	4.39%	15,058,975
Six Months to One Year	9.12%	31,252,000
One to Two Years	20.41%	69,951,763
Two to Three Years	21.22%	72,736,053
Three to Five Years	13.62%	46,695,861
Five to Seven Years	2.92%	10,000,000
Over Seven Years	0.00%	0
TOTAL	**100.00%**	**$342,731,092**

SUMMARY OF PORTFOLIO DEBT:

DEBT AGING		
	Percent of Portfolio	**Principal Balance**
Within 1 Year	1.78%	$5,493,577
1-3 Years	4.94%	15,257,816
3-5 Years	4.82%	14,903,260
5-10 Years	66.62%	205,930,000
10-15 Years	0.00%	0
15-20 Years	21.84%	67,510,000
TOTAL	**100.00%**	**$309,094,652**

INVESTMENT PERFORMANCE VS BENCHMARK:

BENCHMARK COMPARISON

The City of Spokane maintains certain performance objectives for its investments. The overall performance objective for the portfolio is to earn a reasonable rate of return, within the parameters of the investment policy, in tandem with meeting the liquidity needs of the City. In order to achieve this objective, the portfolio invests in high-quality money market instruments, rolling repurchase agreements, US Treasury securities, and Agency securities, while maintaining an average maturity of no longer than 3 years. The City generally invests in securities maturing in 5 years or less, except in such circumstances where the maturity of such investments coincide with an identifiable cash flow. To monitor the achievement of this objective, the City uses a comparison "Benchmark" function. Currently, the benchmark used by the City is a blend of three Bloomberg-based indices directly correlated to the allocation of liquidity for the City portfolio. Below is a summary of the quarterly results as compared to the benchmark. While the City strives to achieve this performance objective every month, the goal is assumed to be met on an annual basis.

Benchmark Comparison for the Month Ended 6/30/2026

	Benchmark	6/30/2026	3/31/2026
Average Maturity (yrs)	2.00	1.61	1.49
Average Market Yield	4.04%	3.58%	3.39%
Average Coupon	1.97%*	3.27%	3.12%
Total Market Value		$336,013,856	$307,013,856

*The benchmark pulls in the 3-12 month treasury rate, which is 0% coupon and pulls down the weighted average. Pulling that out, the average benchmark coupon is about 3.37%.

SIP LOAN CAPACITY REPORT:

SIP LOAN CAPACITY

	Percentage	Amount
Investment Portfolio Balance		$336,572,757
Less: Bond Proceeds*		0
Less: ARPA Funds		3,677,006
Investment Portfolio Balance	100.00%	$332,895,751
SIP Loan Capacity per Investment Policy**	20.00%	$66,579,150
Less: Current SIP loans Issued	7.80%	25,964,652
Less: SIP Loans Undisbursed (Fire)	2.04%	6,800,000
Less: SIP Loans Undisbursed (PD)	1.20%	4,000,000
Total SIP Loans Issued and Undisbursed	11.04%	$36,764,652
Net Capacity	**8.96%**	**$29,814,498**

*Bond proceeds include unspent cash and investment balances restricted in use for Library and Parks Capital Improvements.

**SIP loan capacity increased to 20% in October 2025.

City of Spokane

Positions by Period
Outstanding and Closed Debt Service
4/1/2026 to 6/30/2026
Primary Sort Issue Group, Secondary Sort Issue Group

Issue	Issue Group	Dated Date	Maturity Dates	Range of Rates (%)	Beginning Balance	Bonds Issued	Principal Paid	Interest Paid	Ending Balance
GOB									
LTGO 2015	GOB	2/11/2015	Dec/2027 - 2034	3 to 4	48,305,000.00	0.00	0.00	829,561.25	48,305,000.00
LTGO 2020	GOB	11/30/2020	Dec/2021 - 2026	1.38	3,725,000.00	0.00	0.00	25,702.50	3,725,000.00
REV 2014	GOB	12/2/2014	Dec/2015 - 2034	3 to 5	101,125,000.00	0.00	0.00	1,952,388.75	101,125,000.00
UTGO 2015	GOB	1/27/2015	Dec/2021 - 2034	3 to 5	56,500,000.00	0.00	0.00	1,089,200.00	56,500,000.00
UTGO 2017	GOB	2/16/2017	Dec/2017 - 2027	4 to 5	5,965,000.00	0.00	0.00	133,850.00	5,965,000.00
UTGO 2018	GOB	12/20/2018	Dec/2019 - 2041	3.125 to 5	54,610,000.00	0.00	0.00	1,093,850.00	54,610,000.00
UTGO 2018	GOB	12/20/2018	Dec/2043	3.625	12,900,000.00	0.00	0.00	233,812.50	12,900,000.00
	Subtotal				283,130,000.00	0.00	0.00	5,358,365.00	283,130,000.00
Loans									
CLID #223	Loans	11/1/2014	Nov/2026	3.15	58,974.95	0.00	0.00	0.00	58,974.95
PAF 2024 PUBLIC SAFETY	Loans	5/22/2024	Dec/2028	5.14	3,670,649.31	0.00	573,631.53	94,335.69	3,097,017.78
PAF ALKI REFUND 25	Loans	12/17/2025	Dec/2030	4.17	1,079,186.08	0.00	58,970.07	20,500.94	1,020,216.01
PAF CHAS REFI 25	Loans	12/17/2025	Dec/2030	4.17	466,041.60	0.00	43,180.21	8,853.24	422,861.39
PAF DOWNRIVER GOLF SIP LOAN 20	Loans	5/26/2021	Dec/2026	1.34	1,894,396.70	0.00	184,794.92	12,692.46	1,709,601.78
PAF EAST SPRAGUE RECON PJCT	Loans	3/30/2021	Jun/2026	1.21	1,208,280.88	0.00	1,208,280.88	7,310.10	0.00
PAF GARDNER REFI 25	Loans	12/17/2025	Dec/2030	4.17	698,293.32	0.00	38,156.90	13,265.25	660,136.42
PAF GOLF 2019 REFI 25	Loans	12/17/2025	Dec/2030	4.17	1,703,521.32	0.00	158,886.27	32,361.23	1,544,635.05
PAF LTGO 2016 REFI 25	Loans	12/17/2025	Jun/2026	4.25	338,648.90	0.00	338,648.90	6,556.62	0.00
PAF PARKING METER REPL	Loans	5/22/2024	Dec/2028	5.14	1,954,776.49	0.00	305,483.12	50,237.76	1,649,293.37
PAF PARKS ZAMBONI	Loans	10/11/2023	Jun/2028	4.47	101,026.51	0.00	19,263.84	2,257.94	81,762.67
PAF REFUNDING 2016 LTGO	Loans	5/22/2024	Dec/2028	5.14	4,565,127.83	0.00	713,416.36	117,323.79	3,851,711.47
PAF UNIV DIST REFI 25	Loans	12/17/2025	Dec/2030	4.17	2,261,792.62	0.00	89,637.11	42,966.52	2,172,155.51
PAF WEST PLAINS REFI 25	Loans	12/17/2025	Dec/2030	4.17	373,280.62	0.00	20,397.20	7,091.09	352,883.42
PAF WTE EQUIPMENT	Loans	2/22/2024	Dec/2028	4.3	728,005.04	0.00	114,974.27	15,652.11	613,030.77
PSAP	Loans	6/30/2026	Jun/2031	4.68	0.00	6,000,000.00	0.00	0.00	6,000,000.00
SOLID WASTE TRUCKS	Loans	12/23/2024	Dec/2029	4.58	3,091,218.40	0.00	360,846.55	70,788.90	2,730,371.85

City of Spokane

Positions by Period
Outstanding and Closed Debt Service
4/1/2026 to 6/30/2026
Primary Sort Issue Group, Secondary Sort Issue Group

Issue	Issue Group	Dated Date	Maturity Dates	Range of Rates (%)	Beginning Balance	Bonds Issued	Principal Paid	Interest Paid	Ending Balance
	Subtotal				24,193,220.57	6,000,000.00	4,228,568.13	502,193.64	25,964,652.44
	Grand Total				307,323,220.57	6,000,000.00	4,228,568.13	5,860,558.64	309,094,652.44

Acronyms/Definitions

GOB: General Obligation Bonds

LTGO: Limited Tax General Obligation Bond

UTGO: Unlimited Tax General Obligation Bond

Revenue Bond: Municipal bond that funds public projects and are repaid exclusively by the specific income those projects generate.

CLID: Consolidated Local Improvement District

PAF: Property Acquisition Fund (Internal Lending Program)

SIP: Spokane Investment Pool

WTE: Waste To Energy

PSAP: Public Safety Answering Point

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Discussion

Council Meeting Date: 08/19/2026

Date Rec'd	7/22/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	HUMAN RESOURCES	**Bid #**	
Contact Name/Phone	ALLISON ADAM 8894	**Requisition #**	
Contact E-Mail	AADAM@SPOKANECITY.ORG		
Agenda Item Type	Emergency Ordinance		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	SPECIAL BUDGET ORDINANCE – HR RANGE CHANGE FOR PSAP – JULY 2026		

Agenda Wording

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ADJUST PAY RANGES TO ALIGN WITH SALARY ANALYSIS FOR PUBLIC SAFETY ANSWERING POINT JOB CLASSIFICATIONS, AND DECLARING AN EMERGENCY.

Summary (Background)

it is necessary to make changes in the appropriations of the Spokane United 911 Fund to accommodate positions in the new Spokane United 911 (SUN) Department. The City's Human Resources department conducted an internal and external salary analysis of the job classifications below due to a change in duties and job responsibilities. The individual job classifications affected by the salary analysis are listed below. Upon approval, these range changes will be put into effect in the HR system and incumbents' pay will be adjusted.

What impacts would the proposal have on historically excluded communities?

N/A

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N?A

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

These specific range adjustments are for new positions to stand-up the Spokane United 911 (SUN) Department. Failure to approve would put in jeopardy the timely staffing of the SUN Department

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This aligns with our City policy and procedures to review positions, conduct compensation studies, and to fairly and equitably compensate employees maintaining market competitiveness.

Council Subcommittee Review

None

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	Recurring
Funding Source Type	Reserves

Is this funding source sustainable for future years, months, etc?

Personnel budgets will not be increased for these changes. Existing personnel budgets are expected to cover the increased expense due to vacancy savings or cost reductions. If vacancy savings or cost reductions aren't sufficient, the increase will be funded with reserves or unappropriated fund balance.

Expense Occurrence	Recurring

Other budget impacts (revenue generating, match requirements, etc.)

Personnel budgets will not be increased for these changes. Existing personnel budgets are expected to cover the increased expense due to vacancy savings or cost reductions. If vacancy savings or cost reductions aren't sufficient, the increase will be funded with reserves or unappropriated fund balance.

Approvals		**Additional Approvals**	
Dept Head			
Division Director			
Accounting Manager			
Legal			
For the Mayor			

Distribution List	

Council Briefing Paper
Finance & Administration Committee

Committee Date	July 28, 2026
Submitting Department	Human Resources
Contact Name	Allison Adam, Director of HR
Contact Email & Phone	Allison Adam, 509-953-8894
Council Sponsor(s)	Please enter the name of the Council Sponsor(s)
Select Agenda Item Type	☒Discussion Time Requested: 10 min
Agenda Item Name	Special Budget Ordinance – HR Range Change for PSAP – July 2026
Grant Item	☐ Yes ☒ No
Proposed Council Action	☒ Approval to proceed to Legislative Agenda ☐ Information Only
Summary **What is the specific purpose or need for the budget adjustment?** **What changes or developments have triggered this request?**	The City's Human Resources department conducted an internal and external salary analysis of the below job classifications due to a change in duties and job responsibilities. The individual job classifications affected by the salary analysis are listed below. Upon approval, these range changes will be put into effect in the HR system and incumbents' pay will be adjusted.

Union	SPN/ Job Code	Title	From Grade	To Grade	Former Range	New Range
Civil Service Request						
Local 270-L	277	Emergency Communications Call Taker I	---		---	
Local 270-L	288	Emergency Communications Call Taker II	---		---	
Local 270-C	019	Report Specialist	---		---	

Fiscal Impact

Approved in current year budget? ☒ Yes ☐ No ☐ N/A

Funding Source ☐ One-time ☒ Recurring ☐ N/A

Specify funding source: Reserves

Is this funding source sustainable for future years, months, etc.?

Expense Occurrence ☐ One-time ☒ Recurring ☐ N/A

Other budget impacts: (revenue generating, match requirements, etc.) Personnel budgets will not be increased for these changes. Existing personnel budgets are expected to cover the increased expense due to vacancy savings or cost reductions. If vacancy savings or cost reductions aren't sufficient, the increase will be funded with reserves or unappropriated fund balance.

Operations Impacts (If N/A, please give a brief description as to why)

- What are the net impacts this adjustment will have on the specifically affected line items?
  No budget change will be made this year, but personnel expenses will change in the effected funds.

- What operational changes will occur because of this adjustment?
  No operational changes.

- What are the potential risks or consequences of not approving the budget adjustment?
  These specific range adjustments are for new positions to stand-up the Spokane United 911 (SUN) Department. Failure to approve would put in jeopardy the timely staffing of the SUN Department.

- Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?
  This aligns with our City policy and procedures to review positions, conduct compensation studies, and to fairly and equitably compensate employees maintaining market competitiveness.

What current racial and other inequities might this special budget ordinance address?

Ensure compensation equity

ORDINANCE NO. C36913

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, “AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE”, AND AMENDING IT TO ADJUST PAY RANGES TO ALIGN WITH SALARY ANALYSIS FOR PUBLIC SAFETY ANSWERING POINT JOB CLASSIFICATIONS, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Spokane United 911 Fund listed below, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

Section 1. That in the budget of the Spokane United 911 Network Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Change the grade and associated pay range for the classification as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	019	Report Specialist	---		---	

2) Change the grade and associated pay range for the classification as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	277	Emergency Communications Call Taker I	---		---	

3) Change the grade and associated pay range for the classification as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	288	Emergency Communications Call Taker II	---		---	

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to adjust pay ranges to align with salary analysis, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by the City Council on _____

_____
Council President

Attest:

Approved as to form:

_____	_____
City Clerk	City Attorney
_____	_____
Mayor	Date
	_____
	Effective Date

Agenda Sheet for City Council: **Committee:** Finance & Administration **Date:** 07/28/2026 **Committee Agenda type:** Discussion **Council Meeting Date:** 08/26/2026		**Date Rec'd**	7/22/2026
		Clerk's File #	
		Cross Ref #	
		Project #	
Submitting Dept	FINANCE & ADMINISTRATION	**Bid #**	
Contact Name/Phone	MATT BOSTON X6820	**Requisition #**	
Contact E-Mail	MBOSTON@SPOKANECITY.ORG		
Agenda Item Type	Special Budget Ordinance		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	SPECIAL BUDGET ORDINANCE – MID-YEAR SBO TO FUND THE SCRAPS ILA		

Agenda Wording

Amending Ordinance No. C36794, Entitled In Part, "An Ordinance Adopting A Mid-Biennial Modification Budget For The City Of Spokane", and amending it to appropriate funding from various sources to increase budget authority in an amount sufficient to reflect the increased cost of the new interlocal agreement with Spokane County (SCRAPS) for the provision of animal care and control services, and declaring an emergency.

Summary (Background)

This ordinance provides funding to support the increased cost of the City's new Interlocal Agreement (ILA) with Spokane County (SCRAPS) for animal care and control services by transferring the remaining balances from three inactive City funds to the General Fund. Additionally, the General Fund is taking back excess property tax revenue from the Pension Contributions Fund. The ILA with the County for SCRAPS was signed after the 2026 budget was proposed, so the additional cost is not currently reflected in the budget. The Real Estate Rental Fund and Local Law Enforcement Block Grant Fund are no longer needed, and their remaining balances are being transferred to the General Fund. The remaining balance of the Reprographics Fund is also being transferred to the General Fund because a former Reprographics position was reassigned to the Communications department, where the employee continues to provide services formerly provided by Reprographics. Transferring the remaining fund balance to the General Fund allows those remaining resources to continue supporting the ongoing cost of that position while also providing the needed funding for the SCRAPS agreement. These three funds will be closed once this transfer has been executed.

What impacts would the proposal have on historically excluded communities?

The services provided by SCRAPS benefit the entire community, including those that have historically been excluded.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

SCRAPS collects data.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

SCRAPS collects data.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This funding is applied to SCRAPS which aligns with Social Health #6 (SH 6, Safety) of the Comprehensive Plan. The ILA promotes safety of the community and the animals within.

Council Subcommittee Review

Fiscal Impact

Approved in Current Year Budget?	NO
Total Cost	$ 800,596
Current Year Cost	$ 800,596
Subsequent Year(s) Cost	$ 0

Narrative

Amount		Budget Account
Revenue	$ 800,596	# 0020-88100-99999-3977X-99999
Expense	$ 800,596	# 0020-88100-54300-54201-99999
Expense	$ 500,000	# 1350-85020-97101-80101-99999
Expense	$ 122,140	# 1520-99999-97101-80101-99999
Expense	$ 4,995	# 1530-30210-97101-80101-99999
Expense	$ 173,461	# 5400-30210-97101-80101-99999

Funding Source	One-Time
Funding Source Type	Reserves

Is this funding source sustainable for future years, months, etc?

No, these transfers will close three of the respective funds.

Expense Occurrence	Recurring

Other budget impacts (revenue generating, match requirements, etc.)

A recurring funding source will need to be identified to pay for the SCRAPS ILA going forward.

Approvals		Additional Approvals	
Dept Head	STRATTON, JESSICA	**MANAGEMENT &**	MILLER, JACOB
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

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ORDINANCE NO _____

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, “AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE”, AND AMENDING IT TO APPROPRIATE FUNDING FROM VARIOUS SOURCES TO INCREASE BUDGET AUTHORITY IN AN AMOUNT SUFFICIENT TO REFLECT THE INCREASED COST OF THE NEW INTERLOCAL AGREEMENT WITH SPOKANE COUNTY (SCRAPS) FOR THE PROVISION OF ANIMAL CARE AND CONTROL SERVICES, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the various Funds listed below, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

1) Increase revenue by $800,596.
A) Of the increased revenue, $122,140 is provided solely from an operating transfer-in from Real Estate Rental Fund.
B) Of the increased revenue, $4,995 is provided solely from an operating transfer-in from Local Law Enforcement Block Grant Fund.
C) Of the increased revenue, $173,461 is provided solely from an operating transfer-in from the Reprographics Fund.
D) Of the increased revenue, $500,000 is provided solely from an operating transfer-in from the Pension Contributions Fund.

2) Increase appropriation by $800,596.
A) Of the increased appropriation, $800,596 is provided solely for contractual services.

Section 2. That in the budget of the Pension Contributions Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Increase appropriation by $500,000.
A) Of the increased appropriation, $500,000 is provided solely for an operating transfer-out to the General Fund.

Section 3. That in the budget of the Real Estate Rental Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Increase appropriation by $122,140.
A) Of the increased appropriation, $122,140 is provided solely for operating transfer-out to the General Fund.

Section 4. That in the budget of the Local Law Enforcement Block Grant Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Increase appropriation by $4,995.
A) Of the increased appropriation, $4,995 is provided solely for operating transfer-out to the General Fund.

Section 5. That in the budget of the Reprographics Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Increase appropriation by $173,461.

A) Of the increased appropriation, $173,461 is provided solely for operating transfer-out to the General Fund.

Section 6. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to appropriate funding from various sources to increase budget authority in an amount sufficient to reflect the increased cost of the new interlocal agreement with Spokane County (SCRAPS) for the provision of animal care and control services, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by the City Council on _____

_____
Council President

Attest:

_____
City Clerk

_____
Mayor

Approved as to form:

_____
City Attorney

_____
Date

_____
Effective Date

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Information Only

Council Meeting Date:

Date Rec'd	7/22/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	GRANTS MANAGEMENT	**Bid #**	
Contact Name/Phone	JAKE JENSEN 835-4512	**Requisition #**	
Contact E-Mail	JDJENSEN@SPOKANEPOLICE.ORG		
Agenda Item Type	Information Only - Committee		
Council Sponsor(s)	KTELIS BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** YES	**Public Works?**	
Agenda Item Name	NOTICE OF PARTNERSHIP WITH YWCA ON OVW GRANT		

Agenda Wording

Informational update regarding partnership with YWCA Spokane and the City on a FY 2026 OVW Grant "To Improve the Criminal Justice Response to Domestic Violence Dating Violence, Sexual assault, and Stalking Program (ICJR Program)"

Summary (Background)

The grant is a partnership between the YWCA Spokane (and Spokane Municipal Court, Spokane County District and Superior Courts, Spokane City and County Prosecutor's office). This grant serves Spokane's coordinated system surrounding firearm surrender laws. This project plans to expand enforcement of firearm relinquishment laws, increase victim and survivor advocacy and support, and improve coordinator among SPD and partners. YWCA will support with their Firearm Compliance analysts-they monitor compliance hearings, review surrender orders, and coordinate with SPD.

What impacts would the proposal have on historically excluded communities?

This program is designed to support victims and survivors. Those individuals may face language, transportation, disability, geographic, technological, or other barriers when attempting to access legal services. Program will include supporting language access and communication accommodations and community-based service delivery to support historically excluded communities. SPD and YWCA Spokane maintain longstanding partnerships with community-based organizations throughout Spokane County. These partnerships help ensure victims and survivors can access information, legal protections, survivor advocacy

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The project will include a report on project successes and data. The report will summarize project accomplishments, implementation milestones, and measurable outcomes while candidly, addressing challenges and barriers encountered during implementation and the strategies used to overcome them. It will document the multidisciplinary processes, protocols, and collaborative practices developed to improve identification of firearm prohibitions, increase relinquishment compliance, strengthen information sharing, enhance victim safety, and support effective enforcement. The report will also highlight promising practices

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

The previously mentioned report will also be used to evaluate program effectiveness.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

N/A

Council Subcommittee Review

N/A

Fiscal Impact	
Approved in Current Year Budget?	NO
Total Cost	**$** 400,000
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Grant awards will be for up to $400,000

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	One-Time
Funding Source Type	Grant

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head			
Division Director			
Accounting Manager			
Legal			
For the Mayor			

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OMB No. 1122-0020
Approval Expires: 6/30/2028

Office on Violence Against Women:

FY 2026 Grants to Improve the Criminal Justice Response to Domestic Violence, Dating Violence, Sexual assault, and Stalking Program (ICJR Program)

Grants.gov Funding Opportunity Number: O-OVW-2026-172633

Application Deadlines in Eastern Time (ET):

1: Complete SF-424 and Submit in Grants.gov: **August 18, 2026, by 11:59 p.m. ET**

2: Submit full application in JustGrants: **August 20, 2026, by 4:59 p.m. ET**

U.S. Department of Justice
OVW
Office on Violence Against Women
Working Together to End the Violence

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1. BASIC INFORMATION

Purpose of the Funding

The Office on Violence Against Women (OVW) is a component of the United States Department of Justice. OVW administers Violence Against Women Act (VAWA) grants designed to prevent and respond to domestic/dating violence, sexual assault, and stalking.

This is a notice of funding opportunity (NOFO) for the **ICJR Program**. Per 34 U.S.C. § 10461(a), this program assists Tribal, state, and local governments and courts to strengthen the criminal justice response to domestic/dating violence, sexual assault, and stalking by improving offender accountability, victim safety, homicide reduction, protection-order enforcement, and coordinated law enforcement and prosecutorial action. These sorts of activities treat these offenses as serious violations of criminal law and seek safety and autonomy for victims. See Eligibility and Program Description for more details.

This NOFO has two application categories:

- **Category 1:** Grants to Improve the Criminal Justice Response (ICJR)
- **Category 2**: Firearms Technical Assistance Project Pilot Site Initiative (Invitation only; more information here.)

Funding Details

Announcement Type	Initial
Assistance Listing Number	16.590
Statutory & Regulatory Authority	34 U.S.C. §§ 10461-10465; 28 C.F.R. pt. 90, subpt. D
Grants.gov Opportunity Number	O-OVW-2026-172633
Competition ID Number	Category 1: C-OVW-2026-00005-PROD Category 2: C-OVW-2026-00006-PROD
Expected Total Amount of Funding	Category 1: $31,500,000 Category 2: $4,500,000
Anticipated Number of Awards	Category 1: 55 Category 2: 12
Award Type	Grant
Anticipated Award Amounts	Category 1: $500,000 - $1,500,000 Category 2: $400,000
Expected Award Periods	Category 1: 36 months Category 2: 24 months (Both starting on October 1, 2026.)

Key Dates and Times

NOFO Release Date	June 4, 2026
Pre-application Office Hours	June 16, 2026, June 30, 2026, July 14, 2026, all at 1:00pm ET (Join using this link.)
SAM.gov Registration/Renewal	Start the process at least 30 days before deadlines
Step 1: Grants.gov Deadline	11:59 p.m. ET on August 18, 2026
Step 2: JustGrants Deadline	4:59 p.m. ET on August 20, 2026
Anticipated Notification Date	By September 30, 2026

See Questions? at the end of this NOFO for agency contact information.

2. ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply are:

Government Entities

- State governments[1]
- Indian Tribal governments[2]
- Units of local government[3]
- State and local courts[4]

Nonprofit Entities

- State or territorial domestic violence coalitions[5]
- State or territorial sexual assault coalitions[6]
- Tribal domestic violence and sexual assault coalitions[7]
- Victim service providers[8]

[1] Includes the District of Columbia and U.S. territories, *see* 34 U.S.C. § 12291(a)(37).
[2] Must be federally recognized, *see* 34 U.S.C. § 12291(a)(43).
[3] Defined as county, city, or township governments, as well as any town, borough, parish, village, or other general purpose political subdivision of a state, *see* 34 U.S.C. § 12291(a)(47). Per 28 C.F.R. § 90.61(b), the following are **not** considered units of local government: (1) police departments; (2) pre-trial service agencies; (3) district or city attorneys' offices; (4) sheriffs' departments; (5) probation and parole departments; (6) shelters; (7) nonprofit, nongovernmental victim service agencies; and (8) universities. Such entities must fall in another eligible entity category or have an eligible entity apply as the lead applicant on their behalf.
[4] Includes juvenile courts, *see* 34 U.S.C. § 12291(a)(7).
[5] Determined by HHS under 42 U.S.C. §§ 10402 and 10411, *see* 34 U.S.C. § 12291(a)(38).
[6] Determined by the CDC's Center for Injury Prevention and Control under the Public Health Service Act (42 U.S.C. § 280b et seq.), *see* 34 U.S.C. § 12291(a)(39).
[7] Meets the criteria at 34 U.S.C. § 12291(a)(42) and is recognized by OVW, *see* 34 U.S.C. § 10441(d)(2).
[8] Defined as a nonprofit, nongovernmental or Tribal organization or rape crisis center, including a state or Tribal coalition, that assists or advocates for domestic violence, dating violence, sexual assault, or stalking

Recipients with grants ending by September 30, 2026 may apply but are unlikely to be funded if they have enough funds to carry the project through September 30, 2027.

Faith-based organizations that meet the eligibility requirements for this program are eligible to apply (more information is in the Application Companion Guide).

Cost sharing and application limit: This NOFO does **not** require cost sharing (match). You may submit more than one application if each application proposes a different project in a different service area. If an applicant submits multiple versions of the same application, OVW will review only the most recent system-validated version submitted before the deadline.

Additional Eligibility Factors

501(c)(3) Status: Any nonprofit organization applying for this program must be recognized by the Internal Revenue Service as tax-exempt under section 501(c)(3) of the Internal Revenue Code of 1986 and must maintain that status during the award period.[9]

Certifications: Per 34 U.S.C. § 10461(c), you must submit the certifications shown below by applicant type. See Additional Application Components for how to submit.

Tribal, state, or local government	Coalition or victim service provider	State or local court
• Certification of Eligibility (as to encouraging arrest of certain offenders, discouraging dual arrests, prohibiting mutual restraining orders, not charging victims certain fees, and not polygraphing victims). See sample.	• Certification of Eligibility signed by the Tribal, state, or local government serving as the applicant's statutorily required partner. See sample.	• Certification of Eligibility (as to prohibiting mutual restraining orders, not charging victims certain fees, and not polygraphing victims). See sample.
• Prosecution Certification (as to certain training, policies, and a protocol related to victim-centered prosecutions). See sample.	• Prosecution Certification signed by the partner Tribal, state, or local government. See sample.	• No Prosecution Certification for courts
• Minor Certification (as to not prosecuting minors with respect to prostitution). See sample.	• Minor Certification signed by the partner Tribal, state, or local government. See sample.	• No Minor Certification for courts

victims, including domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, *see* 34 U.S.C. § 12291(a)(50).

[9] *See* 34 U.S.C. § 12291(b)(15)(B)(i).

Required Partnerships: Per 34 U.S.C. § 10461(c)(2), a coalition or victim service provider applicant must partner with a government that certifies to all the requirements in the first column above. Per 28 C.F.R. § 90.63(c), all government and court applicants must partner with a victim service provider. These partnerships must be documented in a memorandum of understanding (MOU). All applicants also should include in their MOU the partners needed for the proposed project as described in their proposal narrative.

Disqualifying Factors: Factors that may result in removal during the review process are described on the OVW website. In addition, any nonprofit organization that holds money in offshore accounts for the purpose of avoiding the tax described in section 511(a) of the Internal Revenue Code is ineligible.[10]

3. PROGRAM DESCRIPTION

Statutory Authority/Program Goals and Objectives

Per 34 U.S.C. § 10461(b), funds must be used for **one or more of the following purposes**:[11]

1. To implement offender accountability and homicide reduction programs and policies in police departments, including policies for protection order violations and enforcement of protection orders across State and Tribal lines.
2. To develop policies, educational programs, protection order registries, data collection systems, and training in police departments to improve tracking of cases and classification of complaints involving domestic violence, dating violence, sexual assault, and stalking. Policies, educational programs, protection order registries, and training described in this paragraph shall incorporate confidentiality, and privacy protections for victims of domestic violence, dating violence, sexual assault, and stalking.
3. To centralize and coordinate police enforcement, prosecution, or judicial responsibility for domestic violence, dating violence, sexual assault, and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges.
4. To coordinate computer tracking systems and provide the appropriate training and education about domestic violence, dating violence, sexual assault, and stalking to ensure communication between police, prosecutors, parole and probation officers, and both criminal and family courts.
5. To strengthen legal advocacy and legal assistance programs and other victim services for victims of domestic violence, dating violence, sexual assault, and

[10] *See* 34 U.S.C. § 12291(b)(15)(B)(ii).
[11] Funded projects must have the overarching purposes of improving the criminal justice response to domestic/dating violence, sexual assault, and stalking as serious violations of criminal law and seeking safety and autonomy of victims, as required by 34 U.S.C. § 10461(a). *See also* 28 C.F.R. § 90.62(b) (requiring that grants awarded demonstrate meaningful attention to victim safety and offender accountability).

stalking, including strengthening assistance to such victims in immigration matters. **(Applications proposing legal assistance for victims must have an existing legal program in place and allocate no more than 30% of the budget to providing legal assistance.)**

6. To educate Federal, State, Tribal, territorial, and local judges, courts, and court-based and court-related personnel in criminal and civil courts (including juvenile courts) about domestic violence, dating violence, sexual assault, and stalking and to improve judicial handling of such cases.
7. To provide technical assistance and computer and other equipment to police departments, prosecutors, courts, and Tribal jurisdictions to facilitate the widespread enforcement of protection orders, including interstate enforcement, enforcement between States and Tribal jurisdictions, and enforcement between Tribal jurisdictions.
8. To develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting domestic violence, dating violence, sexual assault, and stalking crimes affecting older victims, Deaf victims, and victims with disabilities (as defined in section 12102(2) of Title 42).
9. To develop State, Tribal, territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of domestic violence, dating violence, sexual assault, and stalking, and to develop effective methods for identifying the pattern and history of abuse that indicates which party is the actual perpetrator of abuse.
10. To plan, develop and establish coordinated victim service and criminal justice response centers, such as family justice centers, designed to bring together victim advocates from victim service providers, staff from population specific organizations, law enforcement officers, prosecutors, probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, representatives from community-based organizations and other relevant public or private agencies or organizations into one centralized location, in order to improve safety, access to services, and confidentiality for victims and families. Although funds may be used to support the colocation of project partners under this paragraph, funds may not support construction or major renovation expenses or activities that fall outside of the scope of the other statutory purpose areas.
11. To develop and implement policies and training for police, prosecutors, probation and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals.
12. To develop, enhance, and maintain protection order registries.
13. To develop human immunodeficiency virus (HIV) testing programs for sexual assault perpetrators and notification and counseling protocols.

14. To develop and implement training programs for prosecutors and other prosecution-related personnel regarding best practices to ensure offender accountability, victim safety, and victim consultation in cases involving domestic violence, dating violence, sexual assault, and stalking.
15. To develop or strengthen policies, protocols, and training for law enforcement, prosecutors, and the judiciary in recognizing, investigating, and prosecuting domestic violence, dating violence, sexual assault, and stalking crimes affecting immigrant victims, including appropriate coordination regarding applications for nonimmigrant status under subparagraphs (T) and (U) of section 1101(a)(15) of Title 8, when necessary to support victim cooperation in criminal cases.
16. To develop and promote State, local, or Tribal legislation and policies that enhance best practices for responding to the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate treatment of victims.
17. To develop, implement, or enhance sexual assault nurse examiner programs or sexual assault forensic examiner programs, including the hiring and training of such examiners.
18. To develop, implement, or enhance Sexual Assault Response Teams or similar coordinated community responses to sexual assault.
19. To develop and strengthen policies, protocols, and training for law enforcement officers and prosecutors regarding the investigation and prosecution of sexual assault cases and the appropriate treatment of victims, including victims who face barriers to accessing law enforcement or court services (as defined in 34 U.S.C. § 12291(a)).
20. To provide human immunodeficiency virus testing programs, counseling, and prophylaxis for victims of sexual assault.
21. To identify and inventory backlogs of sexual assault evidence collection kits and to develop protocols for responding to and addressing such backlogs, including policies and protocols for notifying and involving victims.
22. To develop multidisciplinary high-risk teams focusing on reducing domestic violence and dating violence homicides by—
    (a) using evidence-based indicators to assess the risk of homicide and link high-risk victims to immediate crisis intervention services;
    (b) identifying and managing high-risk offenders; and
    (c) providing ongoing victim advocacy and referrals to comprehensive services including legal, housing, health care, and economic assistance.
23. To develop, strengthen, and implement policies, protocols, and training for law enforcement regarding cases of missing or murdered Indians, as described in 25 U.S.C. § 5704.
24. To compile and annually report data to the Attorney General related to missing or murdered Indians, as described in 25 U.S.C. § 5705.

25. To develop Statewide databases with information on where sexual assault nurse examiners are located.
26. To develop and implement methods of reducing crime and improving victim safety in communities. For purposes of this paragraph, a program or policy that does not improve victim safety is one that—
    (a) imposes a penalty on a victim of domestic violence, dating violence, sexual assault, or stalking, on the basis of a request by the victim for law enforcement or emergency assistance; or
    (b) imposes a penalty on such a victim because of criminal activity at the property in which the victim resides.

Policing and Prosecution Initiative

The FY 2026 ICJR appropriation allocates up to $5 million for an initiative to promote effective policing and prosecution responses to domestic/dating violence, sexual assault, and stalking.[12] Applicants proposing activities under this initiative may apply for up to $300,000 in **additional funding to support dedicated law enforcement officer or prosecutor positions** responsible for investigating and prosecuting domestic violence, dating violence, sexual assault, and stalking cases.

(Invitation Only) Firearms Technical Assistance Project Pilot Site Initiative (FTAP)

The FY 2026 ICJR appropriation allocates up to $4 million for a homicide reduction initiative and up to $2 million for a domestic violence lethality reduction initiative.[13] Some of these funds will be used for FTAP, which supports communities in addressing firearms safety in the context of domestic violence. *This funding is only for current FTAP sites notified by OVW that they may apply for noncompetitive supplemental funding through this NOFO, as forecasted in the NOFO under which they received initial funding.* These sites will submit work plans in place of the Proposal Narrative.

Expected Outcomes: OVW will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO. See the VAWA Measuring Effectiveness Initiative for more information.

Unallowable Activities: For information on program-specific unallowable activities and costs to help you develop your application and budget consistent with program requirements, see the Application Companion Guide and Budget section of this NOFO.

Statutory Funding Priorities

- Per 34 U.S.C. § 10461(g), not less than 25% of ICJR Program funds must be used to support projects that address sexual assault. To meet this requirement, OVW will prioritize applications proposing to implement sexual-assault-focused statutory

[12] *See* Commerce, Justice, Science, and Related Agencies Appropriations Act, 2026, Pub. L. No. 119-74, div A, 140 Stat. 6, 26 (CJS Appropriations Act, 2026).
[13] *See id*.

purposes 11, 13, 17, 18, 19, 20, 21, and/or 25. Applications proposing to use at least 45% of their proposed budget for such activities may apply for up to $200,000 in additional funding and may be eligible for an additional 24 months of non-competitive continuation funding.

- Per 34 U.S.C. § 10462(b), OVW must prioritize applicants that:
  1. Do not currently provide for centralized handling of cases involving domestic violence, dating violence, sexual assault, or stalking by police, prosecutors, and courts;
  2. Demonstrate a commitment to strong enforcement of laws, and prosecution of cases, involving domestic violence, dating violence, sexual assault, or stalking, including the enforcement of protection orders from other states and jurisdictions (including Tribal jurisdictions);
  3. Have established cooperative agreements or can demonstrate effective ongoing collaborative arrangements with neighboring jurisdictions to facilitate the enforcement of protection orders from other States and jurisdictions (including Tribal jurisdictions); and
  4. In applications describing plans to further statutory purpose 4 or 7, will give priority to using the grant to develop and install data collection and communication systems, including computerized systems, and training on how to use these systems effectively to link police, prosecutors, courts, and Tribal jurisdictions for the purpose of identifying and tracking protection orders and violations of protection orders, in those jurisdictions where such systems do not exist or are not fully effective.

Agency Funding Priorities

OVW may give priority consideration to applicants that propose projects designed to advance the following public-safety priorities (as applicable within the scope of this NOFO):

1. Combatting human trafficking and transnational crime, particularly crimes linked to illegal immigration, transnational criminal organizations, and cartel operations, including projects that strengthen law enforcement investigation and prosecution while supporting safety and justice for trafficking victims who have also suffered domestic/dating violence, sexual assault, and/or stalking.
2. Projects primarily dedicated to criminal justice responses—including investigation, arrest, prosecution, and enforcement of protective orders—particularly in small towns and rural, remote, and Tribal communities.

OVW also may give priority consideration to applications submitted by states or units of local government that certify they comply with federal immigration law, including 8 U.S.C. § 1373, and/or participate in the U.S. Immigration and Customs Enforcement's 287(g) Program.

Note: Addressing these priorities is one of many factors that OVW considers in making funding decisions. Receiving priority consideration does not guarantee funding.

4. APPLICATION CONTENTS AND FORMAT

Application Contents List

OVW will only consider applications that contain parts marked ***REQUIRED*** below. Refer to the DOJ Grant Application Submission Checklist for application instructions. All supporting documents and resources for this program are on the OVW website.

Application Item	Submission Type
Step 1: Grants.gov	
Application for Federal Assistance: SF-424 ***REQUIRED***	Online Form
Standard Applicant Information ***REQUIRED***	Online Form
Proposal Abstract	Text Box
Data Requested with Application • Pre-award Risk Assessment	Online Form
Proposal Narrative ***REQUIRED*** (FTAP sites submit a work plan)	Attachment
Budget ***REQUIRED***	Attachment
Budget/Financial Attachments • Indirect Cost Rate Agreement (if applicable) • Applicant Financial Capability Questionnaire (if applicable) • Executive Compensation Disclosure (if applicable)	Attachment
Memorandum of Understanding ***REQUIRED***	Attachment
Additional Application Components • Certification of Eligibility ***REQUIRED*** • Prosecution Certification (if applicable) • Minor Certification (if applicable) • HIV Certification, Assurance, or Letter of Exemption (if applicable) • Certification regarding out-of-scope activities • Summary Data Sheet • Confidentiality Notice Form • Delivery of Legal Assistance Certification (if applicable) • Proof of 501(c)(3) status (if applicable) • Certification regarding compliance with federal immigration law (if applicable)	Attachment

Standard Applicant Information *REQUIRED*

Review and edit as needed the information imported from the SF-424 submitted in Grants.gov and add ZIP codes for areas affected by the project.

Proposal Abstract

In JustGrants, enter a proposal abstract (limited to 2,000 characters) summarizing the proposed project. See example here. As abstracts for funded projects are public, do not include any personally identifying information (*e.g.,* staff names).

Data Requested with Application: Pre-award Risk Assessment

Complete this questionnaire in JustGrants. The questions are available here.

Proposal Narrative *REQUIRED*

Format of the Proposal Narrative

Use the Proposal Narrative Template on the OVW website. It must be:

- No longer than 10 pages, single-spaced
- In a font no smaller than 11-point
- On correctly numbered pages with one-inch margins
- In a file format openable in Microsoft Word or Adobe Reader
- In a table format or use headings and subheadings that correspond to the sections listed below
- Written in plain language

If you do not follow this format, OVW may reduce the score/ranking of the application.

Sections of the Proposal Narrative

The Proposal Narrative must include the three sections listed below. If you are applying for the Policing and Prosecution Initiative, the Proposal Narrative must state this. If you want priority consideration, the Proposal Narrative must state which priority(ies) your project will advance and describe how it will do so.

For NOFOs that require a memorandum of understanding or letters of commitment from project partners, the MOU/letters are reviewed in conjunction with the Proposal Narrative.

1. **Purpose of the Project (weighted at 30%)**
   - Say why you are applying for the grant.
   - Identify the project's goals/objectives. Summarize why the goals/objectives were selected, e.g., how the project complements other services, improves services, fills service gaps, and/or responds to a need.
   - Describe the communities that will be served.

2. **What Will Be Done (weighted at 35%)**
   - For each project goal, describe:
     - Activities and who is responsible for them;
     - How the applicant will ensure victim safety and/or offender accountability; and

  - Outcomes for knowing the goal was achieved, and how these outcomes will be tracked.
- Describe how services, products, etc. will be accessible to anyone who may need them.

3. **Who Will Implement the Project (weighted at 20%)**
   - Identify the people who will implement the project. Provide for each person their name, agency/organization, position/title, their role and responsibilities on the proposed project, and a description of how they are equipped to fulfill their role/responsibility on the project.
   - Describe anticipated coordination and collaboration among project partners and/or others and how working together will advance the project's goals.

Budget and Associated Documentation

Budget *REQUIRED* (weighted at 15%)

Use the Sample Budget Narrative (attach file in JustGrants) to submit the budget. Refer to Budget Information and the Creating a Budget webinar for more information:

- List each cost needed to implement the project under the appropriate cost category. Total costs must be no more than the following (for 36 months):

Service Area Population	Funding Levels
Up to 400,000	$500,000
400,001 – 700,000	$750,000
Above 700,000	$1,000,000
Statewide	$1,000,000

  Policing and Prosecution Initiative applicants: clearly identify the additional $300,000 to support law enforcement/prosecution offices.

  Sexual assault priority applicants: clearly identify the additional $200,000.

  FTAP applicants: total costs must be no more than $400,000 for 24 months.
- Clearly name and describe each cost.
- Show the computation of each cost (*e.g.*, cost per unit, number of units, and total cost).
- Enter narrative, as needed, to explain the cost calculations and connection to your project goals, objectives, and activities.
- Include only costs that are reasonable, allocable, and necessary to implement the project. They must be allowable under the funding statute and agency requirements.[14]
- Fairly and reasonably compensate project partners, unless a reason not to is explained in a memorandum of understanding or letter of commitment.

[14] *See* 2 C.F.R. Part 200, Subpart E and the DOJ Grants Financial Guide. Read information on unallowable costs here.

- Distinguish clearly between subawards and contracts in allocating any grant funds to other entities.[15]
- Set aside a minimum of $5,000 on the Travel line to participate in training and technical assistance.

Budget/Financial Attachments

- **Indirect Cost Rate Agreement (if applicable):** If the budget includes indirect costs, upload your current, federally approved indirect cost rate agreement.
- Applicant Financial Capability Questionnaire (if applicable): Nonprofit, nongovernmental organizations that have not previously (or within the last three years) received funding from OVW must complete and upload this form.
- Disclosure of Process Related to Executive Compensation (nonprofits only): Nonprofit organizations that use the Internal Revenue Service's (IRS) Safe Harbor Procedure must submit a special disclosure to OVW.[16]

Memorandum of Understanding (MOU) and Supporting Documents *REQUIRED*

Attach an MOU among the applicant and project partners. The MOU must document victim service provider participation in development of the application, per 34 U.S.C. § 10462(a)(4). Tribal governments and courts that are unable to sign an MOU may submit letters of commitment instead. OVW's website has instructions for MOUs and letters.

Additional Application Components

Attach these in JustGrants:

- **Certification of Eligibility** (see Additional Eligibility Factors) ***REQUIRED***
- **Prosecution Certification** and **Minor Certification** (if applicable, see Eligibility).
- **HIV Certification** – Per 34 U.S.C. § 10461(d), state and local government applicants must provide this certification, assurance, or letter of exemption.
- **Certification regarding out-of-scope activities** letter signed by the Authorized Representative.
    - Note: This certification is the subject of federal litigation. For the most up-to-date information about this certification requirement, see the OVW website.
- **Summary Data Sheet**, one to four pages.
- **Confidentiality Notice Form**, signed by the Authorized Representative, acknowledging the confidentiality requirements of 34 U.S.C. § 12291(b)(2).
- **Delivery of Legal Assistance Certification**, signed by the Authorized Representative if the application proposes to provide legal assistance to victims.
- **501(c)(3) status determination letter** from the Internal Revenue Service recognizing the applicant's tax-exempt status, as described in Eligibility. OVW cannot make an award to a nonprofit organization without this letter.

[15] More information on this is here.
[16] *See* 34 U.S.C. § 12291(b)(15)(B)(iii). More information is here.

- **Certification regarding compliance with federal immigration law.** State or local government applicants seeking priority consideration for certifying compliance with federal immigration law, including 8 U.S.C. § 1373, must submit a letter signed by the Authorized Representative making this certification.

Disclosures and Assurances

Complete the disclosures, assurances, and certifications in JustGrants.

5. SUBMISSION REQUIREMENTS AND DEADLINES

The DOJ Grant Application Submission Checklist provides instructions for how to submit by the deadlines. Executive Order (E.O.) 12372 (Intergovernmental Review of Federal Programs) applies to this funding opportunity. OVW's How to Apply page has a policy for applicants to request late submission due to technical difficulties, severe weather, or natural or manmade disaster.

6. APPLICATION REVIEW INFORMATION

OVW's Discretionary Grant Application Review Process page explains the responsiveness review, review criteria, review and selection process, including risk review, and deciding official.

7. AWARD NOTICES

Read about the award notification process on OVW's website.

8. POST-AWARD REQUIREMENTS & ADMINISTRATION

Read the Application Companion Guide for more information about standard award terms and conditions, administrative and national policy requirements, and post-award reporting requirements.

9. QUESTIONS?

NOFO Contact	Phone: 202-307-6026, Email: OVW.ICJR@usdoj.gov
SAM.gov Help Desk	Website: https://sam.gov/content/help Hours: 8 a.m. to 8 p.m. ET Monday – Friday
Grants.gov Help Desk	Phone: 800-518-4726 Email: support@grants.gov Website: https://www.grants.gov/support Hours: 24 hours a day, 7 days a week (closed federal holidays)
JustGrants Help Desk	Phone: 866-655-4482 Email: OVW.JustGrantsSupport@usdoj.gov Hours: 7 a.m. to 5 p.m. ET Monday – Friday

Spokane Police Department Narrative and Work Plan for FTAP Project (2026–2028)

In Partnership with YWCA Spokane and Community Stakeholders

I. Project Narrative
A. Introduction

The Spokane Police Department (SPD), in partnership with YWCA Spokane, Spokane Municipal Court, Spokane County District Court, Spokane County Superior Court, the Spokane City Prosecutor's Office, the Spokane County Prosecutor's Office, and community partners, has developed one of Washington State's most comprehensive firearm relinquishment enforcement systems for domestic violence offenders.

Through sustained collaboration among law enforcement, prosecutors, courts, survivor advocates, civil legal service providers, and community organizations, Spokane has established a coordinated system designed to improve enforcement of firearm surrender laws, increase offender accountability, and enhance victim and survivor safety.

YWCA Spokane serves as Eastern Washington's largest domestic violence service provider and operates the Spokane Family Justice Center. Since 2019, SPD and YWCA Spokane have partnered to implement and strengthen firearm relinquishment enforcement under RCW 9.41.800, RCW 9.41.801, RCW 7.105, and related state and federal firearm prohibitions.

The presence of a firearm significantly increases the risk of serious injury or death in domestic violence situations. Effective enforcement of firearm surrender laws is one of the most important tools available to reduce domestic violence lethality and increase victim safety.

Spokane's firearm compliance initiative was developed to address this risk through consistent monitoring, coordinated enforcement, judicial oversight, and victim-centered support. The program has become an integral component of Spokane County's coordinated response to domestic violence and has produced measurable improvements in firearm relinquishment compliance.

In 2025, Spokane County conducted more than 2,100 firearm compliance hearings, removed more than 800 firearms from prohibited possessors, and experienced no reported domestic violence firearm fatalities. These outcomes demonstrate the critical role firearm relinquishment enforcement plays in protecting victims and survivors and reducing the risk of lethal domestic violence incidents.

B. Current FTAP Project and Goals

The Spokane FTAP project supports a multidisciplinary response to firearm surrender enforcement involving law enforcement, prosecutors, courts, survivor advocates, civil legal service providers, and community partners.

The proposed project focuses on:

1. Sustaining and strengthening enforcement of firearm relinquishment laws applicable to domestic violence offenders.
2. Increasing offender accountability through coordinated compliance monitoring and enforcement.
3. Enhancing victim and survivor safety through timely information, advocacy, legal assistance, and safety planning.
4. Improving coordination among courts, law enforcement agencies, prosecutors, and community partners.
5. Expanding access to firearm relinquishment information, protection order assistance, and victim and survivor services throughout Spokane County.

C. Challenges Experienced

Although Spokane has developed a successful firearm compliance system, significant challenges remain.

Increasing Caseloads

Domestic violence-related calls for service, investigations, and court filings continue to increase throughout Spokane County. This growth has resulted in a substantial increase in firearm surrender orders requiring monitoring and enforcement.

Limited Capacity

The Spokane Police Department currently employs four full-time Detectives and one Sergeant for Domestic Violence investigations. With the increase in caseload, the Detectives and Sergeant need to work overtime to ensure work is completed in collaboration with other contributing partners. The SPD DV Sergeant conducts case screening for all incoming domestic violence cases which provides an opportunity to identify higher risk cases, especially those involving firearms. These cases are then prioritized for more urgent follow-up.

The YWCA Firearms Compliance Analysts and the four DV Detectives work in close coordination to identify firearm access, support timely surrender efforts, and improve court-informed decision-making. The Firearms Compliance Analysts track relevant court cases and gather intelligence from lethality assessments, police reports, court files, and interviews with relevant parties. They use that information to refine court processes, identify cases requiring firearm-

related follow-up, and provide the courts with evidence needed to make informed recommendations about weapon removal at pertinent hearings.

The DV Detectives support this work by collecting firearm purchase and ownership information through the National Law Enforcement Telecommunications System, police records, and pawn database searches. They also conduct firearms checks at the request of the YWCA DV firearms analysts to ensure potential gun ownership is identified and surrender efforts are streamlined. Together, these roles create a coordinated process for identifying firearms, supporting compliance, and reducing the risk posed by armed domestic violence offenders.

The Spokane Police Department wants to utilize this funding opportunity to hire a full-time SPD Analyst who can alleviate some of the workload associated with Detectives conducting the firearms background checks for YWCA Firearms Compliance Analysts. This SPD analyst position would also contribute to data analysis within the framework of the partnering firearm relinquishment initiative, adding an evidence-based approach for future changes.

Municipal Court Gap

YWCA Spokane currently employs two Firearms Compliance Analysts who are responsible for monitoring compliance hearings, reviewing firearm surrender orders, conducting firearm ownership research, coordinating with law enforcement agencies, assisting courts and prosecutors, tracking compliance outcomes, and supporting victims and survivors throughout the relinquishment process.

These analysts currently support more than 2,100 firearm compliance hearings annually in Superior Court and District Court.

Because existing resources are fully committed to Superior Court and District Court operations, Spokane Municipal Court remains the largest remaining gap in Spokane County's firearm relinquishment infrastructure. Additional staffing capacity is necessary to sustain existing operations while expanding dedicated monitoring efforts into Municipal Court.

Ongoing Training Needs

Continued training is necessary to ensure law enforcement personnel, prosecutors, judges, advocates, and community partners remain informed regarding firearm surrender laws, enforcement strategies, and best practices.

Access Challenges

Victims and survivors may face language, transportation, disability, geographic, technological, or other barriers when attempting to access legal protections and services.

D. Project Accomplishments

Spokane's FTAP initiative has produced substantial measurable outcomes.

Accomplishments include:

- Development of a coordinated firearm relinquishment enforcement system led collaboratively by SPD and YWCA Spokane.
- Creation of specialized firearm compliance operations housed within the Spokane Family Justice Center.
- Establishment of two dedicated Firearms Compliance Analyst positions.
- Development of coordinated protocols involving courts, prosecutors, law enforcement agencies, and victim service providers.
- Implementation of firearm compliance hearings in Spokane County Superior Court and District Court.
- Significant improvement in firearm relinquishment compliance, increasing from approximately 1% to nearly 90% since implementation.
- Conducting more than 3,706 firearm compliance hearings during 2024-2025.
- Removal of more than 1,610 firearms from prohibited possessors during 2024-2025.
- No reported domestic violence firearm fatalities in Spokane County during 2025.
- Expansion of survivor notification, advocacy, legal assistance, and safety planning services related to firearm relinquishment.
- Establishment of regular multidisciplinary coordination among law enforcement, prosecutors, courts, and victim service providers.

These outcomes demonstrate the effectiveness of Spokane's coordinated approach and provide a strong foundation for future expansion.

II. Work Plan (2026–2028)

Project Goal #1: Sustain and Expand Firearm Relinquishment Enforcement

Objective 1

Maintain Spokane County's coordinated firearm relinquishment enforcement system while increasing capacity to address rising domestic violence caseloads and begin implementation of firearm compliance monitoring in Spokane Municipal Court.

Measure of Success

• Number of firearm surrender orders reviewed.

• Number of compliance hearings monitored.

• Number of firearms surrendered or recovered.

• Number of noncompliant offenders identified.

• Number of enforcement referrals completed.

• Number of Municipal Court cases reviewed and incorporated into compliance monitoring.

Activity	Responsible Partner	Timeline
Monitor firearm surrender compliance and track relinquishment outcomes.	SPD, YWCA Spokane	Ongoing
Conduct firearm ownership research and compliance reviews.	SPD, YWCA Spokane	Ongoing
Coordinate enforcement responses for noncompliant offenders.	SPD, Prosecutors	Ongoing
Increase staffing capacity to support compliance monitoring and Municipal Court implementation.	SPD, YWCA Spokane	Year 1
Develop Municipal Court compliance monitoring procedures and integrate cases into existing tracking systems.	SPD, YWCA Spokane, Municipal Court	Year 1–2
Improve data collection and reporting regarding firearm relinquishment outcomes.	SPD, YWCA Spokane	Ongoing

Project Goal #2: Enhance Victim and Survivor Safety Through Coordinated Support Services

Objective 2

Ensure victims and survivors receive timely information, advocacy, safety planning, legal assistance, and referrals related to firearm relinquishment enforcement and protection order processes.

Measure of Success

• Number of victims and survivors served.

• Number of survivor contacts completed.

• Number of safety plans completed.

• Number of legal referrals provided.

• Number of victims and survivors receiving firearm relinquishment information.

Activity	Responsible Partner	Timeline
Provide victim and survivor notification regarding firearm compliance status when appropriate.	YWCA Spokane	Ongoing
Conduct safety planning and advocacy services.	YWCA Spokane	Ongoing
Provide legal advocacy and protection order assistance.	YWCA Spokane	Ongoing
Coordinate referrals to community resources and support services.	YWCA Spokane	Ongoing
Ensure interpretation and translation services, and other communication accommodations are available when needed.	YWCA Spokane	Ongoing

Project Goal #3: Strengthen Multidisciplinary Coordination and System Accountability

Objective 3

Enhance coordination among courts, prosecutors, law enforcement agencies, victim service providers, survivor advocacy organizations, and community partners to improve firearm surrender enforcement.

Measure of Success

• Monthly multidisciplinary meetings conducted throughout the project period.

• Participation from all core partner agencies.

• Increased information sharing and coordinated case review.

• Adoption of system improvements identified through project activities.

Activity	Responsible Partner	Timeline
Conduct monthly multidisciplinary coordination meetings.	SPD, YWCA Spokane, Prosecutors, Courts, Community Partners	Ongoing
Review high-risk firearm relinquishment cases.	SPD, Prosecutors, YWCA Spokane	Ongoing

Update and refine enforcement protocols.	SPD, Courts, Prosecutors	Ongoing
Share data and identify opportunities for system improvement.	SPD, YWCA Spokane	Ongoing
Conduct cross-training among partner agencies.	SPD, YWCA Spokane	Twice Annually

Project Goal #4: Increase Access to Protection Orders and Related Services

Objective 4

Reduce barriers that prevent victims and survivors from accessing protection orders, firearm relinquishment information, legal services, and support.

Measure of Success

• Number of legal clinics conducted.

• Number of outreach events completed.

• Number of victims and survivors served through community-based activities.

• Number of interpretation and/or translation accommodations provided.

Activity	Responsible Partner	Timeline
Conduct community-based protection order clinics.	YWCA Spokane, Community Partners	Quarterly
Provide outreach and education regarding firearm relinquishment and victim and survivor rights.	YWCA Spokane, Community Partners	Ongoing
Expand and utilize translation and interpretation technology.	YWCA Spokane	Year 1
Expand access to legal advice and advocacy services in community settings.	YWCA Spokane, Community Partners	Ongoing
Request victim/survivor feedback through anonymous surveys to gain insights into what works well and what could be enhanced.	YWCA Spokane, Community Partners	Ongoing

Project Goal #5: Develop and disseminate a comprehensive Final Project Report documenting Spokane's implementation of the Firearms Technical Assistance Project (FTAP).

Objective 5

Throughout the project period, project partners will document key activities, outcomes, lessons learned, and implementation strategies associated with Spokane's coordinated firearms

relinquishment process. During the final project period, YWCA Spokane, in collaboration with the Spokane Police Department and court partners, will develop a comprehensive final report that captures the evolution of the project and serves as a resource for other jurisdictions seeking to strengthen firearm relinquishment efforts.

The report will summarize project accomplishments, implementation milestones, and measurable outcomes while candidly, addressing challenges and barriers encountered during implementation and the strategies used to overcome them. It will document the multidisciplinary processes, protocols, and collaborative practices developed to improve identification of firearm prohibitions, increase relinquishment compliance, strengthen information sharing, enhance victim safety, and support effective enforcement. The report will also highlight promising practices, recommendations for replication, and considerations for sustaining the coordinated response beyond the grant period.

The completed report will be shared with project partners, state and national stakeholders, and other jurisdictions interested in implementing or enhancing coordinated firearm relinquishment programs, contributing to broader systems improvement and the advancement of evidence-informed practices.

Building Upon Existing Community Partnerships

SPD and YWCA Spokane maintain longstanding partnerships with community-based organizations throughout Spokane County. These partnerships help ensure victims and survivors can access information, legal protections, survivor advocacy services, and firearm relinquishment resources regardless of language, disability, transportation limitations, geographic location, or other barriers.

Partner organizations including Mujeres in Action, Mahima International, Manzanita House, Carl Maxey Center, local tribes, and other community organizations provide trusted points of access for individuals seeking assistance and help connect victims and survivors with available resources.

The proposed project will continue strengthening these partnerships through coordinated outreach, community-based legal clinics, information sharing, and referral pathways that improve access to victim and survivor services and legal protections. It will also allow us to gather information about opportunities and gaps within the communities we serve, listening sessions and other types of informational gathering activities can help us tailor even more materials and outreach events if the partners are willing to engage.

Community Engagement Activities

As the primary applicant, SPD will oversee grant administration, fiscal compliance, reporting, and project oversight.

YWCA Spokane will administer survivor advocacy services, firearm compliance coordination, legal assistance activities, training efforts, and community outreach components.

Community engagement efforts will support partner organizations in:

1. Hosting protection order and legal assistance clinics.
2. Providing outreach and education regarding victim and survivor rights and available services.
3. Supporting language access and communication accommodations.
4. Assisting with community-based service delivery and referral efforts.
5. Strengthening collaboration between law enforcement, survivor advocacy organizations, victim service providers, and community organizations.

Conclusion

Spokane's firearm relinquishment enforcement initiative has become a critical component of the community's domestic violence response system. Through coordinated enforcement, judicial oversight, survivor advocacy, victim support, and multidisciplinary collaboration, the project has significantly improved firearm relinquishment compliance and strengthened the safety of victims and survivors.

Continued FTAP funding will allow Spokane Police Department, YWCA Spokane, prosecutors, courts, and community partners to sustain these gains, address increasing domestic violence caseloads, expand firearm compliance monitoring capacity, and continue improving offender accountability and victim and survivor safety throughout Spokane County.

Agenda Sheet for City Council: **Committee:** Finance & Administration **Date:** 07/28/2026 **Committee Agenda type:** Discussion		**Date Rec'd**	6/17/2026
		Clerk's File #	
		Cross Ref #	
Council Meeting Date: 08/26/2026		**Project #**	
Submitting Dept	FACILITIES MANAGEMENT	**Bid #**	
Contact Name/Phone	JEFF TEAL 625-6553	**Requisition #**	
Contact E-Mail	JTEAL@SPOKANECITY.ORG		
Agenda Item Type	Special Budget Ordinance		
Council Sponsor(s)	BWILKERSON PDILLON ZZAPPONE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	SPECIAL BUDGET ORDINANCE – INTERMODAL FACILITY ELEVATOR		

Agenda Wording

Amending Ordinance No. C36794, Entitled in Part, "An Ordinance Adopting a Mid-Biennial Modification Budget for the City Of Spokane", And amending it to Modernize Three Elevators at the Intermodal Facility, And Declaring an Emergency.

Summary (Background)

The Intermodal Facility provides public transit access for both AMTRAK and Greyhound customers on a 24x7 schedule. The facility has three service elevators that serve both the public and tenants. All three elevators have outdated controls and mechanical systems. These systems continue to fail. Replacement parts have become obsolete with repair times exceeding 90 days. These elevators support the public and are required to meet Americans with Disabilities Act (ADA) access. The long repair times create a situation where the facility repeatedly fails to provide required ADA access. Waiting until 2027 or later creates a high-risk situation for an ADA violation. 5904-71300-99999-37910-81008 - $142,358.67 (Greyhound) 5904-71300-99999-37910-81090 - $142,505.74 (Amtrak) 5904-71300-94180-56301-89006 - $159,808.70 5904-71300-94180-56301-81008 - $142,358.67 (Greyhound) 5904-71300-94180-56301-81090 - $142,505.74 (Amtrak

What impacts would the proposal have on historically excluded communities?

The Intermodal Facility serves a historically underserved, low income, population. This population is a cross section of ethnicity, income levels, and age groups.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

No data will be collected, but the transit center provides over 40,000 boarding for public transit each year, limiting access problems and complaints can be quantified through incident reports with the security service.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

No data will be collected, but the transit center provides over 40,000 boarding for public transit each year, limiting access problems and complaints can be quantified through incident reports with the security service.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

The Intermodal Facility serves a historically underserved, low income, population with multiple transportation avenues. Public transit is commonly recognized as one of the most sustainable transportation options available.

Council Subcommittee Review

Fiscal Impact

Approved in Current Year Budget?	NO
Total Cost	$ 444,673.11
Current Year Cost	$ 444,673.11
Subsequent Year(s) Cost	$

Narrative

A majority of the cost is offset by $284,864.41 in revenue from Amtrak and Grayhound. The net cost to the City is only $159,808.70.

Amount		Budget Account
Revenue	$ 142,358.67	# 5904-71300-99999-37910-81008
Revenue	$ 142,505.74	# 5904-71300-99999-37910-81090
Expense	$ 159,808.70	# 5904-71300-94180-56301-89006
Expense	$ 142,358.67	# 5904-71300-94180-56301-81008
Expense	$ 142,505.74	# 5904-71300-94180-56301-81090
Select	$	#

Funding Source	One-Time
Funding Source Type	Reserves

Is this funding source sustainable for future years, months, etc?

No, revenue is from third-party billing and remaining offset of $146K is from fund balance No, revenue is from third-party billing and remaining offset of $146K is from fund balance No, revenue is from third-party billing and remaining offset of $146K is from fund balance

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

None; one-time modernization/repairs to capital

Approvals		Additional Approvals	
Dept Head	TEAL, JEFFREY	**MANAGEMENT &**	MILLER, JACOB
Division Director	BOSTON, MATTHEW		
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

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kbustos@spokanecity.org	ddaniels@spokanecity.org
shenry@spokanecity.org	

ORDINANCE NO _____

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, “AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE”, AND AMENDING IT TO MODERNIZE THREE ELEVATORS AT THE INTERMODAL FACILITY, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Facilities Capital Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

1) Increase revenue by $284,864.41.
A) Of the increased revenue, $284,864.41 is provided solely from Amtrak and Greyhound as private contributed capital.

2) Increase appropriation by $444,673.11.
A) Of the increased appropriation, $444,673.11 is provided solely for other capital improvements.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to modernize three elevators at the Intermodal Facility to ensure compliance with the Americans with Disabilities Act (ADA), and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by the City Council on _____

_____
Council President

Attest:

_____
City Clerk

_____
Mayor

Approved as to form:

_____
City Attorney

_____
Date

_____
Effective Date

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Discussion

Council Meeting Date: 09/02/2026

Date Rec'd	7/22/2026
Clerk's File #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	FINANCE & ADMINISTRATION
Contact Name/Phone	ADAM 6769
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG
Agenda Item Type	First Reading Ordinance
Council Sponsor(s)	BWILKERSON PDILLON
Sponsoring at Administrators Request	YES
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	MODERNIZING AND STREAMLINING CITY OF SPOKANE FINANCIAL FUNDS

Agenda Wording

An ordinance modernizing and streamlining City of Spokane financial funds; repealing Sections 04.31.060, 04.31C.060, and Chapter 07.08; adopting a new Chapter 07.08A; and amending Section 13.04.020 of the Spokane Municipal Code.

Summary (Background)

This ordinance modernizes and streamlines the City's financial funds in the municipal code by removing codes that are no longer active or unnecessarily codified, codifying funds that should be codified, and updating references and information in the existing fund structure.

What impacts would the proposal have on historically excluded communities?

This ordinance modernizes and streamlines the City's financial funds in the municipal code by removing codes that are no longer active or unnecessarily codified, codifying funds that should be codified, and updating references and information in the existing fund structure.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

This ordinance modernizes and streamlines the City's financial funds in the municipal code by removing codes that are no longer active or unnecessarily codified, codifying funds that should be codified, and updating references and information in the existing fund structure. There is no additional data collected.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

There is no additional data collected.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	N/A

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	STRATTON, JESSICA		
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	YATES, MAGGIE		

Distribution List	
jstratton@spokanecity.org	

ORDINANCE NO. C - _____

An ordinance modernizing and streamlining City of Spokane financial funds; repealing Sections 04.31.060, 04.31C.060, and Chapter 07.08; adopting a new Chapter 07.08A; and amending Section 13.04.020 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain

Section 1. That Chapter 07.08 of the Spokane Municipal Code is hereby repealed.

Section 2. That Section 04.31.060 of the Spokane Municipal Code is hereby repealed.

Section 3. That Section 04.31C.060 of the Spokane Municipal Code is hereby repealed.

Section 4. That there is adopted a new Chapter 07.08A of the Spokane Municipal Code to read as follows:

Chapter 07.08A Funds

Article I General Fund
- 07.08A.100 General Fund
- 07.08A.110 General Fund Reserves

Article II Special Revenue Funds
- 07.08A.200 Special Revenue Funds Defined
- 07.08A.201 American Rescue Plan Fund
- 07.08A.202 BuildSpokane Fund
- 07.08A.203 Cannabis Excise Tax Fund
- 07.08A.204 Code Enforcement Fund
- 07.08A.205 Community Development Funds
- 07.08A.206 Community Safety Fund
- 07.08A.207 Criminal Justice Assistance Fund
- 07.08A.208 Domestic Violence Prevention Fund
- 07.08A.209 Emergency Rental Assistance Fund
- 07.08A.210 Fire/Emergency Medical Services Fund
- 07.08A.211 Forfeitures and Contributions Fund
- 07.08A.212 HEART Fund
- 07.08A.213 Historic Preservation Incentives Fund
- 07.08A.214 Home Entitlement Program Fund
- 07.08A.215 Hotel/Motel Tax Fund
- 07.08A.216 Legal Services and Relocation Fund
- 07.08A.217 Parking System Fund
- 07.08A.218 Paths and Trails Fund
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Article I. General Fund

Section 07.08A.100 General Fund

There is established a “General Fund” into which all sums of money collected by the City for any purpose whatsoever shall be deposited unless otherwise provided by ordinance directing the deposit into some specific fund other than the General Fund.

Section 07.08A.110 General Fund Reserves

A. There is established within the General Fund a Revenue Stabilization Account, which shall consist of a specific portion of the unappropriated General Fund balance as determined by this section and which shall be used for the revenue stabilization for future City operations and to fund ordinary and ongoing City activities that would otherwise be reduced in scope, suspended, or eliminated due to unanticipated shortfalls in General Fund revenues. The Revenue Stabilization Account and other dedicated reserve accounts listed in this section shall be funded as follows.

1. At the conclusion of each and every fiscal year, that year’s positive General Fund variance, net of unrealized gains/losses, shall be automatically transferred into the dedicated reserve accounts in the following order until such time as the dedicated reserve accounts are funded to the targeted funding level as listed in this section:
    a. Contingency reserve account;
    b. Revenue stabilization account;
    c. Strategic reserve account.
2. Additional funds may be added to the Revenue Stabilization Account during the ensuing fiscal year when approved by the City Council.
3. The targeted funding level for the Revenue Stabilization Account shall initially be three and one-half percent (3.5%) of current-year budgeted General Fund revenues.
    a. Annually during each budget cycle, the Chief Financial Officer, or designee, shall report to the City Council on the Revenue Stabilization Account, including current and proposed future funding levels consistent with revenue growth projected in the City’s long-term General Fund financial forecast and a discussion of investment activity within the account for the period and investment planning in place for future periods. This annual report shall also include analysis and consideration of the proper targeted funding level going forward in relation to changing conditions and prudent fiscal practices.

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b. Disbursements from the Revenue Stabilization Account may be made to mitigate a General Fund revenue shortfall deemed by the City Council, in consultation with the Chief Financial Officer or designee, to meet the following criteria:

   i. The revenue shortfall results from revenue collections considered to be materially short of the amount budgeted, or the revenue shortfall results from projected baseline (existing) budgeted revenues for any ensuing year increasing by less than the assumed long-term revenue growth rate in the City's six-year General Fund projection for the immediate year; and

   ii. The revenue shortfall is expected to persist through the end of the fiscal year; and

   iii. The revenue shortfall is reasonably expected to persist for a period no longer than three (3) years. A revenue shortfall expected to persist beyond three (3) years shall be directly addressed in the current annual budget process through long-term budget measures.

c. Disbursements from the Revenue Stabilization Account may include amounts budgeted in the General Fund to supplement revenue shortfalls that occur in other City funds.

d. Appropriation from the Revenue Stabilization Account is by the standard special budget ordinance procedure.

C. There is established within the General Fund a Contingency Reserve Account, which shall consist of a specific portion of the unappropriated General Fund balance.

1. Annual allocations to the Contingency Reserve Account shall be in accordance with this section.

2. Additional funds may be added to the Contingency Reserve Account in such amounts and at such additional times during the ensuing fiscal year when approved by the City Council.

3. The targeted funding level within the Contingency Reserve Account shall be ten percent (10%) of current-year budgeted General Fund expenditures.

During each budget cycle, the Chief Financial Officer, or designee, shall report to the City Council on the Contingency Reserve Account, including current and estimated future funding levels consistent with the City's long-term General Fund financial forecast. This annual report shall include analysis and consideration of the proper targeted funding level in relation to changing conditions and prudent fiscal practices.

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4. Disbursements from the Contingency Reserve Account are for the purpose of meeting extraordinary expenditures as deemed by the City Council, in consultation with the Chief Financial Officer or designee, to meet the following criteria:

    a. Unforeseen circumstances arising after the adoption of the annual budget that require an unavoidable and non-continuing allocation; or

    b. Unforeseen emergency threatening the health and/or safety of city residents; or

    c. Unanticipated non-continuing expenses are needed to fulfill an unfunded legislative mandate; or

    d. Significant operating efficiencies can be achieved, resulting in clearly identified near-term and offsetting cost savings.

5. Appropriation from the Contingency Reserve Account is by the standard special budget ordinance procedure.

D. There is established within the General Fund a Strategic Reserve Account, which shall consist of a specific portion of the unappropriated General Fund balance.

1. Annual allocations to the Strategic Reserve Account shall be in accordance with this section.

2. Additional funds may be added to the Strategic Reserve Account during the year when approved by the City Council.

3. The targeted funding level within the Strategic Reserve Sccount shall initially be 1% of current year budgeted general fund expenditures.

4. Disbursements from the Strategic Reserve Account may be made for the following purposes.

    a. To fund a strategic program or initiative in the areas of housing, environmental protection, innovation, or

    b. Any other project, program, or initiative determined by City Council to be of strategic significance to the City or its people.

5. Appropriation from the Strategic Reserve Account is by the standard special budget ordinance procedure, or funds may be appropriated as part of the annual budget process.

E. During such time that the Revenue Stabilization, Contingency Reserve, and Strategic Reserve accounts are at the targeted funding levels, any unappropriated fund balance in ensuing years should first be used to pay for existing obligations rather than to fund new programs.

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F. The transfers required by this section shall be accomplished as part of the year-end closing process.

G. The City recognizes the need to maintain a healthy reserve fund balance to have adequate cash availability and to maintain exemplary financial ratings.

    1. The City shall maintain a minimum General Fund Reserve balance of 25% of ongoing expenses in the General Fund. The General Fund minimum balance shall be defined as the dollar amount of unencumbered General Fund balance.

    2. This fund threshold shall include the aforementioned revenue Stabilization, Contingency, and Strategic Reserve funds and subsequent mentioned tactical reserve balance.

    3. There is established within the General Fund reserve balance a tactical unassigned reserve balance, which shall consist of all General Fund reserve balances that exceed the aforementioned Contingency Reserve, Revenue Stabilization, and Strategic Reserve balances to be utilized for tactical unexpected expenditures.

H. During year-end financial closing for the City, if the City falls below the minimum threshold identified in this section, the City must replenish the reserve fund balance by no less than 2% the following fiscal year and will continue each fiscal year to return the fund balance back to the aforementioned 25% reserve.

    1. 2% minimum replenishment shall be explicitly identified in the annual budget.

    2. The replenishment of funds to the 25% target must occur within five years or less.

    3. The replenishment fund schedule in this section can be paused (and extended) during times where the City has seen a decrease in General Fund sales tax revenue from prior year(s)

    4. If these thresholds are to go unmet or the replenishment schedule is to be paused, the City Council shall affirm such action by resolution no later than December 15 of each year.

Article II. Special Revenue Funds

Section 07.08A.200 Special Revenue Funds Defined

This article collects special revenue funds, which are used to account for the proceeds of specific revenue sources or to finance specified activities as required by law or regulation.

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Section 07.08A.201 American Rescue Plan Fund

There is established a special revenue fund to be known as the “American Rescue Plan Fund,” into which shall be deposited the City of Spokane’s direct allocation of Local Fiscal Recovery Funds from the American Rescue Plan Act of 2021, for the purpose of supporting the local recovery efforts from the economic and health effects of the COVID-19 pandemic.

Section 07.08A.202 BuildSpokane Fund

A. There is established a special revenue fund to be known as the “BuildSpokane Fund” into which shall be deposited funds generated from the local sales and use tax for affordable housing and supportive services codified in Chapter 08.07B SMC.

B. The funds shall be used consistent with the provisions of Chapter 08.07B SMC and RCW 82.14.540

Section 07.08A.203 Cannabis Excise Tax Fund

A. There is established a special revenue fund entitled the "Cannabis Excise Tax Fund” into which shall be paid all funds received by the City of Spokane pursuant to RCW 69.50.540.

B. As provided in the annual budget, the "Cannabis Excise Tax Fund” is appropriated as follows:

    1. No less than $500,000 shall be appropriated on an annual basis to the general fund for support of the Spokane Police Department; and

    2. The balance of the Cannabis Excise Tax Fund shall be appropriated to provide for drug abuse prevention, education and general drug enforcement.

C. The City Council may also provide for additional revenues to be paid into the Cannabis Excise Tax Fund from time to time from any available funds of the City.

Section 07.08A.204 Code Enforcement Fund

A. There is established a special revenue fund entitled Code Enforcement Fund into which shall be paid all revenues derived from code enforcement operations.

B. The Code Enforcement Fund is appropriated to salaries and wages, maintenance and operations, debt service, and capital improvements. The City Council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City.

C. Seventy percent (70%) of all business registration fees received by the City that include at least one registration for a residential rental unit, including any annual per residential rental unit fees, shall be appropriated to the Code Enforcement Fund. Funds received under this subsection shall be used exclusively to fund the City of Spokane Residential Rental Registry and the expenses related to the investigation, enforcement, and housing navigation services related to the state and municipal laws related to the habitability and safety of residential rental units and laws governing the relationships between landlords and tenants for properties located within the city of Spokane.

Section 07.08A.205 Community Development Funds

A. There are established separate special revenue funds known as “Community Development Funds” as may be required for the proper administration of Community Development Block Grant (CDBG) moneys.

B. The Community Development Funds shall be used exclusively for the execution and operation of Community Development Block Grant (CDBG) projects and programs as allowed under the U.S. Department of Housing and Urban Development (HUD).

Section 07.08A.206 Community Safety Fund

A. There is established a special revenue fund known as the “Community Safety Fund” into which shall be deposited all funds received from the increase in the sales and use tax approved by the City of Spokane electorate and provided by RCW 82.14.450 for the enhancement of community safety functions and operations pursuant to Resolution 2024-0067.

B. The retail purchase of food, prescription drugs, motor vehicles, and all other sales and use tax exemptions adopted in state law shall also be exempted from the community safety sales and use tax provided by RCW 82.14.450.

C. The collection of the additional sales and use tax authorized by the City of Spokane electorate pursuant to Resolution 2024-0067 shall expire no later than December 31, 2035, unless the expiration date is extended by the City of Spokane electorate in a primary or general election.

D. Should the increase in the sales and use tax provided by RCW 82.14.450 not be approved by the City of Spokane electorate, then this section is automatically repealed.

Section 07.08A.207 Criminal Justice Assistance Fund

A. There is established a special revenue fund known as the "Criminal Justice Assistance Fund," into which shall be deposited revenue received by the City

from the State of Washington pursuant to pursuant to chapter 1, Laws of 1990, 2nd ex. sess., as amended (RCW 82.14.300 et seq.).

B. Revenue to the fund shall only be expended for purposes allowed by RCW 82.14.320 and RCW 82.14.330.

Section 07.08A.208 Domestic Violence Prevention Fund

There is established a special revenue fund to be known as the "Domestic Violence Prevention Fund" into which shall be deposited funds generated from the penalty assessments issued pursuant to RCW 10.99.080, as well as other available funds. The fund will be used consistent with the provisions of RCW 10.99.080(2), which includes establishing and funding domestic violence advocacy and domestic violence prevention and prosecution programs.

Section 07.08A.209 Emergency Rental Assistance Fund

A. There is established a special revenue fund to be known as the "Emergency Rental Assistance Fund" into which shall be deposited funds generated from the U.S. Department of Treasury Emergency Rental Assistance Program established by federal law under Section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (December 27, 2020) (the "Act") as well as other state and federal sources.

B. The Emergency Rental Assistance Fund shall be used consistent with the provisions of the Act as currently adopted or as may be subsequently amended, which includes assisting existing or newly created rental assistance programs to eligible households unable to pay rent and utilities due to the COVID-19 pandemic, which shall include utility and home energy costs.

Section 07.08A.210 Fire/Emergency Medical Services (Fire/EMS) Fund

A. There is established a special revenue fund known as the "Fire/Emergency Medical Services Fund (Fire/EMS Fund)" into which shall be deposited all tax levy funds received from the levying of property taxes for the purpose of providing emergency medical services pursuant to RCW 84.52.069 and Ordinance C28511.

B. The Fire/EMS Fund may be accumulated or expended only for purposes included in RCW 84.52.069.

Section 07.08A.211 Forfeitures and Contributions Fund

A. There is established a special revenue fund to be known as the "Forfeitures and Contributions Fund" into which will be placed moneys that are received from drug

investigations, donations made to the Spokane Police Department, and auction proceeds to the Property Evidence Facility.

B. Moneys in the fund shall only be expended for purposes prescribed by state law and SMC Chapter 08.19.

Section 07.08A.212 HEART Fund

A. There is established a special revenue fund to be known as the “HEART Fund” into which shall be deposited funds generated from the 0.1.% local sales and use tax for affordable housing and supportive services codified in Chapter 08.07C SMC.

B. The funds shall be used consistent with the provisions of Chapter 08.07C SMC and RCW 82.14.530.

Section 07.08A.213 Historic Preservation Incentives Fund

A. There is established a special revenue fund to be known as the “Historic Preservation Incentives Fund” into which shall be deposited funds received by the City in payment for demolition permits.

B. Money in this fund shall be disbursed on the recommendation of the City’s Historic Preservation Officer, and pursuant to an historic preservation incentive program established by the Spokane City/County Historic Landmarks Commission and approved by the City Council by ordinance.

Section 07.08A.214 HOME Entitlement Program Fund

A. There is established a special revenue fund known as the "HOME Entitlement Program Fund" into which all money received by the City under the U.S. Department of Housing and Urban Development HOME Grant Program shall be deposited.

B. Money in this fund shall be disbursed under approved agreements in accordance with federal program regulations.

Section 07.08A.215 Hotel/Motel Tax Fund

A. There is established a special revenue fund to be known as the “Hotel/Motel Tax Fund” into which shall be placed all moneys received from the transient accommodations tax levied by SMC 08.08.010.

B. Moneys deposited into this fund may be accumulated or expended for purposes prescribed by RCW 67.28.

Section 07.08A.216 Legal Services and Relocation Fund

A. There is established a special revenue fund entitled the “Legal Services and Relocation Fund” into which shall be paid two percent of all revenue collected pursuant to SMC 08.07C each year for five calendar years (2023-2027) to seed the fund and then it shall thereafter be maintained with 100% proceeds from substandard housing enforcement actions by the Legal Services and Relocation Program.

B. As provided in the budget, the “Legal Services and Relocation Fund” is appropriated to provide for legal services and relocation funds arising out of rental units that fall below standards of habitability, as established by SMC 10.57.070. The City Council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City.

Section 07.08A.217 Parking System Fund

A. There is established a special revenue fund to be known as the “Parking System Fund.” All City parking revenue from on and off-street systems, miscellaneous parking fees, permits, etc., along with other sums appropriated in the budget from the General Fund, shall be deposited into the fund upon receipt. One hundred percent (100%) of the total amount of the parking infraction revenue collected, less the expenditures of the Municipal Court parking violations program from the prior calendar year, shall be transferred from the General Fund to the Parking System Fund.

B. Money deposited into the Parking System Fund shall be accumulated or expended to pay for operations and maintenance of the City of Spokane parking system, to include parking enforcement and collections, the parking violation system, and to maintain, improve, and enhance the customer environment in those areas where parking revenue is generated within the city.

C. City Council priorities for expenditures from the Parking System Fund are parking system investments, parking environment improvements, administration, and safety and security of the parking system. For purposes of this section, “parking environment” shall mean all infrastructure in the public right-of-way that contributes to the interface between the resident, visitor, or worker and the built environment. This infrastructure includes, but is not limited to, parking stalls, payment systems, parking asset management, streetscapes (including landscaping and pedestrian lighting investments), street furniture, wayfinding systems, public safety, vehicle, bicycle, and pedestrian rights-of-way, public spaces, gateways and all other aspects of common areas, which contribute to the overall experience within the Paid Parking Zone.

D. Any available funds in the Parking System Fund shall first be used to cover the debt service on Series 2005B LTGO bonds (Bonds) or any subsequent refinancing

of these bonds. In the event the Bonds are refinanced and result in a reduction of remaining debt service, said reductions may be utilized for economic development purposes in the City subject to City Council Resolution.

Section 07.08A.218 Path and Trails Fund

There is established a special revenue fund to be known as the "Path and Trails Fund" to be used as a fund for the receipt of revenues for projects related to path and trail work, subject to the provisions of RCW 47.30.

Section 07.08A.219 Pension Contributions Fund

There is established a special revenue fund to be known as the "Pension Contributions Fund" to be used as a fund for the receipt of moneys designated by the state of Washington pursuant to RCW 41.16.050 and RCW 41.20.130 for taxes, fees, and other moneys dedicated for police and firefighter pensions. Amounts collected will be expended for pension contributions and transferred to the Firemen's Pension Fund and the Police Relief and Pension Fund.

Section 07.08A.220 Public Art Project Fund

A. There is created a fund to be known as the "Public Art Project Fund" into which all funds received by the City from such sources as federal and state grants, public or private contributions, transfers from other funds as may be directed by City Council under appropriate ordinances, or any other funds designated for use in carrying out the projects approved by the City Council pursuant to SMC 07.06.425 as recommended by the Spokane Arts Commission shall be deposited.

B. The term "projects" as herein used does not include operating expenses of the Arts, Culture, and Historic Preservation Department, which are included as operating revenues and expenditures within the general fund.

C. Funds deposited into the fund may be accumulated or expended for municipal purposes of furthering the visual arts and cultural development of the City.

D. Moneys to be expended from this fund shall be appropriated in the regular City budget, and such moneys may either be directly disbursed or reimbursed to other funds upon proper and usual accounting by the chief financial officer.

Section 07.08A.221 Public Safety Personnel and Crime Reduction Fund

A. There is established a special revenue fund known as the "Public Safety Personnel and Crime Reduction Fund" into which shall be deposited all tax levy funds received from the levying of property taxes for the purpose of hiring additional Spokane Police Department and Spokane Fire Department personnel and funding crime reduction programs.

B. The “Public Safety Personnel and Crime Reduction Fund” may be accumulated or expended only for the following purposes:

1. Spokane Police Department personnel;

2. Spokane Fire Department personnel; and

3. Crime reduction programs.

Section 07.08A.222 Real Estate Excise Tax Funds

A. Real Estate Excise Tax – First Quarter Percent – REET 1

1. Under the authority of RCW 82.46.010(2) there is established a special revenue fund to be known as the “Real Estate Excise Tax 1 Fund” which shall be distinguished as “REET 1”, into which shall be placed all moneys received from the additional one-quarter of one percent excise tax on the sale of real property imposed by SMC 08.14.010(A).

2. Moneys in the Real Estate Excise Tax 1 Fund may be accumulated or expended for the purposes of providing funding for the maintenance of capital facilities and financing of capital projects as defined in RCW 82.46.010 and as specified in a Capital Facilities Plan element of the City of Spokane Comprehensive Plan.

B. Real Estate Excise Tax – Second Quarter Percent – REET 2

1. Under the authority of RCW 82.46.035(2) there is established a special revenue fund to be known as the “Real Estate Excise Tax 2 Fund” which shall be distinguished as “REET 2”, into which shall be placed all moneys received from the additional one-quarter of one percent excise tax on the sale of real property imposed by SMC 08.14.010(B).

2. Money in the Real Estate Excise Tax 2 Fund may be accumulated or expended for the purposes of financing capital projects as defined in RCW 82.46.035 and as specified in the Capital Facilities Plan element of the City of Spokane’s Comprehensive Plan developed under the Growth Management Act.

Section 07.08A.223 Residential Rental Property Eviction Prevention and Mitigation Fund

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A. There is established a special revenue fund entitled the “residential rental property eviction prevention and mitigation fund” into which shall be paid 10% of fees from business registrations that have at least one listed residential rental property.

B. As provided in the adopted budget, the “residential rental property eviction prevention and mitigation fund” is appropriated to support the eviction prevention program authorized under SMC 10.57.210. The “residential rental property eviction prevention and mitigation fund may also provide for payment of repairs of residential rental properties that are damaged during a tenancy where a government or nonprofit operated program, that provides housing support to low income individuals, referred the tenant to the landlord or provided a portion of their rent or damage deposit, and where damage occurs through no fault of the landlord. as established by SMC 10.57.080. The city council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City, including an initial investment of startup money.

Section 07.08A.224 Spokane Parks and Recreation Fund (Park Fund)

A. There is established a special revenue fund to be known as the “Park Fund” into which shall be placed all revenues earned and moneys received from the operation of all Spokane Parks and Recreation facilities, all money budgeted, appropriated, or allocated thereto, and all gifts, devises, bequests of money or property, either real or personal, received by the Park Board from any source.

B. The Park Fund shall be used exclusively for the payment of all costs incurred with respect to the operation of the park system.

Section 07.08A.225 Spokane Parks and Recreation Capital Projects Fund

A. There is established a special revenue fund to be known as the “Parks Capital Projects Fund” and shall be used for capital purposes of the Spokane Parks and Recreation Division only.

B. The money in the Parks Capital Projects Fund may be allowed to accumulate year to year until the City Council shall determine to expend the money in the fund for the purpose or purposes specified. Any money in said fund shall never be expended for any other purpose or purposes than those specified without an approving vote by a majority of the electors of the City at a general or special election voting on a proposal submitted to the electors to allow other specified uses to be made of said fund.

C. An item for the Parks Capital Projects Fund may be included in the City’s budget or estimate of amounts required to meet public expense for the ensuing year and a tax levy made within the limits and as authorized by law for said item; and said item and levy may be repeated from year to year until the amount required for the

specified purpose or purposes has been raised or accumulated. Any money in said fund at the end of the fiscal year shall not lapse nor shall the same be a surplus available or which may be used for any other purpose or purposes than those specified, except as provided in subsection (B) of this section.

Section 07.08A.226 Spokane Public Library Fund (Library Fund)

A. There is established a special revenue fund for the Spokane Public Library to be known as the “Library Fund” into which shall be placed all revenues earned and moneys received from the operation of all Spokane Public Library facilities, all money budgeted, appropriated, or allocated thereto, all funds generated from the sale of Spokane Public Library property, either real or personal, and all gifts, devises, bequests of money or property, either real or personal, received by the Spokane Public Library Board of Trustees from any source.

B. The Library Fund shall be used exclusively for the payment of all costs incurred with respect to the operation of the Spokane Public Library, including capital outlay.

Section 07.08A.227 Spokane Safe Streets for All Fund

A. Establishment of Fund. There is established a special revenue fund, to be known as the Spokane Safe Streets for All Fund (the “Safe Streets for All Fund”) into which shall be deposited funds from automated traffic safety camera infractions in excess of the direct administrative costs of the automated traffic safety camera program. The Safe Streets for All Fund will be used to pay for operational expenses directly related to the automated traffic safety camera program, as are approved by the City Council by resolution or special budget ordinance, and for construction and maintenance of the following safe streets measures consistent with RCW 46.63:

    1. Roadway infrastructure improvements with a demonstrable connection to safe systems improvements;

    2. Operational expenses with a demonstrable connection to pedestrian and bicycle safety;

    3. Sidewalk repair and safety programs;

    4. Funding of personnel for community outreach and to encourage citizen input into safe streets measures and projects;

    5. Funding of engineering and project personnel to ensure the timely design and construction of safety infrastructure;

6. Implementation of programs, including grant applications, that follow the USDOT "Safe System Approach," including focus on driver safety, safer roads, safer vehicles, safer speeds, and post-crash care;

7. Implementation of adaptive design strategies into the City's transportation infrastructure; and

8. Such other measures, programs and improvements approved by the City Council and permitted by state law.

B. Appropriations from the Spokane Safe Streets for All Fund. Funds from the Safe Streets for All Fund shall be appropriated by the city council as part of the City budget, pursuant to a special budget ordinance, or both. In making appropriations, the City Council may consider recommendations of the City of Spokane Transportation Commission and Neighborhood Councils with regard to projects and priorities. When feasible, all appropriations from the Safe Streets for All Fund shall be approved by the City Council no later than April 1 of the year in which such funds are to be encumbered.

C. Minimum Allocation to Specified Census Tracts. Expenditures from the Safe Streets for All Funds shall be consistent with the allocation requirements in RCW 46.63.220 (13)(b) as amended from time to time.

Section 07.08A.228 Spokane United 911 Network

There is established a special revenue fund to be known as the "Spokane United 911 Network Fund" to be used to receive revenues and make expenditures exclusively for establishing and maintaining the City of Spokane's primary public safety answer point (PSAP), receiving all 911 calls initiated within the city of Spokane, as well as crime check and other nonemergency calls.

Section 07.08A.229 Street Operations and Maintenance Fund

There is established a special revenue fund to be known as the "Street Operations and Maintenance Fund" from which all expenditures shall be made for street maintenance and operational purposes.

Section 07.08A.230 Transportation Benefit District Fund

A. There is established a special revenue fund to be known as the "Transportation Benefit District Fund" into which shall be deposited funds from vehicle fees collected by the State Department of Licensing pursuant to RCW 82.80.140 and RCW 36.73.060, and SMC Chapter 08.16.

B. The Transportation Benefit District Fund" shall be used to pay for transportation improvements authorized pursuant to Chapter 36.73 RCW and SMC Chapter 08.16.

Article III. Capital Project Funds

Section 07.08A.300 Capital Projects Funds

There are established separate capital project funds known as "Capital Projects Funds" for the purpose of accounting for financial resources used for the acquisition of capital facilities other than those financed by special assessments and enterprise funds.

Section 07.08A.310 Arterial Street Fund

A. There is established a capital project fund to be known as the "Arterial Street Fund".

B. The Arterial Street Fund shall be credited with all applicable state gas tax allocated to the City, funds contributed by the City, and any other funds that may from time to time be authorized to be placed therein.

C. The Arterial Street Fund shall be used exclusively for the construction, improvement, and repair of the arterial streets and for any other legally approved street use in the City, and all expenditures from said fund shall be made in accordance with the provisions of the laws of the State of Washington.

Article IV. Debt Service Funds

Section 07.08A.400 Debt Service Funds Defined

This article collects the debt service funds, which are used to account for the accumulation of resources to pay general long-term debt principal and interest.

Section 07.08A.410 General Obligation Bond Redemption Fund

There is established a fund to be designated the "General Obligation Bond Redemption Fund" for the purpose of paying principal and interest payments on the City's unlimited general obligation bonds and certain limited obligation bonds.

Section 07.08A.420 Iron Bridge TIF Debt Service Fund

There is established a debt service fund to be known as the "Iron Bridge TIF Debt Service Fund" into which shall be deposited property taxes related to improved property contained

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in the Iron Bridge Tax Increment Financing District. The fund shall be used to accumulate these resources to pay for general long-term debt principal and interest related to the district.

Section 07.08A.430 Special Assessment Debt Fund

There is established a fund of to be designated the “Special Assessment Debt Fund” for the purpose of paying principal and interest payments on local improvement district bonds after the completion of the improvement project.

Section 07.08A.440 Special Assessment Guaranty Fund

A. There is established in the City a fund to be designated the “Special Assessment Guaranty Fund” for the purpose of guaranteeing, to the extent of the fund, the payment of its local improvement bonds and warrants issued to pay for any local improvement.

B. Interest and earnings from the fund shall be paid into the fund.

C. Whenever any sum is paid out of said Special Assessment Guaranty Fund on account of principal or interest of a local improvement bond or warrant, the City, as trustee of the fund, shall be subrogated to all the rights of the holder of the bond or interest coupon or warrant so paid, and the proceeds thereof, or of the underlying assessment, shall become part of the guaranty fund.

D. If any Special Assessment Guaranty Fund guaranteed by this fund has a surplus remaining after the payment of all outstanding bonds and warrants payable therefrom, the surplus shall be paid into the fund.

E. Without regard to statutory limitations on tax levies by cities, the City Council may, in its budget and tax levy, provide for the levy of a sum sufficient, along with other sources of the fund, to pay the warrants issued against the fund during the preceding year and to establish a balance

    1. The levy in any one year may not exceed five percent (5%) of the outstanding obligations guaranteed by the fund.

F. Defaulted bonds, interest coupons, and warrants against local improvement funds shall be purchased out of the fund without preference as between issues.

G. For the purpose of protecting the fund, it may be used to purchase certificates of delinquency for general taxes on property subject to local improvement assessments which underlie the bonds, coupons, or warrants guaranteed by the fund, or to purchase such property at county tax foreclosures, or from the county after foreclosure. Costs and expenses incidental to foreclosure shall be charged to and paid from the fund.

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H. Property acquired upon or after foreclosure may be sold or leased on such terms as determined by resolution. All proceeds shall be paid into the Special Assessment Guaranty Fund.

I. Warrants against the fund draw interest at a rate not to exceed six percent (6%). Warrants shall at no time exceed five percent (5%) of the outstanding obligations guaranteed by the fund.

J. The amount of assessments deferred pursuant to RCW 35.43.250 are paid out of the Special Assessment Guaranty Fund, which fund shall have a lien on the benefited property in an amount equal to the deferral plus interest.

K. Upon certification by the City treasurer that the Special Assessment Guaranty Fund has sufficient funds currently on hand to meet all valid outstanding obligations of the fund and all other obligations of the fund reasonably expected to be incurred in the near future, the City Council may by ordinance transfer assets from such fund to the general fund so long as the net cash of the fund is not thereby reduced to an amount below ten percent (10%) of the net outstanding obligations guaranteed by the fund.

Section 07.08A.450 University District LRF Fund

There is established a capital project fund to be known as the “University District LRF Fund”, into which all accounting transactions for the University District Revitalization Area shall be processed pursuant to SMC 08.17.

Article V. Enterprise Funds

Section 07.08A.500 Enterprise Funds Defined

This article collects the enterprise funds that are used to account for services to the general public, where all or most of the costs are to be financed or recovered from users of such services.

Section 07.08A.510 Development Services Fund

A. There is established an enterprise fund entitled “Development Services Fund” into which shall be paid all revenues derived from Development Services Department operations.

B. As provided in the budget, the Development Services Fund is appropriated to salaries and wages, maintenance and operations, debt service, and capital improvements. The City Council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City.

Section 07.08A.520 Golf Fund

A. There is established an enterprise fund to be known as the “Golf Fund” into which funds derived from golf revenues, including but not limited to fees, commissions, rentals, and any other funds as may properly become available for golf purposes, shall be deposited, except admission taxes derived from golf operations shall be deposited into the General Fund.

B. The Golf Fund shall be used exclusively for golf purposes. Expenditure of funds received shall be disbursed only upon regular budget authorization and upon the order and approval of the Park Board.

C. Funds may be accumulated in the Golf Fund as reasonable reserves for improvements at the discretion of the Park Board and subject to expenditure under regularly adopted budget authorization.

Section 07.08A.530 Integrated Capital Management Fund

There is established a fund to be designated the “Integrated Capital Management Fund for the purpose of planning, acquiring, and constructing public works projects that require an integrated approach.

Section 07.08A.540 Solid Waste Fund

A. There is established an enterprise fund to be known as the "Solid Waste Fund," into which are paid all revenues received by the Solid Waste Collection Department and Solid Waste Disposal Department.

B. As provided in the budget, the Solid Waste Fund is appropriated to salaries and wages, maintenance and operation, debt service, and capital improvements.

Section 07.08A.550 Water-Wastewater Fund

A. There is established an enterprise fund to be known as the "Water-Wastewater Fund," into which are paid all revenues received by the Water and Hydroelectric Services Department.

B. As provided in the budget, the Water-Wastewater Fund is appropriated to salaries and wages, maintenance and operation, debt service, and capital improvements.

Section 07.08A.560 Water-Wastewater Revenue Bond Fund

A. There is created the “Water-Wastewater Revenue Bond Fund” for the sole purpose of paying the principal, interest, and premium, if any, of the City of Spokane water revenue bonds.

B. Within the fund is a debt service account into which scheduled amounts are paid from revenues of the system to pay the principal and interest next coming due on the bonds.

C. Within the Water-Wastewater Revenue Bond Fund there is a reserve account to secure payment of the bonds and any parity bonds into which sums will be paid in accordance with any ordinance covenants.

Article VI. Internal Service Funds

Section 07.08A.600 Internal Service Funds Defined

Internal service funds are used to account for the financing of goods and services provided to other funds, departments, divisions, or governments on a cost-reimbursement basis.

Article VII. Fiduciary Funds

Section 07.08A.700 Fiduciary Funds Defined

Fiduciary funds are used to account for cash and other assets received and held by the City of Spokane acting in the capacity of trustee or custodian.

Section 07.08A.710 Employees’ Retirement Fund

A. There is established a fund to be known as the “Employees’ Retirement Fund” which consists of all moneys paid into it in accordance with the employees’ retirement system, whether such moneys shall take the form of cash, securities or other assets.

B. The Chief Financial Officer or their designee shall be custodian of the Employees’ Retirement Fund.

1. All payments made from funds in the custody of the Chief Financial Officer or their designee shall be made by the City through wire transfer as provided by resolution of the City Council or by warrant.

2. Payments made by the Chief Financial Officer or their designee shall be governed by contract between the City Council and the designated custodian.

3. Payments to the designee from the Employees' Retirement Fundmay be made by the City through wire transfer as provided by resolution of the City Council or by warrant duly executed by the Chief Financial Officer or their designee.

Section 07.08A.720 Firefighters' Pension Fund

A. There is created and established a fiduciary fund known and designated as the "Firefighters' Pension Fund" which consists of:

   1. all bequests, fees, gifts, emoluments or donations given or paid thereto;

   2. forty-five percent of all moneys received by the state from the taxes on fire insurance premiums;

   3. taxes paid pursuant to the provisions of RCW 41.16.060;

   4. interest on the investments of the fund; and

   5. contributions by firefighters as provided in RCW 41.16.070.

B. All moneys given to the Spokane Fire Department on account of services rendered at a fire or for any other reason not otherwise designated shall be deemed to be a donation or gift to the Firefighters' Pension Fund.

Section 07.08A.730 Parking and Business Improvement Area Funds

A. There is hereby established by the City a "Downtown Spokane Business Improvement District Fund" (hereinafter "Downtown Spokane BID Fund"), which shall be held separate and apart from all other City funds and accounts. The following funds shall be deposited or credited to the Downtown Spokane BID fund:

   1. All revenues from special assessments levied;

   2. Gifts and donations for the Downtown Spokane BID Fund;
   3. Money for expenditures made from the Downtown Spokane BID Fund and reimbursements due to the Downtown Spokane BID Fund;

   4. Interest and all other income from the investment of Downtown Spokane BID Fund deposits according to established procedures and policies; and

   5. All funds and assets from the PBIA established pursuant to Ordinance C32438 remaining on December 31, 2001, which are not allocated to pay for existing debts or other financial obligations of such PBIA.

B. There is hereby established by the City the “East Sprague Parking and Business Improvement Area Fund” (hereinafter “East Sprague PBIA Fund”), which shall be held separate and apart from all other City funds and accounts. The following monies shall be deposited or credited to the East Sprague PBIA Fund:

1. All revenues from special assessments;

2. Gifts and donations for the East Sprague PBIA Fund;

3. Money for expenditures made from the East Sprague PBIA Fund and reimbursements due to the East Sprague PBIA Fund; and

4. Interest and all other income from the investment of East Sprague PBIA Fund deposits according to established procedures and policies.

C. Expenditures from the Parking and Business Improvement Area Funds shall be made upon vouchers drawn by the Mayor, through the City Administrator or their designee, and shall be used exclusively for purposes that are consistent with RCW 35.87A.

Section 07.08A.740 Police Relief and Pension Fund

There is created in the City, subject to the provisions of chapter 41.20 RCW, a “Police Relief and Pension Fund”. This fund is used to meet the obligations of chapter 41.20 RCW in accordance with RCW 41.26.040.

Section 5. That Section 13.04.020 of the Spokane Municipal Code is amended to read as follows:

Section 13.04.020 ((~~Water Fund~~)) Water-Wastewater Fund

Payments for City water utility service and/or any other payment or charge, including labor and materials, are made to the ((~~city treasurer~~)) City and placed to the credit of the ((~~water fund~~)) Water-Wastewater Fund((~~, as provided in SMC 7.08.400~~)).

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

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

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Memorandum

Office of the Mayor

DATE: July 20, 2026

FROM: Adam McDaniel – Policy Advisor, Office of the Mayor

TO: Council President Betsy Wilkerson, Chair, Finance and Administration Committee & Councilmember Paul Dillon, Vice Chair, Finance and Administration Committee

RE: Fund Modernization and Streamlining Ordinance

This ordinance modernizes and streamlines the City's financial funds in the municipal code by removing codes that are no longer active or unnecessarily codified, codifying funds that should be codified, and updating references and information in the existing fund structure.

The following funds are added to the codified funds list:

Name of Fund	Type of Fund
BuildSpokane	Special Revenue Fund
Path and Trails	Special Revenue Fund
General Obligation Bond Redemption Fund	Debt Service Fund
Special Assessment Debt Fund	Debt Service Fund
University District LRF Fund	Debt Service Fund
Integrated Capital Management Fund	Enterprise Fund

The following funds are removed from the codified funds list because they are no longer active or are unnecessarily codified:

Name of Fund	Type of Fund
Channel Five Equipment Reserve Fund	Special Revenue Fund
Parking Facilities Fund	Special Revenue Fund
Miscellaneous Grants Fund	Special Revenue Fund
Local Law Enforcement Block Grant Fund	Special Revenue Fund

Public Safety and Judicial Grants Fund	Special Revenue Fund
Communications Building Maintenance and Operations Fund	Special Revenue Fund
Redevelopment Fund	Special Revenue Fund
Urban Forestry Fund	Special Revenue Fund
Human Services Grants Fund	Special Revenue Fund
Miscellaneous Community Development Grants Fund	Special Revenue Fund
Trial Court Improvement Fund	Special Revenue Fund
Community Development Home Rehabilitation Funds	Special Revenue Fund
Rental Rehabilitation Fund	Special Revenue Fund
State Housing Program Fund	Special Revenue Fund
Emergency Shelter Fund	Special Revenue Fund
Defined Contribution Administration Fund	Special Revenue Fund
Financial Partnership Portfolio Fund	Special Revenue Fund
Transparent Democracy Fund	Special Revenue Fund
HUD Section 108 Loan Guarantee Debt Fund	Debt Service Fund
Capital Projects Construction Fund	Debt Service Fund
Library Construction and Improvement Fund	Debt Service Fund
Solid Waste Disposal Construction Fund	Enterprise Fund
Golf Course Construction Fund	Enterprise Fund
Golf Course Debt Service Fund	Enterprise Fund
All Codified Internal Service Funds	Internal Service Fund
Arboretum Fund	Fiduciary Fund
Spokane Regional Transportation Council Fund	Fiduciary Fund
EMS Program Director Fund	Fiduciary Fund
Library Expendable Trust Fund	Fiduciary Fund
Salary Fund	Fiduciary Fund
Claims Fund	Fiduciary Fund
Fiscal Agency Fund	Fiduciary Fund
Library Memorials Trust Fund	Fiduciary Fund

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New SMC Section 07.08A.209 (Emergency Rental Assistance Fund)
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Section 5. Amends SMC Section 13.04.020 (Water Fund)
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Section 1. Repeals SMC Chapter 07.08 (Funds)

- This repeals the former Funds chapter This chapter is to be replaced with SMC 07.08A to reflect the fund structure.

Section 2. Repeals SMC Section 04.31.060 (BID Fund)

- This repeals the existing Downtown Spokane BID Fund and recodifies it in new SMC Section 07.08A.730.

Section 3. Repeals SMC Section 04.31C.060 (BID Fund)

- This repeals the existing East Sprague BID Fund and recodifies it in new SMC Section 07.08A.730.

Section 4: Adopts a new SMC Chapter 07.08A (Funds):

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Article I – General Fund

New SMC Section 07.08A.100 (General Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.110 (General Fund Reserves)

- Recodifies existing section and makes small grammatical or capitalization updates

Article II – Special Revenue Funds

New SMC Section 07.08A.200 (Special Revenue Funds Defined)

- Provides overview of special revenue funds (incorporates language from SMC 07.08.099)

New SMC Section 07.08A.201 (American Rescue Plan Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.202 (BuildSpokane Fund)

- This codifies a new special revenue fund for the revenue generated through the sales tax imposed through SMC 08.07B, commonly known as 1406.

New SMC Section 07.08A.203 (Cannabis Excise Tax Fund)

- Recodifies existing section and makes small grammatical or capitalization updates
- Changes name of the existing fund from "Cannabis Special Revenue Fund" to "Cannabis Excise Tax Fund)
- Makes small grammatical or capitalization updates

New SMC Section 07.08A.204 (Code Enforcement Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.205 (Community Development Funds)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.206 (Community Safety Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.207 (Criminal Justice Assistance Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.208 (Domestic Violence Prevention Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.209 (Emergency Rental Assistance Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.210 (Fire/Emergency Medical Services Fund)

- Recodifies existing section and makes small grammatical or capitalization updates
- Changes the name from "Emergency Medical Services Fund" to "Fire/Emergency Medical Services Fund"

New SMC Section 07.08A.211 (Forfeitures and Contributions Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.212 (HEART Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.213 (Historic Preservation Incentives Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.214 (HOME Entitlement Program Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.215 (Hotel/Motel Tax Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.216 (Legal Services and Relocation Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.217 (Parking System Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.218 (Path and Trails Fund)

- This is a new codified fund of an existing revenue source for projects related to path and trails. This revenue is received from the state through the fuel tax.

New SMC Section 07.08A.219 (Pension Contributions Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.220 (Public Art Project Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.221 (Public Safety Personnel and Crime Reduction Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

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New SMC Section 07.08A.222 (Real Estate Excise Tax Funds)

- Recodifies existing section and makes small grammatical or capitalization updates
- Fixes several RCW reference typos

New SMC Section 07.08A.223 (Residential Rental Property Eviction Prevention and Mitigation Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.224 (Spokane Parks and Recreation Fund (Park Fund))

- Recodifies existing section and makes small grammatical or capitalization updates
- Removes reference to the Park Fund including capital funds, as this ordinance amends an existing special revenue fund for Parks and Recreation Division capital projects.

New SMC Section 07.08A.225 (Spokane Parks and Recreation Capital Projects Fund (Parks Capital Projects Fund))

- Recodifies existing section and makes small grammatical or capitalization updates
- Changes the name of the fund from "Cumulative Reserve Fund, Park Department, Capital Purposes" to "Parks Capital Projects Fund"

New SMC Section 07.08A.226 (Spokane Public Library Fund (Library Fund))

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.227 (Spokane Safe Streets Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.228 (Spokane United 911 Network Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.229 (Street Operations and Maintenance Fund)

- Recodifies existing section and makes small grammatical or capitalization updates
- Changes the name of the fund from "Street Maintenance Fund" to "Street Operations and Maintenance Fund"

New SMC Section 07.08A.230 (Transportation Benefit District Fund)

- Recodifies existing section and makes small grammatical or capitalization updates
- Changes the type of fund from a fiduciary fund to a special revenue fund

Article III – Capital Project Funds

New SMC Section 07.08A.300 (Capital Projects Funds)

- Provides overview of capital projects funds. Incorporating language from existing SMC 07.08.299

New SMC Section 07.08A.310 (Arterial Street Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

Article IV – Debt Service Funds

New SMC Section 07.08A.400 (Debt Service Funds Defined)

- Provides overview of debt service funds, incorporating language from existing SMC 07.08.199

New SMC Section 07.08A.410 (General Obligation Bond Redemption Fund)

- This debt service fund is a fund specifically used for making principal and interest payments on the City's unlimited general obligation bonds and certain limited obligation bonds

New SMC Section 07.08A.420 (Iron Bridge TIF Debt Service Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.430 (Special Assessment Debt Fund)

- This debt service fund used specifically for paying principal and interest payments on local improvement district bond following the completion of the project.

New SMC Section 07.08A.440 (Special Assessment Guaranty Fund)

- Changes the name of the fund from "Local Improvement Guaranty Fund" to "Special Assessment Guaranty Fund"

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.450 (University District LRF Fund)

- This debt service fund is used for the purposes of transactions related to the University District revitalization area, pursuant to SMC 08.17.

Article V – Enterprise Funds

New SMC Section 07.08A.500 (Enterprise Funds Defined)

- Provides overview of Enterprise Funds, incorporating language from SMC 07.08.399

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New SMC Section 07.08A.510 (Development Services Fund)

- Changes the name of the "Building Services Fund" to "Development Services Fund"
- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.520 (Golf Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.530 (Integrated Capital Management Fund)

- This enterprise fund is for the purpose of integrated public works projects

New SMC Section 07.08A.540 (Solid Waste Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.550 (Water-Wastewater Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

New SMC Section 07.08A.560 (Water-Wastewater Revenue Bond Fund)

- Changes the fund name from the "Water Revenue Bond Fund" to the "Water-Wastewater Revenue Bond Fund"
- Recodifies existing section and makes small grammatical or capitalization updates

Article VI – Internal Service Funds

New SMC Section 07.08A.600 (Internal Service Funds Defined)

- Provides overview of Internal Service Funds, incorporating language from existing SMC 07.08.499

Article VII – Fiduciary Funds

New SMC Section 07.08A.700 (Fiduciary Funds Defined)

- Provides overview of Fiduciary Funds, incorporating language from existing SMC 07.08.599

New SMC Section 07.08A.710 (Employees' Retirement Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

- Changes reference of City Treasurer or their designee to Chief Financial Officer or their designee

New SMC Section 07.08A.720 (Firemen's Pension Fund)

- Recodifies existing section and makes small grammatical or capitalization updates

- Changes the name of the fund from "Firemen's Pension Fund" to the "Firefighters' Pension Fund" to match the official name of the fund under state law.

New SMC Section 07.08A.730 (Parking and Business Improvement Area Funds)

- Consolidates and recodifies the existing BID Funds established in SMC 04.31.060 and SMC 04.31C.060

- Recodifies existing sections and makes small grammatical or capitalization updates

New SMC Section 07.08A.740 (Police Relief and Pension Fund)

- Recodifies existing sections and makes small grammatical or capitalization updates

Section 5. Amends SMC Section 13.04.020 (Water Fund)

- Amends the name of the fund from "Water Fund" to "Water-Wastewater Fund".

Section 6. Severability

- Standard severability language

Section 7. Clerical Errors

- Standard clerical errors language.

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ORDINANCE NO. _____

An ordinance expanding access to cooling, heating, and weatherization services; amending Sections 07.08.158 and 10.57.10 of the Spokane Municipal Code.

WHEREAS, a study published in 2025 demonstrated that 84% of survey respondents in Spokane have in-home air conditioning (58.8% with central air and 34.9% with a portable or window unit), but 23% reported limitations to use, primarily due to utility costs; and

WHEREAS, the Spokane Extreme Heat Resilience Plan, published by the Spokane Community Resilience Collaborative, finds that improving accessibility to high-efficiency residential HVAC systems that can provide in-home cooling is essential for creating healthier and more equitable communities; and

WHEREAS, the Spokane Extreme Heat Resilience Plan calls for services aimed at increasing accessibility of air conditioning that consider both homeowners and renters as well as the cost of maintenance; and

WHEREAS, the Spokane Extreme Heat Resilience Plan recommends low-cost weatherization services that support income-eligible residents; and

WHEREAS, according to Spokane's "Climate Risk and Vulnerability Assessment," the elderly and youth are particularly vulnerable to health impacts resulting from extreme heat; and

WHEREAS, the City seeks to expand access to cooling, heating, and weatherization services using existing funds dedicated to ensuring habitability.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 07.08.158 of the Spokane Municipal Code is amended to read as follows:

Section 07.08.158 Legal Services, Habitability, and Relocation Fund

A. There is established a special revenue fund entitled the "legal services, habitability, and relocation fund" into which shall be paid two percent of all revenue collected pursuant to SMC 8.07C each year for five calendar years (2023-2027) to seed the fund and then it shall thereafter be maintained with 100% proceeds from substandard housing enforcement actions ((~~by the Legal Services and Relocation Program~~)) and monetary sanctions collected from enforcement actions pursuant to Chapter 10.57.

B. As provided in the annual budget, the "legal services, habitability, and relocation fund" is appropriated to provide for legal services and relocation funds arising out of rental units that fall below standards of habitability, as established by SMC

10.57.070, and to expand access to cooling, heating, and weatherization services that improve public health and safety and improve the habitability of the city's housing stock. The city council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City.

Section 2. That Section 10.57.100 of the Spokane Municipal Code is amended to read as follows:

Section 10.57.100 Legal Services, Habitability, and Relocation ((~~Program~~)) Programs

A. The City of Spokane is authorized to use monies from the Legal Services, Habitability, and Relocation Fund to expand access to cooling, heating, and weatherization services that improve public health and safety and improve the habitability of the city's housing stock. Additionally, the City may contract with another entity to provide attorney services for landlord and tenant legal services and mediation costs, with a focus on habitability and violations of the Chapter 59.18 RCW - Residential Landlord Tenant Act ("RLTA"). ((~~The city investment would provide seed money for first year of salary and benefits for an attorney and reasonable litigation costs, including mediation fees. Legal fees from successful representation would be used to sustain the attorney(s) and associated costs for the long term.~~))

B. The City is further authorized to disburse monies from the Legal Services, Habitability, and Relocation Fund to provide immediate relocation funds to tenants living in rental units that are below the standards of habitability and likely to be able to recover relocation funds from their landlord, which will reimburse the fund. The City is also authorized to disburse monies from the Legal Services, Habitability, and Relocation Fund to landlords to assist with tenant removal or relocation. ((~~The attorney described in Section A shall establish an application, review, and appeals process for the relocation fund program.~~))

C. Minimum program requirements:

   1. A program that focuses on pursuing legal remedies for rental housing units that clearly fall below standard of habitability defined in the Spokane Municipal Code and/or violate the RLTA in consultation with Code Enforcement.

   2. A program that provides prompt relocation funds from City directly to the tenant once it appears ((~~to the attorney described in Section A~~)) that a landlord is more likely than not to be held liable under state law and then collects from the landlord and any settlement funds as first priority a

reimbursement to the relocation funds advanced ((~~and any attorney fees that could be used to fund the attorney positions in the future~~)).

3. A program that builds increased capacity for ((~~these~~)) cooling, heating, and weatherization services that improve public health and safety and improve the habitability of the city's housing stock, including education and outreach.
4. Services provided under this section may only be provided to individuals ((~~from households with incomes less than 400% of the federal poverty level~~)) that meet the criteria established under SMC 08.07C.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 4. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

_____

Council President

Attest:

Approved as to form:

_____

City Clerk

_____

City Attorney

Mayor

Date

Effective Date

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Discussion

Council Meeting Date: 08/26/2026

Date Rec'd	7/22/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	MAYOR	**Bid #**	
Contact Name/Phone	ADAM 6779	**Requisition #**	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG		
Agenda Item Type	Resolutions		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	YES		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	APPOINTMENT OF MEGAN DUVALL AS THE DIRECTOR OF ARTS, CULTURE,		

Agenda Wording

A resolution approving the appointment of Megan Duvall as the Director of the Arts, Culture, and Historic Preservation Department for the City of Spokane.

Summary (Background)

This resolution approves the appointment of Megan Duvall as the Director of the Arts, Culture, and Historic Preservation Department for the City of Spokane.

What impacts would the proposal have on historically excluded communities?

Arts, Culture, and Historic Preservation is an administrative department within the Community and Economic Development Division. The Arts, Culture, and Historic Preservation Department fosters stewardship and investment in historic properties by providing incentives to redevelop, rehabilitate, and revitalize properties and buildings while preserving character, creating construction jobs, and increasing the tax base for the community. The department also promotes, develops, and executes programs to enhance public awareness of and interest in the arts and the preservation of the city of Spokane's cultural heritage.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

This resolution approves the appointment of the director of the Arts, Culture, and Historic Preservation Department.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

This resolution approves the appointment of the director of the Arts, Culture, and Historic Preservation Department.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

SMC 03.01B.050

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	N/A

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	MCDANIEL, ADAM		
Division Director			
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List	
Megan Duvall mduvall@spokanecity.org	aadams@spokanecity.org
CEDNHHSAccounting@spokanecity.org	

RESOLUTION 2026 – 0057

A resolution approving the appointment of Megan Duvall as the Director of the Arts, Culture, and Historic Preservation Department for the City of Spokane.

WHEREAS, Section 24 of the City Charter provides that the Mayor shall have the power to appoint department heads subject to the approval of the City Council; and

WHEREAS, Section 2.14 F of the City Council Rules of Procedures states that approval of appointment of department heads shall be by resolution during the City Council's legislative session; and

WHEREAS, after full consideration, Mayor Lisa Brown has appointed Megan Duvall as the Director of the Arts, Culture, and Historic Preservation Department for the City of Spokane.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Spokane that it hereby approves the appointment of Megan Duvall as the Director of the Arts, Culture, and Historic Preservation Department for the City of Spokane.

PASSED BY THE CITY COUNCIL ON _____, 2026.

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Discussion

Council Meeting Date: 09/02/2026

Date Rec'd	7/24/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	MAYOR	**Bid #**	
Contact Name/Phone	ADAM 625-6779	**Requisition #**	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	REPEAL OF CITY'S CHARITABLE SOLICITATION LICENSE REQUIREMENT		

Agenda Wording

An ordinance repealing duplicative charitable solicitation license requirements; amending Section 08.01.080 and repealing Chapter 10.42 of the Spokane Municipal Code.

Summary (Background)

The City has maintained a no-fee charitable solicitation license requirement since 1978. The City's charitable solicitation license is duplicative of state requirements where oversight is provided under Washington state law in RCW 19.09, which is adopted by reference in SMC 10.58.020. This ordinance is intended to reduce the administrative burden on charitable organizations and City staff by eliminating the City's duplicative license requirement.

What impacts would the proposal have on historically excluded communities?

In theory repeal of an unnecessary licensing requirement for charitable organizations will benefit historically marginalized communities that are served by nonprofits.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Not applicable

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Not applicable.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This proposal aligns with the City's general goal to eliminate unnecessary business licensing requirements.

Council Subcommittee Review

None

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	WRIGHT, CHRISTOPHER		
Division Director			
Accounting Manager			
Legal			
For the Mayor			

Distribution List

ORDINANCE NO _____

An ordinance repealing duplicative charitable solicitation license requirements; amending Section 08.01.080 and repealing Chapter 10.42 of the Spokane Municipal Code.

WHEREAS, the City has maintained a no-fee charitable solicitation license requirement since 1978; and

WHEREAS, the City's charitable solicitation license is duplicative of state requirements where oversight is provided under Washington state law in RCW 19.09, which is adopted by reference in SMC 10.58.020; and

WHEREAS, the City intends to reduce the administrative burden on charitable organizations and City staff by eliminating this duplicative license requirement.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That Section 08.01.070 of the Spokane Municipal Code is amended to read as follows:

Section 08.01.070 Business Registration Required

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

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

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

Annual Regulatory Licenses and Permits	Licensing Requirements
Amusement Facility License	SMC 10.23A
Commercial Tree License	SMC 10.25
Building Moving and Relocation Permit	SMC 10.26
Sidewalk Café, Streateries, and Parklets License	SMC 12.15
Contractors and Workers Licensing: Blaster, Boiler Operator, Fire Equipment Servicer, Gas Hearing Mechanic	SMC 10.29
Fireworks Permit	SMC 10.33A
For-hire Vehicle Driver and For-hire Operator License	SMC 10.34A
Infectious Waste License	SMC 10.35
Itinerant Vendor License	SMC 10.40
Special Police Officer License	SMC 10.41A
((~~Charitable Solicitation License~~))	((~~SMC 10.42~~))
Telephone and Telegraph Construction Permit	SMC 10.43
Emergency Medical Transport Permit	SMC 10.47
Food Delivery License	SMC 10.515
Short Term Rental License	SMC 10.52
Residential Rental ((~~House~~)) Property License	SMC 10.57

Section 2. That Chapter 10.42 of the Spokane Municipal Code is hereby repealed.

Section 3. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 4. Clerical Errors. Upon approval by the City Attorney, the City Clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

_____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

Agenda Sheet for City Council: **Committee:** Finance & Administration **Date:** 07/28/2026 **Committee Agenda type:** Discussion		**Date Rec'd**	7/22/2026
		Clerk's File #	
		Cross Ref #	
Council Meeting Date: 08/19/2026		**Project #**	
Submitting Dept	FINANCE & ADMINISTRATION	**Bid #**	
Contact Name/Phone	STEPHEN X6990	**Requisition #**	
Contact E-Mail	SCWILLIAMS@SPOKANECITY.ORG		
Agenda Item Type	Special Budget Ordinance		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	SPECIAL BUDGET ORDINANCE – PSAP POSITIONS		

Agenda Wording

Amending Ordinance No. C36794, Entitled in Part, "An Ordinance Adopting a Mid-Biennial Modification Budget for the City of Spokane", and amending it to authorize Emergency Communications Call Taker and Report Specialist positions to support The Spokane United 911 Network, and declaring an Emergency.

Summary (Background)

This ordinance establishes the staffing and appropriation necessary to support implementation of the Spokane United 911 Network, the City's Public Safety Answering Point (PSAP) system, which is scheduled to begin operations on January 1, 2027. The ordinance authorizes Call Taker and Report Specialist positions to support the PSAP department. This SBO is necessary to allow sufficient time for recruitment, hiring, and specialized training prior to the system's launch. The Report Specialists will be subject to oversight from the Police department because they need to be filled through the department's established background investigation process appropriate for employees with access to sensitive law enforcement information. The appropriation for operating supplies will allow the PSAP department to make necessary purchases that can't be purchased with the $6 million SIP loan issued earlier in 2026.

What impacts would the proposal have on historically excluded communities?

Providing a Public Safety Answering Point (PSAP) for emergencies is a basic necessity for all members of the community. This proposal will ensure we can take calls from these communities and provide them with the same emergency response as everyone else.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Data may be collected as part of general PSAP operations, but there will not be data collection pertaining to these positions and the debt payment.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

It is a basic service that we're providing to the City, so it's certainly the right solution. Once the department is operating we'll continue to assess if we need to make adjustments to operational staff.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This SBO supports a program that is a basic service that must be provided to the citizens. It aligns with the goals of SH 6 (Safety) which appears in Chapter 10 (Social Health) of the Comprehensive Plan.

Council Subcommittee Review

Fiscal Impact

Approved in Current Year Budget?	NO
Total Cost	$ 625,000
Current Year Cost	$ 625,000
Subsequent Year(s) Cost	$

Narrative

Amount		Budget Account
Expense	$ 475,000	# 1510-37400-28200-5xxxx-99999
Expense	$ 150,000	# 1510-37400-28200-53201-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	Recurring
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Yes, the taxes apportioned from Spokane County will support these positions. This revenue is already budgeted in 2026.

Expense Occurrence	Recurring

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		Additional Approvals	
Dept Head	STRATTON, JESSICA	MANAGEMENT &	MILLER, JACOB
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List	
jmiller@spokanecity.org	jstratton@spokanecity.org
mboston@spokanecity.org	scwilliams@spokanecity.org
myates@spokanecity.org	khaack@spokanecity.org

ORDINANCE NO. C36917

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, “AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE”, AND AMENDING IT TO AUTHORIZE EMERGENCY COMMUNICATIONS CALL TAKER AND REPORT SPECIALIST POSITIONS TO SUPPORT THE SPOKANE UNITED 911 NETWORK, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Spokane United 911 Network Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

Section 1. That in the budget of the Spokane United 911 Network Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Add 10 classified Emergency Communications Call Taker I positions (from 0 to 10).
2) Add 4 classified Emergency Communications Call Taker II positions (from 0 to 4).
3) Add 6 classified Report Specialist positions (from 0 to 6).

1) Increase appropriation by $625,000.
A) Of the increased appropriation, $475,000 is provided solely for wages and benefits.
B) Of the increased appropriation, $150,000 is provided solely for operating supplies.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to authorize Emergency Communications Call Taker and Report Specialist positions to support the Spokane United 911 Network, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by the City Council on _____

_____
Council President

Attest:

Approved as to form:

_____
City Clerk

_____
City Attorney

_____
Mayor

_____
Date

_____
Effective Date

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Discussion

Council Meeting Date: 08/26/2026

Date Rec'd	5/20/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	CITY COUNCIL	**Bid #**	
Contact Name/Phone	CHRIS WRIGHT 625-6210	**Requisition #**	
Contact E-Mail	CWRIGHT@SPOKANECITY.ORG		
Agenda Item Type	Resolutions		
Council Sponsor(s)	BWILKERSON ZZAPPONE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	RESOLUTION DIRECTING TRANSFER OF COUNCIL FUNDS		

Agenda Wording

A resolution directing transfer of City Council funds to finance council operations in 2026.

Summary (Background)

As part of the adoption of the mid-biennial budget modification in November 2025, the City Council elected to fund the council central staff through July 1, 2026 and to set aside funds for staffing for the remainder of the 2026 pending a study and review of council staffing and organization. A consultant was thereafter engaged for such study and completed its work in May 2026. There is in unallocated council funds an amount that can fund approximately $314,934 in operations, but some additional funds are likely to be needed to fund the reduced council staff. This resolution directs transfer of certain council funds and reserves to finance council staffing for the remainder of the year 2026.

What impacts would the proposal have on historically excluded communities?

Not applicable

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Not applicable

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Not applicable

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Not applicable

Council Subcommittee Review

Not applicable

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	**$** 334,934
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

This resolution directs transfer of funds with the the council budget to specified purposes.

Amount		**Budget Account**
Neutral	**$**	**#**
Neutral	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	One-Time
Funding Source Type	Reserves

Is this funding source sustainable for future years, months, etc?

Not applicable

Expense Occurrence	N/A

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head			
Division Director			
Accounting Manager			
Legal			
For the Mayor			

Distribution List	
bwilkerson@spokanecity.org	zzapone@spokanecity.org
kfairborn@spokanecity.org	

RESOLUTION NO. 2026-0059

A resolution directing transfer of City Council funds to finance council operations in 2026.

WHEREAS, as part of the adoption of the mid-biennial budget modification in November 2025, the City Council elected to fund the council central staff through July 1, 2026 and to set aside funds sufficient for reduced staffing for the remainder of the 2026 pending a study and review of council staffing and organization; and

WHEREAS, the Council engaged Matrix Consulting, which completed its work in May 2026; and

WHEREAS, Matrix consulting recommended reorganization of the council staffing to include the elimination of initiative manager positions, creation of new analyst positions, and creation of an office director or chief of staff, among other recommendations; and

WHEREAS, as of June 24, 2026, Council has a remaining staff budget of $88,578 for staff salaries, wages and benefits for the remainder of the 2026 fiscal year; and

WHEREAS, according to the City's Finance department, current account balances show the Council requires at least $370,146 to retain five central staff FTEs (the Policy Advisor, Office Director, Communications Director, Intergovernmental Affairs Manager, and Budget Director); and

WHEREAS, additional unbudgeted expenses associated with the creation of a Senior Legislative Assistant position, as well as potential increased costs associated with the Matrix Consulting Report revision of the Office Director position, will increase the budget required to fund central staff through year-end; and

WHEREAS current accounts indicate the Council budget has a potential surplusage of $314,934 in the Other Miscellaneous Charges and Reserves Accounts; and

WHEREAS Council deems that moving said surplus funds from these accounts into the Salaries and Wages and Benefits accounts will offset most of the budgeted shortfall; and

WHEREAS Council anticipates the remaining shortfall can be covered by some vacancy savings or through unexpended budgeted Operational Travel funds;

NOW, THEREFORE, to fund the remaining central staff budget for the final pay periods of fiscal year 2026, Council resolves to direct the Accounting Department to move the following funds:

1. Reduce 54999 Other Misc Services budget by $65,000:

2026
($65,000)

2. Reduce 99999 Reserves budget by $249,934:

2026
($249,934)

3. Move funds from these account reductions to the 51000 Salaries and Wages and 52000 Employee Benefits accounts, in a ratio determined by Accounting:

2026
$314,934

Adopted by the City Council this ____ day of _____, 2026.

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Reports, Contracts & Claims

Council Meeting Date: 08/26/2026

Date Rec'd	7/23/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	CITY COUNCIL	**Bid #**	
Contact Name/Phone	PAUL DILLON 625-6254	**Requisition #**	
Contact E-Mail	PDILLON@SPOKANECITY.ORG		
Agenda Item Type	Final Reading Ordinance		
Council Sponsor(s)	PDILLON SDIXIT		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	AMENDING CITY COUNCIL STAFFING PROVISIONS		

Agenda Wording

An Ordinance of the City of Spokane amending section 02.005.030 of the Spokane Municipal Code.

Summary (Background)

This ordinance modifies code related to council staffing to provide a more transparent process for staffing increases and reductions.

What impacts would the proposal have on historically excluded communities?

This change would allow for increased stakeholder input regarding the level of services provided by the city council office.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Not applicable

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Not applicable

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Not applicable

Council Subcommittee Review

None

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	N/A

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head			
Division Director			
Accounting Manager			
Legal			
For the Mayor			

Distribution List	
pdillon@spokanecity.org	sdixit@spokanecity.org
vramos@spokanecity.org	

ORDINANCE C_____

An Ordinance of the City of Spokane amending section 02.005.030 of the Spokane Municipal Code.

WHEREAS, on November 10, 2025, the City Council adopted Ordinance C36774 relating to City Council employees, amending section 02.005.030 of the Spokane Municipal Code; and

WHEREAS, the City Council requires independent city employees, reportable only to the City Council to assist in facilitating the mission of the organization; and

WHEREAS, City Council employees provide vital, consistent and nonpartisan support to all councilmembers to help achieve the goals of the council as the City's legislative body; and

WHEREAS, it is the objective of the Spokane City Council to serve the city population through effective, equitable, and responsive legislation that reflects community priorities and needs; and

WHEREAS, the Spokane City Council prioritizes responsiveness to community needs, transparency around council priorities, and increased access to proposed legislation to provide opportunities for contribution or comment around initiatives; and

WHEREAS, the Spokane City Council desires to continue to assess stakeholder input, workload data, system effectiveness and core processes integral to the mission of the Spokane City Council, prior to any reduction in force, which could result in service reduction to the entire city community.

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

Section 1. That section 02.005.030 of the Spokane Municipal Code is amended to read as follows:

Section 02.005.030 City Council's Office Staff

A. As part of budget appropriations, the city council may create, modify and eliminate council positions as necessary to support the performance of their legislative duties. The number and type of regular positions are determined by a majority of the city council. Job scope of duties, responsibilities and accountabilities for all staff are determined by a majority of the city council. Day to day supervision for council staff, other than legislative assistants, is provided by the council president or their designee. Other than legislative assistants, and except as may otherwise

be set forth in the council rules of procedure, the council president ((~~, with prior notice to and after consultation with council members during executive session, may hire and discharge council staff outside of the regular budget process~~)) may discharge council staff concerning violations of ethical standards or conduct, after consultation with human resources. Discharge of city council employees for any other reason shall be determined by a majority of the city council. Hiring of staff shall be determined by a majority of the city council.

B. The council president maintains the authority as the city council department head to appoint and discharge seasonal or project employees, or to engage outside consultants as available budget allows.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 4. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

_____

Council President

Attest:

_____

City Clerk

Approved as to form:

_____

City Attorney

_____ _____

Mayor Date

_____

Effective Date

Agenda Sheet for City Council: **Committee:** Finance & Administration **Date:** 07/28/2026 **Committee Agenda type:** Discussion		**Date Rec'd**	7/16/2026
		Clerk's File #	
		Cross Ref #	
Council Meeting Date: 08/26/2026		**Project #**	
Submitting Dept	CITY COUNCIL	**Bid #**	
Contact Name/Phone	CHRIS WRIGHT 625-6210	**Requisition #**	
Contact E-Mail	CWRIGHT@SPOKANECITY.ORG		
Agenda Item Type	Resolutions		
Council Sponsor(s)	ZZAPPONE KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	RESOLUTION APPROVING COUNCIL OPERATIONS GUIDE		

Agenda Wording

A resolution adopting a "Council Operations Guide pursuant to Section 9 of the Spokane City Charter and Chapter 02.005 of the Spokane Municipal Code.

Summary (Background)

The City Council requires independent city employees, reportable only to the City Council, to perform its legislative functions. Historically the Council found it necessary to employ regular, full-time administrative, budget, and policy staff to assist in its legislative functions. The Council recently engaged the Matrix Consulting Group ("Matrix") to evaluate council operations and to develop an "operations guide" for the City Council office. Matrix completed its review in June and, as contracted, prepared a draft "Council Operations Guide" for the Council's consideration and potential adoption, which draft is attached as Exhibit "A" to the resolution. As currently written, the resolution formally adopts the Council Operations Guide and provides that it will be binding on all City Council members and staff as of the effective date of the resolution, subject to any state or local laws that may be in conflict with its provisions and to the extent not otherwise expressly modified by future written council resolution(s).

What impacts would the proposal have on historically excluded communities?

None discernable. The Operations Guide is intended to ensure orderly and efficient operation of council, and, to that extent, benefits all Spokane citizens.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The operations guide will be reviewed periodically to ensure recommended procedures and rules function well.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

See answer above.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Resolution and guide are consistent with Section 9 of the City Charter and SMC 02.005.

Council Subcommittee Review

Extensive review of Matrix recommendations by council as a whole and the Operations Workgroup.

Fiscal Impact	
Approved in Current Year Budget?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	N/A

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head			
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor			

Distribution List	
mpiccolo@spokanecity.org	aadam@spokanecity.org

RESOLUTION 2026-0058

A resolution adopting a “Council Operations Guide” pursuant to Section 9 of the Spokane City Charter and Chapter 02.005 of the Spokane Municipal Code.

WHEREAS, the City Council requires independent city employees, reportable only to the City Council, to perform its legislative functions; and

WHEREAS, historically the Council found it necessary to employ regular, full-time administrative, budget, and policy staff to assist in its legislative functions; and

WHEREAS, the Council recently engaged the Matrix Consulting Group (“Matrix”) to evaluate council operations and to develop an “operations guide” for the City Council office; and

WHEREAS, Matrix completed its review in June and, as contracted, prepared a draft “Council Operations Guide” for the Council’s consideration and potential adoption, which draft is attached hereto as Exhibit “A” to this resolution (hereafter, the “Operations Guide”); and

WHEREAS, the Council has reviewed the proposed Operations Guide and finds it suitable for adoption; and

NOW, THEREFORE,

BE IT RESOLVED by the City Council for the City of Spokane that it hereby adopts the Operations Guide; and

BE IT FURTHER RESOLVED that the Council Operations Guide shall be binding on all City Council members and staff as of the effective date of this resolution, subject to any state or local laws that may be in conflict with its provisions and to the extent not otherwise expressly modified by future written council resolution(s).

ADOPTED BY THE CITY COUNCIL ON _____

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

CITY OF SPOKANE

City Council Office

COUNCIL OPERATIONS GUIDE

Roles, Responsibilities, Protocols & Performance Standards

Effective: 2026 | 808 W. Spokane Falls Blvd., Spokane, WA 99201

Questions: contact the Council Executive Director

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1. Introduction

1.1 Purpose

The Legislative Services and Council Operations Guide is the primary operational reference for all Council Office staff and newly elected Council Members. It documents roles, responsibilities, protocols, and performance expectations that govern how the City Council and its staff deliver legislative services to the residents of Spokane.

It serves four purposes:

- **Onboarding:** Orient newly elected officials and newly hired staff to office operations, expectations, and resources.
- **Consistency:** Establish shared standards for assigning, performing, and communicating work.
- **Accountability:** Define clear expectations to support performance management.
- **Continuity:** Preserve institutional knowledge through election cycles and staff transitions.

This guide supplements — and does not supersede — the City Charter, the Spokane Municipal Code (SMC), the Council Rules of Procedure, and applicable City administrative policies. Where conflicts arise, the formal legal authorities take precedence.

This is a living document. The Council is responsible for reviewing and, by resolution, adopting an updated version of this each year, ensuring that it continually reflects the Council's vision and desired legislative approach. The Council Executive Director is responsible for maintaining and distributing current versions of this Guide.

1.2 Mission & Values

The Council Office exists to support the City Council's mission as the City's legislative body.

> *Mission: To provide professional, nonpartisan legislative support that enables the City Council to govern effectively, transparently, and in the public interest.*

The office is guided by these values:

- **Public Service:** The Council Office's primary obligation is to serve the residents of Spokane and uphold the public interest through effective, equitable, and accountable legislative support, responsive constituent services, and accessible policymaking processes.
- **Professionalism:** Council Members and staff are expected to maintain an atmosphere of professionalism grounded in respect, preparedness, accountability, and constructive communication. Staff is expected to provide accurate, timely, and solution-oriented work products that support informed decision-making and effective governance. Professionalism is demonstrated through respectful interactions, adherence to established policies and procedures, appropriate workplace conduct, and a commitment to effective legislative operations.
- **Integrity:** Council Members and staff are expected to conduct themselves with accountability, impartiality, mutual respect, and responsible stewardship of public resources. While Council Members appropriately advance policy priorities reflective of their elected roles, staff are expected to maintain objectivity, neutrality, and professional independence in performing their responsibilities.
- **Responsiveness:** Council Members and staff are expected to be responsive, accessible, and professional in their interactions with one another, constituents, partner agencies, and stakeholders. Responsiveness includes timely communication, reliable follow-up, and equitable access to staff support and organizational resources.
- **Continuity:** Institutional knowledge, operational practices, and legislative records are maintained and transferred to support organizational consistency, stability, and effective operations regardless of election outcomes or staff changes.

2. Governance Context & Organizational Overview

2.1 Form of Government

Spokane (population approximately 230,609) operates under a Council-Mayor form of government. The City Charter vests all ordinance-making and budget appropriations authority in the City Council while assigning executive and administrative authority to the Mayor. This structural separation means the Council requires independent professional capacity to effectively develop, evaluate, and implement policy.

2.2 Council Composition

The City Council is composed of seven elected members: one Council President, elected at large, who serves as presiding officer; and six Council Members, each representing one of three population-based geographic districts (two per district). All members serve four-year terms, limited to two consecutive terms. The Council President and each Council Member have equal voting rights.

2.3 Governing Authorities

Authority	Relevant Provisions
Spokane City Charter	Legislative authority of the Council (Article III); form of government (Article IV); ethics and conflicts of interest (Art. IV §36); neighborhood councils (Article VIII). Ordinances require two public title readings; the Mayor has 10 days to respond to a Council action with veto power; the Council may override a veto within 30 days by five affirmative votes.
Spokane Municipal Code (SMC)	SMC §02.005 defines Council composition, the Council President's role as department head, and the Council Legislative Assistant structure. SMC §02.01 governs Rules of Procedure. SMC §01.04 establishes the City's ethics code.
Council Rules of Procedure	Adopted by resolution (currently Resolution 2026-0009, adopted March 9, 2026). Governs meeting conduct, agenda processes, committee operations, public comment, voting, and parliamentary procedure. Reviewed and updated annually by February 28.
Washington State Law	Governs city authority and responsibilities, open public meetings (RCW 42.30), public records (RCW 42.56), the Washington Minimum Wage Act (WMWA) governing overtime, and other applicable requirements.

2.4 Staffing Model

The Council Office uses a hybrid model: centralized professional staff serving the full Council, and member-assigned Legislative Assistants supporting individual Council Members.

Position	Count	Service Type
Council President + Council Members	7 elected	Legislative Body

Council Executive/Office Director	1	Centralized
Policy Advisor	1	Centralized
Budget Director	1	Centralized
Director of Communications	1	Centralized
Manager of Intergovernmental Affairs	1	Centralized
Policy Analyst	0-1	Centralized
Budget Analyst	0-1	Centralized
Senior Executive Assistant	0-1	Centralized
Legislative Assistants	3-7	Member/District-Assigned

Centralized positions serve the Council as a whole. Member-assigned Legislative Assistants serve their individual Council Member/the Council members elected to their respective district.

Commented [AM1]: PLACEHOLDER - FOR FINAL ADDRESSING ANY ADJUSTMENTS.

2.5 Supervisory Structure

The Council President serves as department head and provides high-level oversight of the Council Office. The Council Executive Director manages day-to-day operations and has direct supervisory authority over all Central Staff. All Council Office employees serve in an at-will capacity. Each Council Member directly hires, supervises, and may discharge their assigned Legislative Assistant, with the Council Executive Director providing HR oversight. HR and administrative authority over Central Staff rests exclusively with the Council Executive Director; individual Council Members may not direct Central Staff assignments without coordinating through the Council Executive Director.

2.6 Office Budget

The Council Office budget is adopted annually as part of the City's General Fund. The Council President serves as the primary signatory for Council Office budgetary expenditures. The Council President may approve budget expenditures of $10,000 or less without a full council vote; expenditures above $10,000 that differ from the adopted budget require approval by four Council Members at an open public meeting.

If there is a question about whether a proposed expenditure falls within or outside the $10,000 threshold — including disputes about whether related purchases should be treated as a single transaction — the Council Executive Director makes an initial determination in consultation with the Budget Director. If the Council President disagrees with that determination, the matter is brought to the full Council for resolution at the next available open public meeting before the expenditure is authorized.

3. Roles & Responsibilities

Role definitions below describe primary duties and scope. They supplement and should be read alongside official job classifications.

3.1 Council President

In addition to all duties shared with Council Members, the Council President:

- Presides over all City Council meetings and ensures compliance with the Rules of Procedure.
- Represents the Council on intergovernmental boards and regional bodies (Airport Board, PFG Board, Community Assembly, etc.).
- Makes annual appointments of Council Members to standing committees, external boards, and commissions, subject to full Council confirmation.
- Serves as department head of the Council Office; delegates day-to-day management to the Council Executive Director.
- Approves travel, budget expenditures, and administrative matters on behalf of the Council Office.
- Serves as Mayor Pro Tem in the Mayor's absence or incapacity, at which time legislative responsibilities are temporarily suspended.
- Participates in recurring, weekly one-on-one meetings with the Mayor.
- Receives some administrative support from the Senior Executive Assistant.

3.2 Council Members

Council Members carry out the following legislative, policy, and community responsibilities:

- Research, evaluate, deliberate, and vote on ordinances, resolutions, budgets, and policy measures.
- Develop, sponsor, and advance policy initiatives that reflect district priorities, community needs, and broader interests of the City.
- Chair or serve on standing committees: Public Safety & Community Health; Public Infrastructure, Environment & Sustainability (PIES); Urban Experience; and Finance & Administration.
- Represent the City's legislative interests on assigned regional boards, commissions, intergovernmental committees, and community partnerships.
- Maintain accessible, responsive, and professional constituent services.
- Participate in public communication efforts, including media interviews, public meetings, community outreach, and dissemination of legislative information.
- Engage regularly with Neighborhood Councils, community organizations, and partner agencies to support collaboration, transparency, and public involvement in local governance.
- Participate in recurring coordination meetings with the Mayor, Council leadership, staff, and other governmental partners to support intergovernmental communication and organizational alignment.
- Hire, supervise, direct, and may discharge assigned Legislative Assistant staff.
- Attend and actively participate in required legislative functions, including agenda review sessions, legislative meetings, standing committee meetings, study sessions, regional assignments, and district-related community meetings and events.

3.3 Council Executive Director

The Council Executive Director is the chief administrative officer of the Council Office, providing strategic leadership, operational oversight, and day-to-day management support to the City Council and Central Staff. Reporting to the Council President and Council Members, the position oversees legislative support operations, Central Staff supervision, workflow coordination, agenda management, personnel and budget administration, and the development of standardized procedures to ensure consistent, effective, and equitable support services aligned with Council priorities and legislative responsibilities. In the event of an extended absence, prolonged leave, or vacancy in the Council

Executive Director position, the Policy Advisor shall perform the duties of the position on an interim basis to ensure continuity of Council Office operations, staff coordination, and legislative support until the Council Executive Director returns, the position is filled or otherwise directed by the City Council.

To maintain clear lines of supervision and coordination, requests for administrative support from Central Staff should be coordinated through the Council Executive Director, who may then assign or prioritize work for the Senior Executive Assistant as appropriate.

3.4 Policy Advisor

The Policy Advisor serves as the lead for procedural and policy development and analysis, supporting the City Council by conducting research on initiatives and reviewing ordinances, resolutions, and legislative proposals. The position coordinates with the City Attorney's Office on Council-related legal matters, provides guidance on legislative procedures and compliance with Council Rules of Procedure, supports legislative workflow coordination and operational consistency, and assists in the supervision of the Policy Analyst. The Policy Advisor assumes the duties of the Council Executive Director in the event of a protracted absence and/or vacancy.

3.5 Budget Director

The Budget Director provides fiscal oversight, budget analysis, and financial policy support to the City Council, including reviewing the Mayor's proposed budget, preparing budget amendments, coordinating fiscal notes, and analyzing legislative and financial impacts. The position serves as the Council's primary resource for budget development, financial forecasting, labor and contract-related fiscal analysis, and oversight of the Council Office budget, while supervising budget analysts and supporting Council decision-making throughout the annual budget process.

3.6 Director of Communications

The Director of Communications provides the Council with an independent voice through communications, media relations, and public information support separate from the executive branch. The position oversees Council communications strategies, public outreach, media coordination, digital communications, and Council meeting broadcast content, while supporting consistent messaging across Council offices and maintaining a Council-approved communications strategic plan to guide communication priorities, protocols, and resource allocation.

3.7 Manager of Intergovernmental Affairs

The Manager of Intergovernmental Affairs provides the City Council with legislative advocacy, government relations, and regional coordination support, including monitoring federal, state, and regional legislative activity; coordinating lobbying and legislative agenda efforts; and facilitating partnerships with government agencies, regional organizations, and community stakeholders. The position also supports policy analysis and strategic coordination related to intergovernmental relations, nonprofit and community partnerships, grant and funding opportunities, and other regional policy initiatives affecting Council priorities and legislative interests.

3.8 Policy Analyst

The Policy Analyst(s) provide the City Council and Central Staff with dedicated legislative, policy, and analytical support within assigned subject-matter portfolios aligned with Council priorities and major areas of City operations, and coordination with the appropriate Administrative departments. Responsibilities include conducting policy research and analysis, supporting ordinance and resolution development, preparing legislative briefings and presentations, assisting with committee operations and agenda review, monitoring legislative and regional developments, and providing research and background materials to support Council decision-making. One Analyst position is assigned, in whole or in part, to fiscal analysis functions in coordination with the Budget Director. These positions are

structured to provide focused legislative and policy support aligned with the Council's core legislative mission.

3.9 Senior Executive Assistant

The Senior Executive Assistant provides centralized administrative coordination and executive-level support to the City Council and Central Staff under the direction of the Council Executive Director. This position serves as the Council Office's primary administrative support role and central administrative resource, with responsibility for procurement, clerical support, scheduling, purchasing and expense administration, public records request tracking, constituent inquiry coordination, and logistical support for Council meetings and events.

The position also provides scheduling and communications support for the Council President, maintains centralized calendars, supports standardized office procedures, and helps ensure administrative workflows are completed consistently across the Council Office. In coordination with Policy Analysts, the Senior Executive Assistant may also assist with committee agenda preparation and related meeting materials, including agenda formatting, posting, packet preparation, and follow-up documentation. By centralizing these administrative functions, the position allows policy and analytical staff to remain focused on legislative research, budget analysis, committee support, and other higher-level Council priorities.

3.10 Legislative Assistants

Legislative Assistants provide primarily administrative and constituent support to their assigned Council Member, including calendar management, scheduling, constituent communications, meeting and event coordination, correspondence preparation, district outreach coordination, and assistance with communications and community engagement activities. The position serves as the primary day-to-day administrative support resource for Council Members and facilitates coordination between Council Members, constituents, community organizations, and City departments.

Legislative Assistants are assigned to support specific Council Member offices and are expected to coordinate cross-office workload requests through the Senior Executive Assistant. Communications on legislative matters where the Council has not formally taken a position must be clearly identified as representing the views of the individual Council Member rather than the full Council.

4. Core Services & Work Products

4.1 Primary Services

Primary services most directly advance the Council's legislative mission and receive priority in workload planning. This is a coordinated effort between the Council and Administration, with roles outlined below:

- **Legislative Research & Analysis:** Objective, independent research and analysis on policy issues, ordinances, resolutions, and legislative proposals.
- **Policy & Ordinance Development:** Translating Council initiatives and ideas into enforceable policy and law through research, stakeholder engagement, drafting, and legal review.
- **Budget Review & Fiscal Oversight:** Developing Council goals and priorities, independently analyzing the Mayor's proposed budget, developing budget amendments, and evaluating fiscal impacts of legislation.
- **Agenda & Legislative Process Management:** Managing the legislative workflow from item submission through committee review, agenda placement, public hearing, and final Council action.
- **Constituent Services:** Primary contact for city residents, including navigating district-specific needs and requests, responding to inquiries, coordinating issue resolution with City departments, and managing public records requests.
- **Public Communications:** Council communications, media relations, legislative summaries, and community outreach and education.
- **Committee & Meeting Coordination:** Organizing committee work programs, agendas, and facilitating public deliberation.
- **Intergovernmental Affairs:** Advancing the City's federal and state legislative agenda and coordinating with regional bodies.
- **Stakeholder Engagement:** Facilitating community input and public participation processes.
- **Performance & Oversight Support:** Monitoring implementation and effectiveness of adopted legislation and budget allocations.

Several of these services are shared between City Administration and the Council Office. In some circumstances, the Council Office's role will be to perform analysis and/or preparation work to provide to City Administration, while some tasks will be wholly driven by Council Office staff. Ownership of specific tasks will be determined on a case-by-case basis.

4.2 Legislative Development Materials

Legislative Initiatives

- **Legislative Intake Forms:** Capture the purpose, sponsor, requested timeline, desired outcome, and known fiscal, legal, operational, or stakeholder considerations.
- **Initiative Screening Summaries:** Determine the appropriate level of staff analysis, coordination needs, work product type, and readiness for further development.
- **Policy and Analytical Memos:** Evaluate the initiative's background, policy tradeoffs, legal considerations, fiscal impacts, implementation risks, and Council options.
- **Fiscal and Implementation Summaries:** Identify budgetary impacts, staffing needs, departmental responsibilities, timeline considerations, and operational barriers.
- **Vetting and Prioritization Reviews:** Assess larger or more complex initiatives to determine organizational readiness, resource requirements, sequencing, and whether sufficient staff, fiscal, or policy support exists to advance the item.
- **Draft Legislative and Referral Materials:** Translate Council direction into draft ordinances, resolutions, amendments, policy language, budget action items, or committee/Council referral materials.

Policy & Legislative Analysis

- **Descriptive Briefings:** Summarize what a proposed action is intended to accomplish, with background and relevant considerations. Used for routine or ministerial items.
- **Analytical Memos:** Provide descriptive content plus independent analysis of policy tradeoffs, implementation risks, legal considerations, and options for Council action.
- **Policy Strategy Memos:** Frame a policy problem, map the legal and fiscal landscape, and present a range of legislative options and timelines.

Budget & Fiscal Products

- **Fiscal Notes:** Required for all significant legislation, including proposals that create or modify City programs or services, add or reduce staffing, establish new service levels, amend fees or revenues, require new appropriations or budget amendments, affect capital or operating costs, create ongoing financial obligations, or shift work responsibilities across departments. Fiscal notes evaluate the short and long-term financial impact of proposed legislation on city resources, including anticipated costs, savings, revenue impacts, funding sources, implementation needs, and staffing implications.
- **Budget Overview Papers:** Solidify the Council's annual budget priorities and provide these to the Mayor's office for consideration in budget development. Summarize the Mayor's proposed budget by area, identify issues for Council consideration, and present options for amendment.
- **Budget Amendments:** Formal legislative modifications to the proposed budget, drafted by the Budget Director.

Legislative Drafts

- **Ordinances:** Formal legal enactments. Drafted by the Policy Advisor or Policy Analysts in coordination with the City Attorney's Office.
- **Resolutions:** Formal expressions of Council policy or direction. May be drafted by Central Staff or Legislative Assistants, depending on subject matter.

Board, Commission, Committee Appointments

- **Board & Commission Appointments:** Policy Analysts coordinate the application, review, and presentation process for Board, Commission, and Committee appointments in their assigned areas. producing materials for routine appointment or reappointment actions.
- **Director Confirmation Processes:** Policy Analysts lead the confirmation process for Mayoral appointments subject to Council confirmation in their assigned areas.

Circumstances Not Requiring a Central Staff Deliverable

Not every item before the Council requires Central Staff analysis. For the following categories, Legislative Assistants lead the process. Central Staff members are available to answer process questions and review draft materials for accuracy, but do not prepare formal memos or presentations:

- **Resolutions on Matters Outside the City's Direct Authority:** For resolutions making statements related to federal or state policies (e.g., positions on national legislation), Legislative Assistants lead drafting. Central Staff ensures City Attorney review occurs so the resolution is procedurally ready for introduction and may draft amendments.
- **Routine Items:** Items that are ministerial, non-controversial, and have been reviewed by the City Attorney's Office may proceed without a Central Staff memo when the Council Executive Director determines that the Executive's transmittal materials provide sufficient information for Council decision-making.

In all cases, the Council Executive Director makes the final determination on whether a Central Staff work product is required, based on available capacity, the complexity of the item, and the Council's information needs.

4.3 Staff Assignment & Request Protocols

Request Thresholds

The following thresholds govern how requests are routed and tracked. However, staff workload must be communicated to the Council Executive Director each time a request is made directly to Central Staff.

- Requests with a completion timeline of less than four hours (half day) may be communicated directly by a Council Member to the relevant staff member. All such direct assignments must be reported to the Council Executive Director.
- Requests with a completion timeline of more than four hours (half day) are to be directed to the Council Executive Director, who coordinates the assignment.
- Requests with a completion timeline of 20 or more hours require notification to the full Council so all members are aware in advance of the staff commitment.
- Timeline adjustments and reclassification: the level of effort may be unclear at intake; as such, requests may be reclassified as work begins based on simplicity, complexity, research need, coordination requirements, or emerging staff capacity considerations. When a request is moved into a different review or routing category, the requesting Council Member is notified of this change.

Equitable Access

All Council Members have equitable access to Central Staff services. The Council Executive Director is responsible for managing competing priorities in a fair and balanced manner to ensure that no individual Council Member's requests regularly or disproportionately limit another Council Member's access to analytical, policy, or legislative support.

Prioritization

When competing requests arise, staff apply the following principles:

- Time-sensitive legislative matters (statutory deadlines, emergency ordinances, pending votes) take priority over long-range projects.
- Staff must proactively communicate timeline constraints and workload conflicts to requesting offices as soon as they are identified.

Confidentiality on Legislative Projects

- When Central Staff works confidentially with a Council Member on draft legislation prior to introduction, that work product is not shared with others until introduction, unless the legislation requires at least 20 hours of Central Staff time, in which case notification to the full Council is required. The Council Executive Director must be aware of all active projects.

Communication Standards: Transparent Review Process

Central Staff analysts must maintain clear communication with legislative sponsors and the relevant committee chair regarding issues identified through their analysis and how those issues will be presented in work products. A Council Member may not always agree with the analysis but should not be surprised by it when it is published or presented.

- When an analyst identifies a significant policy concern, legal issue, or fiscal impact in a piece of legislation, they must communicate that finding to the sponsoring office before the work product is finalized — not for approval, but so the sponsor is aware of what the analysis will say.
- Staff must proactively raise emerging workload conflicts, timeline changes, and scope adjustments to requesting offices and to the Council Executive Director as soon as they are identified.
- Central Staff may share draft analysis with the Executive branch when needed to verify factual accuracy. When this occurs, the period of shared review must be brief, and the purpose must be disclosed to the sponsoring Council Member.

Analyst Independence

The Council Executive Director retains final authority over the level of research or analysis that can be produced, the production timeline, and the assignment of staff to a project. Within those parameters, individual analysts have final authority over the content of the memos, fiscal notes, budget overview papers, presentations, and budget amendments they produce. Council Members are welcome to provide feedback and raise factual errors, but the analyst's independent judgment governs the substance of their work product.

- The Council Executive Director and direct supervisors of Policy Analysts retain the authority to guide the scope, structure, content, and analytical approach of work products, including determining what information should be included, refined, condensed, or further developed.
- No analyst may be directed by a Council Member, Legislative Assistant, or any other party to change their findings or omit material information from a work product.
- If an analyst believes they are being pressured to compromise the objectivity or completeness of their work, they must notify the Council Executive Director immediately. The Council Executive Director is responsible for resolving the situation and, if necessary, escalating to the Council President.

Escalation When the Concern Involves the Director: When the concern about improper influence involves the Council Executive Director themselves, the staff member should report directly to the Council President, bypassing the Council Executive Director entirely. If the concern involves both the Council Executive Director and the Council President, the staff member may report directly to the City's Human Resources Department, the City Attorney's Office, or through the process established under Washington State's Local Government Whistleblower Protection Act (RCW 42.41). No staff member shall face retaliation for making a good-faith report through any of these channels.

- This independence serves as a structural safeguard for the Council as a whole, rather than an individual prerogative of the analyst. It helps ensure that all seven Council Members can rely on the accuracy, completeness, and objectivity of the analysis they receive, regardless of who requested it.
- If a Council Member has concerns regarding the quality, completeness, tone, or character of an individual analyst's work product, those concerns should be raised with the Council Executive Director for review and, where appropriate, addressed as a supervisory or performance management matter.

4.4 Outside Legal Counsel

The City Attorney's Office provides legal counsel to the City Council and its staff and reviews all Council-generated legislation before introduction. All legal inquiries are coordinated through the Policy Advisor, and all legal advice remains confidential unless waived by five affirmative Council votes.

5. Legislative Processes & Workflows

5.1 Ordinance & Resolution Lifecycle

Stage	Owner	Description
1. Idea / Proposal	Council Member / Policy Advisor	Council Member identifies a policy goal. Policy Advisor or Analyst assists in scoping into a policy framework. Legislation must be sponsored by at least two Council Members.
2. Drafting	Policy Advisor / City Attorney	Legislation drafted by Central Staff or City Attorney's Office. All items must be in final or close-to-final form before committee placement.
3. Committee Introduction	Council Executive Director	Director coordinates placement on the appropriate standing committee. Items submitted to OnBase by 5:00 p.m. Wednesday; all OnBase approvals by 9:00 a.m. Thursday.
4. Committee Review	Committee Chair / Policy Analyst	Committee discusses the proposal. Public testimony accepted. Legislation must be sponsored by at least two Council Members.
5. Full Council – First Reading	Council President / City Clerk	Item placed on the full Council legislative agenda. Includes opportunity for public comment. Must have been on file with City Clerk at least three business days.
6. Full Council – Final Reading & Vote	Full Council	Typically, two or more weeks after First Reading. Council deliberates, makes final amendments, and votes. Four or more affirmative votes required for passage.
7. Mayoral Action	Mayor's Office	Non-emergency ordinances transmitted to the Mayor within five days. Mayor has 10 days to sign, veto, or take no action. Council may override a veto within 30 days by five affirmative votes.

5.2 Council Initiative Process

A Council Member may initiate new legislation or a policy change through the process below. The table shows both the Central Staff role and the Council Member role at each stage. This parallel structure is intended to make clear who is responsible for what within the varying office roles.

Legislative Change Request

Stage	Central Staff Role	Council Office Role
1. Initiation	Policy Advisor or relevant Policy Analyst meets with the sponsoring office to scope the issue: problem being addressed, desired outcome, legal and fiscal landscape, and preferred timeline. For projects likely to require more than 20 hours of staff time, Central Staff prepares a brief written scope summary (see below) before major resources are committed.	Sponsoring Council Member engages Central Staff early. Provides direction on policy intent. Legislation must be sponsored by at least one Council Member to get on Committee and two are required to move out of Committee.
2. Research	Policy Advisor leads research: reviews legal constraints, comparable city approaches, fiscal implications, and operational considerations. Presents findings to the sponsoring office.	Provides direction on how to proceed based on research presented. Leads external stakeholder engagement. Clarifies Central Staff's role to stakeholders.
3. Drafting	Policy Advisor leads drafting of legislation in coordination with the City Attorney's Office. Seeks input from executive subject-matter experts as deemed appropriate. Drafts fiscal note. Coordinates legal review prior to introduction.	Reviews drafts to ensure policy intent is reflected. Provides recitals language. Decides on policy choices presented by Central Staff.
4. Committee Introduction	Coordinates upload to OnBase and placement on committee agenda by the Senior Executive Assistant. Policy Analyst then prepares a descriptive memo for the first committee discussion.	Coordinates with the Council President's office on committee assignment and introduction timing.
5. Committee Discussion	Analyst prepares analytical memo identifying policy issues for deliberation. A second analyst may be assigned to provide independent issue identification. Drafts amendments as directed by Council Members. Director of Communication becomes engaged as this fits within the Council's strategic communications plan.	Sponsor presents the merits of the legislation and engages other Council Members, stakeholders, and media. Sets committee discussion schedule and amendment timeline in coordination with Central Staff.

6. Full Council Action	Prepares the legislation, as amended, for final consideration. Updates fiscal note as needed. Policy Analyst provides an analysis of the proposal.	Sponsor speaks to the merits at the legislative session. Manages stakeholder engagement through final vote.

Scoping Summary for Large Projects

For any Council-initiated project estimated to require more than 20 hours of Central Staff time, the Council Executive Director prepares a brief written scope summary before substantive work begins. This document is shared with the sponsoring Council Member and the full Council for awareness. It covers:

- The policy issue or goal the project is intended to address.
- The anticipated Central Staff work product and role (research, drafting, analysis, or a combination).
- An estimated timeline for key milestones.
- Any known dependencies, legal constraints, or capacity considerations.

The scope summary is not a formal agreement, rather this is a shared understanding that reduces miscommunication and helps the Council Executive Director manage workload across competing requests. The scope summary may be updated as the project develops.

5.3 Agenda Development Workflow

The Council Executive Director manages the legislative workflow, while the Senior Executive Assistant manages agenda creation, development, and finalization in OnBase.

Key standards for agenda development workflow include:

- **OnBase Submission Deadline:** Items must be uploaded to OnBase by 5:00 p.m. on the Wednesday preceding the desired committee meeting date.
- **OnBase Approvals:** All OnBase approvals must be completed by 9:00 a.m. on the Thursday preceding the desired meeting date. Items that do not clear by this deadline may be added at the committee chair's discretion.
- **Required Agenda Sheet:** Each submission must include a fully completed agenda sheet, including a plain-language summary, fiscal impact information, and identification of the Council sponsors. Items with incomplete fiscal information may be excluded by the committee chair or referred to the Finance & Administration Committee for additional review.
- **Committee Agenda Circulated:** Staff will circulate the final committee agenda by the close of business on the Friday preceding the meeting.
- **Fiscal Note Requirement:** Any ordinance or resolution that would impact the City's fiscal condition, based on fiscal note defined standards and requirements, must note that fact on the agenda sheet and include a brief fiscal impact description.
- **Legislative Agenda Distribution:** Final agendas are published and distributed in compliance with the Washington State Open Public Meetings Act (OPMA) notice requirements.
- **Amendment Deadline:** Proposed amendments must be submitted in writing to the City Clerk and all Council Members and staff in accordance with the Council's rules. Each amendment must include a purpose statement and be provided in both clean and redline format. Late amendments, if adopted at the next agenda review session, will automatically defer the item to the next legislative agenda.

5.4 Meeting Schedule

The Council holds three types of regular meetings each week:

- **Agenda Review:** Held Tuesdays at 11:00 a.m. (effective 2026). Agenda Review is used to review the final and draft agendas for the next two legislative meetings and to approve the draft agenda as the final agenda. Any Council Member may move to defer, refer, amend, or withdraw an item.
- **Committee Meetings:** Held monthly on Tuesdays at 1:00 p.m. (effective 2026). Each standing committee meets during its designated week: Public Safety & Community Health in the first week, PIES in the second week, Urban Experience in the third week, and Finance & Administration in the fourth week.
- **Legislative Sessions:** Held on Wednesdays at 6:00 p.m. (effective 2026). Legislative Sessions are the Council's formal public meetings. Open forum follows the conclusion of all legislative business.

5.5 Public Records Compliance

The Council Office operates under Washington State's Public Records Act (RCW 42.56).

- All correspondence, documents, emails, text messages, and records created in the performance of official duties are subject to public records requests, including communications on personal devices.
- Requests received by any Council Office staff member must be immediately forwarded to the Senior Executive Assistant, who coordinates responses with the City Clerk's Office.
- Records must be retained per the Washington State Records Retention Schedule. Staff may not delete any official record without the Director's authorization.

5.6 Post-Adoption Tracking and Oversight

Following the adoption of legislation or policy initiatives, designated Central Staff analysts should maintain ongoing implementation tracking and oversight to preserve institutional knowledge, monitor progress toward intended outcomes, and evaluate operational impacts, amendments, and implementation challenges over time. The Policy Advisor is responsible for coordinating with departments to collect and maintain relevant implementation data, including performance measures, financial impacts, workload indicators, service levels, compliance with legislative intent, community feedback, and milestone completion status, as applicable to the adopted initiative.

As part of this process, the Council or a designated committee should periodically conduct post-adoption reviews to evaluate program effectiveness, administrative implementation, operational efficiency, fiscal impacts, and progress toward established goals and policy objectives. Findings should be summarized through periodic written updates, briefing memoranda, dashboard reporting, or committee presentations to ensure the Council receives consistent information regarding implementation status, emerging issues, measurable outcomes, and any recommended policy, budgetary, operational, or programmatic adjustments.

5.7 Strategic Planning and Annual Priority Alignment

The Council conducts an annual strategic retreat to establish legislative, operational, and budgetary priorities for the upcoming year; evaluate emerging community and organizational issues; review the status of major initiatives; and assess the effectiveness of internal Council operations and processes. As part of this retreat, the Council will also conduct an annual self-evaluation to assess its overall effectiveness as a legislative body, including communication and collaboration among Council Members, alignment on strategic priorities, legislative productivity, committee structure and effectiveness, meeting efficiency, constituent engagement, policy implementation follow-through, intergovernmental coordination, and the effectiveness of Council support operations and staffing resources. The retreat serves as an opportunity to strengthen alignment among Council Members, establish shared expectations, and review long-term organizational and operational needs.

The Council will identify policy objectives, desired service outcomes, and funding priorities to be communicated to the Mayor's Office in advance of preparation of the proposed budget. The annual budget process is one of the Council's most significant policy-making and strategic planning tools. The budget functions not only as a financial operating plan, but also as a mechanism to communicate

organizational priorities, establish service expectations, allocate resources, and measure performance outcomes. Through the budget process, the Council aligns financial decisions with adopted strategic goals, legislative initiatives, infrastructure needs, and long-term community priorities while balancing fiscal sustainability and operational capacity.

To support medium- and long-term policy development, Central Staff will facilitate periodic planning workshops and strategy sessions for Council Members focused on one- to five-year planning horizons. These workshops assist the Council in defining measurable objectives, identifying emerging issues and opportunities, evaluating operational constraints, assessing organizational and staffing capacity, and developing potential legislative or policy approaches. Central Staff will also provide research, benchmarking, implementation considerations, and policy analysis to support informed decision-making and help ensure that adopted initiatives are achievable, sustainable, and aligned with the Council's broader strategic direction.

6. Council Office Operations

6.1 Constituent Services Standards

The following standards apply to all constituent-facing work across the office:

- **Response Time:** Staff should provide an initial acknowledgment within two business days and a full resolution or status update within five business days, where feasible.
- **Intake & Tracking:** Constituent contacts should be logged and tracked consistently. Contacts should be documented in a consistent format coordinated by the Senior Executive Assistant, using available office tools until a formal tracking system is established.
- **Professional Communication:** All constituent and interdepartmental communications must be courteous, clear, and professional. Staff should use plain language, acknowledge the constituent's concern, avoid overly technical or defensive wording, and provide helpful information or next steps when available. Communications should remain respectful and neutral, even when responding to complaints, disagreements, or emotionally charged issues, and should always reflect the professionalism of the Council Office.
- **Multi-District Inquiries:** Issues affecting multiple districts should be coordinated among the relevant Legislative Assistants and escalated to the Council Executive Director when needed.
- **Escalation:** Matters involving legal questions, safety concerns, media attention, or significant public controversy must be elevated to the Council Member and/or Council Executive Director.
- **Confidentiality:** Information gathered, received, or overheard in the Council Office may be privileged, sensitive, or incomplete. Staff must not disclose confidential or sensitive information outside the office. If there are questions about confidentiality, these should be vetted and addressed in coordination with the Council Executive Director.

6.2 Information Integrity, Confidentiality, and Protected Reporting

This standard is intended to balance the Council Office's obligation to protect sensitive, preliminary, privileged, and personnel-related information with the equally important need to preserve lawful reporting channels for concerns involving misconduct, legal violations, safety risks, misuse of public resources, or other improper governmental action.

- **Confidentiality and Discretion:** Council Members, Central Staff, and Legislative Assistants may receive, prepare, or overhear information that is privileged, sensitive, preliminary, personnel-related, legally protected, or incomplete. Such information should be handled with discretion and not disclosed outside appropriate City channels unless authorized, legally required, or made through an appropriate protected reporting process.
- **Preliminary, Legal, and Personnel-Related Information:** Draft materials, internal recommendations, legal communications, personnel matters, complaints, investigations, labor matters, and executive session information should be handled with heightened care. Washington law recognizes protections for certain preliminary drafts and intra-agency memoranda, attorney-client privileged communications, and executive session discussions within defined statutory limits.
- **Protected Reporting:** Confidentiality expectations do not prohibit good-faith reporting of improper governmental action through appropriate channels. Council Members and Council staff should use established City procedures, supervisory channels, Human Resources, the City Attorney's Office, or other legally appropriate reporting avenues when raising concerns involving misconduct, retaliation, safety risks, legal violations, or misuse of public resources.
- **Appropriate Disclosure and Review:** Informal disclosure, rumor, unauthorized distribution, or personal social media should not be used as a substitute for legally appropriate reporting or disclosure. When there is uncertainty regarding confidentiality, privilege, public disclosure, or protected reporting, the matter should be reviewed with the Council Executive Director and, where appropriate, the City Attorney's Office, Human Resources, or the City Clerk's Office before information is shared.

- **Governing Authority:** These standards are subject to and should be applied consistently with the City Charter, City Code, Council Rules, applicable City policies, and Washington State law, including requirements under the Public Records Act, Open Public Meetings Act, and Local Government Whistleblower Protection Act.

6.3 Timekeeping, Accountability, & Overtime

All Council Office staff are responsible for accurately documenting hours worked, regardless of position, assignment, work location, or schedule. Timekeeping is an essential accountability practice that supports compliance with wage-and-hour laws, provides transparency into staff workload, documents after-hours and off-site work, and helps supervisors manage capacity, overtime, and the equitable distribution of work across the office.

Time spent in the Council Office during regular business hours should be used for City-related work, with personal tasks limited to authorized breaks or meal periods. Work on behalf of outside organizations, campaigns, advocacy groups, community groups, or other third-party entities may not be conducted using City time, equipment, technology, office space, email accounts, supplies, or other City resources. Any participation in a public meeting on behalf of an outside group or third-party interest must occur outside paid staff hours, without City resources, and with clear disclosure of the individual's role, purpose, and capacity.

To promote consistent reporting, basic timecards are required for all Central Staff and Legislative Assistants. Timecards must be completed for each workweek and reviewed and signed by the employee's direct supervisor. These records are intended to supplement formal payroll entries and provide a clear record of regular hours, after-hours work, off-site work, leave usage, and overtime-eligible activity.

- **Timekeeping Requirement:** All Central Staff and Legislative Assistants must submit a weekly timecard documenting hours worked. Timecards must reflect actual hours worked, including regular work hours, leave, overtime, after-hours work, and off-site work performed during regular business hours.
- **Work Outside Regular Business Hours:** Any employee who performs work outside the standard 8:00 a.m. to 5:00 p.m. timeframe must document those hours on their timecard. This includes evening meetings, community events, legislative sessions, committee meetings, constituent work, email or voicemail responses, research, drafting, or other work performed before or after regular business hours.
- **Off-site Work:** Employees must document all off-site work on their timecard, whether performed during regular business hours or outside the standard 8:00 a.m. to 5:00 p.m. schedule. Timecards should note the applicable time and general nature of the work performed to support accurate reporting, accountability, and consistent tracking of work completed outside the Council Office.
- **Payroll System:** All payroll-related entries are recorded in PeopleSoft, including regular time, overtime, vacation, and sick leave. Submissions and timecards must reflect actual hours worked.
- **Workweek:** The workweek runs from Sunday at 12:00 a.m. through Saturday at 11:59 p.m. Hours may not be averaged across multiple workweeks for purposes of determining overtime eligibility.
- **Overtime Eligibility and Approval:** The Council Office operates under the Washington State Minimum Wage Act. Non-exempt employees must be paid at 1.5 times their regular rate of pay for all hours worked over 40 in a single workweek; paid leave and holidays do not count as hours worked for overtime purposes. All overtime must be approved in writing by the Council Executive Director or Council President, in consultation with the Council Budget Director, before the work is performed. Unauthorized overtime may result in corrective or disciplinary action. Overtime-eligible employees must report and be compensated for all hours worked.
- **Compensable After-Hours Work:** Non-exempt employees must report all compensable work performed outside scheduled hours, including attendance at evening legislative sessions, committee meetings, community events, checking or responding to email or voicemail, performing research or drafting assignments, or working through an unpaid meal period.

- **Telework Documentation:** Employees must document all telework hours on their timecard, including regularly scheduled remote work and any approved ad hoc remote work. Telework must be consistent with an approved Work from Home Agreement or advance email authorization, and staff remain subject to in-person attendance requirements for Council meetings, committee meetings, public hearings, community events, and other operational needs.
- **Supervisor Review:** Direct supervisors are responsible for reviewing and signing weekly timecards, confirming that hours are complete and reasonably documented, and identifying workload, scheduling, or overtime concerns that may require follow-up with the Council Executive Director.

6.4 Telework Policy

The Council Office supports a structured hybrid telework model that balances operational flexibility with the in-person presence required for effective legislative service. The following standards apply to all Central Staff. Legislative Assistants' schedules are determined by their assigned Council Member in consultation with the Council Executive Director.

In-Office Requirements

Minimum On-Site Requirement: Central Staff are expected to work on-site at City Hall a minimum of three (3) days per week. The remaining days may be performed remotely from an approved location, subject to a completed and approved Work from Home Agreement (Appendix C).
Mandatory In-Person Events: Staff are required to be on-site for: all Council and committee meetings; public hearings; agenda review sessions; community events and public-facing functions; and any operational situation requiring in-person staff presence as determined by the Council Executive Director.
Director Discretion: The Council Executive Director may adjust in-office requirements for individual staff members or for the full office based on legislative calendar demands, meeting load, or other operational needs. Adjustments are communicated in advance where possible.

Work from Home Agreement

Agreement Required: Any staff member requesting a regular remote schedule must complete a Work from Home Agreement specifying scheduled work hours and location for each day of the week. The agreement is signed by both the employee and the Council President and remains in effect until amended.
Ad Hoc Remote Requests: Requests to work remotely on a day not covered by an existing WFH Agreement must be submitted by email to both the Council Executive Director and the Council President in advance of the remote day.

Remote Work Expectations

Availability: Staff working remotely must remain fully available by phone, email, and Teams during all scheduled work hours. Response times should be equivalent to in-office standards.
Performance Standards Apply: Telework is a schedule accommodation, not a change in work duties. All performance expectations, timekeeping requirements, and confidentiality obligations apply regardless of work location.
Work Location: Staff may not conduct City work from locations outside Washington State without prior written authorization from the Council Executive Director, due to potential tax and employment law implications.

6.5 Ethics, Conflicts of Interest, & Conduct

The Council Office holds itself to high ethical standards and expects proactive disclosure of actual, potential, or perceived conflicts of interest. Clear ethical parameters are essential to maintaining public trust, supporting transparent governance, protecting the integrity of Council decision-making, and ensuring that public office, staff roles, and City resources are used only for appropriate public purposes.

All Council Office staff are subject to SMC Chapter 01.04A, Code of Ethics, and elected officials are also subject to ethical parameters in the City Charter and Council Rules of Procedure.

- **Core obligation:** Uphold the highest standards of responsibility, trustworthiness, integrity, truthfulness, honesty, and fairness. Never use City position, authority, or resources for personal gain.
- **Annual disclosures:** Conflict-of-interest disclosure forms must be completed annually by all Council Members and Council Office staff. The Council Executive Director administers this process.
- **Council Member Conflicts:** Council Members must promptly disclose any actual or potential conflict of interest. A Council Member with a personal interest in a matter before the Council must disclose that interest and abstain from deliberation and voting (per Spokane City Charter § 36).
- **Grievances:** Grievances and disciplinary actions are handled in coordination with the City's Human Resources Department, with the Council Executive Director serving as the HR point of contact for the Council Office.

6.6 Conduct During Elections

Council Members must maintain a clear separation between official City business and campaign or election-related activities. During an election period, Council Members may continue to perform official duties and respond to constituent concerns; however, campaign-related communications, scheduling, materials, events, and requests should be handled outside City processes and through campaign-designated channels.

To ensure this separation, the following standards apply:

- **Use of City Resources and Platforms:** City facilities, staff time, public resources, City equipment, official email accounts, Council Chambers, newsletters, or other City resources may not be used to support or oppose any candidate, campaign, or ballot proposition.
  - *Social Media & Websites:* Official Council websites and social media platforms may not be used in support of or opposition to a ballot measure or political campaign. Furthermore, official social media pages must maintain an objective stance and will not "like," share, or otherwise engage with content related to the personal campaigns of Council Members.
  - *Meeting Agendas:* Council meeting agendas and public comment opportunities shall not be used as a political platform or forum by political candidates, nor by organizations supporting or opposing political campaigns or ballot measures.
- **Separation of Official and Candidate Roles:** When representing the Council in an official capacity (e.g., serving as a spokesperson at public events or in the media) during an election period, Council Members must maintain a clear distinction between their role as an elected official and their role as a candidate.
- **Solicitation of Contributions:** No person shall solicit or receive monetary contributions or services for political purposes in any room or building occupied for the discharge of official City duties.
- **Communication Budgets and Newsletters:** To avoid the perception of taxpayer dollars funding political materials, Council Members should adhere to designated communication blackout periods, such as suspending the use of district communication funds 60 days prior to an election or withholding the mailing of official newsletters between primary and general elections. During an election year, official newsletters should avoid articles that attack or criticize other officials, address integral campaign platform issues, or discuss issues actively being debated by opposing candidates.
- **Transitioning & Fiscal Oversight:** The City should ensure appropriate fiscal policies are in place during election years, including the timely disabling of purchase and travel cards for outgoing Council Members to prevent inadvertent overspending that may impact incoming members' budgets.
- **Use of Employee Images:** Council Members should avoid using images of City employees in uniform or at work in campaign materials. During the active candidacy period, Council Members

must refrain from highlighting or adding images of on-duty city employees to personal or re-election websites and social media platforms.

Council staff must remain neutral and strictly separate from municipal election or re-election activities in their official City capacity. However, as private citizens, staff members retain their rights to engage in the political process outside of work hours. Constituent inquiries received during an election period should continue to be handled through the standard constituent service process, with care to ensure that City resources are used only for official City business.

To ensure a clear separation between official duties and personal political activities, the following standards apply:

- **Personal Political Participation (Off-Duty):** Staff members are permitted to participate in campaign activities, volunteer for candidates, and express their personal political opinions outside of their regular working hours and while off duty. Nothing shall be construed as prohibiting any staff member from exercising their First Amendment right to privately express an opinion, engage in political activities on their own time, or cast a vote.
- **Prohibition on City Resources and Time:** Staff are strictly prohibited from engaging in any political campaign activity during work hours or while on duty. Staff may not use any City resources—including office equipment, City facilities, official email accounts, or staff time—to support or oppose a candidate for public office.
- **Clear Separation of Roles:** When engaging in off-duty campaign activities, staff must do so strictly in their personal capacity. Staff must not use their official Council title or position to imply City endorsement, nor wear City-issued uniforms or badges while engaging in personal political advocacy.
- **Monetary Contributions:** Staff may make personal monetary contributions to campaigns; however, no person shall solicit or receive any contribution for political purposes in any room or building occupied for the discharge of official City duties.
- **Prohibited Official Campaign Support Tasks:** While serving in their Council Office role and during work hours, staff may not draft, type, edit, copy, print, email, post, distribute, coordinate, schedule, or otherwise support campaign-related materials, candidate statements, or campaign communications. Specific prohibitions while on duty include drafting campaign press releases, conducting opposition research, or scheduling campaign appearances.
- **Handling Campaign Inquiries & Favors:** Campaign-related calls, emails, correspondence, or requests received during work hours should be referred directly to the Council Member or their designated external campaign contact. Additionally, staff must not work outside the standard constituent complaint resolution process to secure a quick response as a "campaign favor" for an incumbent or candidate.

6.7 Travel & Purchasing

The Council office adheres to the City's administrative travel and purchasing policies. Key requirements specific to the Council office in applying these include:

- **Travel Approval:** All travel must be approved in advance by the Council President.
- **Travel Authorization Form:** This form must be submitted prior to travel, including the event agenda, estimated costs, and applicable federal GSA per diem rates (gsa.gov/travel).
- **Unallowable Expenses:** Any charges that are inconsistent with approved travel expenses and any undocumented charges are the personal financial responsibility of the Council Member or staff.
- **Office Purchasing:** General supplies are coordinated through the Senior Executive Assistant and charged to the Council Office budget. Special supply requests or items that exceed the standard budget allocation require approval from the Council Executive Director. All purchasing card transactions must be supported by valid receipts submitted for timely reconciliation.

6.8 Technology Systems

System	Primary Use	Key Notes
OnBase	Legislative document management	System of record for all formal legislative items. All agenda submissions go through OnBase. Contact IT Help Desk for access issues.
PeopleSoft	Timekeeping & HR	Submit all hours worked, including overtime and leave. Must reflect actual hours. Contact Payroll for corrections.
Microsoft Outlook	Email, calendar, room booking	Primary email and scheduling system. Book conference rooms through Outlook's room finder.
Microsoft Teams & Planner	Staff collaboration	Used for internal communication, file sharing, task tracking, and virtual meetings. Follow office-wide protocols from the Council Executive Director.
SharePoint	Document repository	Shared location for templates, letterhead, procedures, and reference documents. Use the approved file naming convention.

6.9 Document & Records Management

Consistent document management practices are essential for legal compliance, operational continuity, and efficient knowledge sharing. All Council Office staff must follow these standards:

- **Templates and Forms:** Council Office templates and standardized forms are maintained in a centralized SharePoint location to ensure staff have access to current, consistent materials. The Senior Executive Assistant conducts quarterly document maintenance, including reviewing materials for accuracy, removing outdated versions, confirming formatting consistency, and maintaining version control and an update log. At a minimum, this includes standard forms for:
  - Legislative requests.
  - Committee referrals
  - Policy analysis requests
  - Agenda templates
  - Staff memo templates
  - Staff reports and agenda sheets
  - Transmittal and request templates for Council Member or Administration-initiated legislative or budget proposals
  - Other forms needed to support Council Office operations, legislative review, agenda preparation, and internal office processes
- **File Naming:** All documents saved to shared drives or SharePoint must follow: [Date_YYYY-MM-DD]_[Type]_[Subject]_[Version]. Example: 2026-09-15_Memo_BudgetAmendment_v2.
- **Folder Structure:** Files must be saved in the designated SharePoint folder structure. Do not create personal or parallel filing systems on shared drives.
- **Retention:** Retain all records per the Washington State Records Retention Schedule. Council Members and staff must not delete any official record without Council Executive Director authorization and confirmation of the applicable retention period.
- **Letterhead & Brand:** All external communications must use the approved City of Spokane letterhead. Business cards and signature stamps are coordinated through the Council Executive Director.

6.10 Conference Rooms & Facilities

City Hall conference rooms are available for Council Office use and must be reserved through the Outlook calendar system. The Council Chambers and an adjoining conference room are the primary spaces for Council meetings and hearings. The Council Office operates in an open-plan environment within City Hall; use the available conference rooms for confidential conversations and focused work.

6.11 Interdepartmental Coordination and Communication Protocols

To support effective governance, the Council Office has formal protocols governing interactions between the legislative and executive branches, including standards for departmental coordination, information requests, and intergovernmental collaboration.

- **Legislative vs. Administrative Boundaries:** Council Members and Council staff must respect the separation of powers between the legislative and executive branches. While the Council maintains policy oversight and legislative authority, it should not interfere with the day-to-day administration of City operations, direct the work of executive staff, or issue orders to employees subordinate to the Mayor or Chief Administrative Officer.
- **Routing Requests:** When a request for information or action is minor in nature and requires minimal staff time, the Council Member or Council staff may coordinate directly with the applicable department head. Requests involving significant staff resources, operational impacts, policy considerations, or sensitive matters should be submitted in writing and routed through the Council President to the Mayor or City Administrator to ensure appropriate coordination, accountability, and workload management.
- **Intergovernmental Relations:** The Council may use a designated committee structure or dedicated intergovernmental affairs staff to coordinate with local, regional, state, and federal agencies and to advance the City's legislative, policy, and partnership priorities in a consistent, organized manner.

6.12 Media Relations and Spokesperson Guidelines

- **Official Council Communications:** The City Council President serves as the City Council's official spokesperson and is responsible for communicating adopted Council positions and actions to the media and the public. When appropriate, the Council may designate another spokesperson with subject-matter expertise or project sponsorship to communicate on its behalf regarding a specific issue or initiative.
- **Individual Council Member Communications:** Council Members may communicate independently with the media and public regarding their personal positions, district priorities, and policy views. When doing so, Council Members must clearly indicate that they are speaking as an individual elected official and not on behalf of the full Council. Council Members should avoid making statements that could be construed as representing an adopted Council position on matters where the Council has not yet taken formal action. Legislative Assistants may support individual Council Member communications, including media coordination, press releases, and social media, provided that any materials distributed through City channels or using City resources are factual, nonpartisan, and consistent with adopted Council policies. When a Council Member is unsure whether a communication falls within the official Council spokesperson territory, they should consult with the Council President or the Director of Communications before proceeding.
- **Council Staff Communications:** Central Council Staff and Legislative Assistants are responsible for providing accurate, professional, and nonpartisan communications in support of the legislative body and individual Council offices. Staff communications must align with adopted Council policies, maintain confidentiality when required, and clearly distinguish between official Council actions, administrative information, and individual Council Member positions. When expressing personal opinions or engaging in communications outside their official capacity, staff must clearly communicate that such views are their own and do not represent the position of the City Council or the Council Office.

- **Council Communications Plan:** The Director of Communications is responsible for developing, maintaining, and implementing a Council-approved communications plan establishing consistent standards for messaging, media coordination, branding, public information procedures, communication priorities, and stakeholder engagement to support transparent, accurate, and coordinated public communications.

7. Performance Expectations & Professional Standards

7.1 Core Professional Standards

Ethics Standard (SMC 1.04A): "It is the policy of the City of Spokane to uphold, promote, and demand the highest standards of ethics from all of its employees who shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as a public servant including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

The following standards apply to all Council Office staff regardless of position:

- **Quality:** All work products meet standards of accuracy and thoroughness and are professionally presented. Staff review their work before submission.
- **Responsiveness:** Staff respond to Council Members, constituents, and colleagues promptly. Delays are communicated proactively.
- **Objectivity:** Analysis and advice are provided honestly by staff, without personal or political bias.
- **Conflicts of Interest:** Disclose any personal financial interest or relationship that could create a conflict with official duties.
- **Collaboration:** Work cooperatively across the office; avoid creating information silos.
- **Professionalism in Public:** Conduct in meetings, community events, media appearances, and online must reflect positively on the institution.

Additionally, the Council Office is committed to applying established City human resources standards and procedures to its employees, including hiring, discipline, performance management, leave administration, and other personnel matters. These processes should be followed to promote consistency, fairness, and administrative accountability, while recognizing that Council Office personnel practices must also remain consistent with the Council's independent authority, separation-of-powers responsibilities, and any applicable Charter, Code, rule, or legal requirement governing the legislative branch.

7.2 Annual Performance Management Cycle

Each Central Staff and Legislative Assistant employee will participate in an annual performance evaluation conducted by their direct supervisor. These evaluations provide a structured opportunity to review job performance, clarify expectations, recognize accomplishments, identify training or professional development needs, and align individual work priorities with the Council Office's broader goals and service expectations.

Rating Scale

Rating	Label	Description
1	Unsatisfactory	Performance does not meet minimum expectations. Immediate improvement required.
2	Needs Improvement	Performance partially meets expectations. A development plan is recommended.
3	Meets Expectations	Performance consistently meets position requirements. Solid, reliable contribution.
4	Exceeds Expectations	Performance regularly exceeds position requirements. Demonstrates initiative.
5	Outstanding	Performance is exemplary. Serves as a model for others.

Evaluation Dimensions

All staff are evaluated on: Quality of Work; Prioritization; Time Management; Meeting the Needs of Multiple Council Members; Teamwork; Quantity of Work; Initiative; and Reliability.

Review Cycle

The annual cycle has three checkpoints:

- **Goal-Setting (January–February):** Each staff member establishes 3–5 performance goals with their direct supervisor. Staff hired or reassigned after February must complete a goal-setting meeting within 30 days of their start date or reassignment.
- **Mid-Year Check-In (June–July):** A documented meeting to review goal progress and adjust priorities as needed.
- **Annual Review (December):** Formal written review using the eight-dimension framework, conducted by each staff member's direct supervisor.
- **Legislative Assistant Reviews:** Conducted by the assigned Council Member with input from the Senior Executive Assistant on office-wide standards. The Director retains a copy of all completed reviews.
- **Mid-Cycle and Post-Election Reviews:** Staff who have been in their current role or under their current supervisor for fewer than six months at the time of the December review receive a structured interim check-in in place of a formal annual review; their first full annual review occurs the following December. Following a November election, Legislative Assistants assigned to an incoming Council Member must complete a goal-setting meeting with that Council Member within 30 days of them taking office. If the new working relationship began fewer than six months before the December review, the interim check-in provision above applies.

7.3 Council Self-Evaluation

The Council conducts an annual self-evaluation to review how effectively its goals, priorities, and initiatives are being supported through Council Office operations and staff resources. The Council President facilitates this brief, structured check-in with Council Members to assess legislative priorities, constituent service needs, and overall workflow. This discussion is intended to be practical and forward-looking rather than a formal or burdensome evaluation process.

The annual check-in includes discussion of:

- Council priorities and major initiatives for the coming year.
- Legislative workload, agenda flow, and staff support needs.
- Responsiveness to constituent service requests and Council Member inquiries.
- Communication practices between Council Members, Central Staff, Legislative Assistants, and the Administration.
- Opportunities to improve templates, procedures, timelines, or staff coordination.
- Training, technology, or resource needs that would improve Council Office effectiveness.

The purpose of the discussion is to identify what is working well, where minor adjustments may be needed, and whether any updates should be made to Council Office procedures or this guide.

7.4 Professional Development

The Council Office is committed to supporting the professional growth of all staff. Development is a shared responsibility between staff and their supervisors.

- **Annual Development Planning:** Each staff member identifies at least one professional development priority for the coming year as part of the performance review cycle.

- **Cross-Training:** The Council Executive Director maintains a cross-training plan ensuring at least one other staff member has working familiarity with each critical function.
- **Professional Associations:** Staff are encouraged to participate in the Association of Washington Cities (AWC), National League of Cities (NLC), and relevant subject-matter networks.
- **Council Member Training:** Council staff provide training to Council Members on various topics during study sessions, including annual ethics training and training on the Open Public Meetings Act and Public Records Act.

7.5 Onboarding Standards

New Staff (First 30 Days)

- Technology access setup: OnBase, PeopleSoft, Outlook, Teams, SharePoint.
- Overview of Council Rules of Procedure and the legislative process lifecycle.
- Overview of administrative purchasing and personnel policies, staff requirements, and expected operational approach and levels of professionalism as outlined in this document.
- Review of Washington State OPMA and Public Records Act obligations.
- Ethics training and review of the City's Ethics Code and conflict-of-interest requirements.
- Introduction to office systems, document naming conventions, and file structure.
- Meeting with the Council Executive Director to review role expectations and first-month priorities.

Newly Elected Council Member (Within 30 Days)

- City Charter, SMC, and Council Rules of Procedure overview.
- Overview of the City's budget process and statutory budget requirements.
- Council rules, meeting process, and public testimony sign-up procedures.
- Summary of often-cited parliamentary process (motions, decorum, etc.).
- Overview of all standing and outside boards and commissions.
- Overview of administrative purchasing and personnel policies, Council Member requirements, and expected operational approach and levels of professionalism as outlined in this document.
- Introduction to Central Staff, Legislative Assistants, and key City department contacts.
- Policies and procedures relating to the publication of Council materials and the use of social media.
- Completion of open government training per Administrative Policy No. 0520-17-06 and RCW 42.30.205.
- Technology access and setup: email, cell phone, OnBase, PeopleSoft.
- Transition period (8 weeks after November elections): Council Members-elect invited to attend regular meetings and work sessions, provided agenda packets, and supported by Council staff in scheduling orientation meetings with City departments.

7.6 Succession Planning & Knowledge Continuity

The Council Office carries significant institutional knowledge in a small number of positions. The following practices manage continuity risk:

- The Council Executive Director maintains documented procedures for critical functions, updated at least annually.
- Cross-training ensures that at least one other staff member has working familiarity with each critical function.
- This guide, legislative procedures documentation, and key contact directories are maintained on SharePoint and reviewed at each annual update.
- When a key staff member transitions out, the Council Executive Director coordinates a structured knowledge transfer period.

7.7 Code of Conduct

The Spokane City Council Office Code of Conduct establishes clear, accessible behavioral expectations for all Council Members and Council Office staff. It reflects the Council's commitment to nonpartisan, equitable, and professional public service. This Code supplements the City's Ethics Code (SMC §01.04A), the City Charter, and the Council Rules of Procedure; where those authorities are more specific, they govern.

In addition, all City Council Office personnel should follow the procedures and expectations outlined in this handbook. Failure to do so may result in performance infractions for staff, and Council Members may be subject to disciplinary measures from the Council Body.

Behavioral Expectations

The following standards apply to Council Members and all Council Office staff:

- **Respectful Conduct:** Treat every colleague, constituent, partner agency representative, and member of the public with courtesy and respect, regardless of political position, district, or personal views. Personal attacks, intimidation, and demeaning conduct have no place in the Council Office.
- **Honesty and Transparency:** Maintain an atmosphere of honesty and transparency in all official actions. Do not misrepresent facts, withhold material information, or take actions designed to mislead colleagues, the public, or governing bodies.
- **Use of Public Resources:** Use City time, facilities, equipment, staff, and other resources only for official City purposes. Personal use of City resources must be incidental and must not interfere with official duties or create costs for the City.
- **Nonpartisan Standards:** Staff must maintain objectivity and professional independence in performing their duties. While Council Members appropriately advance policy priorities as elected officials, staff are expected to remain nonpartisan and neutral in the performance of their work.
- **Confidentiality:** Maintain strict confidentiality regarding privileged communications, draft work products, personnel matters, and executive session discussions. Do not share sensitive information with unauthorized parties.
- **Conflicts of Interest:** Council Members and staff must proactively disclose actual, potential, or perceived conflicts of interest before participating in any related decision or action. When in doubt, disclose.
- **No Retaliation:** No Council Member, supervisor, or colleague may retaliate against a staff member for making a good-faith disclosure of a conflict of interest, reporting a concern about misconduct, or exercising a legally protected right.

Equal Service Obligations

Central Staff serve the City Council as a whole — not individual Council Members, political factions, or campaign interests. The following obligations apply:

- **Equity of Service:** Central Staff provide equivalent quality of research, analysis, and legislative support to all seven Council Members. Workload prioritization is managed by the Council Executive Director to ensure no Council Member consistently receives less access to staff support than others.
- **Scope of Service:** Council Members may not direct Central Staff to produce work products that benefit only their individual office to the detriment of the Council as a legislative body, or that serve personal or campaign purposes.
- **Sharing of Work Products:** Work products produced by Central Staff — including research memos, fiscal notes, and legislative analyses — are shared with all Council Members upon completion or introduction, consistent with the confidentiality protocols in Section 4.3.
- **Legislative Assistants:** Legislative Assistants serve their assigned Council Member. However, they must treat all constituents equally and may not use City resources to advance the political interests of their Council Member over others.

Reporting Procedures

Council Members and staff who observe or experience conduct that may violate this Code, the City's Ethics Code, or other applicable standards have multiple reporting options depending on the nature and severity of the concern:

- **Supervisory Channels:** For most workplace conduct concerns, staff should raise the matter with their direct supervisor or the Council Executive Director. Council Members with concerns about staff conduct should raise them with the Council Executive Director.
- **Director or President Involvement:** When the concern involves the Council Executive Director, staff should report directly to the Council President. When the concern involves both the Director and the Council President, report to the City's Human Resources Department.
- **Ethics Commission:** Ethics concerns involving potential violations of SMC §01.04A or the City Charter may be reported to the City's Ethics Commission, which can investigate complaints, interpret the code, and initiate enforcement.
- **Whistleblower Protections:** Concerns about improper governmental action — including waste of public funds, gross mismanagement, abuse of authority, or violations of law — may be reported through the Local Government Whistleblower Protection Act process (RCW 42.41). Staff making good-faith reports under this Act are protected from retaliation.
- **City Attorney's Office:** Staff may also contact the City Attorney's Office for guidance on legal obligations, public records requirements, or ethical questions in the performance of their duties.

All reports made in good faith through the above channels are protected. No Council Member, supervisor, or colleague may discipline, demote, reassign, or otherwise retaliate against any person for raising a concern in good faith, even if the concern is later determined to be unfounded.

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 07/29/2026

Date Rec'd	7/22/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	FACILITIES MANAGEMENT	**Bid #**	IPWQ 6593-26
Contact Name/Phone	DAVE STEELE 655-0567	**Requisition #**	TBD
Contact E-Mail	DSTEELE@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	ZZAPPONE PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** YES	
Agenda Item Name	CONTRACT WITH UNKNOWN (UNKNOWN) FOR CARPET REMOVAL AND		

Agenda Wording

The Facilitiies Department,in partnership with the Purchasing Department, and in support of Emergency Communications, has requested bids for carpet removal and replacement of approximately 8,000 s.f. along with new 6 inch cove base at the Combined Communication Building located at 1620 N. Rebecca Street, Spoknane, WA 99202.

Summary (Background)

The Facilities Department has been asked by the Emergency Communications Director for approximately 8,000 square feet of carpet to be removed and replaced and to provide 250 additional s.f. of extra carpet squares for future use. The cove base will also be replaced in this area. Contractor and contract amount will be known when the bids are opened on July 28th. This is a placeholder for the contract.

What impacts would the proposal have on historically excluded communities?

The Emergency Communications / Combined Communications Building provides direct support for a wide range of excluded communities by providing emergency services 24/7

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The Emergency Communications / Combined Communications Building collects a wide range of datafor service calls, response times, and demographics etc.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

The City Facilities Department utilizes standardized carpet products that provide long life, cleanability and are commonly available. this project will continue to utilize those products.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

The Emergency Communications / Combined Communications Building provides a direct link for citizens to the City of Spokane's Public Saftey network and is the first touchpoint for a wide range public health and safety policies.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Expense	**$** Unknown	**#** TBD
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	One-Time
Funding Source Type	Reserves

Is this funding source sustainable for future years, months, etc?

TBD

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	TEAL, JEFFREY	**PURCHASING**	NECHANICKY, JASON
Division Director	BOSTON, MATTHEW		
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

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facilitiesdepartment@spokanecity.org	kbustos@spokanecity.org

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 07/29/2026

Date Rec'd	7/22/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	FACILITIES MANAGEMENT	**Bid #**	IPWQ 6594-26
Contact Name/Phone	DAVE STEELE 655-0567	**Requisition #**	TBD
Contact E-Mail	DSTEELE@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	ZZAPPONE PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** YES	
Agenda Item Name	CONTRACT WITH UNKNOWN (UNKNOWN) FOR INTERIOR WALL PATCHING		

Agenda Wording

The Facilities Department, in partnership with the Purchasing Department, and in support of Emergency Communications, has requested bids for the interior wall patching and painting at the Combined Communication Building located at 1620 N. Rebecca St, Spokane, WA 99202.

Summary (Background)

The Facilities Department has been asked by the Emergency Communications Director for certain interior walls be patched and painted at the Combined Commuincation Building located at 1620 N. Rebecca St Spokane WA 99202. Bids are due back on Monday July 27th at 11 am. This will allow for a placeholder for the contract. Contractor and contract amount to be determined after bids are opened and validated.

What impacts would the proposal have on historically excluded communities?

The Emergency Communications/Combined Communications Building provides direct support for a wide range of excluded communities by providing emergency services 24/7.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The Emergency Communications / Combined Communications Building collects a wide range of data for service calls, response times, and demographics etc.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

The City Facilities Department has standardized paint products that provide long life, cleanability, low VOC and are readily available. this project will continue to utilize those products.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

The Emergency Communications / Combined Communications Building provides a direct link for citizens to the City of Spokane's Public Saftey network and is the first touchpoint for a wide range public health and safety policies.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	$ 75,000.00
Current Year Cost	$ 75,000.00
Subsequent Year(s) Cost	$

Narrative

Amount		**Budget Account**
Expense	$ 75,000.00	# TBD
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

TBD

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	TEAL, JEFFREY	**PURCHASING**	NECHANICKY, JASON
Division Director	BOSTON, MATTHEW		
Accounting Manager	BUSTOS, KIM		
Legal			
For the Mayor	PICCOLO, MIKE		

Distribution List	
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klong@spokanecity.org	kbustos@spokanecity.org

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/21/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	PURCHASING & CONTRACTS	**Bid #**	
Contact Name/Phone	JASON 232-8841	**Requisition #**	MASTER
Contact E-Mail	JNECHANICKY@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	MASTER CONTRACT - HIGH VOLUME AND SPECIALIZED PRINTING SERVICES		

Agenda Wording

Three-year master service contract with option to renew for one additional one-year period for as needed printing. Estimated spend is $100,000 per year, plus applicable sales tax. Vendor PS2 Group LLC was chosen as one of two vendors to receive a master printing contract resulting from RFP 6338-26.

Summary (Background)

This contract provides for as needed, high volume and specialized printing services to be used City-wide. Managed in coordination with Communications Department.

What impacts would the proposal have on historically excluded communities?

N/A - contract not community facing and is strictly for internal operational needs.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A - contract not community facing and is strictly for internal operational needs. Data collected for service contracts does include the specified criteria.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

The effectiveness of this master printing contract will be evaluated through department feedback and ongoing monitoring of service quality, pricing, and contract utilization.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This proposal supports the City's operational needs by providing departments with printing services. These services enable departments to produce materials such as public notices, event posters, informational mailers and other printed resources that support City programs and services. Operational service items are not addressed in any of the plans identified above.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	**$** 300,000.00
Current Year Cost	**$** 100,000.00
Subsequent Year(s) Cost	**$** 100,000.00 per year

Narrative

In department operational budgets.

Amount		**Budget Account**
Expense	**$** 300,000.00	**#** Various
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	Recurring
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	Recurring

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	STRATTON, JESSICA		
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

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	cwahl@spokanecity.org

City Clerk's No. _____

City of Spokane

MASTER PERSONAL SERVICE CONTRACT

Title: **HIGH VOLUME AND SPECIALIZED PRINTING SERVICES**

This Master Contract is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **PS2 GROUP, LLC**, whose address is 2119 5th Place, Snohomish, Washington, 98290, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the purpose of this Agreement is to provide High Volume and Specialized Printing Services; and

WHEREAS, the Company was selected through RFP 6338-26,

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Company mutually agree as follows:

1. TERM OF AGREEMENT.
The term of this Agreement begins on August 1, 2026, and shall run through July 31, 2029, unless amended by written agreement or terminated earlier under the provisions. This Contract may be renewed for one (1) additional one-year contract periods.

2. TIME OF BEGINNING AND COMPLETION.
The Company shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Company is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Company's control.

1. SCOPE OF WORK.
The General Scope of Work for this Agreement is described in Company's Response to RFP and Proposal, which is attached as Exhibit B and made a part of this Agreement. In the event of a conflict or discrepancy in the Agreement documents, this City Personal Services Agreement controls.

The Work is subject to City review and approval. The Company shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Company's progress.

2. COMPENSATION / PAYMENT.
Total compensation for Company's as-needed services under this Agreement shall not exceed **THREE HUNDRED THOUSAND AND NO/100 DOLLARS ($300,000.00)** plus applicable sales tax, and in accordance with the Printing Services Pricing Form attached as Exhibit B, unless modified by a written amendment to this Agreement.

The Company shall submit its applications for payment to the applicable department that requested the services being invoiced. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

3. TAXES, FEES AND LICENSES.

A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Company's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.

B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

4. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

5. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

6. INDEMNIFICATION.

The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnity, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to

defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

7. INSURANCE.
During the period of the Agreement, the Company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. Worker's Compensation Insurance in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance (Stop Gap) in the amount of $1,000,000 .

[_____] **The Company states they are a sole proprietor or partnership with no employees and; therefore, are not required to have proof of Workers' Compensation Coverage. Company will provide proof of Workers' Compensation coverage if their status changes.** [*Company initials, if applicable*.]

B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than $1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.

i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of $1,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than $1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

10. DEBARMENT AND SUSPENSION.
The Company has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

11. AUDIT.
The Company and its subcontractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Company and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this

provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

12. KEY PERSONS.
The Company shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Company identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Company's employment, the Company shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Company from its obligations under this Agreement.

13. ASSIGNMENT AND SUBCONTRACTING.
The Company shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Company shall incorporate by reference this Agreement, except as otherwise provided. The Company shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the Company from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

14. TERMINATION.
Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

15. STANDARD OF PERFORMANCE.
The standard of performance applicable to Company's services will be the degree of skill and diligence normally employed by professional Companies performing the same or similar services at the time the services under this Agreement are performed.

16. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.
Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Company shall be safeguarded by the Company. The Company shall make such data, documents and files available to the City upon the City's request. If the City's use of the Company's records or data is not related to this project, it shall be without liability or legal exposure to the Company.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are ***public records*** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

17. ANTI KICK-BACK.
No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

18. MISCELLANEOUS PROVISIONS.

A. **Amendments/Modifications**: This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.

B. The Company, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Company shall comply with the requirements of this Section.

C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.

D. **Captions**: The titles of sections or subsections are for convenience only and do not define or limit the contents.

E. **Severability**: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.

F. **Waiver**: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Company after the time the same shall have become due nor payment to the Company for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

G. **Entire Agreement**: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Company. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.

H. **No personal liability**: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

PS2 GROUP, LLC	**CITY OF SPOKANE**
By_____	By_____
Signature Date	Signature Date
_____	_____
Type or Print Name	Type or Print Name
_____	_____
Title	Title

Attest:

City Clerk

Approved as to form:

Assistant City Attorney

Attachments that are part of this Agreement:

Exhibit A – Certificate Regarding debarment
Exhibit B – Company's Response to RFP and Proposal

26-162a

EXHIBIT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:

    a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
    b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
    c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
    d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

    Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

    1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

    2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.

4. I understand that a false statement of this certification may be grounds for termination of the contract.

Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Name of Certifying Official (Type or Print) Title of Certifying Official (Type or Print)	Signature Date (Type or Print)

EXHIBIT B

Bid Response Summary

Bid Number	RFP 6338-26
Bid Title	High Volume and Specialized Printing Services
Due Date	Monday, March 30, 2026 1:00:00 PM [(UTC-08:00) Pacific Time (US & Canada)]
Bid Status	Closed to Bidding
Company	PS2 Group
Submitted By	susan@ps2group.net susan@ps2group.net - Friday, March 27, 2026 1:49:08 PM [(UTC-08:00) Pacific Time (US & Canada)] susan@ps2group.net
Comments	

Question Responses

Group	Reference Number	Question	Response
PROPOSER ACKNOWLEDGMENTS:			
	1	Proposer Acknowledges receipt of Addenda by entering quantity of Addenda here (enter 0 if none have been issued):	0
	2	Proposer agrees and acknowledges that Request for Proposal document(s) and all related information has been read and understood.	AGREED AND ACKNOWLEDGED
	3	Proposer confirms meeting the minimum qualifications as identified in Paragraph 1.4 “Minimum Qualifications”.	AGREED AND ACKNOWLEDGED
	4	Proposer acknowledges and agrees with Paragraph 4.4 Award/Rejection of Proposal/Contract.	AGREED AND ACKNOWLEDGED
	5	Proposer agrees and acknowledges compliance with Terms and Conditions in Request for Proposal document(s). If answer is " AGREED WITH EXCEPTION IDENTIFIED", include requested exception in proposal submittal on separate page and title as “Exception to Terms and Conditions”. The City will consider and determine if exception will be accepted.	AGREED WITH EXCEPTION IDENTIFIED
	6	Proposer agrees and acknowledges that proprietary information must be included in Proposal submittal on separate page(s) and clearly identified as “Proprietary”. See “Proprietary Information/Public Disclosure” Paragraph for public record requirements.	AGREED AND ACKNOWLEDGED
	7	Proposer has included Letter of Submittal with Proposal combined into one document per Section 4 "Proposal Content" instructions.	YES

	8	Provide the name, phone number and email address for point of contact person regarding this Proposal.	SUSAN KITZMILLER SUSAN@PS2GROUP.NET 206-714-3025
	9	Provide the name, phone number, and email address for the person in your Firm that would potentially sign a contract through the DocuSign process used by the City.	SUSAN KITZMILLER SUSAN@PS2GROUP.NET 206-714-3025
DOCUMENTS TO UPLOAD:			
	1	Upload Request for Proposal Response (your Firm's Proposal). Combine documents as needed. Only one document can be uploaded in this line item.	SPOKANE RFP 6338 26 HIGH VOLUME AND SPECIALIZED PRINTING.docx
	2	Upload Addenda documents if applicable and if not combined with uploaded Proposal response. Combine documents as needed. Only one document can be uploaded in this line item.	
	3	Upload Attachment 2 "Printing Services Pricing Form" if it was not included with Proposal document. Combine documents as needed. Only one document can be uploaded in this line item.	SPOKANE SUBMITTAL RFP 6338-26 Attachment 2 - Printing Services Pricing Form (002) completed.xlsx
	4	Upload Attachment 3 "Example Projects Pricing Form" if it was not included with Proposal document. Combine documents as needed. Only one document can be uploaded in this line item.	spokane completed RFP 6338-26 Attachment 3 - Example Projects Pricing Form (3) .docx
	5	Upload any other information required or desired. Combine documents as needed. Only one document can be uploaded in this line item.	PS2 Updated portfolio with promotional product page.pdf

PS² GROUP

PRINT SOLUTIONS

PROPOSAL FOR GRAPHIC DESIGN AND PRINTED PRODUCTS

CLIENT: City of Spokane

ATTN: Katie Archer / Purchasing Department

DATE: March 27, 2026
PROJECT: RFP # 6338-26

High Volume and Specialized Printing Services

PS² GROUP TEL: 206.714.3025 EMAIL: susan@ps2group.net WEB: www.ps2group.net

PROJECT ESTIMATE

Project Title:

City of Spokane High Volume and Specialized Printing and Services

3.2 Proposal Contents

Letter of submittal:

Name: PS2 Group, LLC

Owner: Susan KItzmiller

Address: 12531 Old Snohomish Monroe Rd, WA 98290

Principal place of Business: 12531 Old Snohomish Monroe Rd, Snohomish, WA 98290

Phone number: 206-714-3025

Email: susan@ps2group.net

Optional email: info@ps2group.net

Legal signer company owner: Susan Kitzmiller

Legal status: PS2, LLC, licensed in Washington State

Certified: WBE & AC/DBE/SBE

No current or past employees are associated.

PS2 will comply with the terms and conditions outlined in the RFP.

PS2 meets the qualifications outlined in 1.3 Minimum Qualifications.

3.3 TECHNICAL PROPOSAL

Project approach/methodology
Our company's mission and philosophy.
PS2 Group, Susan Kitzmiller, and partners have a steadfast reputation in the community.

A.

- Our team of master print companies, finishing houses, and fulfillment/ mailing partners provides ten decades of combined experience and knowledge in the areas of printing, fulfillment, storage, and mail.
- We understand the value of responsiveness to all parties involved in the process of your project; our top priority is dependability, accuracy, and trust.

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WEB: www.ps2group.net

- We have the unique ability to handle a high volume of projects and streamline for greater efficiency.
- We ask clarifying questions, research various project options, and consistently provide the best value, the best price, the highest quality, the latest technology, and timely delivery.
- Our team prides itself on being excellent written and verbal communicators who provide our customers with the best one-on-one service experience

Work Plan for Technical Proposal:

Project Communication

Project Team:

Primary Point of Contact: Susan Kitzmiller

Our Team at inception will assemble a senior-level point person per department, consisting of:

- **Contract Manager** - responsible for a successful and smooth onboarding process.
- **Design staff**: They will be responsible for communicating with the client on details pertaining to the design, providing design ideas, and implementing the client's edits. They will also provide a PDF for review. Along with meeting typical design deadlines.
- **Production Coordinator** - will handle any daily communications and job coordination.
- **The Project Manager will oversee and manage production cycles and liaise** with the various departments to ensure project stays on schedule..
- **The assigned team** will participate in conference calls, face-to-face meetings and email communications to ensure full understanding of the detailed requirements and expectations.
- **RUSH jobs:** PS2 uses the same production for rush projects with accelerated dates for proofs, o press, and bindery to deliver on time.
- **B.** Describe the various printing methods offered and corresponding equipment available for printing, mailing and finishing services. Include information about the capabilities of your equipment, such as maximum print sizes, resolution, and speed, and explain how they are suited for handling large-scale projects and complex printing requirements.

  PS2 We are capable of producing small, two-color to multi-color complex projects. We have a 25,000 SF modern warehouse that houses 3 Heidelberg presses and all finishing equipment in-house. Currently print 4-5 million sheets per month and have the capacity to meet your monthly and annual

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print needs of 375,000 average monthly print material of various sizes & colors per month.

With qualified & experienced staff, equipment, and quality assurance programs in place to take on a project of this size. 3- New state-of-the-art technology, Heidelberg presses each run at 15,000 sheets per hour, producing 45,000 sheets per hour.

- C. Describe the range of paper stocks available for various printing projects including weights and finishes. Details are available on what recycled paper stocks are available.

  PS2 has access to any number of stocks as most printers do from coated to uncoated, book weight to cover, finishes from smooth, uncoated, soft touch etc.

Project Schedule:

Proposed schedule: turnaround time will vary but is expected to range from 1-5 days. On orders which are extremely large or unusually complex, turnaround times will be mutually agreed upon by the City and the Firm.

3.4 MANAGEMENT PROPOSAL

PROJECT TEAM STRUCTURE / INTERNAL CONTROLS

Project Communication:

Project Team Structure:

Primary Point of Contact: Susan Kitzmiller

Staff Qualifications: Susan Kitzmiller and her staff have decades of experience dating back to 1993.

Our Team at inception will assemble a senior-level point person per department, consisting of:

Contract Manager - responsible for a successful and smooth onboarding process.

Design staff: They will be responsible for communicating with the client on details pertaining to the design, providing design ideas, and implementing the client's edits. They will also provide a PDF for review and final production. Design staff will meet typical design deadlines as outlined below.

Production Coordinator :- will handle any daily communications and job coordination to stay on schedule.

The Project Manager: will oversee and manage production cycles and liaise with the various departments to ensure the project stays on schedule.

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The assigned team will participate in conference calls, face-to-face meetings, and email communications to ensure a complete understanding of the detailed requirements and expectations.

Responsiveness to our client and Our Team within an hour or sooner from email, text, call, or voice message.

Experience of the firm

A. PS2 Group, LLC. Founded in 1998 is a unique company in the print world. In operation for 27 years in Seattle, King County market with six prior years of experience with commercial print companies bring together 33 years of dedication to the art and craft of printing, PS2 executes your integrated design, print materials, fulfilment programs, managed inventory, and provides all the logistics for your supply chain to run smoothly.

- Design: Most projects entered into our physicality require some design elements. Our in-house design group caters to our clients' needs and specific target deadlines. Our design group is young, with a fresh approach to design, the latest skills, and complete knowledge of the programs used.

- Press operators have over four decades of experience. We are capable of producing small two-color to multi-color complex projects. We have a 25,000 SF modern warehouse that houses 3 Heidelberg presses and all finishing equipment in-house. Currently print 4-5 million sheets per month and have the capacity to meet your monthly and annual print needs of 375,000 average monthly print material of various sizes & colors per month.

With qualified & experienced staff, equipment, and quality assurance programs in place to take on a project of this size. 3- New state-of-the-art technology, Heidelberg presses each run at 15,000 sheets per hour, producing 45,000 sheets per hour.

- Bindery: we have extensive bindery in-house, scoring, cutting, folding, collating, etc.

- Mailing: Experience using the USPS regulations regarding postal rates and mail piece design, CASS certification, Delivery Point Verification (DPV), intelligent mail barcoding, mail preparation, and mail consolidation, including co-mingling to maximize the cost benefit of postage discount rates.

It is critical to keep your data safe to produce a quality and accurate product. We have taken measures that exceed most of our customers' needs to safeguard their sensitive information against electronic, cyber, or physical attacks.

We process USPS mail on a weekly basis for Marketing Mail and First-Class Mail. The following processes are followed:

Data processing – CASS, NCOA, generating IMB barcodes

- Addressing and barcoding according to USPS guidelines and regulations

- Co-mingling of jobs for postage discounts

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- Final mail preparation

B. Contract Held:
   - City of Seattle:
   - Kitsap Transit:
   - University of Washington:

References

Harborview Hospital:
Dick Dunham / Director Harborview Design & Construction Management | UW Medicine
Recently retired/see letter of recommendation
Phone: 425-877-4984

University of Washington:
Claudia Christenson
Procurement Manager
Small Business Administrator
University of Washington
claudiac@uw.edu
206-276-0103

Veterans' Affairs:
Jennifer Montgomery / Web Manager
(Desk) 360-725-2169 | (Cell) 360-791-2038
jenm@dva.wa.gov

KBTC / PBS:
Brianne Knudson
Associate Director of Development
bknudson@kbtc.org | 253.680.7707

Kitsap Transit:
Michael Ricketts
Purchasing Specialist
360.473.1127
michaelri@kitsaptransit.com

C. No contracts terminated

Other relevant experience

Our company has maintained loyalty for 30 years and built a powerful reputation in the community and with our competitors. We have performed design services for many agencies and Fortune 500 companies. PS2 provides print services, signage, fulfilment & warehouse for a multitude of companies in Washington State. Holland America, with its cruise ship lines, mails to its passengers.

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We also managed print and fulfilment for Tommy Bahama for their store locations/restaurants and their client base for marketing & event materials.

Another client, City University, we provided design, printing, and mailing for their quarterly student catalogs in multiple languages, commencement, and numerous direct mail pieces throughout the year.

We service many diverse clients, most of whom require envelope imprinting, digital print companion pieces, multiple inserting, and mailing of their collateral & marketing material.

The financial sector requires not only 100% accuracy but also extreme security of their data, both of which we deliver. We work with many different industries or campaign types, including Casinos, non-profits, Municipalities, Financial, Retail, Publications, property taxes, utility notices, business, and so much more.

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PRINT & SIGNAGE
SOLUTIONS

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09 MURALS & WALL WRAPS
10 PROMOTIONAL PRODUCTS
11 TESTIMONIALS
12 ENDING NOTES

CONTRACT & CERTIFICATIONS.

Unlimited Universal Washington State Contract - Expires 2027.
Contract ID: UW-19-04118
Amendment #1 Contract UW-22-0725-1

City of Seattle Contract Effective 08-28-2024 - Expires 2033

OMWBE Certified WBE & AC/DBE/SBE

FSC/G7 Certified / ISO / HIPPA Compliant

2023 - Present Selected member of Governor's Sub-cabinet Business Diversity Team

PS² GROUP

PRINTING, DIGITAL & BINDERY

Color is our Passion!
New techniques in the industry allow us to enhance the color of your printing making images look brighter, more vibrant and crisper then ever before.

Out Experts take standard image files and make them more dynamic using some, or all of the following enhancements:

Digital: The world of digital print has evolved to a level of photographic-quality image output that rivals even the best of sheeted printers. Now you can have the quality, even in low quantities.
Make your message personal and distinct with variable data to personalize your advertising to your client.

Making your marketing stand out can be easier than you might think by adding some finishing touches.

- **Foil Stamping**
- **Embossing**
- **Spot and/or Flood Gloss and Matte Varnishes**
- **Metallic Inks**
- **Spot or Flood Soft Touch Varnish**
- **Custom Diecutting**

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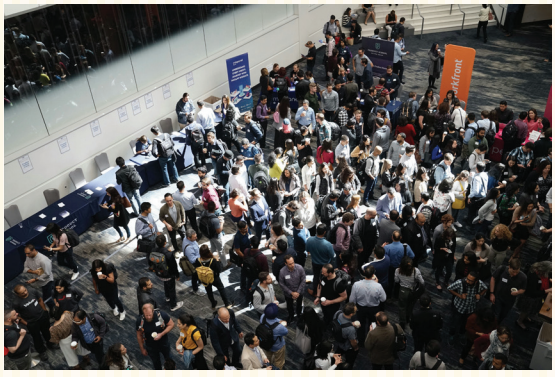
GRAPHIC DESIGN

The PS2 Group provides a full array of graphic design services from initial concept to final production/ Our expertise in corporate brand identification, package design, signage, and other design services means you get exciting promotional material that will attract the attention of potential customers.

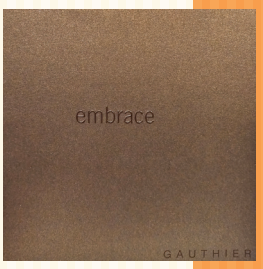
SIGNAGE, STOREFRONTS & TRADE-SHOWS

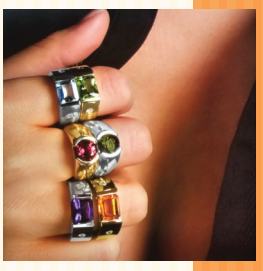
Premium-quality grand format printing produces sharp, high-resolution images and text which are viewable at any distance. Our printing is great for office decoration, displays to murals, and trade show booths. Advertising, signage, and displays are no longer limited by material or size. We have the ability to print any size on any material at an affordable cost

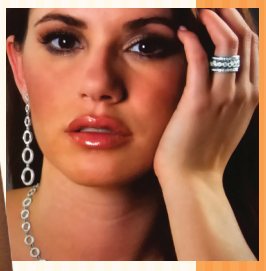


MARKETING MATERIALS

Whether it's general production layout, full creative support, or engineered solutions our dedicated team understands how important it is to look your best with corporate communications. Marketing is critical to shaping an organization's viability, and no other medium offers this level of engagement when it comes to corporate communications / Tactile print is engaging and increases the likelihood that your message will be retained by your customer.







ASSEMBLY, FULFILLMENT, DISTRIBUTION & PICK&PACK STORAGE

The PS2 Group handles local and national assembly, fulfillment, and distribution requirements for public and private agencies as well as collaborating with Fortune 500 companies. Our offerings help reduce costs while increasing a company's engagement with its audience.

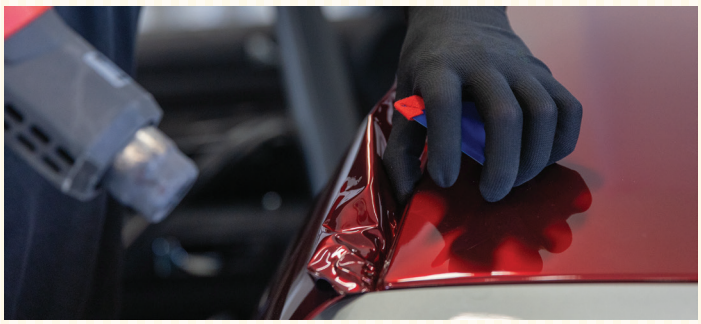
MAILING SERVICES

Print is often only a part of multi-faceted programs that may require unique fulfillment arrangements beyond mailing. PS2 fulfillment services bring together all elements of your program into a turn-key, single-source solution that takes the complexity out of sorting, organizing, and delivering multiple program materials. Drawing on our experience, creative mixing mediums and using state-of-the-art technology, we improve order fulfillment turn times, lower production and inventory costs and increase scalability.

UNITED STATES POSTAL SERVICE

VEHICLE WRAPS

We produce high-quality and cost-effective vehicle wraps for your car, trucks & vans. We make the process simple from concept to completion.



Vehicle wraps come in various coverage types. From spot graphics to complete coverage.

MURALS & WALL WRAPS

PS2 takers your project concept, prepares for on-site CAD measurements, creates multiple creative direction concepts with full illustrations for selection, prepares sub-straight for image application to on-site fabrication trimmed to side, and installed to completion.

Harborview Hospital Children's Burn Unit

PROMOTIONAL PRODUCTS

From concept to creation we design items that capture attention and reinforce your brand identity. At PS2 we work closely with you to select and customize high-quality, memorable products such as bags and apparel.

TESTIMONIALS

"PS2 has gone over and above since we started working together. The service that Susan and her team provide has allowed us to better serve Storm fans and enhance their experience at games."

- Seattle Storm

"Susan Kitzmiller and her company PS2, her proposals were extremely detailed, which in turn made it easy for me to review with physicians in charge of donor funds. The quality of the product as well as the installation by her team were flawless. Her communication during the entire process was excellent. So much that she has been asked to produce another similar project in our O.R. suites"

- Harborview Hospital

"Susan Kitzmiller of the PS2 Group have made a huge impact on our success of our marketing campaigns and programs. Susan brings a true level of professionalism and can-do attitude to our projects. I know that I can always count on her to help us quickly and cost-effectively execute our marketing campaigns."

- Onyx Software

Susan Kitzmiller, PS2 Group "The process was seamless, and the product arrived on time and under budget – We were also pleased with her customer service skills and extensive experience In the business. Highly recommend!"

- University of Washington

I worked with Susan Kitzmiller of the PS2 Group over the past several years on Product development brochures and booklets for our Renton location. I have always found working with Susan to be an effortless process. She is resourceful and always available to meet regarding our printed material needs, as well as a great communicator. Our projects were delivered on time, and we were always provided excellent quality and service from PS2.

- Boeing Commercial Airplanes

"Susan Kitzmiller, has always dealt with us in an honest and professional manner, and we know she will continue to show the same with potential clients in the future. Her company the PS2 Group has been instrumental in providing printing and other solutions services for the City of Seattle for over two decades."

– City of Seattle

Ms. Kitzmiller was communicative and cooperative in her work with our Premium Preferred Accounts Department at Holland America Line, we were very pleased with the final printing results. I would recommend PS2 Group for any professional printing needs that a company or business may have.

– Holland America

PS2 Group, LLC, established in 1998, is a Washington State Certified Women-Owned Business offering unmatched reliability and transparency. PS2 collaborates with public and private agencies, including Fortune 500 companies, to reduce costs and enhance business engagement. Recognized for reliability and transparency, PS2 ensures projects are completed on time and within budget. PS2 helps grow your organization by transforming your communications from multi-color projects to integrated print materials, fulfillment programs, inventory, and logistics, offering exclusive pricing for print and mailing campaigns, corporate branding, promotional materials, and more. PS2 prioritizes communication and is committed to meeting project specifications, ensuring seamless and successful outcomes.

RFP 6338-26 High Volume and Specialized Printing Services
Attachment 2 - Printing Services Pricing Form

Black and White Prints - Price EA							
Paper Size	Paper Type	1-100 QTY	101-500 QTY	501-1000 QTY	1001+ QTY	2nd Side Adtl. Cost	Comments (Include Adtl. Qty Price Breaks etc.)
8.5x11	20# White Bond	$ 0.79	$ 0.31	$ 0.17	$ 0.11	$ 0.05	
8.5x11	20# 30% Recycled White Bond	$ 0.81	$ 0.33	$ 0.20	$ 0.13	$ 0.05	
8.5x11	20# Color Bond	$ 0.81	$ 0.33	$ 0.20	$ 0.13	$ 0.05	
8.5x11	24# White Bond	$ 0.79	$ 0.32	$ 0.19	$ 0.12	$ 0.05	
8.5x11	80# Text	$ 0.79	$ 0.32	$ 0.19	$ 0.12	$ 0.05	
8.5x11	100# Text	$ 0.82	$ 0.35	$ 0.21	$ 0.14	$ 0.50	
8.5x11	80# Cover	$ 0.86	$ 0.38	$ 0.25	$ 0.18	$ 0.05	
8.5x14 - Legal	20# White Bond	$ 1.26	$ 0.50	$ 0.27	$ 0.17	$ 0.08	
8.5x14 - Legal	20# 30% Recycled White Bond	$ 1.30	$ 0.54	$ 0.32	$ 0.22	$ 0.08	
11x17	20# White Bond	$ 1.41	$ 0.56	$ 0.31	$ 0.20	$ 0.08	
11x17	24# White Bond	$ 1.48	$ 0.59	$ 0.32	$ 0.21	$ 0.08	
11x17	80# Cover	$ 1.33	$ 0.62	$ 0.40	$ 0.30	$ 0.08	
12x18	80# Cover	$ 1.33	$ 0.62	$ 0.40	$ 0.30	$ 0.08	

Color Prints - Price EA							
Paper Size	Paper Type	1-100 QTY	101-500 QTY	501-1000 QTY	1001+ QTY	2nd Side Adtl. Cost	Comments (Include Adtl. Qty Price Breaks etc.)
8.5x11	20# White Bond	$ 0.84	$ 0.36	$ 0.23	$ 0.16	$ 0.08	
8.5x11	20# Color Bond	$ 0.86	$ 0.36	$ 0.25	$ 0.18	$ 0.08	
8.5x11	24# White Bond	$ 0.86	$ 0.36	$ 0.25	$ 0.18	$ 0.08	
8.5x11	20# 30% Recycled White Bond	$ 0.86	$ 0.36	$ 0.25	$ 0.18	$ 0.08	
8.5x11	80# Text	$ 0.86	$ 0.36	$ 0.25	$ 0.18	$ 0.08	
8.5x11	100# Text	$ 0.86	$ 0.36	$ 0.25	$ 0.20	$ 0.08	
8.5x11	80# Cover	$ 0.86	$ 0.42	$ 0.25	$ 0.23	$ 0.08	
8.5x14 - Legal	20# White Bond	$ 1.30	$ 0.55	$ 0.25	$ 0.23	$ 0.13	
8.5x14 - Legal	20# 30% Recycled White Bond	$ 1.35	$ 0.58	$ 0.36	$ 0.26	$ 0.13	
11x17	20# White Bond	$ 1.45	$ 0.60	$ 0.36	$ 0.26	$ 0.13	
11x17	24# White Bond	$ 1.45	$ 0.63	$ 0.36	$ 0.26	$ 0.13	
11x17	80# Cover	$ 1.45	$ 0.66	$ 0.45	$ 0.35	$ 0.13	
12x18	80# Cover	$ 1.45	$ 0.66	$ 0.45	$ 0.35	$ 0.13	

Wide Format Printing - Price EA			
Size	Paper Type	Price EA	Comments (Include Adtl. Qty Price Breaks etc.)
24x36	Matte	$ 21.25	
24x36	Gloss	$ 21.25	
36x48	Matte	$ 43.75	

36x48	Gloss	$ 43.75	

Foamcore Mounting - Price EA			
Size	Mounted - No Laminate Price EA	Mounted with Laminate Price EA	Comments (Include Adtl. Qty Price Breaks etc.)
24x36	21.25		
36x48	43.75		

Finishing Services			
Finishing Type	Price Per 100	Price Per 1000	Comments (Include Adtl. Qty Price Breaks etc.)
Stapling Single Corner	$ 12.00	$ 121.50	
Stapling Booklet	$ 13.00	$ 125.00	
Half Fold	$ 25.00	$ 43.75	
Tri-Fold	$ 27.00	$ 50.00	
Z-Fold	$ 27.00	$ 50.00	
Roll Fold	$ 27.00	$ 50.00	

Cutting Services - Price EA	
Cutting/Trimming	Price Per EA Cut
Machine Cutting	$ 0.25

RFP 6338-26 High Volume and Specialized Printing Services
Attachment 3 – Example Projects Pricing Form

Note: The example projects outlined in Attachment 3 are intended to give firms a sense of the types of projects the City may request, however the actual scope, volume and specifications may vary. The pricing provided for these example projects will be used solely to assess the firm's approach to pricing and should not be interpreted as a commitment to any specific project or volume of work. Pricing for projects below should include delivery/shipping to Spokane City Hall located at 808 W. Spokane Falls Blvd, 99201. Do not include sales tax in your pricing. The example art files are located in the documents tab in ProcureWare.

Example Projects	**Pricing**
Job A: Folded Brochure One 8½ x 11 sheet, printed 4/4, full bleed on 60# uncoated text or equivalent. Roll fold to 3-3/8 x 8 ½. File supplied in PDF format. Quantity 15,000. Sample Art File Name: Folded Brochure – ART FILE SAMPLE	$938.00
Job B: Booklet 16-page booklet self-cover, size 11" x 8.25", printed 4/4 on 100# dull text or equivalent. Saddle stitched. File provided in PDF format. Quantity 5,000. Sample Art File Name: Booklet – ART FILE SAMPLE	$1,875.00
Job C: Postcard Printing & Mailing Prep Finished size 8.5" x 5.5" Printed 1/1, white edge on 110# Index Cover or equivalent. File provided in PDF Format. Mailing List would be provided. Barcode and recipients mailing information to be printed on the postcard. Include all costs associated with printing and mailing prep, excluding postage amount. Quantity 10,000 Sample Art File Name: Post Card – ART FILE SAMPLE	$1,000.00 Mailing: $1,594.00
Job D: Door Hanger 4.25 x 11 Die cut door hanger with perforation line 2" from bottom, printed 1 color, 1 side on 110# Lunar Blue or equivalent. File supplied in PDF format. Qty: 5,000 Sample Art File Name: Door Hanger – ART FILE SAMPLE	$1,250.00

Taxes & Licenses Department
808 W Spokane Falls Blvd
Spokane WA 99201-3336
509-625-6070
taxesandlicenses@spokanecity.org

Business License Exemption Request Form

SMC 8.01.070 states that no person may engage in business in the City or "with the City" without first having obtained a Washington State business license with City of Spokane endorsement.

Spokane Municipal Code allows for business license exemption for certain limited activities. If you think your business is exempt, please fill out this form, sign and submit it to the Taxes and License department. Submissions can be accepted via email or physical mail to the contact information identified above.

Select the exemption(s) that applies:

- ☐ **SMC 08.01.090 -A-** presenters at convention or trade show with limited entry
- ☐ **SMC 08.01.090 -C-** persons or entities operating at locations managed by an airport board
- ☐ **SMC 08.01.090 -D-** where preempted by Federal or state constitution or laws
- ☐ **SMC 08.01.090 -E-** exemption for farmers & gardeners
- ☐ **SMC 08.01.090 -F-** school groups conducting occasional sale from a temporary location
- ☐ **SMC 08.01.090 -G-** the business does not have contracts with the City in any calendar year with an accumulated value exceeding $12,000
  Value of current contract:
- ☒ **SMC 08.01.195 -D-** seller outside of the City delivering goods by means of common carrier

CERTIFICATION OF BUSINESS ACTIVITIES

I, Susan Kitzmiller hereby do certify to the City of Spokane that the business I represent, known as PS2 Group, LLC does not conduct nor solicit business activities within the City of Spokane, except for the business activities under the above identified exemptions.

Signature [signature] Title OWNER

Email susan@ps2group.net Phone 206-714-3025

Address 2119 5th Place City, State, Zip Snohomish, WA 98290

Date 7-2-26 UBI# 606-183-182
(Washington State, if available)

For Internal Use Only

Approved ☑ Rejected ☐

If rejected, provide reason:

Reviewed By: Renee Barton Date: 7/2/26

Rev APRIL 2026

Approved: Matt Boston
Approved as to form: Elizabeth Schoedel, Asst. City Attorney

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/09/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Ben Miller	
Pacific Crest Services, LLC DBA: The Miller Insurance Agency 3301 Hoyt Ave. Everett, WA 98201	PHONE (A/C, No, Ext): (877)277-9036	FAX (A/C, No): (425) 212-3506
	E-MAIL ADDRESS: steve@the-millerinsuranceagency.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Fidelity & Guaranty Insurance Company	35386
INSURED	INSURER B :	
PS2 Group, LLC 2119 5th Place Snohomish, WA 98290	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER: 00408401-0** **REVISION NUMBER: 10**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		BIP-7Y229633-25-42	08/15/2025	08/15/2026	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 4,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY			BIP-7Y229633-25-42	08/15/2025	08/15/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

CERTIFICATE HOLDER

City Of Spokane
808 W Spokane Falls Blvd
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

(BEN)

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Workers' Comp Attestation

Date: 6/5/26

Department: Purchasing

Person Requesting: Katie Archer

Vendor/Contractor Name: PS2 Group

Type of Contract:

- [x] New
- [ ] Existing OPR#:_____

Worker's Compensation Insurance Acknowledgement

Workers' Compensation Insurance provisions in Chapter RCW 51. RCW require subject employers to provide workers' compensation coverage for all their subject workers for statutory dollar amounts. The contractor/vendor acknowledges that they have reviewed and understand the requirements of the Workers' compensation insurance requirements pertaining to all employers/businesses with no employees.

Vendor/Contract

Signature: Susan kitzmiller Susan Kitzmiller

Vendor/Contractor Printed

Name: Susan kitzmiller / PS2 Group Date: June 9, 2026

- [x] Approved
- [ ] Denied

Risk Signature: Stephanie Puckett Date: 6-10-26

Agenda Sheet for City Council: **Committee:** Finance & Administration **Date:** 07/28/2026 **Committee Agenda type:** Consent **Council Meeting Date:** 08/26/2026		**Date Rec'd**	7/21/2026
		Clerk's File #	
		Cross Ref #	
		Project #	
Submitting Dept	PURCHASING & CONTRACTS	**Bid #**	RFP 6338-26
Contact Name/Phone	JASON 232-8841	**Requisition #**	MASTER
Contact E-Mail	JNECHANICKY@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	MASTER CONTRACT - HIGH VOLUME AND SPECIALIZED PRINTING SERVICES		

Agenda Wording

Three-year master service contract with option to renew for one additional one-year period for as needed printing. Estimated spend is $100,000 per year, plus applicable sales tax. Vendor National Color Graphics was chosen as one of two vendors to receive a master printing contract resulting from RFP 6338-26.

Summary (Background)

This contract provides for as needed, high volume and specialized printing services to be used City-wide.

What impacts would the proposal have on historically excluded communities?

N/A - contract not community facing and is strictly for internal operational needs.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A - contract not community facing and is strictly for internal operational needs. Data collected for service contracts does include the specified criteria.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

The effectiveness of this master printing contract will be evaluated through department feedback and ongoing monitoring of service quality, pricing, and contract utilization.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This proposal supports the City's operational needs by providing departments with printing services. These services enable departments to produce materials such as public notices, event posters, informational mailers and other printed resources that support City programs and services. Operational service items are not addressed in any of the plans identified above.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	$ 300,000.00
Current Year Cost	$ 100,000.00
Subsequent Year(s) Cost	$ 100,000.00 per year

Narrative

Amount		**Budget Account**
Expense	$ 300,000.00	# various
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	Recurring
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	Recurring

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	NECHANICKY, JASON	**PURCHASING**	NECHANICKY, JASON
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List

Chris Knobel chris@ncgprint.com	toms@ncgprint.com
karcher@spokanecity.org	rgraybeal@spokanecity.org
laga@spokanecity.org	mbudke@spokanecity.org
ehut@spokanecity.org	cwahl@spokanecity.org

City Clerk's No. _____

City of Spokane

MASTER PERSONAL SERVICE CONTRACT

Title: **HIGH VOLUME AND SPECIALIZED PRINTING SERVICES**

This Master Contract is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **NATIONAL COLOR GRAPHICS, INC.**, whose address is 25 West Boone Avenue, Spokane, Washington, 99201, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the purpose of this Agreement is to provide High Volume and Specialized Printing Services; and

WHEREAS, the Company was selected through RFP 6338-26,

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Company mutually agree as follows:

1. TERM OF AGREEMENT.
The term of this Agreement begins on August 1, 2026, and shall run through July 31, 2029, unless amended by written agreement or terminated earlier under the provisions. This Contract may be renewed for one (1) additional one-year contract periods.

2. TIME OF BEGINNING AND COMPLETION.
The Company shall begin the work outlined in the "Scope of Work" ("Work") on the beginning date, above. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Company is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Company's control.

1. SCOPE OF WORK.
The General Scope of Work for this Agreement is described in Company's Response to RFP and Proposal, which is attached as Exhibit B and made a part of this Agreement. In the event of a conflict or discrepancy in the Agreement documents, this City Personal Services Agreement controls.

The Work is subject to City review and approval. The Company shall confer with the City periodically, and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Company's progress.

2. COMPENSATION / PAYMENT.

Total compensation for Company's as-needed services under this Agreement shall not exceed **THREE HUNDRED THOUSAND AND NO/100 DOLLARS ($300,000.00)** plus applicable sales tax, and in accordance with the Printing Services Pricing Form attached as Exhibit B, unless modified by a written amendment to this Agreement.

The Company shall submit its applications for payment to the applicable department that requested the services being invoiced. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

3. TAXES, FEES AND LICENSES.

A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Company's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.

B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

4. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

5. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

6. INDEMNIFICATION.

The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents

or employees. The Company specifically assumes liability and agrees to defend, indemnity, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

7. INSURANCE.

During the period of the Agreement, the Company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. Worker's Compensation Insurance in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance (Stop Gap) in the amount of $1,000,000 .

B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than $1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.

i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of $1,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than $1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

10. DEBARMENT AND SUSPENSION.

The Company has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

11. AUDIT.

The Company and its subcontractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Company and its

subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

12. KEY PERSONS.
The Company shall not transfer or reassign any individual designated in this Agreement as essential to the Work, nor shall those key persons, or employees of Company identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Company's employment, the Company shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Company from its obligations under this Agreement.

13. ASSIGNMENT AND SUBCONTRACTING.
The Company shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Company shall incorporate by reference this Agreement, except as otherwise provided. The Company shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the Company from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

14. TERMINATION.
Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

15. STANDARD OF PERFORMANCE.
The standard of performance applicable to Company's services will be the degree of skill and diligence normally employed by professional Companies performing the same or similar services at the time the services under this Agreement are performed.

16. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.
Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Company shall be safeguarded by the Company. The Company shall make such data, documents and files available to the City upon the City's request. If the City's use of the Company's records or data is not related to this project, it shall be without liability or legal exposure to the Company.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are ***public records*** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

17. ANTI KICK-BACK.
No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

18. MISCELLANEOUS PROVISIONS.

A. **Amendments/Modifications**: This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.

B. The Company, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Company shall comply with the requirements of this Section.

C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.

D. **Captions**: The titles of sections or subsections are for convenience only and do not define or limit the contents.

E. **Severability**: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.

F. **Waiver**: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Company after the time the same shall have become due nor payment to the Company for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

G. **Entire Agreement**: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Company. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.

H. **No personal liability**: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

NATIONAL COLOR GRAPHICS, INC.	**CITY OF SPOKANE**
By_____	By_____
Signature Date	Signature Date
_____	_____
Type or Print Name	Type or Print Name
_____	_____
Title	Title

Attest:

City Clerk

Approved as to form:

Assistant City Attorney

Attachments that are part of this Agreement:

Exhibit A – Certificate Regarding debarment
Exhibit B – Company's Response to RFP and Proposal

26-163A

EXHIBIT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
   b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
   c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
   d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

   Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

   1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

   2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.

4. I understand that a false statement of this certification may be grounds for termination of the contract.

Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Name of Certifying Official (Type or Print) Title of Certifying Official (Type or Print)	Signature Date (Type or Print)

EXHIBIT B

Bid Response Summary

Bid Number	RFP 6338-26
Bid Title	High Volume and Specialized Printing Services
Due Date	Monday, March 30, 2026 1:00:00 PM [(UTC-08:00) Pacific Time (US & Canada)]
Bid Status	Closed to Bidding
Company	National Color Graphics (NCG)
Submitted By	Tom Shannon - Thursday, March 26, 2026 10:55:28 AM [(UTC-08:00) Pacific Time (US & Canada)] toms@ncgprint.com 509-326-6464
Comments	

Question Responses

Group	Reference Number	Question	Response
PROPOSER ACKNOWLEDGMENTS:			
	1	Proposer Acknowledges receipt of Addenda by entering quantity of Addenda here (enter 0 if none have been issued):	0
	2	Proposer agrees and acknowledges that Request for Proposal document(s) and all related information has been read and understood.	AGREED AND ACKNOWLEDGED
	3	Proposer confirms meeting the minimum qualifications as identified in Paragraph 1.4 “Minimum Qualifications”.	AGREED AND ACKNOWLEDGED
	4	Proposer acknowledges and agrees with Paragraph 4.4 Award/Rejection of Proposal/Contract.	AGREED AND ACKNOWLEDGED
	5	Proposer agrees and acknowledges compliance with Terms and Conditions in Request for Proposal document(s). If answer is " AGREED WITH EXCEPTION IDENTIFIED", include requested exception in proposal submittal on separate page and title as “Exception to Terms and Conditions”. The City will consider and determine if exception will be accepted.	AGREED AND ACKNOWLEDGED
	6	Proposer agrees and acknowledges that proprietary information must be included in Proposal submittal on separate page(s) and clearly identified as “Proprietary”. See “Proprietary Information/Public Disclosure” Paragraph for public record requirements.	AGREED AND ACKNOWLEDGED
	7	Proposer has included Letter of Submittal with Proposal combined into one document per Section 4 "Proposal Content" instructions.	YES
	8	Provide the name, phone number and email address for point of contact person regarding this Proposal.	Tom Shannon 509.326.6464 toms@ncgprint.com

	9	Provide the name, phone number, and email address for the person in your Firm that would potentially sign a contract through the DocuSign process used by the City.	Chris Knobel 509.326.6464 chris@ncgprint.com
DOCUMENTS TO UPLOAD:			
	1	Upload Request for Proposal Response (your Firm's Proposal). Combine documents as needed. Only one document can be uploaded in this line item.	NCG_SPOCITY_RFP6338-26-PrintingServivces.pdf
	2	Upload Addenda documents if applicable and if not combined with uploaded Proposal response. Combine documents as needed. Only one document can be uploaded in this line item.	
	3	Upload Attachment 2 "Printing Services Pricing Form" if it was not included with Proposal document. Combine documents as needed. Only one document can be uploaded in this line item.	NCG_RFP 6338-26 Attachment 2 - Printing Services Pricing Form.xlsx
	4	Upload Attachment 3 "Example Projects Pricing Form" if it was not included with Proposal document. Combine documents as needed. Only one document can be uploaded in this line item.	NCG_SPOCITY_RFP-6338-26_Attachment-3_PricingExamples.pdf
	5	Upload any other information required or desired. Combine documents as needed. Only one document can be uploaded in this line item.	

3/19/2026

National Color Graphics (NCG)
25 W. Boone Ave. Spokane, WA 99202

Katie Archer
RFP Coordinator
City of Spokane Purchasing Department
915 N. Nelson St., Spokane, WA 99202

Subject: Submittal Letter for RFP – #6338-26 (High Volume & Specialized Printing Services)

Dear Katie,

We are pleased to submit our proposal in response to the City of Spokane's Request for Proposal (RFP) titled #6338-26 (High Volume & Specialized Printing Services).

At NCG, we have been a leader in the print communications industry for over 50+ years, providing valuable print materials for our partners. We have extensive experience in supporting government agencies, helping them meet their marketing and communication needs. We provide insight and guidance in planning print projects, both large and small, and pride ourselves in effective collaboration to ensure deadlines are met. Our team is confident in our ability to deliver quality materials and services that support the city's objectives and uphold its standards.

Legal Status: Corporation since 1971 / Employer ID: 91-0974253 / UBI: C-600-212-955
RFP Contact: Tom Shannon, Account Manager / email: toms@ncgprint.com

We appreciate the opportunity to present our capabilities and expertise that will clearly demonstrate our qualifications to support the city and be considered a valuable print partner. We will comply with all terms and conditions set forth in the Request for Proposal.
Thank you for considering our submission.

Sincerely,

Chris Knobel
President
National Color Graphics
509.326.6464
chris@ncgprint.com

3.3 TECHNICAL PROPOSAL

Traditional Printing and Finishing Services

Digital and offset printing equipment.

- **Komori GL1040P –** (Offset)
  28″×40″, 10 Color with aqueous or UV coatings.
- **Komori Lithrone 640 –** (Offset)
  28″×40″, 6-color with aqueous coating for high-volume precision.
- **Komori 528 –** (Offset)
  20″×28″, 5-color with aqueous coating, ideal for mid-size runs.
- **Heidelberg Perfector 240 –** (Offset)
  28″×40″, 2-color or 1/1 perfecting in one pass.
- **Two Iridess Production Presses –** (Digital)
  13″× 40″, 6-color perfecting with specialty inks: gold, silver, white, pink & spot varnish.

What is the largest cut sheet you can print on?

Offset = 28in x 40in Digital = 13in x 40in

What is the lightest and heaviest cover and text weight stock you can print on?

Max Offset = 24pt (465 GSM) Min Offset = 50lb Text (75 GSM)
Max Digital = 18pt (360 GSM) Min Digital = 60lb Text (85 GSM)

We offer variable data printing on our digital presses. The customer provides print-ready artwork and clean excel (or equivalent) data files with clear distinction with desired fields to be used for variable data. We process the list and provide a digital proof (eProof) showing the results of the variable data and confirm proper style and location on artwork. If mailed, the addresses are printed at the time of printing and delivered to the post office for mailing.

We provide Full Bindery Services for Precision Finishing

- Cutting, scoring, folding, saddle stitching, coiling, gluing, laminating, collating, UV Coating, drilling, binding, tabbing and hand assembly work.

Specialty Printing and Finishing Services

Offset –
- Aqueous Coating (Gloss, Satin, Matte, SoftTouch, RoughTouch)
- Spot Varnish (Standard and U.V.)
- Pantone Colors

Digital –
- Specialty Inks (Gold, Silver, White, Fluorescent Pink)
- Spot Gloss Varnish

We provide several specialized finishing services.

- Two windmill presses and two platen presses
- We offer die-cutting, embossing, debossing, and foiling

Direct Mail Services

We facilitate both large bulk distribution and targeted variable-data mailings.

1. We receive the specs of the project to determine what mailing process will be used along with determining the desired delivery date to establish the project timeline.
2. If a list is provided, we process the list to determine the final quantity, best grouping discounts and the estimated postage.
3. Once the project is printed, any steps needed to complete a successful mailing are done, ie. tabbing, stuffing, addressing, etc.
4. Once the mailing process is complete, the project is delivered to the post office.
5. Paperwork can be provided at any stage of the mailing process to ensure that the mailing was done properly giving the client peace-of-mind.

Ordering/Customer Service/Delivery

Both digital and hard copy proofs

Both eProofs and hard copy proofs can be provided. This is determined at the start of a project. The hard copy proof is returned with changes clearly marked. Either the client can provide new files with those changes or our prepress team can make small changes and re-proof the job with either hard copy proofs or eProof depending on what is needed.

Delivery times

The delivery timelines vary based on the project details. We do our best to work with the client to meet delivery expectations and can adjust production schedules if needed on a case-by-case basis. Digital jobs are usually delivered within 1-2 weeks. Offset projects are usually delivered within 2-3 weeks. If a specific date or rush is required, that can be discussed to accommodate.

Delivery services offered

NCG has a driver for local deliveries (Spokane area). Or various courier / freight companies.

3.4 MANAGEMENT PROPOSAL

NCG Information & History:

NCG has been a leader in the print communication industry for over 50 years. We specialize in both offset and digital print methods which enables us to support a large scope of projects that we are qualified to provide. We have six print presses, supported by several cutters, folders, stitchers, die-cutting, foiling, embossing and other bindery equipment. We have extensive knowledge with direct mail campaigns and events requiring timely print materials. In addition to our equipment and capabilities, we have a dedicated team that provides valuable collaboration from the very beginning of a project through its delivery. We are based in Spokane, which has proven to be invaluable to our partners in coordinating and managing details that require close attention.

RFP Contact:
Name/Title: Tom Shannon, Account Manager
Email/Phone: toms@ncgprint.com / 509.326.6464
Experience: 25+ Years in Print Industry

List of Contracts:
Avista Utilities, Spokane Transit Authority (STA),
Central Washington University (CWU), Eastern Washington University (EWU),
Washington State University (WSU)

References:

1. Brent Reser
   Marketing Director | University Relations at Eastern Washington University
   509.359.4029 / breser@ewu.edu

2. Chris Falgiani
   Project Coordinator at Washington State University
   509.335.2119 / c.falgiani@wsu.edu

3. Marc Morris
   Communications Specialist at Spokane Transit Authority (STA)
   509.344.1878 / MMORRIS@SPOKANETRANSIT.COM

3.5 COST PROPOSAL

Pricing Approach:

NCG has maintained a competitive edge by building strong relationships with its material vendors, trade partners and investing in new equipment. The strategy of buying paper in bulk, streamlining our processes through speed and efficiency empowers NCG to offer the most aggressive pricing for our customers.

Quote Process:

A majority of the projects that NCG works on starts with a request for quote. The estimator will confirm all the details/specifications for each project and will provide pricing based on those specs. If multiple options are requested, ie. quantity ranges, various page counts, material, etc. NCG will note these options on the quote or provide revisions for the client to review. Once the job is rewarded to NCG, the quote will be updated to an order along with the PO associated with the project.

Sample Quotes:

Because of the nature of custom commercial printing and the vast variables involved, NCG doesn't typically provide pricing tables or charts. We have filled out Attachment 2 with the info we are best suited to provide. We also provided quotes for each of the projects described in attachment 3. All four of these projects fit our wheel house nicely. Please see attached PDFs.

RFP 6338-26 High Volume and Specialized Printing Services
Attachment 2 - Printing Services Pricing Form

Black and White Prints - Price EA							
Paper Size	Paper Type	1-100 QTY	101-500 QTY	501-1000 QTY	1001+ QTY	2nd Side Adtl. Cost	Comments (Include Adtl. Qty Price Breaks etc.)
8.5x11	20# White Bond	**Quantity Below Minimum**		**We specialize in larger quantity orders. Can provide pricing upon request. Price breaks will apply.**			
8.5x11	20# 30% Recycled White Bond	**Quantity Below Minimum**					
8.5x11	20# Color Bond	**Quantity Below Minimum**					
8.5x11	24# White Bond	**Quantity Below Minimum**					
8.5x11	80# Text	**Quantity Below Minimum**		$ 0.31	$ 0.21	.10 additional	
8.5x11	100# Text	**Quantity Below Minimum**					
8.5x11	80# Cover	**Quantity Below Minimum**					
8.5x14 - Legal	20# White Bond	**Quantity Below Minimum**					
8.5x14 - Legal	20# 30% Recycled White Bond	**Quantity Below Minimum**					
11x17	20# White Bond	**Quantity Below Minimum**					
11x17	24# White Bond	**Quantity Below Minimum**					
11x17	80# Cover	**Quantity Below Minimum**					
12x18	80# Cover	**Quantity Below Minimum**		$ 0.43	$ 0.36	0.12 additional	

Color Prints - Price EA							
Paper Size	Paper Type	1-100 QTY	101-500 QTY	501-1000 QTY	1001+ QTY	2nd Side Adtl. Cost	Comments (Include Adtl. Qty Price Breaks etc.)
8.5x11	20# White Bond	**Quantity Below Minimum**		**We specialize in larger quantity orders. Can provide pricing upon request. Price breaks will apply.**			
8.5x11	20# Color Bond	**Quantity Below Minimum**					
8.5x11	24# White Bond	**Quantity Below Minimum**					
8.5x11	20# 30% Recycled White Bond	**Quantity Below Minimum**					
8.5x11	80# Text	**Quantity Below Minimum**		$ 0.56	$ 0.38	.15 additional	
8.5x11	100# Text	**Quantity Below Minimum**					
8.5x11	80# Cover	**Quantity Below Minimum**					
8.5x14 - Legal	20# White Bond	**Quantity Below Minimum**					
8.5x14 - Legal	20# 30% Recycled White Bond	**Quantity Below Minimum**					
11x17	20# White Bond	**Quantity Below Minimum**					
11x17	24# White Bond	**Quantity Below Minimum**					
11x17	80# Cover	**Quantity Below Minimum**					
12x18	80# Cover	**Quantity Below Minimum**		$ 0.68	$ 0.52	.30 additional	

Wide Format Printing - Price EA			
Size	Paper Type	Price EA	Comments (Include Adtl. Qty Price Breaks etc.)
24x36	Matte	**NA**	
24x36	Gloss	**NA**	
36x48	Matte	**NA**	

36x48	Gloss	**NA**	

Foamcore Mounting - Price EA			
Size	Mounted - No Laminate Price EA	Mounted with Laminate Price EA	Comments (Include Adtl. Qty Price Breaks etc.)
24x36		**NA**	
36x48		**NA**	

Finishing Services			
Finishing Type	Price Per 100	Price Per 1000	Comments (Include Adtl. Qty Price Breaks etc.)
Stapling Single Corner	**Indvidual Service Not Offered**		
Stapling Booklet	**Indvidual Service Not Offered**		
Half Fold	**Indvidual Service Not Offered**		
Tri-Fold	**Indvidual Service Not Offered**		
Z-Fold	**Indvidual Service Not Offered**		
Roll Fold	**Indvidual Service Not Offered**		

Cutting Services - Price EA	
Cutting/Trimming	Price Per EA Cut
Machine Cutting	**Indvidual Service Not Offered**

Estimate/Quote

National Color Graphics
25 W Boone Ave
Spokane, WA 99201
509.326.6464
info@ncgprint.com

SPOKANE CITY REPROGRAPHICS

Quote ref: **7084** / **TS**
Date: 3/16/2026

Katie Archer

Thank you for this opportunity to quote on the following job(s).

Title:	Folded Brochure
Size:	11 x 8.5 folds to 3.625 x 8.5
Pre-press:	Print Ready PDF
Proof:	PDF Proof
Printing:	4/4
Materials:	60# Uncoated
Finishing:	Trim & Roll Fold

Quantity	**Price $**
15,000	$1,895.00

Delivery: Local Delivery
Notes:
Terms: All prices exclude tax, are valid for 30 days, and are subject to sight of artwork. Material prices may be subject to change at time of order placement.

If you have any questions regarding this quote, please give me a call.
We look forward to working with you on this project.

Thank you,

Tom Shannon

Estimate/Quote

National Color Graphics
25 W Boone Ave
Spokane, WA 99201
509.326.6464
info@ncgprint.com

SPOKANE CITY REPROGRAPHICS

Quote ref: **7086** / **TS**
Date: 3/16/2026

Katie Archer

Thank you for this opportunity to quote on the following job(s).

Title:	Booklet
Size:	8.25 x 11
Pre-press:	Print Ready PDF
Proof:	PDF Proof
Printing:	4/4
Materials:	100# Dull Text
Finishing:	Fold, Saddle Stitch, Trim

Quantity	**Price $**
5,000	$3,475.00

Delivery: Local Delivery
Notes:
Terms: All prices exclude tax, are valid for 30 days, and are subject to sight of artwork. Material prices may be subject to change at time of order placement.

If you have any questions regarding this quote, please give me a call.
We look forward to working with you on this project.

Thank you,

Tom Shannon

Estimate/Quote

National Color Graphics
25 W Boone Ave
Spokane, WA 99201
509.326.6464
info@ncgprint.com

SPOKANE CITY REPROGRAPHICS

Quote ref: **7087** / **TS**
Date: 3/16/2026

Katie Archer

Thank you for this opportunity to quote on the following job(s).

Title:	Postcard Print & Mail
Size:	8.5 x 5.5
Pre-press:	Print Ready PDF
Proof:	PDF Proof
Printing:	1/1
Materials:	110# Cover
Finishing:	Trim

Quantity	**Price $**
10,000	$1,585.00

Delivery: Process List, Inkjet Address, Mail
Postage NOT Included

Notes:

Terms: All prices exclude tax, are valid for 30 days, and are subject to sight of artwork. Material prices may be subject to change at time of order placement.

If you have any questions regarding this quote, please give me a call.
We look forward to working with you on this project.

Thank you,

Tom Shannon

Estimate/Quote

National Color Graphics
25 W Boone Ave
Spokane, WA 99201
509.326.6464
info@ncgprint.com

SPOKANE CITY REPROGRAPHICS

Quote ref: **7117** / **TS**
Date: 3/19/2026

Katie Archer

Thank you for this opportunity to quote on the following job(s).

Title:	Door Hanger
Size:	4.25 x 11
Pre-press:	Print Ready PDF
Proof:	PDF Proof
Printing:	1/0
Materials:	110# Cover
Finishing:	Diecut

Quantity	**Price $**
5,000	$865.00

Delivery: Local Delivery
Notes:
Terms: All prices exclude tax, are valid for 30 days, and are subject to sight of artwork. Material prices may be subject to change at time of order placement.

If you have any questions regarding this quote, please give me a call.
We look forward to working with you on this project.

Thank you,

Tom Shannon

License Information:

New search Back to results

Entity name: NATIONAL COLOR GRAPHICS INC.

Business name: NATIONAL COLOR GRAPHICS

Entity type: Profit Corporation

UBI #: 600-212-955

Business ID: 001

Location ID: 0001

Location: Active

Location address: 25 W BOONE AVE
SPOKANE WA 99201-2307

Mailing address: 25 W BOONE AVE
SPOKANE WA 99201-2307

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this locat	License #	Count	Details	Status	Expiration da	First issuance
Minor Work Permit				Active	Oct-31-2026	Jul-22-2021
Spokane General Business	T12017394BUS			Active	Oct-31-2026	Oct-15-2012

Owners and officers on file with the Department of Revenue

Owners and officers	Title
KNOBEL, CHRISTOPHER	
KNOBEL, HARLAN	

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 6/11/2026 10:23:02 AM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

NATICOL-02 SMARTINEZ3

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/2/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861 Alliant Insurance Services, Inc. 818 W Riverside Ave Ste 800 Spokane, WA 99201	CONTACT NAME: Shannel Martinez PHONE (A/C, No, Ext): (509) 570-1223 FAX (A/C, No): E-MAIL ADDRESS: shannel.martinez@alliant.com
INSURED National Color Graphics Inc 25 W Boone Spokane, WA 99201	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : Union Insurance Company 25844 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		CPA 6066264-21	5/21/2026	5/21/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			CPA 6066264-21	5/21/2026	5/21/2027	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 2,000,000
	EXCESS LIAB CLAIMS-MADE			CPA 6066264-21	5/21/2026	5/21/2027	AGGREGATE	$ 2,000,000
	DED X RETENTION $ 10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A		CPA 6066264-21	5/21/2026	5/21/2027	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Spokane
808 W Spokane Falls Blvd
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Certificate Disclaimer

Alliant Insurance has recently updated their Certificate of Liability procedures to minimize unnecessary errors and to help clients and certificate holders understand the limitations and provisions outlined in their insurance policies.

We will do so by adhering to the recommendations found in the recent Acord form manual and by staying compliant with state statute WAC 284-30-355. Alliant aims to ensure clarity and accuracy in coverage interpretation while also protecting the interests of its clients and certificate holders.

While we can still add specific details such as job numbers, contract names, event dates, or specific locations on certificates, it's crucial to note that Alliant cannot bind our insurers to anything beyond what is specified in the endorsement. If the Additional Insured box is checked, individuals can refer to the Additional Insured endorsement attached to their certificate for detailed coverage information.

Ultimately, coverage is determined by the policy, its terms, and individual endorsements, and as established by the contract between the Named Insured and the Additional Insured. If there are any further inquiries or requests for clarification, please do not hesitate to reach out to us for further assistance.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GENERAL LIABILITY ULTRA PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SUMMARY OF COVERAGE EXTENSIONS

Provision	Name Of Coverage Extension	Included or Limit of Insurance
A.	Miscellaneous Additional Insureds	Included
B.	Expected Or Intended Injury Or Damage	Included
C.	Knowledge Of Occurrence	Included
D.	Legal Liability € Damage To Premises Rented To You (Fire, Lightning, Explosion, Smoke, Or Leakage From Automatic Fire Protective Systems)	$300,000
E.	Medical Payments	See Declarations
F.	Mobile Equipment Redefined	Included
G.	Newly Formed Or Acquired Organization, Partnership Or Limited Liability Company And Extended Period Of Coverage	Included
H.	Who Is An Insured € Amendment	Included
I.	Non-Owned Watercraft (Increased to maximum length of less than 51 feet)	Included
J.	Supplementary Payments € Increased Limits **1.** Bail Bonds **2.** Loss Of Earnings	 $ 3,000 $ 1,000
K.	Unintentional Omission Or Unintentional Error In Disclosure	Included
L.	Waiver Of Transfer Of Rights Of Recovery Against Others	Included
M.	Liberalization Clause	Included
N.	Incidental Medical Malpractice	Included

The above is a summary only. Please consult the specific provisions that follow for complete information on the extensions provided.

The provisions of the Commercial General Liability Coverage Part apply except as otherwise provided in this endorsement. This endorsement applies only if such Coverage Part is included in this policy.

A. MISCELLANEOUS ADDITIONAL INSUREDS

1. Section II – Who Is An Insured is amended to include as an insured any person or organization (referred to as an additional insured below) described in Paragraphs **A.1.c.(1)** through **A.1.c.(9)** below when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy, provided that:

a. The written contract or written agreement is:

(1) Currently in effect or becoming effective during the term of this policy; and

(2) Fully executed by you and the additional insured prior to the "bodily

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injury", "property damage" or "personal and advertising injury".

b. The insurance afforded by this provision does not apply to any person or organization included as an additional insured by a separate endorsement issued by us and made a part of this policy or coverage part.

c. Only the following persons or organizations are additional insureds under this provision, with coverage for such additional insureds limited as provided herein:

(1) Persons or Organizations For Whom Operations Are Performed

(a) Any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured to your policy; and

(b) Any other person or organization you are required to add as an additional insured under the contract or agreement described in paragraph **(a)** above.

(c) Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

(i) Your acts or omissions; or

(ii) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

(d) With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

(i) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

(1.1) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

(1.2) Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

(ii) "Bodily injury" or "property damage" occurring after:

(1.1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

(1.2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

(2) Managers Or Lessors Of Premises

A manager or lessor of premises but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to

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you and subject to the following additional exclusions:

This insurance does not apply to:

(a) Any "occurrence" which takes place after you cease to be a tenant in that premises.

(b) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

(3) Mortgagee, Assignee Or Receiver

A mortgagee, assignee, or receiver but only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance, or use of a covered premises by you.

This insurance does not apply to structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

(4) Owners Or Other Interests From Whom Land Has Been Leased

An owner or other interest from whom land has been leased to you but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you and subject to the following additional exclusions:

This insurance does not apply to:

(a) Any "occurrence" which takes place after you cease to lease that land.

(b) Structural alterations, new construction or demolition operations performed by or on behalf of such additional insured.

(5) Lessor Of Leased Equipment

Any person(s) or organization(s) from whom you lease equipment but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

A person's or organization's status as an additional insured under this endorsement ends when their written contract or written agreement with you for such leased equipment ends.

This insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

(6) State, Municipality, Governmental Agency Or Subdivision Or Other Political Subdivision – Permits Or Authorizations Relating To Premises

Any state, municipality, governmental agency or subdivision or other political subdivision subject to the following additional provisions:

(a) This insurance applies only with respect to:

(i) The following hazards for which the state, municipality, governmental agency or subdivision or other political subdivision has issued a permit or authorization in connection with premises you own, rent or control and to which this insurance applies:

(1.1) The existence, maintenance, repair, construction, erection or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures; or

(1.2) The construction, erection or removal of elevators; or

(1.3) The ownership, maintenance or use of any elevators covered by this insurance.

(ii) Operations performed by you or on your behalf for which the state, municipality, governmental agency or subdivision or other political subdivision has issued a permit or authorization.

(b) This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state, municipality, governmental agency or subdivision or other political subdivision.

(7) Controlling Interest

Any person(s) or organization(s) with a controlling interest in the Named Insured but only with respect to their liability arising out of:

(a) Their financial control of you; or

(b) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction or demolition operations performed by or for such person(s) or organization(s).

(8) Co-Owner Of Insured Premises

A co-owner of a premises co-owned by you and covered under this insurance but only with respect to the co-owner's liability as co-owner of such premises.

(9) Vendors

(a) Any person(s) or organization(s) (referred to as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business.

The insurance afforded the vendor does not apply to:

(i) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a written contract or written agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the written contract or written agreement;

(ii) Any express warranty unauthorized by you;

(iii) Any physical or chemical change in the product made intentionally by the vendor;

(iv) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(v) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(vi) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(vii) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(viii) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(1.1) The exceptions contained in Sub-paragraphs **(iv)** or **(vi)**; or

(1.2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make

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in the usual course of business, in connection with the distribution or sale of the products.

(b) This insurance does not apply to any insured person or organization, from whom you have acquired products, or any ingredient, part or container, entering into, accompanying or containing such products.

2. With respect to coverage provided by this Provision **A. Miscellaneous Additional Insureds**, the following additional provisions apply:

a. Any insurance provided to an additional insured designated under Paragraphs **A.1.c.(1)** through **A.1.c.(8)** above does not apply:

(1) To "bodily injury" or "property damage" included within the "products-completed operations hazard"; or

(2) To "bodily injury", "property damage" or "personal and advertising injury" arising out of the sole negligence of such additional insured.

b. The insurance afforded to such additional insured only applies to the extent permitted by law.

c. The insurance afforded to such additional insured will not be broader than that which you are required to provide by the written contract or written agreement.

3. With respect to the insurance afforded to the additional insureds within this Provision **A. Miscellaneous Additional Insureds**, the following is added to **Section III – Limits Of Insurance**:

The most we will pay on behalf of the additional insured is the amount of insurance:

a. Required by the written contract or written agreement; or

b. Available under the applicable Limits Of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits Of Insurance shown in the Declarations.

B. EXPECTED OR INTENDED INJURY OR DAMAGE

Exclusion **2.a. Expected Or Intended Injury** of **Section I – Coverage A – Bodily Injury And Property Damage Liability** is deleted and replaced by the following:

a. Expected Or Intended Injury Or Damage

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

C. KNOWLEDGE OF OCCURRENCE

Paragraph **2.a. Duties In The Event Of Occurrence, Offense, Claim Or Suit** of **Section IV – Commercial General Liability Conditions** is deleted and replaced by the following:

a. You must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim only when the "occurrence" or offense is known to:

(1) You, if you are an individual;

(2) A partner, if you are a partnership;

(3) A manager, if you are a limited liability company; or

(4) An "executive officer" or the "employee" designated by you to give such notice, if you are an organization other than a partnership or a limited liability company.

To the extent possible, notice should include:

(i) How, when and where the "occurrence" or offense took place;

(ii) The names and addresses of any injured persons and witnesses; and

(iii) The nature and location of any injury or damage arising out of the "occurrence" or offense.

D. LEGAL LIABILITY – DAMAGE TO PREMISES RENTED TO YOU (Fire, Lightning, Explosion, Smoke, Or Leakage From Automatic Fire Protective Systems)

If damage to premises rented to you is not otherwise excluded from this policy or coverage part, then the following provisions apply:

1. Under **Section I – Coverage A – Bodily Injury And Property Damage Liability**, the last paragraph (after the exclusions) is deleted and replaced by the following:

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Exclusions **c.** through **n.** do not apply to damage by fire, lightning, explosion, "smoke", or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with the permission of the owner. A separate limit of insurance applies to this coverage as described in **Section III – Limits Of Insurance**.

2. The paragraph immediately after Subparagraph **j.(6)** of Paragraph **2. Exclusions** of **Section I – Coverage A – Bodily Injury And Property Damage Liability** is deleted and replaced by the following:

Paragraphs **(1)**, **(3)** and **(4)** of this exclusion do not apply to "property damage" (other than damage by fire, lightning, explosion, "smoke", or leakage from automatic fire protective systems) to premises, including the contents of such premises, rented to you for a period of seven or fewer consecutive days. A separate limit of insurance applies to Damage To Premises Rented To You as described in **Section III – Limits Of Insurance.**

3. Paragraph **6.** of **Section III – Limits Of Insurance** is deleted and replaced by the following:

6. Subject to Paragraph **5.** above, the greater of:

a. $300,000; or

b. The Damage To Premises Rented To You Limit shown in the Declarations,

is the most we will pay under **Coverage A** for damages because of "property damage" to premises while rented to you, or in the case of damage by fire, lightning, explosion, "smoke", or leakage from automatic fire protective systems, while rented to you or temporarily occupied by you with permission of the owner.

This limit will apply to all damage proximately caused by the same event, whether such damage results from fire, lightning, explosion, "smoke", leakage from automatic fire protective systems, or other covered causes of loss or any combination thereof.

4. Subparagraph **b.(1)(a)(ii)** of Paragraph **4. Other Insurance** of **Section IV – Commercial General Liability Conditions** is deleted and replaced by the following:

(ii) That is fire, lightning, explosion, "smoke" or leakage from automatic fire protective systems insurance for premises rented to you or temporarily occupied by you with permission of the owner;

5. Subparagraph **a.** of Definition **9.** "Insured contract" of **Section V – Definitions** is deleted and replaced by the following:

a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion, "smoke" or leakage from automatic fire protective systems to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract".

6. As used in this Provision **D. Legal Liability – Damage To Premises Rented To You**:

"Smoke" does not include smoke from agricultural smudging, industrial operations or "hostile fire".

E. MEDICAL PAYMENTS

The Medical Expense Limit is changed, subject to the terms of **Section III – Limits Of Insurance**, to the Medical Expense Limit shown in the Declarations.

F. MOBILE EQUIPMENT REDEFINED

Subparagraph **f.(1)** of Definition **12.** "Mobile equipment" of **Section V – Definitions** is deleted and replaced by the following:

(1) Equipment with a gross vehicle weight of 1,000 pounds or more and designed primarily for:

(a) Snow removal;

(b) Road maintenance, but not construction or resurfacing; or

(c) Street cleaning;

G. NEWLY FORMED OR ACQUIRED ORGANIZATION, PARTNERSHIP OR LIMITED LIABILITY COMPANY AND EXTENDED PERIOD OF COVERAGE

Paragraph **3.** of **Section II – Who Is An Insured** is deleted and replaced by the following:

3. Any organization you newly acquire or form, other than a joint venture, and over which you maintain ownership or:

a. Majority interest of more than 50% if you are a corporation;

b. Majority interest of more than 50% as a general partner of a newly acquired or formed partnership; and/or

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c. Majority interest of more than 50% as an owner of a newly acquired or formed limited liability company;

will qualify as a Named Insured if there is no other similar insurance available to that organization. However, for these organizations:

(i) Coverage under this provision is afforded only until the next anniversary date of this policy's effective date after you acquire or form the organization, partnership or limited liability company, or the end of the policy period, whichever is earlier;

(ii) **Section I – Coverage A – Bodily Injury And Property Damage Liability** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization, partnership or limited liability company;

(iii) **Section I – Coverage B – Personal And Advertising Injury Liability** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization, partnership or limited liability company;

(iv) Coverage applies only when operations of the newly acquired organization, partnership or limited liability company are the same or similar to the operations of insureds already covered under this insurance;

(v) Coverage only applies for those limited liability companies who have established a date of formation as recorded within the filed state articles of organization, certificates of formation or certificates of organization; and

(vi) Coverage only applies for those partnerships who have established a date of formation as recorded within a written partnership agreement or partnership certificate.

H. WHO IS AN INSURED – AMENDMENT

The last paragraph of **Section II – Who Is An Insured** is deleted and replaced by the following:

No person or organization is an insured with respect to the conduct of any:

a. Current partnership or limited liability company, unless otherwise provided for under Paragraph **3.** of **Section II – Who Is An Insured**;

b. Current joint venture; or

c. Past partnership, joint venture or limited liability company;

that is not shown as a Named Insured in the Declarations.

I. NON-OWNED WATERCRAFT

Subparagraph **(2)** of **Exclusion 2.g. Aircraft, Auto Or Watercraft** of **Section I – Coverage A – Bodily Injury And Property Damage Liability** is deleted and replaced by the following:

(2) A watercraft you do not own that is:

(a) Less than 51 feet long; and

(b) Not being used to carry persons or property for a charge.

J. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

Section I – Supplementary Payments – Coverages A And B is changed as follows:

1. The limit shown in Paragraph **1.b.** for the cost of bail bonds is changed from $250 to $3,000; and

2. The limit shown in Paragraph **1.d.** for loss of earnings because of time off from work is changed from $250 a day to $1,000 a day.

K. UNINTENTIONAL OMISSION OR UNINTENTIONAL ERROR IN DISCLOSURE

The following provision is added to Paragraph **6. Representations** of **Section IV – Commercial General Liability Conditions**:

However, the unintentional omission of, or unintentional error in, any information given or provided by you shall not prejudice your rights under this insurance.

This provision does not affect our right to collect additional premium or to exercise our right of cancellation or non-renewal.

L. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Commercial General Liability Conditions**:

We waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" and included in the "products-completed operations hazard" when you have agreed in a written contract or written agreement that any right of recovery is waived for such person or organization. This waiver applies only to the

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person(s) or organization(s) agreed to in the written contract or written agreement and is subject to those provisions.

This waiver does not apply unless the written contract or written agreement has been executed prior to the "bodily injury" or "property damage".

However, if any person or organization is separately scheduled on a separate waiver of transfer of rights of recovery which is attached to this policy, then this waiver does not apply.

M. LIBERALIZATION CLAUSE

The following is added to **Section IV – Commercial General Liability Conditions:**

If we adopt a mandatory attachment form change which broadens coverage under this edition of the Commercial General Liability CG0001 for no additional charge, and those changes are intended to apply to all insureds under this edition of CG0001, that change will automatically apply to your insurance as of the date we implement the change in your state. This liberalization clause does not apply to changes implemented through introduction of a subsequent edition of the Commercial General Liability form CG0001.

N. INCIDENTAL MEDICAL MALPRACTICE

1. Paragraph **2.a.(1)(d)** of **Section II – Who Is An Insured** does not apply to a physician, nurse practitioner, physician assistant, nurse, emergency medical technician or paramedic employed by you if you are not in the business or occupation of providing medical, paramedical, surgical, dental, x-ray or nursing services.

2. This provision is excess over any other valid and collectible insurance whether such insurance is primary, excess, contingent or on any other basis. Any payments by us will follow Paragraph **4.b.** of **Section IV – Commercial General Liability Conditions**.

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/10/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	FACILITIES MANAGEMENT	**Bid #**	
Contact Name/Phone	DAVE STEELE 655-0567	**Requisition #**	CR28823
Contact E-Mail	DSTEELE@SPOKANECITY.ORG		
Agenda Item Type	Purchase w/o Contract		
Council Sponsor(s)	ZZAPPONE PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** YES	**Public Works?**	
Agenda Item Name	FACILITIES MANAGEMENT AND THE WATER DEPARTMENT UTILIZING WA DES		

Agenda Wording

The Facilities Department, in partnership with the Water Department, is completing the purchase and delivery of a battery energy storage system, switching equipment, and software to support the future EV charging canopy system at the Water Department Main Campus. This purchase is Department of Commerce Grant Funded and will utilize WA DES Contract #11121 with Platt Electric Supply in the amount of $978,000.00 before taxes.

Summary (Background)

The City Facilities Department, in partnership with the Water Department, has completed the design for a Washington State Department of Commerce Grant Funded solar panel charging and battery electric storage project at the Water Department's Main Campus. This project will provide carport style solar charging for up to 8 vehicle charging stations with surplus power metered back to the Avista Power grid. Because of the grant funding window, and extremely long lead times for the full technical battery storage, microgrid, and switchgear system (up to 40 weeks) the Facilities Department is utilizing a State Contract for the equipment package purchase. The remainder of the project will be bid through the normal Public Works procurement process with construction anticipated in the first quarter of 2027.

What impacts would the proposal have on historically excluded communities?

The Water Department is a critical City function for citywide low-income and excluded communities. This project will support the efficiency and basic preparedness of Water Department staff during emergency situations by providing off-grid charging capability.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

The equipment package provides a robust data tracking system that allows for live and historic trend line analysis of energy production, dollars saved, and net metered power back to the Avista grid.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

The equipment package provides a robust data tracking system that allows for live and historic trend line analysis of energy production, dollars saved, and net metered power back to the Avista grid.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This project provides a sustainable green-energy generation and storage solution which directly supports the City's Comprehensive Plan.

Council Subcommittee Review

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 978,000.00
Current Year Cost	$
Subsequent Year(s) Cost	$

Narrative

Amount		Budget Account
Expense	$ 978,000.00	# 4100-98864-94340-56501-11013
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Grant

Is this funding source sustainable for future years, months, etc?

Funding is available until June 30, 2027

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		Additional Approvals	
Dept Head	TEAL, JEFFREY	ACCOUNTING -	BROWN, SKYLER
Division Director	BOSTON, MATTHEW	PURCHASING	NECHANICKY, JASON
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

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klong@spokanecity.org	lhopkins@spokanecity.org
jjsakamoto@spokanecity.org	sbrown@spokanecity.org
wateraccounting@spokanecity.org	

License Information:

New search Back to results

Entity name: REXEL USA, INC.

Business name: PLATT ELECTRIC SUPPLY, INC

Entity type: Profit Corporation

UBI #: 603-460-287

Business ID: 001

Location ID: 0005

Location: Active

Location address:
12918 E INDIANA AVE
BLDG 5104
SPOKANE VALLEY WA 99216-2709

Mailing address:
14951 DALLAS PARKWAY
ATTN: TAX DEPARTMENT
DALLAS TX 75254-7892

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Spokane Valley General Business				Active	Dec-31-2026	Feb-16-2018

Owners and officers on file with the Department of Revenue

Owners and officers	Title
ASSELBORN, SCOTT	Director
GSCHWIND, JOHN C.	Vice President

Owners and officers	Title
LITTLE, ROGER	President

Registered Trade Names

Registered trade names	Status	First issued
CAPITOL LIGHT	Active	Feb-09-2018
GEXPRO	Active	Feb-05-2018
PLATT ELECTRIC SUPPLY	Active	Feb-06-2018
PLATT ELECTRIC SUPPLY, INC	Active	Feb-05-2018
REXEL COMMERCIAL & INDUSTRIAL	Active	Feb-09-2018
UTILITY SUPPLY GROUP	Active	Jan-22-2021

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 7/6/2026 10:39:58 AM

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PLATT

Description:
WA DES Contract # 11121 - Spokane Water Dept BESS and EV

Quote #3071393

Updated On: 07/01/2026

Company Name:
City of Spokane

Billing Address:
City of Spokane (26505)
914 E North Foothills Dr
Spokane, WA 99207-2735

Created Date:
7/1/26

Shipping Address:
3920 E Alki Ave
Spokane, WA 99202 USA

Shipping Method:
Hold For Pickup

FOB:
Destination

Sales Person:
Greg Strange
greg.strange@platt.com

Branch:
Spokane #9
5095346630

Special Quote Conditions:

	PRODUCTS	QTY	UNT PR / UOM	TOTALS
1.	**Eaton Gear** *Eaton Gear per attached BOM*	1	$263,500.00[000] EA	$263,500.00
2.	**Battery Storage** *Eaton Battery Storage per attached BOM*	1	$572,500.00[000] EA	$572,500.00
3.	**Eaton Brightlayer** *Eaton Brightlayer per attached BOM*	1	$142,000.00[000] EA	$142,000.00

Click View Quote above to view the equipment BOM.

Entire Quote:

Sub Total:	$978,000.00
S/H:	$0.00
Other Charges:	$0.00
Tax:	Not Included
Total:	$978,000.00

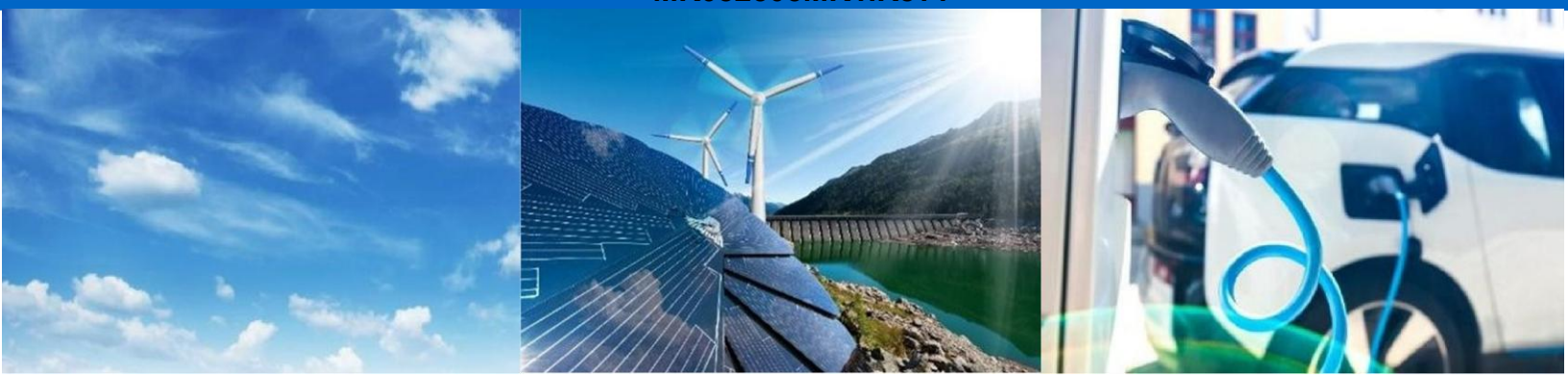
Prices are subject to change at any time prior to shipment unless agreed to otherwise in writing signed by an authorized Seller representative. Orders related to this quotation must be received, accepted and released by Seller within 48 hours of issuance of the quotation and are subject to availability. Seller reserves the right to pass through any changes in delivery date, price, scope and quantity of supply arising from actions of Seller's manufacturing partners or vendors and/or resulting from any Force Majeure event including any imposition of new or additional tariffs that occurs after the issuance of the quotation. Delivery dates are estimated only. Seller shall not be liable for failure to meet such dates resulting from product shortages or manufacturing delays. Be advised that

Seller considers any changes imposed by its manufacturing partners and other vendors or government agencies outside of Seller's reasonable control and therefore subject to Force Majeure provisions or similar common law doctrines such as "frustration" or "impossibility".

Seller's Standard Terms and Conditions of Sale are incorporated by reference into this quotation. A copy of the most current version of Seller's Standard Terms and Conditions of Sale is available at https://www.rexelusainc.com/terms/terms.html

Full phone support at (888) 739-3577

Delivery dates are estimated only. Seller shall not be liable for failure to meet such dates resulting from product shortages or manufacturing delays.



Eaton Battery Energy Storage Solutions

Project: City of Spokane Water Department BESS
Proposal: Eaton xStorage 250kW Presented
To: Dan Howe, Platt

Date: June 30th, 2026

8609 Six Forks Road
Raleigh, NC 27615

To: Matt Verheul,

As a diversified power management company with more than 100 years of existence, Eaton has powered the globe with innovative solutions in the electrical, automotive, aerospace and hydraulics industries. Eaton appreciates the opportunity to respond to Tessera's Microgrid BESS request.

Eaton's heritage in the electrical industry includes, circuit protection, power distribution, controls, and UPS backup systems. Building off the strong engineering and manufacturing experience in the UPS market, Eaton's xStorage Battery Energy Storage System benefits from the unparalleled quality associated with Eaton. In North America, the xStorage BESS covers power ratings from 250kW-1MW. It is also supported by 24x7 dispatch and over 275 factory trained field service engineers, ready to deploy preventative maintenance and service calls.

To better assist you with optimizing the design of your system, please inquire about carbon footprint and financial ROI analysis. We are happy to report our insights into how energy storage systems can enhance your operation.

The Eaton xStorage product described herein is certified for use in North America. It is certificated by UL1741 SA & SB, UL9540, IEE1547, NFPA 855 and is a proven technology to provide secure, reliable, and safe power.

Thank you for your time and consideration.

Sincerely,

Mikko Keranen
Performance Power Concepts
509-951-2058

Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.

Storage, installation and rigging are not included in any pricing. Eaton Terms & Conditions addendum, are an integral part of this proposal. This proposal must be referenced in your purchase order, and all purchase orders must be made out to Eaton. Eaton reserves the right to review/negotiate, any/all terms and conditions not in agreement with the above prior to acceptance of an order or entering into a contract. All pricing is valid for 30 days from proposal date unless indicated otherwise. All orders will be subject to all applicable sales tax unless a current tax exemption certificate is on file covering that state shown as the ship to address or service location on your purchase order. Please note full cancellation charges will be applicable to all out sourced items included in this proposal after 30 days ARO/ADA upon cancellation of project. Payment terms are net 30 days from date of shipment which is date of invoice.

Detail Bill of Material

Project Name:	MK082505 - City of Spokane - Water Department - BESS Project	**Negotiation No:**	SW000406X6K1
General Order No:		**Alternate No:**	0000
Bid Date	4/10/2026	**Est. Purchase Date:**	9/29/2026

Item No.	Qty	Product	Description
	1	xStorage	Eaton xStorage 250 kW Inverter Module

Catalog No B02520100000001

Catalog No	Qty	List of Materials
B02520100000001	1	250 kW Inverter Rating, 2.72 of Runtime
P-103005214-001	1	Auto Grid-forming
V47R48T3316PV	1	300kVA, 480Y/277V Primary, 480 Delta Secondary Isolation Transformer
WS62	1	XFMR WEATHERSHIELD KIT FITS FRAME FR945
FREIGHT-PQD	1	Standard Ground Shipping to CA

Item No.	Qty	Product	Description
	1	Microgrid Controller	Microgrid Controller/Bright Layer

Microgrid Controller Enclosure, CIC 150, UPS, Network Switch, Power Supply, Firewall and Assembly.
1 One-time: Turnkey Software Setup, Install and Commissioning.
2 Annual Software Service Subscription & Support

Eaton Selling Policy 25-000 applies.

If Eaton and the buyer entity listed on this purchase order have a separate executed written agreement for the products/services herein, then that agreement applies. Otherwise, Eaton's Selling Policy 25000 (https://www.eaton.com/ca/en-gb/support/terms-conditions.html) controls and supersedes all prior correspondence or communications between Eaton and the buyer, and any additional or different terms proposed by the buyer are rejected.

All orders must be released for manufacture within 90 days of date of order entry. If approval drawings are required, drawings must be returned approved for release within 60 days of mailing. If drawings are not returned accordingly, and/or if shipment is delayed for any reason, the price of the order will increase by 1.0% per month or fraction thereof for the time the shipment is delayed.

Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.

xStorage Specifications

250 kW Inverter Module
Input: 480VAC, 3-Phase, 3-Wire + Ground, 60Hz
Output: 480VAC, 3-Phase, 3-Wire + Ground, 60Hz
Full System Dimensions: 200.2" W x 64.6" D x 89.8" H
Weight: 19618.70 lbs

Standard Features:

Inverter efficiency >98%
Grounding Terminal
External manual disconnect switch
Product-mounted Emergency Power Off Switch
UL 1741 islanding supported

Communication Options Included:

Remote Connectivity
- Cellular Link (4G LTE / 5G)
- Cellular based system monitoring, cloud API/control, customer dashboard
- Includes Cybersecurity Encryption and is UL 2900-2-2 Compliant

Wired Connectivity
- Modbus TCP/IP
- Supports recieving a command from a higher level controller via Modbus TCP/IP

Battery System:

Quantity 2,
Runtime: 2.72
Individual Battery Cabinet Dimensions: 52" W x 52" D x 90" H

The information on this document is created by Eaton Corporation. It is disclosed in confidence and it is only to be used for the purpose in which it is supplied.

PREPARED BY: Dylan Jackson	DATE: 4/9/2026	**Eaton**			
APPROVED BY	DATE	JOB NAME: BESS - City of Spokane 4.3.26			
		DESIGNATION			
VERSION: 10.0.0.0		TYPE: xStorage		DRAWING TYPE: Customer Appr.	
NEG-ALT Number: SW000406X6K1-0000	REVISION: 0	DWG SIZE: A	G.O.	ITEM	SHEET: 1 of 2

1

Structure	1									
Ship-Inches Ship-MM										
Width-Inches Width-MM	200.2 508									
Depth-Inches Depth-MM	0 1 40									
Height-Inches Height-MM	8 228									
Weight-Lbs Weight-Kg	9618. 8897.37									

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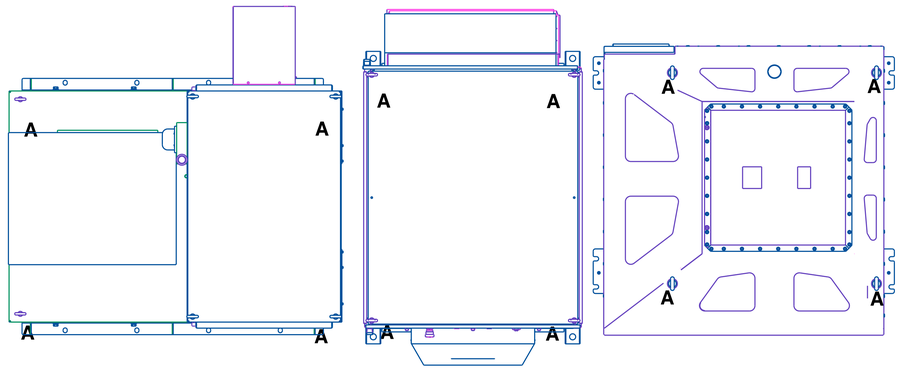
PREPARED BY: Dylan Jackson	DATE: 4/9/2026	**Eaton**			
APPROVED BY	DATE	JOB NAME: BESS - City of Spokane 4.3.26			
		DESIGNATION			
VERSION: 10.0.0.0		TYPE: xStorage		DRAWING TYPE: Customer Appr.	
NEG-ALT Number: SW000406X6K1-0000	REVISION: 0	DWG SIZE: A	G.O.	ITEM	SHEET: 2 of 2

TABLE A: WEIGHT & CENTER OF GRAVITY		DIMENSIONS MM [INCH]			WEIGHT kg [lbs]
		A	B	C	
CONTROL CABINET & AUX TRANSFORMER	1	781.06 [30.8]	568.98 [22.4]	875.03 [34.5]	557.01 [1228.0]
CAB1000 INVERTER	2	600 [23.6]	510 [20.1]	1110.25 [43.7]	1439 [3172.5]
8 MODULE ENERONE+ BATTERY RACK	3	825 [32.5]	860 [26]	660 [26]	3600 [7936.6]

A	LIFTING EYEBOLT LOCATIONS

Qty (2) battery cabinets = 15,872 lbs total

Total system weight = 20,272 LBS

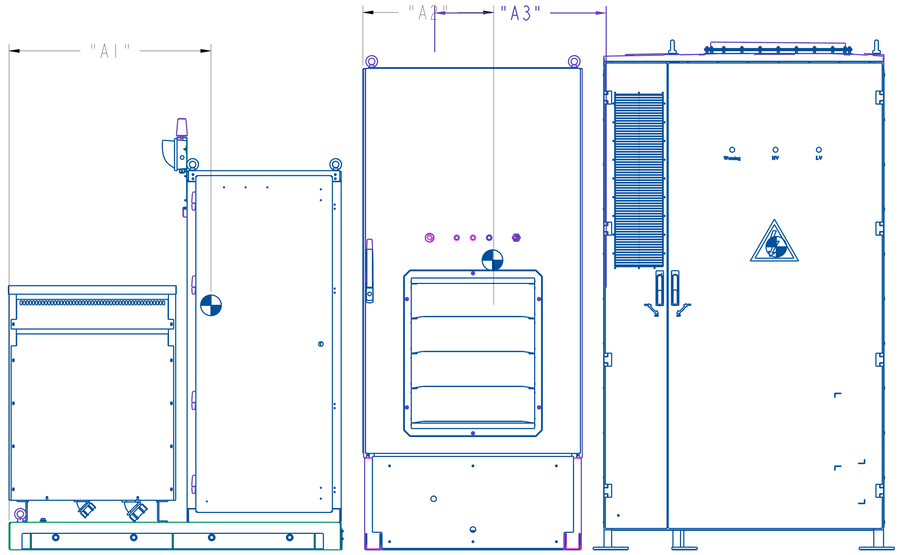


TOP VIEW

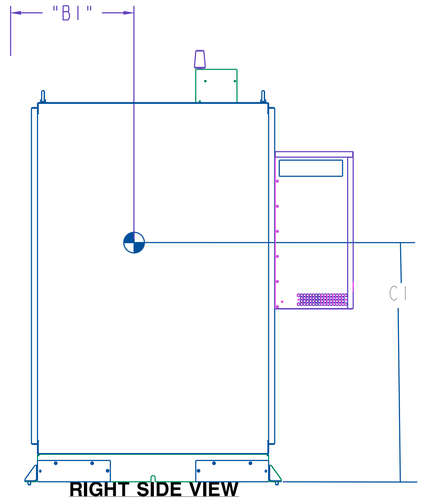
TABLE B: SYSTEM SPECIFICATIONS							
SYSTEM	AC INPUT/ OUTPUT VOLTAGE	AC INPUT/ OUTPUT CURRENT	DC INPUT VOLTAGE	DC INPUT CURRENT	30°C AMBIENT QTY OF BATTERY RACKS	40°C AMBIENT QTY OF BATTERY RACKS	50°C AMBIENT QTY OF BATTERY RACKS
kW	VAC	A	VDC	A	MIN QTY	MIN QTY	MIN QTY
250		301		188	1	1	1
300		361		226			
350		421		263		2	2
400		482		301	2		
450		542		339			
500		602		376			
550		662		414			
600	480	722	1331.2	451			
650		782		489			3
700		842		526		3	
750		903		564	3		
800		963		601			
850		1023		639			
900		1083		677			
950		1143		714			N/A
1000		1203		752		N/A	

MAX DC CURRENT PER BATTERY RACK: 30°C = 263A; 40°C = 245A; 50°C = 226A
BASED ON DC CABLE TYPE XLPE 2000V 105°C RATED EQUIVALENT TO:
MANF. ADC P/N 30302NPV_ET

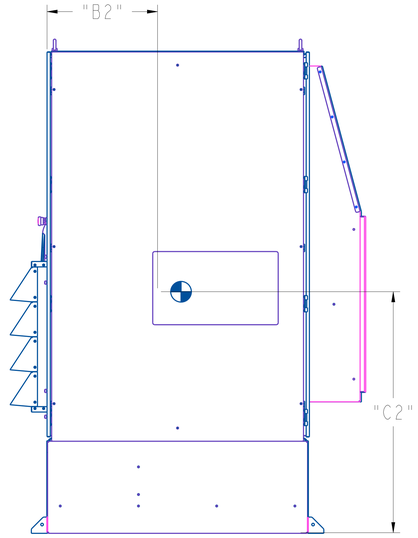
NO. OF 8 MODULE ENERONE+ BATTERY RACKS	CAPACITY (kWh)
1	379.4
2	758.8
3	1138.2
4	1517.6
5	1897
6	2276.4
7	2655.8
8	3035.2



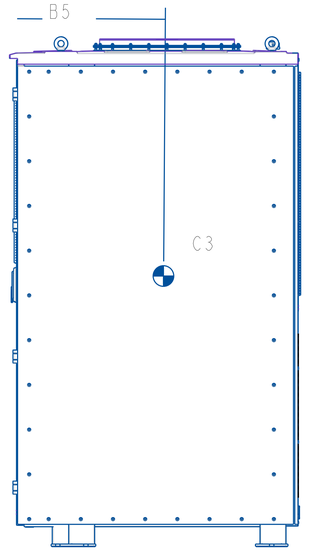
FRONT VIEW



RIGHT SIDE VIEW
CONTROL CABINET AND AUX TRANSFORMER



RIGHT SIDE VIEW
CAB1000 INVERTER



RIGHT SIDE VIEW
ENERONE+ BATTERY RACK

METRIC	THIRD ANGLE PROJECTION	BASE (PART NUMBER): P-I10001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
ORIGINATED BY: S. Davis	2/5/2020	SEE NOTES FOR TOLERANCES DIM ARE IN MM [INCHES] AFTER PLATING (UNLESS SPEC DIM AND TOL PER ASME Y14.5-2018)	STATE: RELEASE
MODIFIED BY:	ECO:		SCALE: 0.100
			SHEET: 1 OF 9

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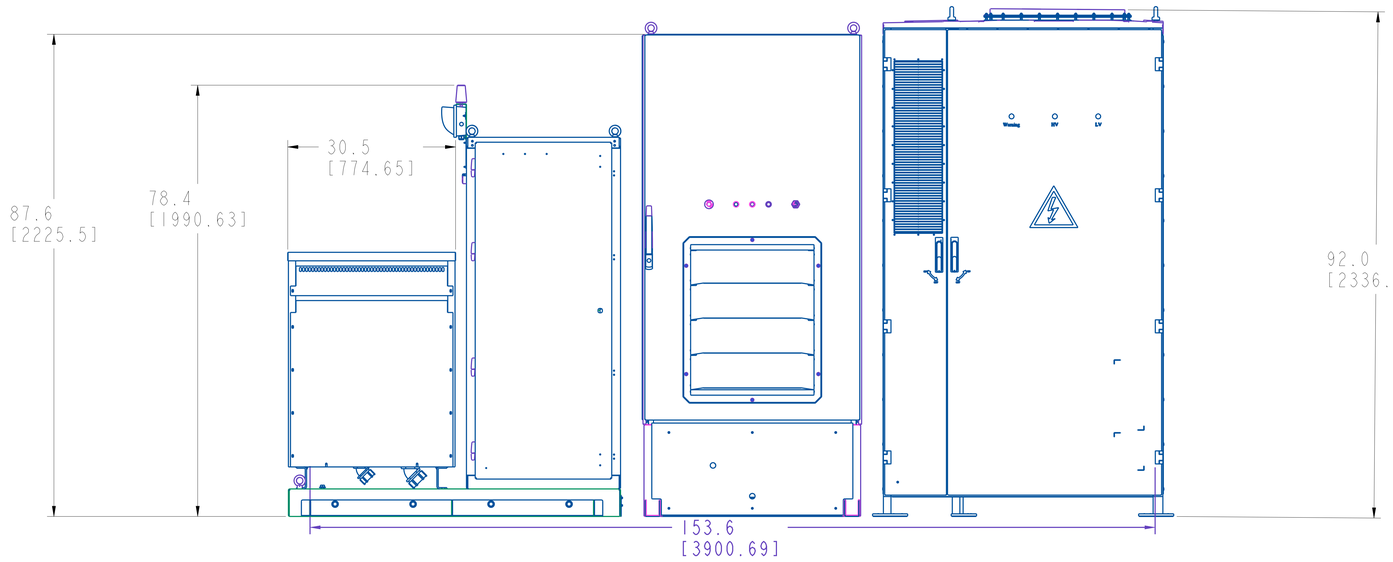
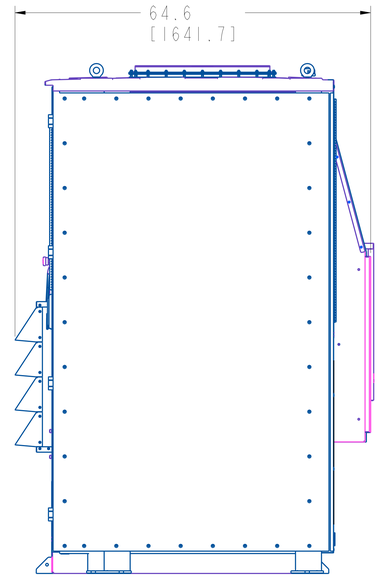
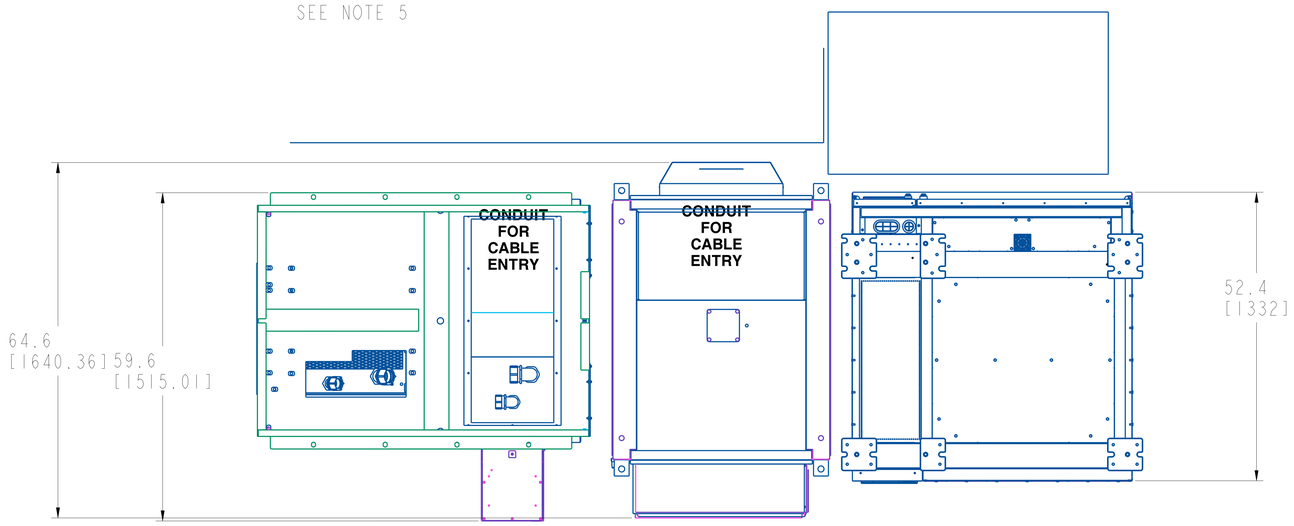
OPERATIONAL CLEARANCE REQUIREMENTS
ONE BATTERY RACK LAYOUT



FRONT VIEW



RIGHT SIDE VIEW



BOTTOM VIEW

NOTES:

1. SEE MANUAL FOR LEVEL SURFACE REQUIREMENTS. MUST BE INSTALLED ON A LEVEL SURFACE SUITABLE FOR ELECTRONIC EQUIPMENT
2. CONTROL CABINET, CABI000 INVERTER, AND ENERONE+ BATTERY RACKS INCLUDE REMOVABLE BOTTOM CONDUIT LANDING PLATE FOR POWER AND CONTROL WIRE ENTRY.
3. COMPONENT CLEARANCES ARE DEPENDENT ON CONTRACTOR METHOD OF INSTALLATION. RECOMMEND RESERVING ADDITIONAL WIDTH CLEARANCE FOR COMPONENT PLACEMENT.
4. SYSTEM CLEARANCES:
   BETWEEN CONTROL CABINET AND INVERTER: 76.2mm [3.0"]
   BETWEEN INVERTER AND BATTERY RACK: 12.7mm [0.5"]
   BETWEEN ADJACENT BATTERY RACKS: 100mm [4"]
5. SEE SHEET 2A, 2B AND 2C FOR SERVICE ACCESS AND CLEARANCE REQUIREMENTS BEYOND KEEP OUTS NOTED ON DRAWING. SHEETS 3,4,5 SHOW OPERATIONAL CLEARANCES ONLY.
6. AMBIENT OPERATING TEMPERATURES:
   -20 to 40°C
   -20 to 50°C WITH DERATE
   RELATIVE HUMIDITY (OPERATING AND STORAGE) 5% TO 95% MAX.
7. ENVIRONMENTAL RATINGS:
   BATTERY RACK: IP56/NEMA 3R
   INVERTER: IP55|NEMA3R
   CONTROL CABINET: IP56|NEMA3R
   AUX TRANSFORMER: NEMA 3R
8. ALL WIRING IN ACCORDANCE WITH NATIONAL AND LOCAL ELECTRIC CODES.
9. WEIGHT OF THE CABINET DOES NOT INCLUDE CUSTOMER WIRING.
10. ALL DIMENSIONS SHOWN IN MM [INCH].
11. SPECIFICATIONS ARE PRELIMINARY AND SUBJECT TO CHANGE.

METRIC	THIRD ANGLE PROJECTION	DWG (PART NUMBER): P-110001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	DEFAULT TOLERANCES PER ASME Y14.5M-2018	STATE: RELEASE
MODIFIED BY:			ECO:
			SCALE: 0.100
			SHEET: 3 OF 9

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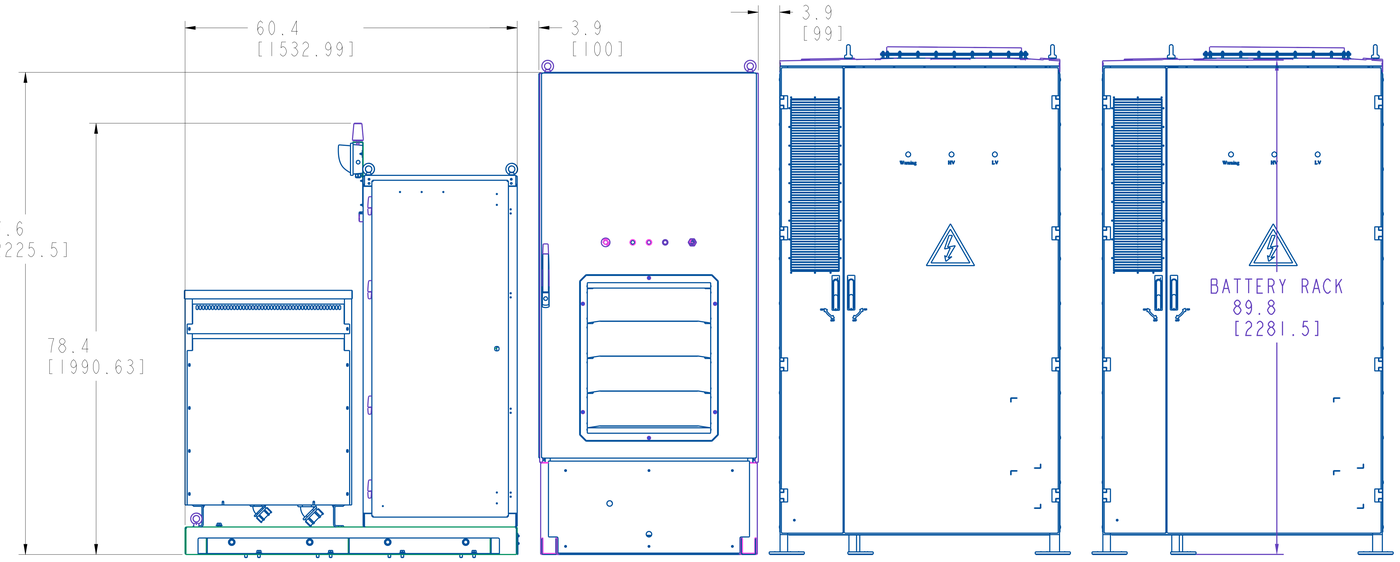
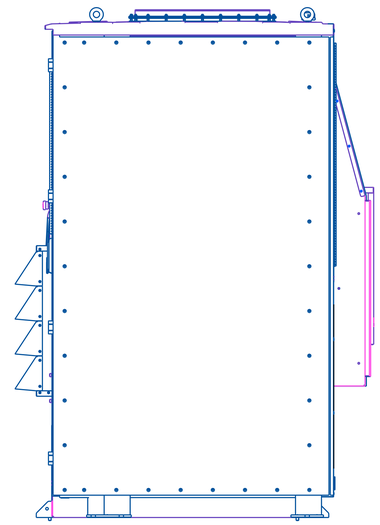
OPERATIONAL CLEARANCE REQUIREMENTS
TWO BATTERY RACK LAYOUT



FRONT VIEW

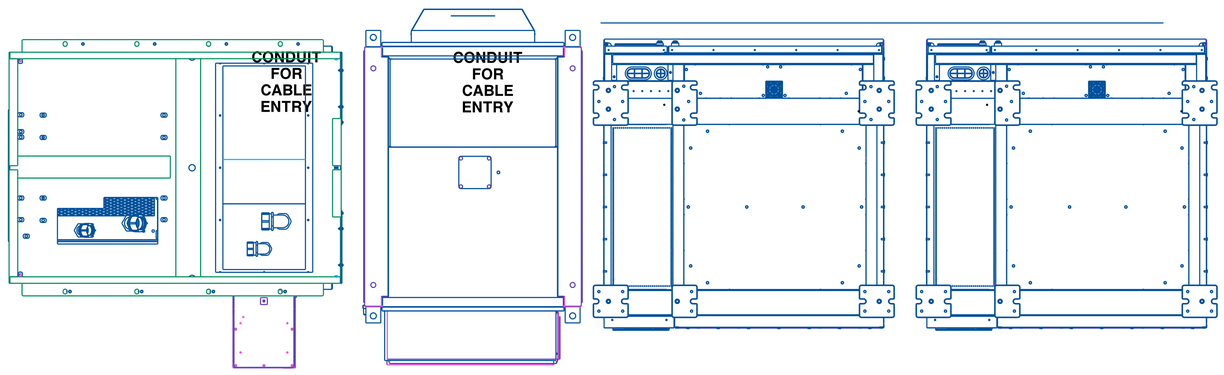


RIGHT SIDE VIEW

INVERTER LINE-UP
FRONT CLEARANCE
SEE NOTE 5

BATTERY RACK
FRONT CLEARANCE
SEE NOTE 5

CONDUIT FOR CABLE ENTRY



BOTTOM VIEW
SEE SHEET 4A FOR OPERATIONAL CLEARANCE DIMENSIONS

NOTES:

1. SEE MANUAL FOR LEVEL SURFACE REQUIREMENTS. MUST BE INSTALLED ON A LEVEL SURFACE SUITABLE FOR ELECTRONIC EQUIPMENT
2. CONTROL CABINET, CABI000 INVERTER, AND ENERONE+ BATTERY RACKS INCLUDE REMOVABLE BOTTOM CONDUIT LANDING PLATE FOR POWER AND CONTROL WIRE ENTRY.
3. COMPONENT CLEARANCES ARE DEPENDENT ON CONTRACTOR METHOD OF INSTALLATION. RECOMMEND RESERVING ADDITIONAL WIDTH CLEARANCE FOR COMPONENT PLACEMENT.
4. SYSTEM CLEARANCES:
   BETWEEN CONTROL CABINET AND INVERTER: 76.2mm [3.0"]
   BETWEEN INVERTER AND BATTERY RACK: 12.7mm [0.5"]
   BETWEEN ADJACENT BATTERY RACKS: 100mm [4"]
5. SEE SHEET 2A, 2B AND 2C FOR SERVICE ACCESS AND CLEARANCE REQUIREMENTS BEYOND KEEP OUTS NOTED ON DRAWING. SHEETS 3,4,5 SHOW OPERATIONAL CLEARANCES ONLY.
6. AMBIENT OPERATING TEMPERATURES:
   -20 to 40°C
   -20 to 50°C WITH DERATE
   RELATIVE HUMIDITY (OPERATING AND STORAGE) 5% TO 95% MAX.
7. ENVIRONMENTAL RATINGS:
   BATTERY RACK: IP56|NEMA3R
   INVERTER: IP56|NEMA3R
   CONTROL CABINET: IP56|NEMA3R
   AUX TRANSFORMER: NEMA 3R
8. ALL WIRING IN ACCORDANCE WITH NATIONAL AND LOCAL ELECTRIC CODES.
9. WEIGHT OF THE CABINET DOES NOT INCLUDE CUSTOMER WIRING.
10. ALL DIMENSIONS SHOWN IN MM [INCH].
11. SPECIFICATIONS ARE PRELIMINARY AND SUBJECT TO CHANGE.

METRIC	THIRD ANGLE PROJECTION		REVISION: 01	EATON
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION				SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	SEE NOTES FOR TOLERANCES. DIM ARE IN MM [INCHES] AFTER PLATING THICKNESS. INTERPRET DIM AND TOL PER ASME Y14.5-2018	STATE: RELEASE	SCALE: 0.100
MODIFIED BY:			ECO:	SHEET: 4 OF 9

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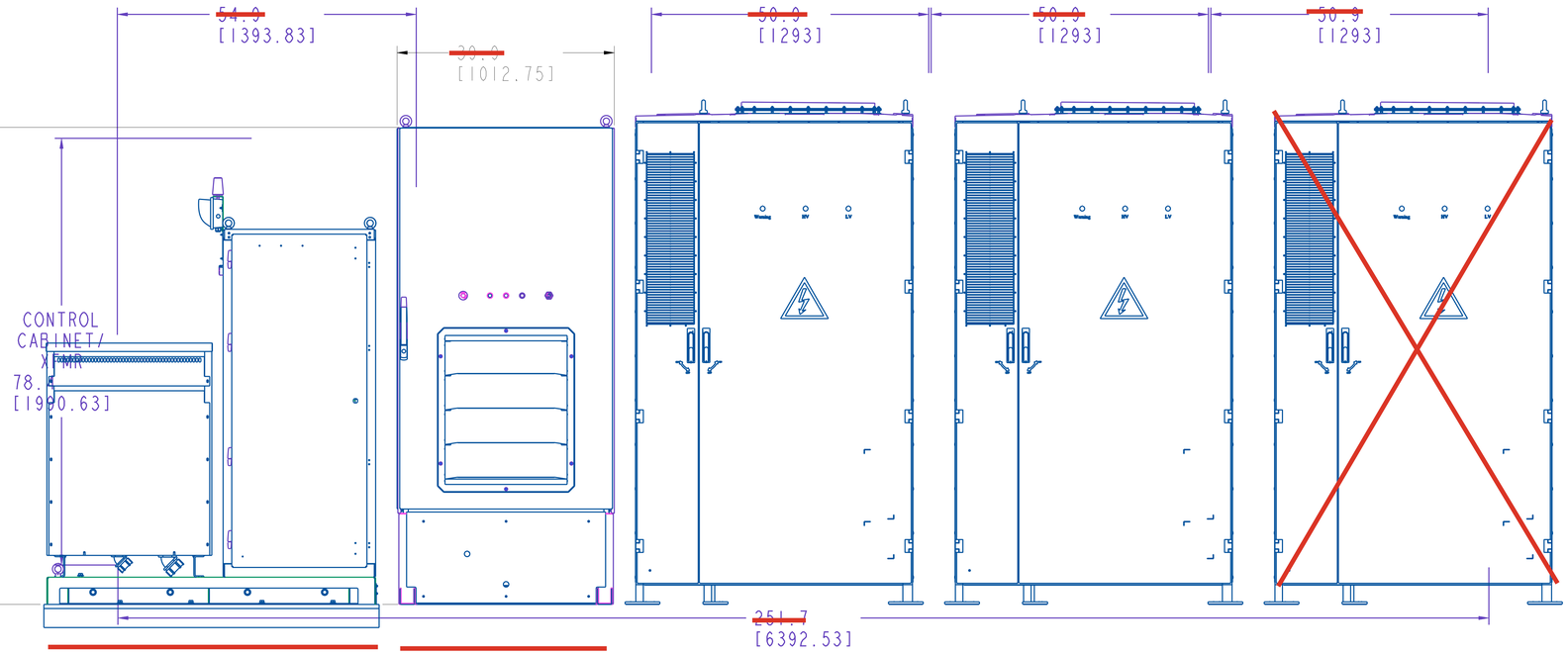
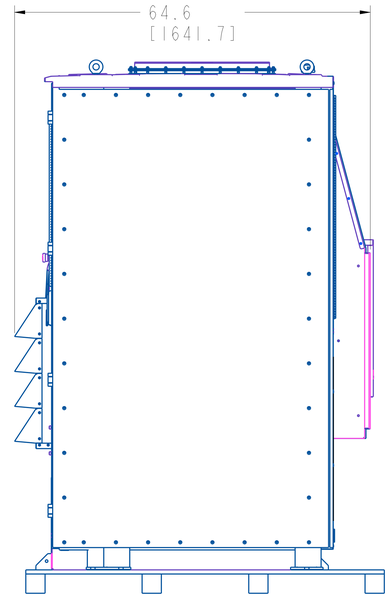
OPERATIONAL CLEARANCE REQUIREMENTS
EIGHT BATTERY RACK LAYOUT





RIGHT SIDE VIEW

Control cabinet +
30kVA control XFMR

60.4" W

Inverter

40" W

Battery Cabinet #1

51" W

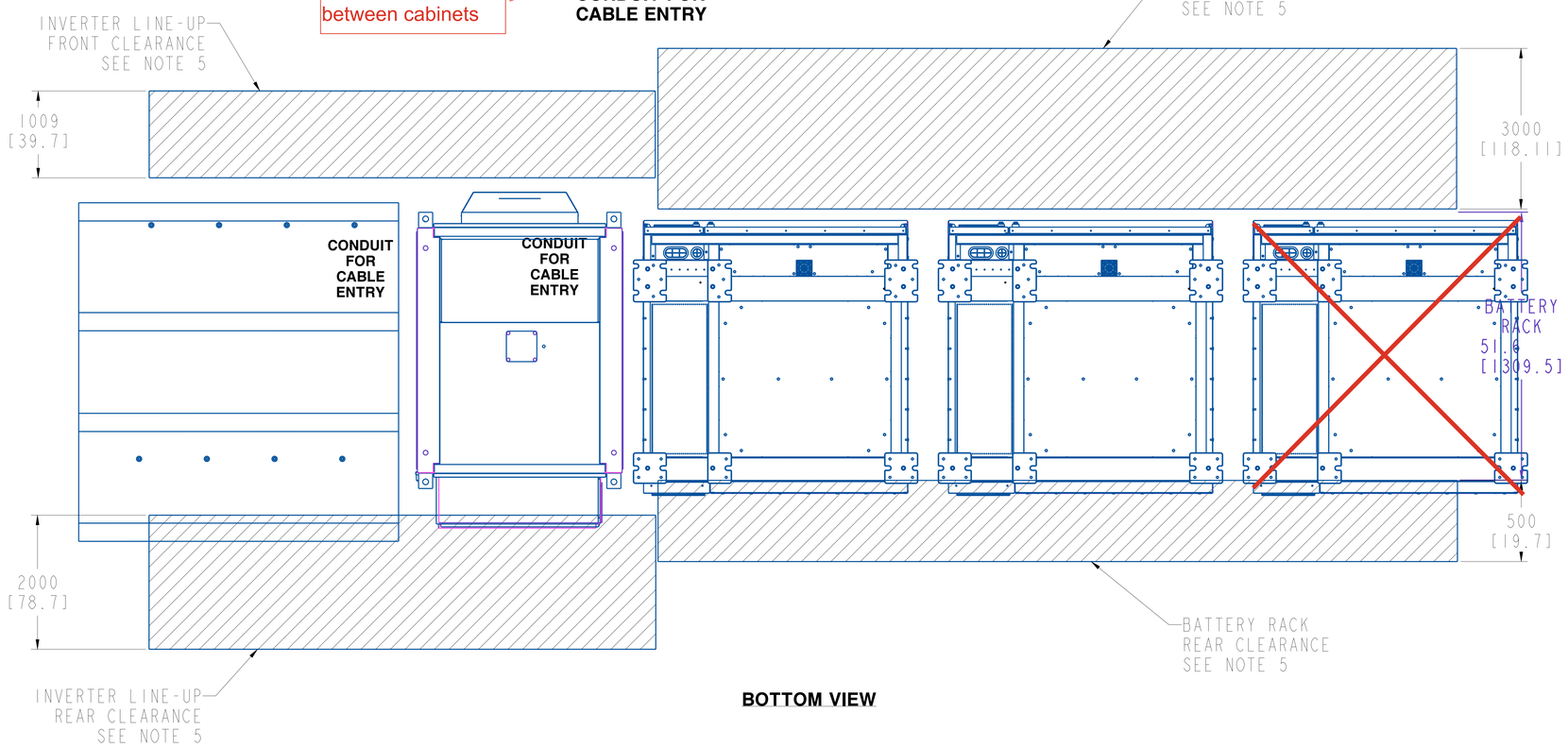
Battery Cabinet #2

51" W

4" clearance
between cabinets

TOTAL SYSTEM WIDTH = 214.4"

****Does not include 300kVA Isolation XFMR. See next page.**



BOTTOM VIEW

NOTES:

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2. CONTROL CABINET, CAB1000 INVERTER, AND ENERONE+ BATTERY RACKS INCLUDE REMOVABLE BOTTOM CONDUIT LANDING PLATE FOR POWER AND CONTROL WIRE ENTRY.
3. COMPONENT CLEARANCES ARE DEPENDENT ON CONTRACTOR METHOD OF INSTALLATION. RECOMMEND RESERVING ADDITIONAL WIDTH CLEARANCE FOR COMPONENT PLACEMENT.
4. SYSTEM CLEARANCES:
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METRIC	THIRD ANGLE PROJECTION	NAME \ PART NUMBER: P-110001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	SEE NOTES FOR TOLERANCES UNLESS OTHERWISE SPECIFIED INTERPRET DIM AND TOL PER ASME Y14.5-2018	STATE: RELEASE
MODIFIED BY:			ECO:
			SCALE: 0.100
			SHEET: 4A OF 9

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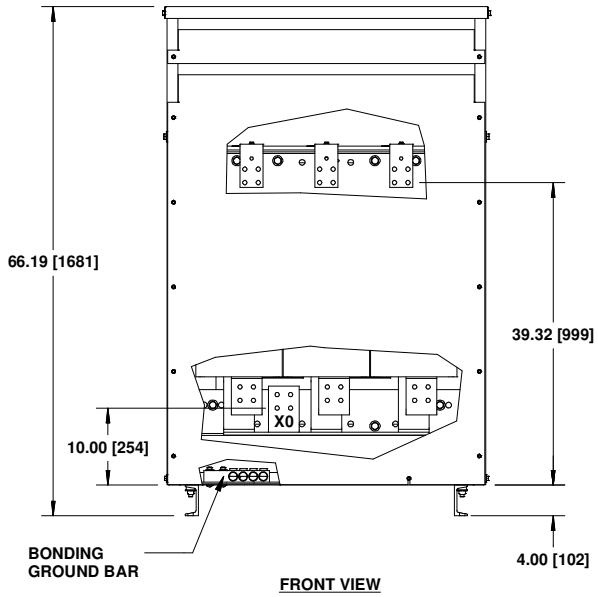
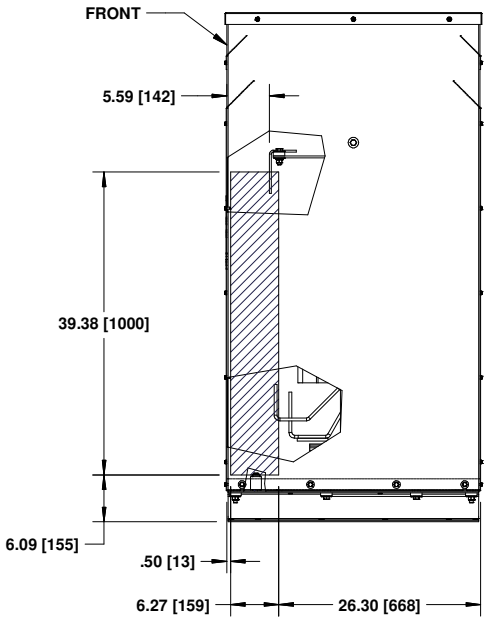
NOTE:

1. ALL UNITS ARE DESIGNED IN ACCORDANCE WITH APPLICABLE NEMA, UL, ANSI, AND IEEE STANDARDS.
2. DRY-TYPE VENTILATED, CLASS AA, NEMA TYPE 2 ENCLOSURE.
3. FOR NEMA 3R OUTDOOR APPLICATION, USE WEATHERSHIELD # WS62.
4. TRANSFORMERS ARE FLOOR MOUNTED.
5. 220°C CLASS INSULATION SYSTEM.
6. PAINT COLOR IS ANSI #61.
7. ALUMINUM UNITS HAVE ALUMINUM WINDINGS AND TERMINATIONS. COPPER UNITS HAVE COPPER WINDINGS AND TERMINATIONS.
8. TRANSFORMER CAN BE INSTALLED AT A MIN. DISTANCE TO BACK AND SIDE WALLS OF 2 INCHES AND TO A 6 INCHES MIN. DISTANCE TO BACK WALLS WHEN WEATHERSHIELDS ARE NEEDED. WALLMOUNT BRACKETS CANNOT BE USED IN COMBINATION WITH WEATHERSHIELDS.
9. DIMENSIONS IN INCHES(mm).

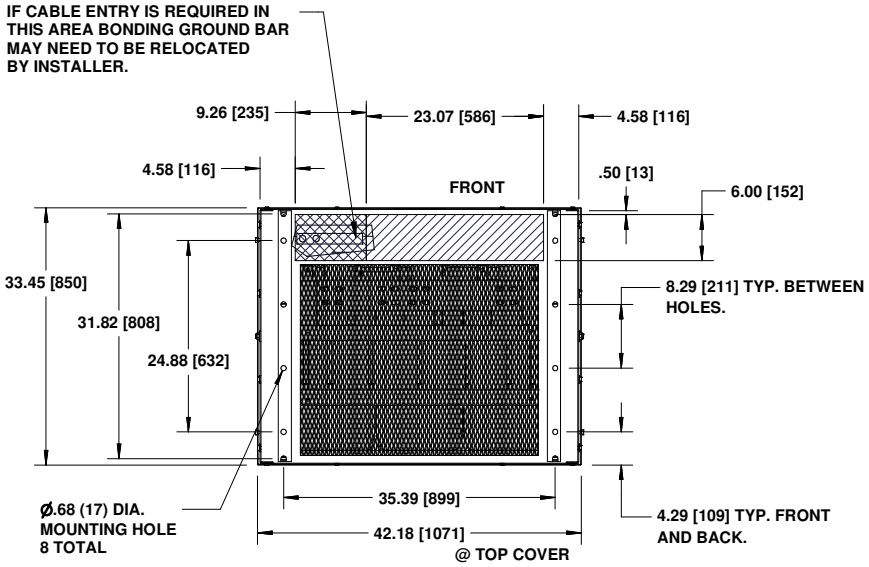
for Isolation Transformer sizes: 300kVA



FRONT VIEW



SIDE VIEW



BOTTOM VIEW

USE 39.38[1000] x 6.27[159] BOTH SIDES, AND (23.07[586]+9.26[235]) x 6.00[152] ON BOTTOM AS RECOMMENDED CABLE ENTRY LOCATIONS.

THIS DIMENSION DRAWING IS FOR REFERENCE ONLY. IT IS NOT TO BE REGARDED AS INDICATING THE EXACT DETAILS OF CONSTRUCTION.

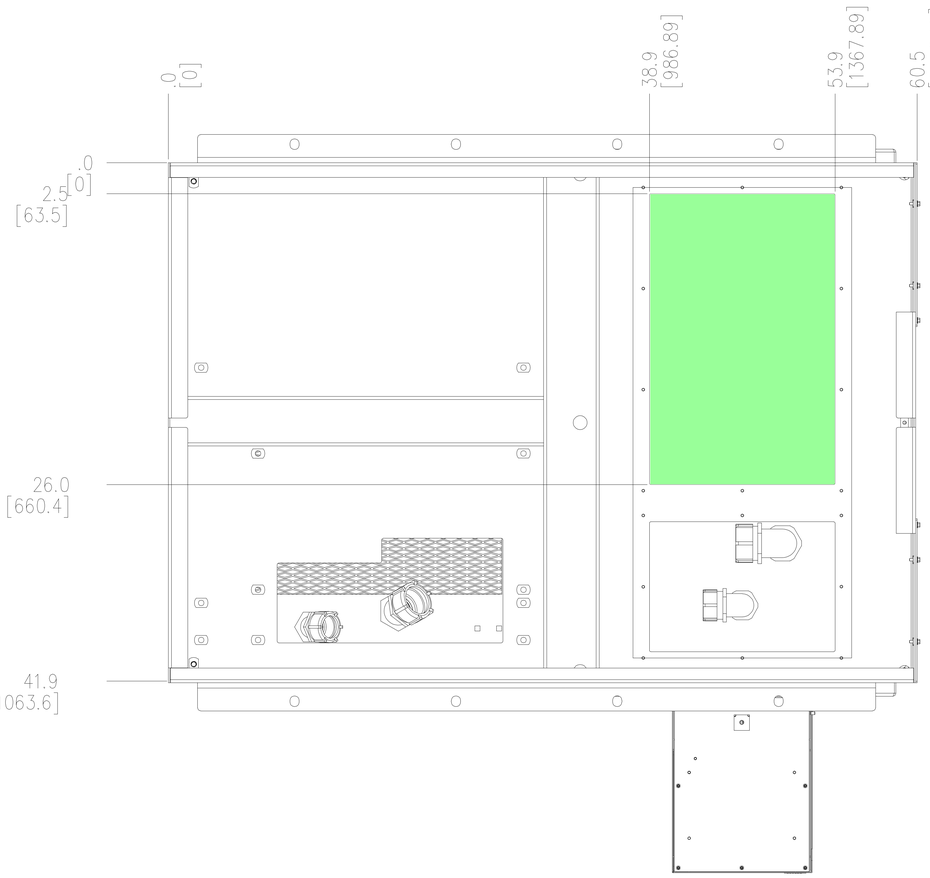
REV	DESCRIPTION	DFTR	APPD	DATE
5	ECO-164756 .	J.C.S.	C.B.	5/8/2019
4	ECO-133517 .	J.G.	C.B.	1/1/2018
3	ECN107449 .	J.C.S.	E.R.	4/28/2017

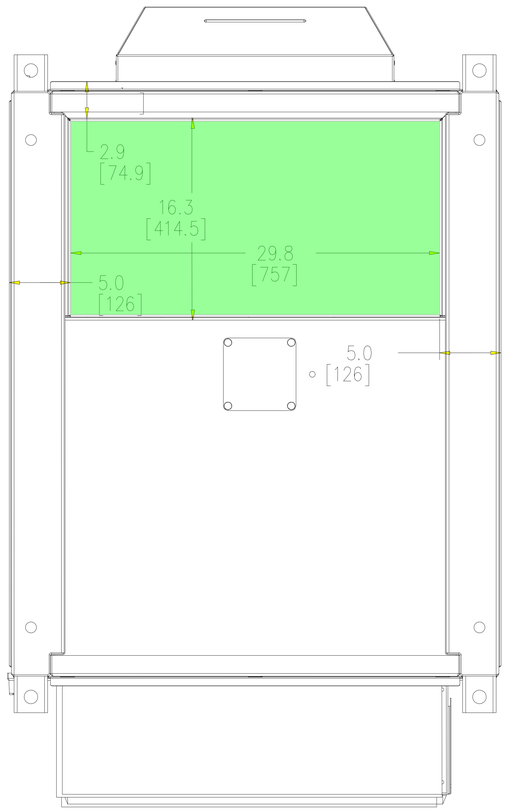
REVISIONS

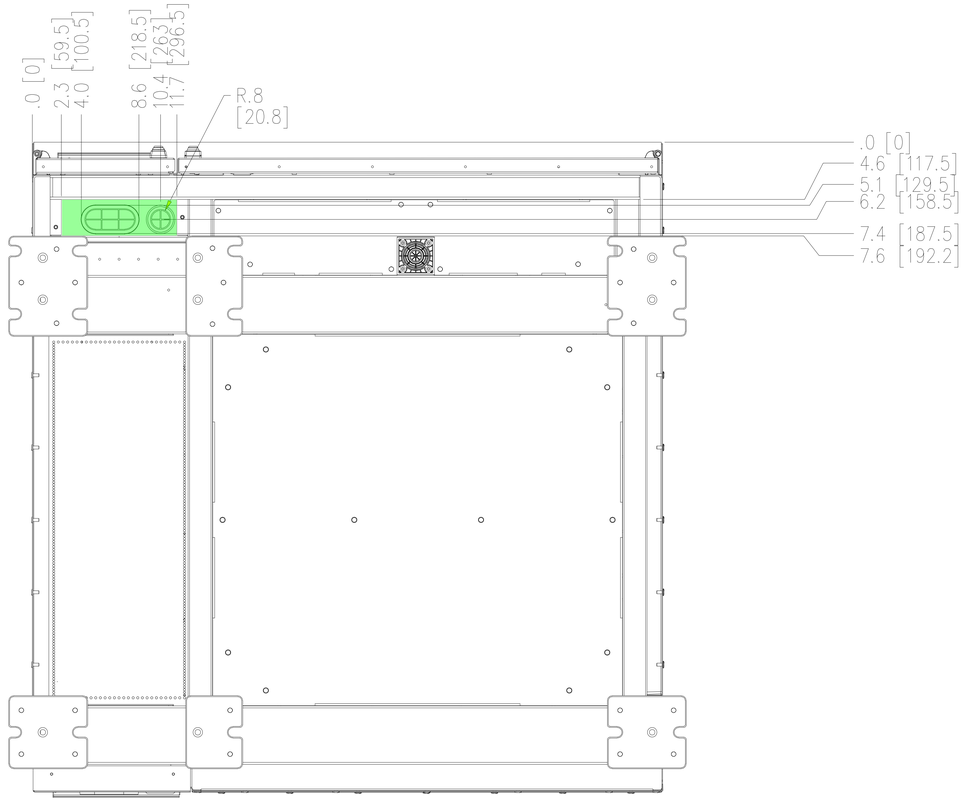
PRODUCT CODE: ·

FEDERAL ID NO. ·

DFTR S.B.	DATE 10/30/2015	THE INFORMATION ON THIS DOCUMENT WAS CREATED BY EATON CORPORATION. IT WAS DISCLOSED IN CONFIDENCE AND IS ONLY TO BE USED FOR THE PURPOSE IN WHICH IT WAS SUPPLIED.	EATON
APPD D.G.	DATE 10/30/2015	TITLE DRY TYPE TRANSFORMER OUTLINE	
S.O. .		TYPE DRY TYPE TRANSFORMER	OUTLINE
REVISION 5		G.O. .	DWG FR945
			SHEET 1 OF 1







Icarus Conduit Entry

METRIC	THIRD ANGLE PROJECTION	DWG PART NUMBER: 116001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	GD&T NOTE FOR TOLERANCES: DIM. ARE IN MM (INCHES) AFTER PLATING INTERPRET DIM AND TOL PER ASME Y14.5-2018	STATE: RELEASE
MODIFIED BY:			SCALE: 0.225
			CO: CO-0359627
			SHEETS: 19 OF 19

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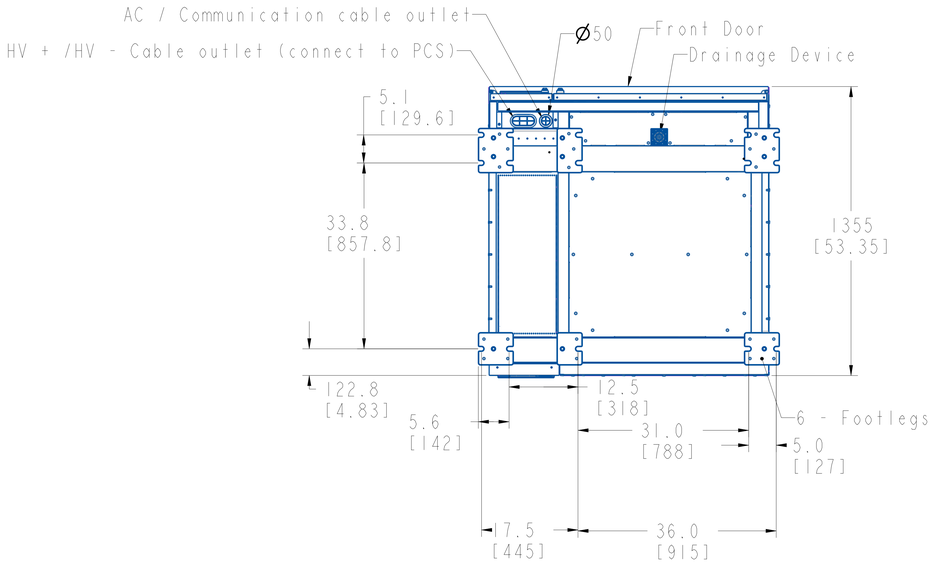

METRIC	THIRD ANGLE PROJECTION	BASE (PART NUMBER): P-110001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	SEE NOTES FOR TOLERANCES. DIM ARE IN MM [INCHES] AFTER PLATING INTERPRET DIM AND TOL PER ASME Y14.5-2018	STATE: RELEASE
MODIFIED BY:			SCALE: 0.100
			CO: CO-0359627
			SHEET: 3 OF 9

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TABLE D: CONTROL WIRING

CABLE #	CONNECTION	FROM	TO	NOMINAL VOLTAGE	CABLE QTY/AWG (90 °C, THHN)	EMT CONDUIT SIZE (in.)	CONDUIT #
C1	CONTROL CABINET INPUT POWER	CONTROL CABINET: DB1, DB2, DB3, GND	SITE SWITCHBOARD: CB2-2, CB2-4, CB2-6, GND	480 VAC	4/C #6	1.25	1
C2	SITE INPUT METER PT	CONTROL CABINET: TB2-4, TB3-5, TB3-6	SITE SWITCHBOARD: SUB LINE SIDE ØA-V, ØB-V, ØC-V	480 VAC	3/C #14	0.75	2
C3	SITE METER CT	CONTROL CABINET: TB2-15, TB2-16, TB2-17, TB2-18, TB2-19, TB2-20	SITE SWITCHBOARD: CT1 ØA-X1, ØA-X2, ØB-X1, ØB-X2, ØC-X1, ØC-X2	480 VAC	6/C #14		
C4	BESS METER PT	CONTROL CABINET: TB2-1, TB3-2, TB3-3	SITE SWITCHBOARD: CB1 LOAD SIDE ØA-V, ØB-V, ØC-V	480 VAC	3/C #14	0.75	3
C5	BESS METER CT	CONTROL CABINET: TB2-8, TB2-9, TB2-10, TB2-11, TB2-12, TB2-13	SITE SWITCHBOARD: CT2 ØA-X1, ØA-X2, ØB-X1, ØB-X2, ØC-X1, ØC-X2	480 VAC	6/C #14		
C6	INVERTER COOLING POWER	CONTROL CABINET: TB1-1, TB1-2, TB1-3	INVERTER: XD17-1, XD17-2, XD17-3	208 VAC	3/C #12	0.50	4
C7	INVERTER CONTROL POWER	CONTROL CABINET: TB1-4, TB1-5, TB1-6	INVERTER: XD17-4, XD17-5, XD17-6	208 VAC	3/C #12		
C8	INVERTER MODBUS TCP (SEE NOTE 2 ON SHEET 9)	BRIDGE CABINET: ES1-4	INVERTER: MODBUS TCP RJ45 PORT	24 VDC	SHIELDED CAT6	0.50	5
C9*	MX1 CLOSE	INVERTER: M10-14, XD22-2	SITE SWITCHBOARD: MX2 CONTROL PAN TB1-15,16	24 VDC	2/C #18	0.50	6
C10*	MX2 CLOSE	INVERTER CAB1000: XD3-2, XD3-5	SITE SWITCHBOARD: MX2 CONTROL PAN TB1-17,18	24 VDC	2/C #18		
C11*	MX2 LINE VOLTAGE SENSE	INVERTER CAB1000: REMOTE SENSE L1, L2, L3	SITE SWITCHBOARD: MX2 CONTROL PAN TB1-11,12,13	480 VAC	3/C #18		
C12	BMS & FIRE PANEL COMMUNICATION	CONTROL CABINET: TB3-31, TB3-32, TB3-33, TB3-34, TB3-35, TB3-36	BATTERY RACK #1: JX3-C, JX3-D, JX3-E, JX3-F, JX3-G, JX3-H	24 VDC	6/C #22	0.75	7
		CONTROL CABINET: TB3-38, TB3-39, TB3-40	BATTERY RACK #1: JX3-A, JX3-B	24 VDC	1/#22 TWISTED PAIR SHIELDED		
C13	BATTERY RACK 1 AUX POWER	CONTROL CABINET: TB1-8, TB1-9, TB1-11, TB1-12	BATTERY RACK #1: JXH1-A, JXH1-B, JXH1-C, JXH1-D	208 VAC	2/C #18 2/C #12	0.50	8
C14	BATTERY RACK 1 TO RACK 2 BMS & FIRE PANEL COMMUNICATION	BATTERY RACK #1: JX2-C, JX2-D, JX2-E, JX2-F, JX2-G, JX2-H	BATTERY RACK #2: JX3-C, JX3-D, JX3-E, JX3-F, JX3-G, JX3-H	24 VDC	6/C #22	0.75	9
		BATTERY RACK #1: JX2-A, JX2-B	BATTERY CABINET #2: JX3-A, JX3-B	24 VDC	1/#22 TWISTED PAIR SHIELDED		
C15	BATTERY RACK 2 AUX POWER	CONTROL CABINET: TB1-14, TB1-15, TB1-17, TB1-18	BATTERY RACK #2: JXH1-A, JXH1-B, JXH1-C, JXH1-D	208 VAC	2/C #18 2/C #12	0.50	10
C16	BATTERY RACK 2 TO RACK 3 BMS & FIRE PANEL COMMUNICATION	BATTERY RACK #2: JX2-C, JX2-D, JX2-E, JX2-F, JX2-G, JX2-H	BATTERY RACK #3: JX3-C, JX3-D, JX3-E, JX3-F, JX3-G, JX3-H	24 VDC	6/C #22	0.75	11
		BATTERY RACK #2: JX2-A, JX2-B	BATTERY RACK #3: JXH1-A, JXH1-B, JXH1-C, JXH1-D	24 VDC	1/#22 TWISTED PAIR SHIELDED		
C17	BATTERY RACK 3 AUX POWER	CONTROL CABINET: TB1-20, TB1-21, TB1-23, TB1-24	BATTERY RACK #3: JXH1-A, JXH1-B, JXH1-C, JXH1-D	208 VAC	2/C #18 2/C #12	0.50	12

* CABLE # C9, C10, C11 ONLY REQUIRED IN GRID FORMING APPLICATIONS. C9 & C10 TO BE 600V RATED IF PLACED IN SINGLE CONDUIT WITH C11. ADD #18 WIRE JUMPER FROM INVERTER XD22-1 TO M10-13 FOR GRID FORMING APPLICATIONS.

METRIC	THIRD ANGLE PROJECTION	NAME / PART NUMBER: P-110001098	REVISION: 01	EATON
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION				SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	SEE NOTES FOR TOLERANCES (UNLESS OTHERWISE SPECIFIED) FINISH ARE 10 MM (INCHES) AFTER PLATING (UNLESS OTHERWISE SPECIFIED) FINISH ARE 10 MM AND TOL PER ASME Y14.5-2018	STATE: RELEASE	SCALE: 0.100
MODIFIED BY:			ECO:	SHEET: 7 OF 9

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TABLE D SYSTEM BREAKER TABLE			
SYSTEM (KW)	BREAKER	CURRENT RATING (A)	
		100% RATED	80% RATED
1000	SUB, CB1, MX2*	1600	1600
800	SUB, CB1, MX2*	1000	1200
700	SUB, CB1, MX2*	1000	1200
500	SUB, CB1, MX2*	700	800
350	SUB, CB1, MX2*	500	600
250	SUB, CB1, MX2*	350	400
BRIDGE CABINET P/N	BREAKER	CURRENT RATING (A)	
		100% RATED	80% RATED
P-103004900 (3 BATT MAX)	CB2	50	60
P-103005650 (8 BATT MAX)	CB2	80	100
ALL BREAKERS REQUIRE: AUX CONTACTS = 2A2B ALARM CONTACTS = 1A1B * OPTIONAL MX2 ONLY REQUIRED FOR GRID FORMING APPLICATIONS. BREAKER REQUIRES: 120V SPRING CHARGE 120V SPRING RELEASE (CLOSE OPERATION) 120V SHUNT TRIP (OPEN OPERATION)			

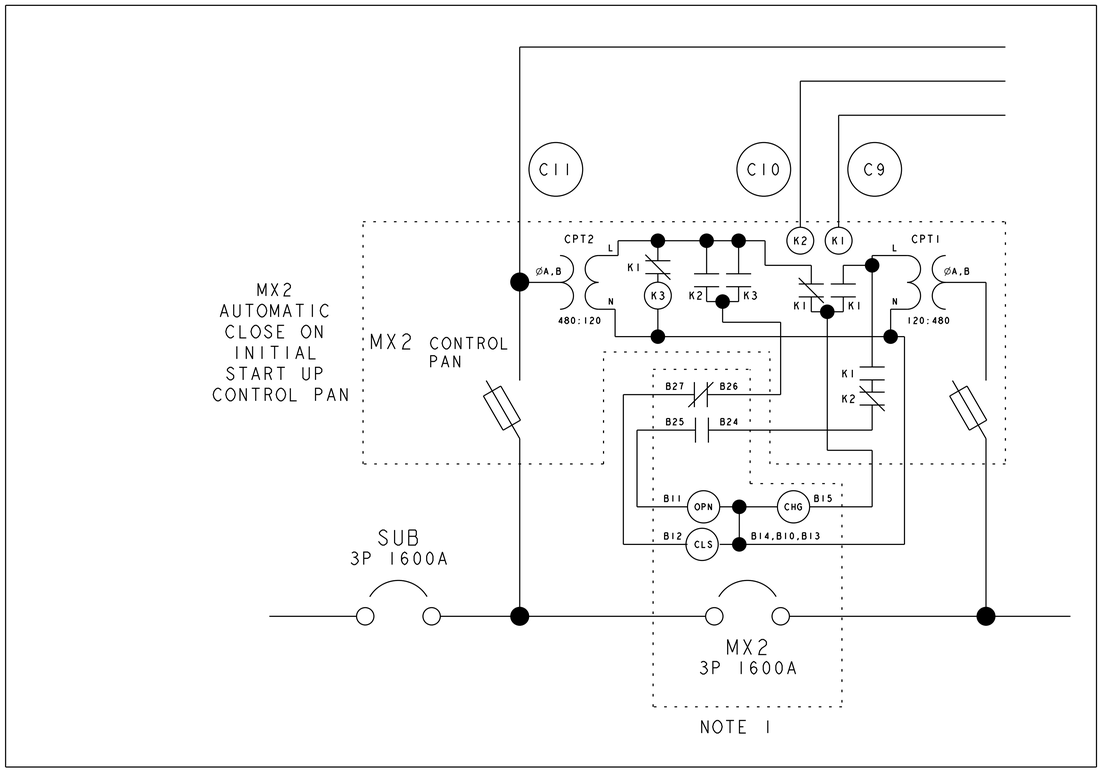

TABLE F: INPUT TRANSFORMER TABLE

SYSTEM POWER (KW)	TRANSFORMER RATING (KVA)
850-1000	1200
700-800	1000
450-650	750
300-400	500
250	300

INPUT TRANSFORMER REQUIREMENTS:
480 Y 277 PRI.- 480V DELTA SEC.
ISOLATION TRANSFORMER
TAPS 2 @ +2.5%, 2 @ -2.5%
150°C RISE
ELECTROSTATIC SHIELD

DELTA SECONDARY FACES INVERTER. SEE INVERTER MANUAL FOR ADDITIONAL TRANSFORMER REQUIREMENTS.

NOTE 1: OPTIONAL MX2 BREAKER AND MX2 CONTROL PAN ONLY REQUIRED FOR GRID FORMING APPLICATIONS. MX2 CONTROL TERMINALS IDENTIFIED ARE BASED ON EATON MAGNUM BREAKER TERMINALS FOR REFERENCE. SHEET 6 DEPICTS MX2 CONTROL PAN THAT REQUIRES MANUALLY CLOSING MX2 BREAKER ON INITIAL STARTUP. SEE SHEET 8 FOR MX2 CONTROL PAN CONFIGURATION THAT AUTO CLOSES MX2 ON INITIAL START UP.

METRIC | THIRD ANGLE PROJECTION | NAME (PART NUMBER): P-110001098 | REVISION: 01 | EATON
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION | SIZE: A0
ORIGINATED BY: S. Davis | 2/5/2026 | SEE NOTES FOR TOLERANCES DIM ARE IN MM [INCHES] AFTER PLATING INTERPRET DIM AND TOL PER ASME Y14.5-2018 | STATE: RELEASE | SCALE: 0.100
MODIFIED BY: | CO: CO-0359627 | SHEET: 8 OF 9

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NOTE 2:
CUSTOMER TO ADD QTY (2) FERRITE TO SHIELDED CAT6 CABLE CONNECTION INSIDE INVERTER AT 'MODBUS TPC' RJ45 JACK. LOOP CAT6 CABLE (3) TIMES THRU THE CENTER OF THE FERRITE BEADS AND CABLE AT RJ45 JACK. USE DMEGC P/N H48X30X15 R10K FERRITE OR EQUIVALENT. SEE TABLE G FOR FERRITE SPECIFICATION.

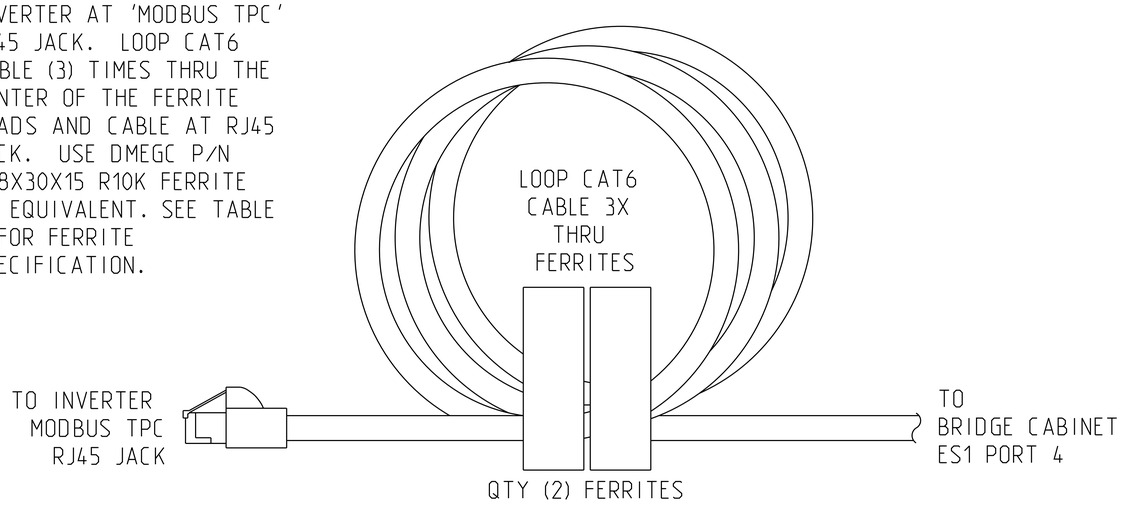

TABLE G: FERRITE SPECIFICATIONS

MANUFACTURER	DMEGC
PART NUMBER	H48x30x15 R10K

DIMENSIONS (MM)		
PROPERTY	VALUE	UNIT
OUTSIDE DIAMETER (MAX)	49.2	MM
INSIDE DIAMETER (MIN)	29	MM
THICKNESS (MAX)	16	MM

ELECTROMAGNETIC PROPERTIES		
PROPERTY	VALUE	UNIT
INDUCTANCE FACTOR (AL)	14000 ± 30%	nH/N^2
INDUCTANCE (L)	1400 ± 25%	μH

R10K MATERIAL CHARACTERISTICS		
PROPERTY	VALUE	UNIT
INITIAL PERMEABILITY (μI)	10000 ± 25%	
RELATIVE LOSS FACTOR (tan g/(μI) 10kHz	<7.0 x 10	$x10^{-6}$
SATURATION FLUX DENSITY (Bs) 1149A/m	400	mT
RESIDUAL FLUX DENSITY (Br)	100	mT
COERCIVITY FORCE (Hc)	6.5	A/m
REL. TEMP. COEF. (μr) 20-60℃	-0.5 ~ 2.0	$x10^{-6}/℃$
HYSTERESIS MATERIAL CONSTANT (nB) 25℃, 10kz, 1.5~3mT	< 1.4	$x10^{-6}/mT$
CURIE TEMP. (Tc)	> 120	℃
RESISTIVITY (ρ)	0.15	Ω.m
DENSITY (d)	4.9	G/cm^3

METRIC	THIRD ANGLE PROJECTION	DWG (PART NUMBER): P-I10001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
DESIGNED BY: S. Davis	2/5/2020	SEE NOTES FOR TOLERANCES DIM ARE IN MM (INCHES) AFTER PLATING THICKNESS DIM AND TOL PER ASME Y14.5-2018	SCALE: 0.100
MODIFIED BY:			STATE: RELEASE
			ZD: CO-0359627
			SHEET: 9 OF 9

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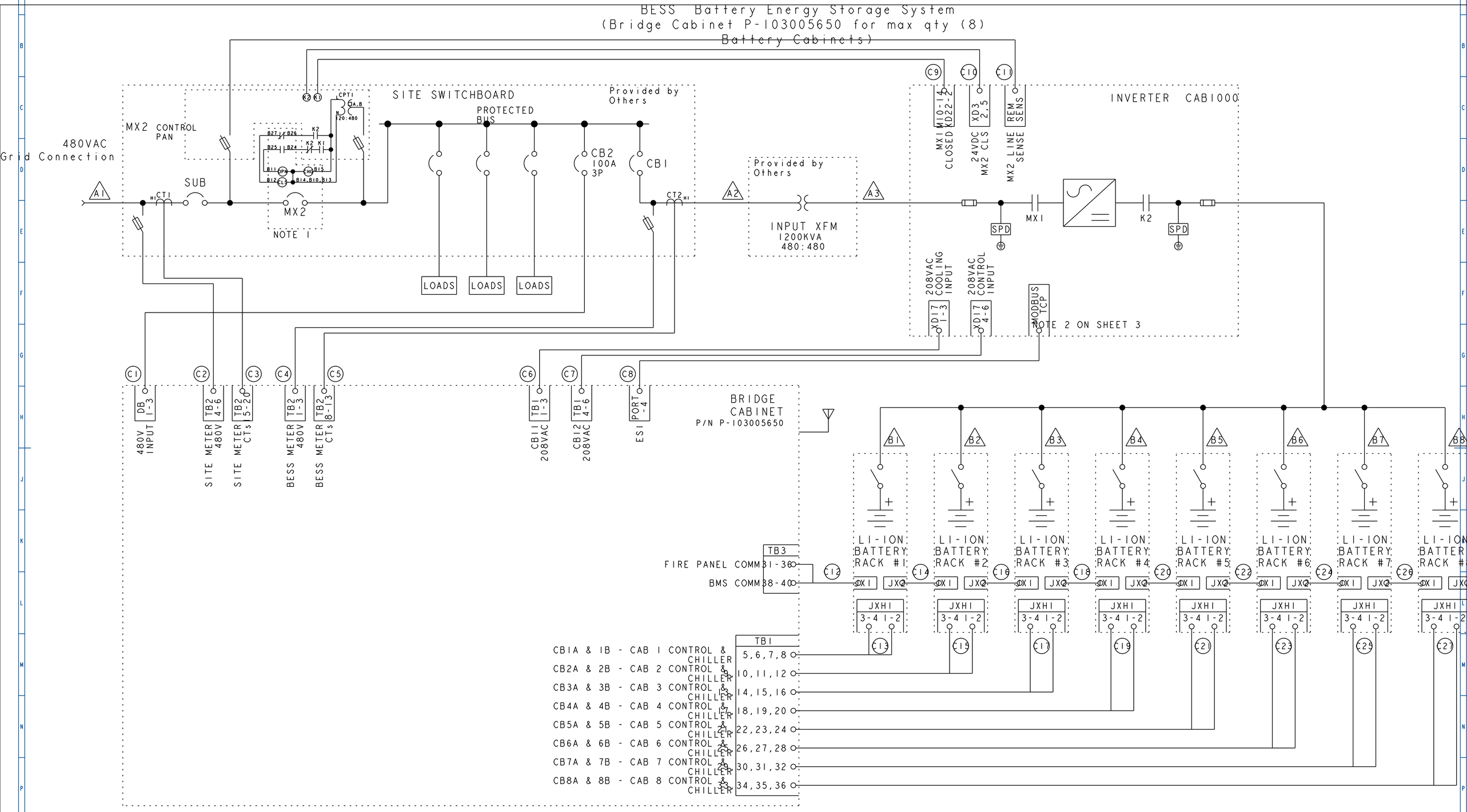
BESS Battery Energy Storage System
(Bridge Cabinet P-103005650 for max qty (8) Battery Cabinets)



LEGEND

BESS - BATTERY ENERGY STORAGE SYSTEM
SUB - SITE UTILITY BREAKER
CBI - BATTERY ENERGY STORAGE SYSTEM BREAKER
CB2 - BESS CONTROL POWER BREAKER
BMS - BATTERY MANAGEMENT SYSTEM
AC - AIR CONDITIONING
HT1 & HT2 - HEATERS
EPO - EMERGENCY POWER OFF

GSEC - GLOBAL STORAGE ENERGY CONTROLLER
PMA & PMB - BESS & SITE POWER METER
MMB - MASTER BATTERY MANAGEMENT UNIT
ETH - ETHERNET MODULE
MX1 - INVERTER AC CONTACTOR
MX2 - GRID FORMING ISOLATION BREAKER
SPD - SURGE PROTECTION DEVICE
CT1 & CT2 - CURRENT TRANSFORMER

NOTE 1: OPTIONAL MX2 BREAKER AND MX2 CONTROL PAN ONLY REQUIRED FOR GRID FORMING APPLICATIONS. MX2 CONTROL TERMINALS IDENTIFIED ARE BASED ON EATON MAGNUM BREAKER TERMINALS FOR REFERENCE. SHEET 2 DEPICTS MX2 CONTROL PAN THAT REQUIRES MANUALLY CLOSING MX2 BREAKER ON INITIAL STARTUP. SEE SHEET 3 FOR MX2 CONTROL PAN CONFIGURATION THAT AUTO CLOSES MX2 ON INITIAL START UP.

METRIC	THIRD ANGLE PROJECTION	BASE (PART NUMBER): P-110001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	SEE NOTES FOR TOLERANCES [FOR DEC PLACES] ± .XX ± .XXX ANGLES ± 1° FINISH ELECTROPLATE ZINC AND TCS PER ASME Y14.5-2018	STATE: RELEASE
MODIFIED BY:			SCALE: 0.100
			CO: CO-0359627
			SHEET: 15 OF 18

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TABLE G: CUSTOMER INVERTER WIRING

TERMINATION	MAX TERMINATIONS	LUG TYPE	BOLT PATTERN	VOLTAGE RATING
AC INPUT/OUTPUT WIRES (PER PHASE)	6	COMPRESSION 600 MCM MAX CABLE SIZE	NEMA 2 HOLE	600 VAC
GROUND WIRES	14	COMPRESSION	SINGLE HOLE 12 MM DIA.	
CONTROL WIRE	2 TO 18 AWG	SEE MANUAL	SEE MANUAL	SEE MANUAL

TABLE H: CUSTOMER INVERTER TO BATTERY WIRING (PER BATTERY RACK)

WIRES	ACCEPTED WIRE RANGE	TORQUE RATING N*M [LB.FT]	WIRE	CONDUIT
DC INPUT WIRES FROM BATTERY	COMPRESSION TERMINAL (2-HOLE, M12, 44.5MM CENTERS)	76 [56]	(2) 3/0 (Note 1)	(1) 2 in
GROUND WIRES (BATTERY)	COMPRESSION TERMINAL (1-HOLE, M10)	22 [16]	(1) 3/0 (Note 1)	

NOTE 1: DC CABLE 2000V 105°C RATED TYPE XLPE EQUIVALENT TO:
MANF. KRISTEC P/N PVFV-2K82192-12-M01BLK-00000* (* = reel length)
MANF. ADC P/N 30302NPV_ET

METRIC	THIRD ANGLE PROJECTION	DWG (PART NUMBER): P-110001098	REVISION: 01
DESCRIPTION: xSTORAGE 250-2000, SYSTEM ELEVATION			SIZE: A0
ORIGINATED BY: S. Davis	2/5/2026	SEE NOTES FOR TOLERANCES. UNLESS IN MM (INCHES) DFTED PLATING THICKNESS DIM AND TOL PER ASME Y14.5-2018	STATE: RELEASE
MODIFIED BY:			SCALE: 0.100
			CO: CO-0359627
			SHEET: 18 of 18

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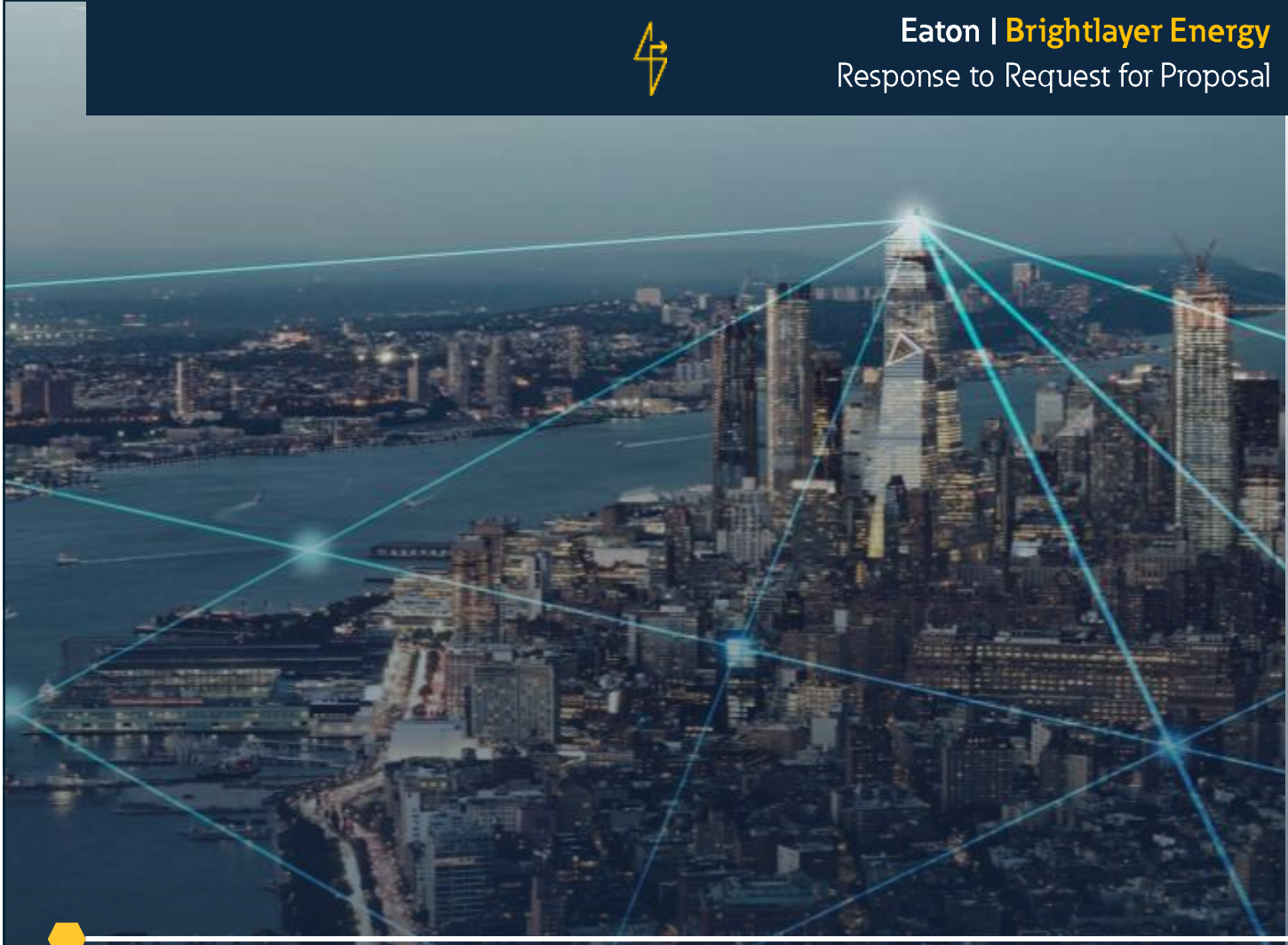


Brightlayer Energy

Project: City of Spokane – Water Department PV Canopy and BESS

Location: Spokane, Wa

Negotiation Number: PGEG0514X6K1

Date: May, 22th 2026

Software Solution: Brightlayer Energy

Powering Business Worldwide

Glossary of Terms

Term	Definition
API	Application Programming Interface
BACnet	Building Automation and Control Networks protocol
BESS	Battery Energy Storage System
BLE	Brightlayer Energy
BMS	Building Management System
DER	Distributed Energy Resource
EVCI	Electric Vehicle Charging Infrastructure
GHG	Greenhouse Gas
HMI	Human-Machine Interface
Modbus	Serial communication protocol for Institution devices
OCPP	Open Charge Point Protocol (EV charging standard)
OpenADR	Open Automated Demand Response
OPC-UA	Open Platform Communications Unified Architecture
PV	Photovoltaic (solar power)
REST	Representational State Transfer (API architecture)

60% Budget

A Trusted Partner in Power Management

Eaton is a power management company with 2024 revenues of $24.9 billion. We provide energy-efficient solutions that help customers effectively manage electrical, hydraulic, and mechanical power more efficiently, safely, and sustainably.

- 100+ years of power management expertise
- 92,000 employees worldwide
- Products sold in 175+ countries
- Dedicated to improving quality of life and the environment

Our Differentiators

End-to-End Solution

Unlike point solutions, Brightlayer Energy provides hardware, software, and services from a single trusted vendor—simplifying procurement, integration, and support.

Vendor-Neutral Integration

Our open communications architecture integrates with your existing equipment regardless of manufacturer. Supported protocols include ModbusTCP, BACnet IP, OPC-UA, OCPP 1.6J, and REST API.

Buildings as a Grid Strategy

Eaton's vision transforms buildings from passive energy consumers into active grid participants. This approach creates flexible energy systems that accelerate decarbonization, boost resilience, reduce costs, and create new revenue opportunities.

Continuous Innovation

Brightlayer Energy leverages advanced algorithms and AI tools to predict energy demand based on weather, occupancy, and historical trends. Over-the-air firmware updates ensure your system stays current.

Global Support Infrastructure

With technical support available across time zones and a network of trained service engineers, Eaton provides the responsiveness your critical operations require.

60% Budget

Executive Summary

The Challenge

The energy landscape for commercial and institutional buildings is rapidly evolving. Organizations face mounting pressure from rising electricity costs, increasing demand, more frequent extreme weather events, and global decarbonization requirements. Traditional building management approaches are no longer sufficient to address these challenges.

Our Solution

Eaton's Brightlayer Energy is a sophisticated energy management optimization system designed to unify increasingly complex building energy systems. This platform empowers your organization to:

- Better forecast and optimize energy use
- Reduce costs and improve ROI through intelligent automation
- Achieve carbon reduction goals with real-time tracking
- Enhance resilience to ensure uninterrupted operations

Key Benefits

25%+	**27%**	**20%**	**2-4 yr**
Energy Cost Reduction	Carbon Footprint Reduction	Potential Savings	Typical Payback

**Based on documented Eaton customer deployments*

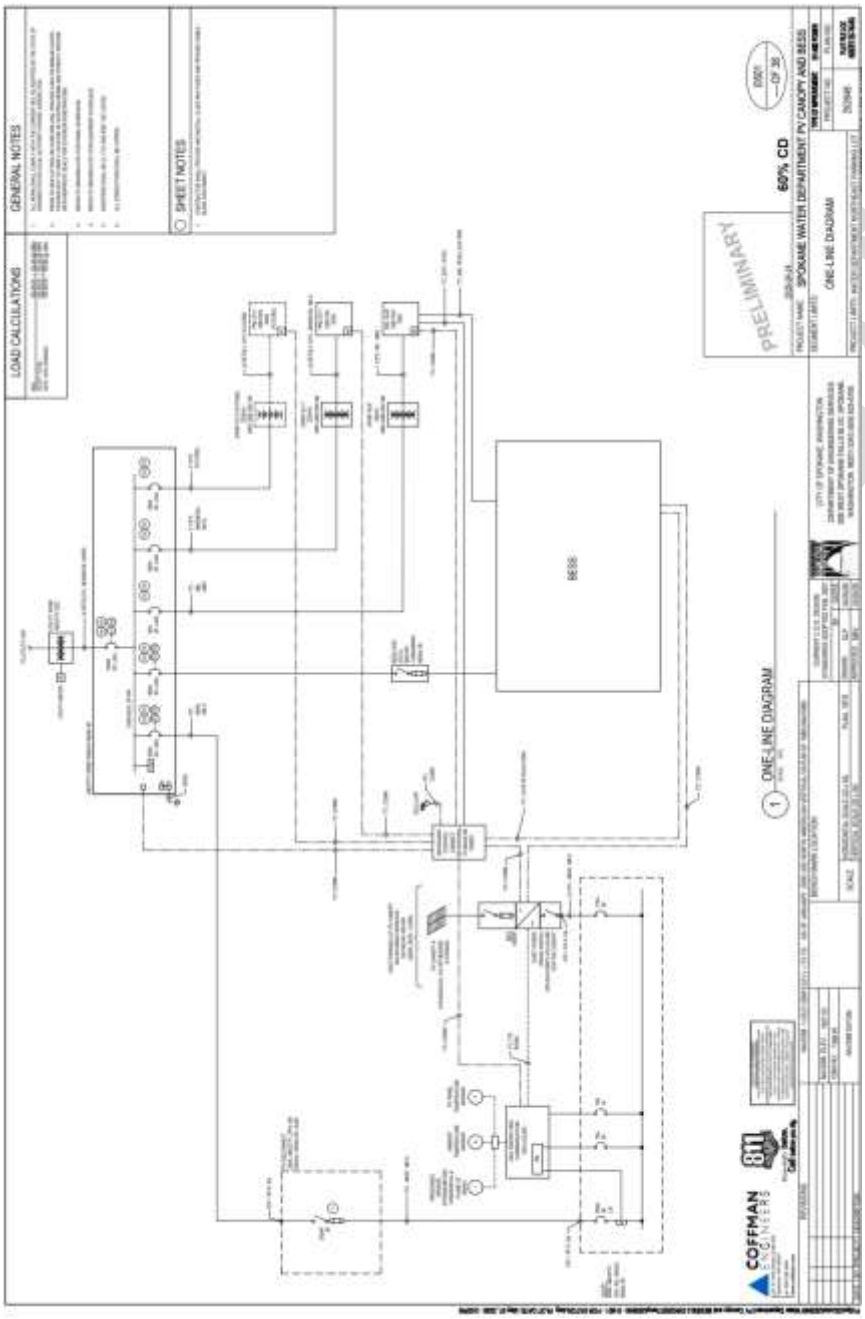
Investment Summary

Component	Investment
One-time: Turnkey Software Setup, Install and Commissioning, and Microgrid Controller Enclosure.	$112,720
Annual Software & Support – 2 Years	$15,312
Total Year 2 Investment	**$128,032**

80% Budget

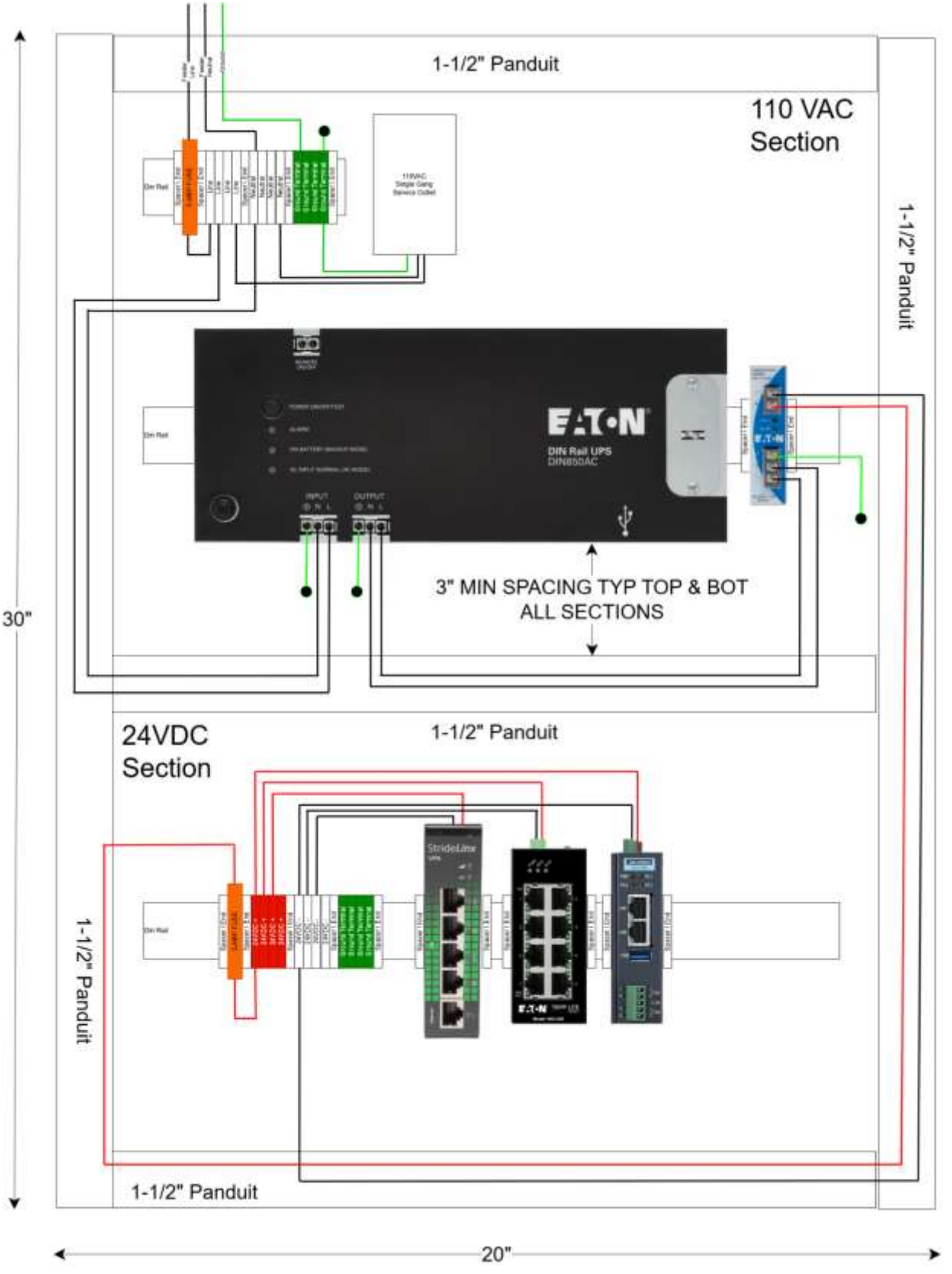
Project Description

Basis of Design



Target

Microgrid Control Enclosure



Microgrid Controller Solution Overview

MGC Functional Description

The use cases outlined in the Project Configuration section are accomplished through an integrated MGC software solution that includes the Microgrid Controller, On-grid Optimization Service, Output Broker, and Microgrid Controller Alarm Service.

These components provide a control and monitoring package, and their functions are further described in the subsequent sections.

Optional On-grid Optimization

The objective of the on-grid optimization is to reduce the utility bill of the microgrid. This includes the demand charge and the energy charge as per the Time of Use (TOU). This optimization is used to solve non-trivial power system optimization problems to compute optimal power and State-of-Charge (SOC) schedules for the MGC. The purpose of the optimizer is to optimize the use of solar and battery Distributed Energy Resource (DER) for the following use cases:

- Demand charge minimization
- Time-of-use charge minimization
- PV production maximization

Microgrid Controller

The Microgrid Controller is a control solution that implements hierarchical (layered) automatic real-time feedback control algorithms specifically designed for modbus control point logic, and breaker functions. The control solution is used to monitor and detect state changes in specified devices and make logical changes to devices based on grid and microgrid conditions.

Automatic real-time feedback control means that dispatch signals are computed and sent automatically to the DERs and/or controllable breakers and devices in real-time by measuring:

- Real/reactive power flow
- Voltage/voltage angle/frequency
- SOC of BESS
- State or mode of multiple BESS, and interconnection switches/breakers
- Monitoring externally specified real/reactive power schedules, voltage/frequency, SOC, and breaker status

And managing:

- Breaker state
- EV load control points
- Battery controller operation modes

Microgrid Controller Inputs and Outputs

The Microgrid Controller is capable of interfacing with end devices using the modbus communication protocol that supports the performance and operation of the controls strategy. Included in the priced

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scope are all the input and output signals required for the controller to perform the required functions and support the standard set of internet accessible HMI screens.

Microgrid Controller Alarm Service

Microgrid Controller's alarming and notification system provides automatic and escalating alerts to operators, engineers, and management. Notifications can be sent via email and SMS text messages.

Project Configuration

Project Size

The project will consist of the following resource sizes (capacity and energy, as applicable) as well as the listed Point of Interconnection (POI) capacity.

Resource Type	Size	Controlled by MGC
Main Disconnect	NA	Yes
PV Disconnect	NA	Yes
BESS Disconnect	NA	Yes
DAS Weather Station	NA	Yes
Chint Inverter	100KW	Yes
Eaton xStorage BESS	750KWH	Yes
EVCI Infra via API / CPO	NA	No

Table 1: Project Size Summary

Project Specific Use Cases

The Microgrid Controller control architecture will be configured for a project with a single battery energy storage system (BESS), a single photovoltaic (PV) inverter, and a single Main Breaker. The PV and BESS each have controllable breakers that serve as backup emergency curtailment if soft curtailment fails.

- The Microgrid Controller will manage the single battery and PV inverter, ensuring that power flow at the Point of Interconnection (POI) is maintained according to operational objectives during grid-connected operation.
- The Microgrid Controller will monitor the POI, support transitions between grid-connected and islanded modes, perform emergency blackstart procedures if island formation fails, and take control of the battery and PV inverter during islanded operation.
- The Microgrid Controller will maintain the battery and PV inverter during islanded mode and support transitions to and from the grid.

The Microgrid Controller will monitor real and reactive power output from the battery, PV inverter, and Main Breaker. The EV chargers will be treated as uncontrolled resources when grid-tied. During grid-connected operations, the battery and PV inverter will be optimized and controlled by their respective controllers. In islanded mode, the battery will be controlled as a droop asset to support microgrid functionality. The Microgrid Controller use cases include:

- Real/reactive power flow
- Voltage, voltage angle, frequency
- SOC of BESS
- State or mode of the battery and the PV inverter, and interconnection switches/breakers
- Monitoring externally specified real/reactive power schedules, voltage/frequency, SOC, and breaker status

And managing:

- Breaker state
- EV load control points

- Battery controller operation modes

Control Modes

Grid-Connected Operation

In grid-connected mode, the Microgrid Controller manages power at the POI and the battery's SOC to optimize utility costs through demand charge management and time-of-use (TOU) rate strategies.

- The Microgrid Controller Optimization Engine directly sets the reference for real power flow at the POI.
- The reference for reactive power flow may be set directly or calculated internally based on the selected control mode.
- Solar curtailment is not required; excess generation may be exported to the grid.
- EV charger curtailment is not required; grid import is permitted when solar generation is insufficient.
- The tie breaker (if present) remains open, managed by protection interlock.

Island Operations and Transitions

In islanded mode, the Microgrid Controller focuses on balancing power flow and battery SOC. Control functions include:

- EV chargers are curtailed to a predetermined limit as per the EV Load Curtailment scheme, based on criteria such as breaker states, battery operation, or time of day.
- The battery operates as the grid-forming resource in island mode.
- The battery is rated for its specified power and energy capacity. During island transitions or island operation, if the microgrid peak load exceeds the available power from the battery and PV inverter, an outage may occur.
- The PV inverter operates as a grid-following resource in island mode.
- The Microgrid Controller sends real and reactive power commands to the PV inverter based on battery output and SOC.

MGC Transitions

The Microgrid Controller enables resiliency for unplanned islanding (T1), planned islanding (T2), and planned reconnection (T3).

- **Breaker Operation**
- The Microgrid Controller sends breaker open/close commands for transitions. Relay synchronization settings determine safe operation. The controller does not manage relay protection settings.
- The Microgrid Controller is configured to not interfere with other controllers managing relay(s) and operating resources during transitions.
- The Microgrid Controller sends breaker open/close commands to the Main Breaker, PV breaker, and BESS breaker as necessary, especially for emergency backup curtailment if soft curtailment fails.
- Interlock logic ensures safe operation and prevents closing breakers when conditions are unsafe (hardware interlock acts as backup).

MGC Transitions

The Microgrid Controller enables resiliency for unplanned islanding (T1), planned islanding (T2), and planned reconnection (T3).

- EV chargers are curtailed to predetermined limits as per the load curtailment scheme.
- The battery is grid-forming in island mode.
- The battery is rated for its specified power and energy capacity. If the microgrid peak load exceeds the combined available power from the battery and PV inverter, an outage may occur.
- The PV inverter is grid-following in island mode.
- The Microgrid Controller sends real and reactive power commands to the PV inverter based on battery output and SOC.

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MGC Transitions

The Microgrid Controller enables resiliency for unplanned islanding (T1), planned islanding (T2), and planned reconnection (T3).

- **Breaker Operation**
- The Microgrid Controller sends breaker open/close commands and manages synchronization checks for safe transitions. It does not manage relay protection settings.
- The Microgrid Controller is configured to avoid interference with other controllers during transitions.
- Commands are sent to the Main Breaker, PV breaker, and BESS breaker as needed for emergency backup curtailment.
- Interlock logic ensures all breakers operate safely.
- Import real power limit: no limit specified (configurable)
- Export real power limit: no limit specified (configurable)
- Reactive power bounds: no limit specified (configurable)

Black Start (T4 Transition)

If grid power is lost or the microgrid goes black, the battery controller will attempt to blackstart up to 10 times. If unsuccessful, external black start initialization may be required. The Microgrid Controller will send black start commands to the battery for up to three attempts, depending on battery feedback.

If the total number of blackstart attempts exceeds six in one hour, the microgrid will shut down until the utility grid is restored.

The Microgrid Controller is not liable for physical injury or property damage resulting from attempts to initialize third-party blackstart processes.

If auto-blackstart fails, manual intervention will be required. Alerts on failed blackstart transitions are provided to the end customer and monitoring system.

Manual Mode

MGC can operate under manual (open-loop) control, in addition to the automatic (closed-loop) feedback control listed above. In manual mode, the Microgrid Controller MGC sends user commands to the resources without any closed-loop control.

Supervisory Control

MGC to accept a BESS SOC setpoint (target) from an Operator such that an Operator can ensure the BESS has sufficient SOC for upcoming planned outages.

Resource and System Integration Summary

MGC will interface with the following system resources, or equivalent, and systems. The data requirements for each system are outlined in *Appendix 4 - Data Requirements.*

Resource	Size	Quantity	Manufacturer	Model	Communication Protocol	Clarifications
Main Disconnect	*NA*	1	Eaton	PXR25	Modbus TCP	

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PV Disconnect	*NA*		Eaton	PXR25		
BESS Disconnect	*NA*	1	Eaton	PXR25	Modbus TCP	
Chint PV Inverter	*Inverter Size:* 100kW$_{dc}$ (total)	1	Chint Power Systems	CPS-SCH100KTL-DO-US-480	Modbus TCP	
xStorage	*Inverter Size: 300kWac (total)*	1x300KW	Eaton	xStorage	Modbus TCP	
Weather Station		1	DAS		Modbus TCP / BACnet IP / REST API	

Table 2: Resource Summary

SCADA Design

HMI Screens

Microgrid Controller's standard MGC HMI consists of several screens that display various aspects of the project site. These include an overall site dashboard and performance, single line diagram of the network, BESS, inverters, other project assets' details and status, SCADA command, trending analytics, and customizable reports. Within the HMI, the system operator can manually input control commands and set points for real and reactive power and other parameters to meet project requirements.

Alarms

The Microgrid Controller Alarm system has several attributes that are used for sorting, displaying, and tracking the alarms. There is an Alarms Dashboard which displays a list of active and unacknowledged alarms in a sortable and searchable table. Additional Alarm Features include alarms counts, display top alarms, sort, and acknowledge all.

Alarms Dashboard -Displays a list of active and unacknowledged alarms in a sortable and searchable table. Each row in the table represents one active or unacknowledged alarm.
Each alarm can be expanded to open a panel with details on that alarm.
Additional Alarm Features – include:

- Alarms Counts
- Display top alarms
- Sort
- Acknowledge all

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Brightlayer Energy provides dependable and scalable solutions with adaptable project management, delivering real-time asset data to support energy management for commercial and institutional buildings. Utilizing a customer centric Bill of Materials and Standard Scope of Work, this approach minimizes deployment risk and enables tailored customization to address the specific needs of each facility.

Eaton Corporation will supply all materials, tools, equipment, and personnel required to deliver a customized Energy Management and Optimization System that transforms your facility into an intelligent energy asset.

What Sets This Solution Apart

Real-Time Visibility

Gain instant access to critical asset data across your electrical distribution system. Monitor consumption patterns, track performance metrics, and identify optimization opportunities as they happen—not days or weeks later.

Standardized Delivery, Customized Results

Our proven deployment methodology combines standardized hardware and software components with flexible configuration options. This means faster time-to-value with a solution tailored to your specific operational goals.

Scalable Architecture

Start with your most critical assets and expand over time. The Brightlayer Energy platform scales seamlessly from single-site deployments to enterprise-wide energy management across your entire portfolio.

Future-Ready Integration

Open protocols and API-first design ensure your investment is protected as technology evolves. Integrate with existing building systems today and emerging technologies tomorrow.

Standard Scope of Work Includes

Hardware & Software

- Brightlayer Energy Gateway(s) as specified in Bill of Materials
- Cloud platform licensing with real-time monitoring dashboard
- Historian for historical data storage and trending
- Standard and custom reporting capabilities

Professional Services

- Dedicated Project Management and Coordination
- Off-Site Network Design and System Architecture
- Remote System Configuration and Graphics Development
- API Integration Development (as specified)

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- Factory Acceptance Testing

Documentation & Training

- As-Built Documentation Package
- System Training
- User Guides and Operating Procedures

Ongoing Support

- One-Year Customer Care Contract
- Technical Support Access
- Software Updates and Security Patches

Devices and Systems to Integrate

Brightlayer Energy's vendor-neutral architecture integrates with a wide range of devices and systems. All devices are assumed to communicate via Modbus/TCP, BACnet/IP, OCPP, or REST API from existing communication cards or supplied gateways.

Metering (Via Trip Units or Integral PXE Metering)
- Site Meter
- PV Meter
- BESS Meter

EV (Via local Modbus, OCPP, or Cloud API, to be determined)
- EV Panel-1
- EV Panel-2

BESS
- xStorage

Other
- Main Disconnect
- PV Disconnect
- BESS Disconnect
- Weather Station

PV
- Chint Gateway

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Hardware

Brightlayer Energy Site Gateway - Eaton BL-CIC-150

The Brightlayer Energy IoT Gateway provides secure, reliable connectivity between your facility's energy assets and the Brightlayer Energy cloud platform. CIC-150 will be configured by Eaton prior to shipping to site and installed by Performance Power site technicians.

Specification	Details
CPU	**NXP i.MX8M Quad Core Cortex A53, 1.3 GHz**
Memory	**2 GB DDR4 RAM**
Storage	**16GB eMMC**
Ethernet	**2x 10/100/1000 Base-T RJ-45**
Serial Ports	**2x RS-232/485 isolated (Terminal Block)**
USB	**1x USB 3.0**
Operating System	**Eaton Bright Layer Edge Linux**
Operating Temp	**-40°C to +70°C (-40°F to +158°F)**
Power Input	**10-30 VDC, 8W @ 24VDC**
Dimensions	**100 x 93 x 30 mm**
Mounting	**Wall-mount or DIN-rail**
Certifications	**CE, FCC, UL, RoHS Compliant**

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Supported Expansion

- 5G Module: Quectel RM500Q-GL, RM502Q-AE (North America)
- Mini-PCIe slot for Wi-Fi/Cellular modules
- M.2 slot on expansion models
- Nano SIM slot for cellular connectivity
- Micro-SD slot for data logging and firmware updates

Software

Brightlayer Energy Cloud Platform

The Brightlayer Energy cloud platform provides:

- Real-time monitoring dashboard
- Historical data and trending (Historian)
- Standard and custom reporting
- Alarm management and notifications
- User management and access control
- Over-the-air firmware updates

Prerequisites

Client will provide network access to the assets, LANs, VLANs, and physical ports for the Brightlayer Energy site gateway to connect and operate without requiring an electrician or site shutdown.

Licensing

Software licensing includes access to the Brightlayer Energy cloud platform, dashboard interfaces, and standard reporting capabilities. Annual subscription includes cloud hosting, security patching, and data quality monitoring.

Brightlayer Energy + PSC Microgrid Scope

Eaton is providing the **Brightlayer Energy (BLE) energy management and optimization software** as part of the project. The BLE cloud platform delivers **real-time monitoring**, **historical data trending**, **standard and custom reporting**, **alarm and notification management**, **user access control**, and ongoing **over-the-air firmware and security updates**.

The **annual subscription** includes cloud hosting, cybersecurity patching, data-quality monitoring, and access to dashboards, historian, reporting tools, and Brightlayer's customer support resources.

Eaton Technical Support provides **5×8 phone and email technical support**, software updates, and access to a knowledge base, FAQs, product guides, and security/bug-fix releases. After-hours assistance is available with a next-business-day callback.

In coordination with the Microgrid scope, **Eaton Power Systems Controls (PSC)** and the Brightlayer Energy team will support installation, integration, and commissioning of the BLE microgrid controller. PSC will provide:

- Participation in project kickoff meetings and review of scope.
- Development of **Sequence of Operations (SOO)**, control, and communication drawings, and microgrid controller programming.

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- Coordination of monitoring, control, and system communications through the BLE microgrid controller and cloud-based graphics.
- On-site startup and commissioning, including verification of communication with relays, Eaton Power PXE meters, BESS, PV inverters, and EV charging systems.
- Utility testing support and end-user training.

This combined solution supports the customer's microgrid switchboard implementation by enabling integrated DER monitoring, control, and optimization through the Brightlayer Energy platform, while PSC delivers full engineering, integration, testing, and commissioning support.

Training

Onsite training includes 8 hours onsite training and 16 hours of remote training:

- Hands-on training of site personnel
- Explanation of system operation
- Explanation of devices and customer system
- Report configuration demonstration
- Alarm configuration demonstration

Customer Care & Support

Support Information

Feature	Basic Support (Included)
Availability	**5x8 (M-F, 6am-5pm EST)**
Phone Support	**Included**
Email Support	**Included**
After-hours	**Next business day call back**
Software Updates	**Included**
Preventive Maintenance	**Not included**

Contact Information

Brightlayer Energy Technical Support: 1-800-843-9433 Option 2, 5, 1

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Email: bgtechsupport@eaton.com

Hours: 6am - 5pm EST, Monday through Friday

After-hours support available via answering service with 1 business day callback.

Customer Exit Clause

Should Eaton not perform in a satisfactory manner in the first 2 years of service, the customer has the right to terminate service without penalty.

Technical Support

- Product software defects – contractual response and resolution terms are included in the End User License Agreement (EULA)
- Assistance with features and functionality
- General questions regarding product use
- Create support tickets for:
  - License and model requests
  - Product defects
  - Feature requests
  - General technical questions

Product Information

- Access to product information and guides on Pendo (requires opt in for Pendo)
  - Frequently Asked Questions (FAQ)
  - Knowledge Base (KB)
  - Installation and user guides
  - Video library

Security & Bug Fixes

- Delivery of packages for product fixes, critical security patches and maintenance releases
- Direct access to Eaton's security reporting database

Product Upgrades

- Major and minor upgrade packages, which include new features and enhancements to existing features

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Appendix – Use Case Definitions

Peak Shaving / Demand Charge Management Optimization Utilizing on site generated or stored energy to reduce the peak power demand of the facility and subsequent utility demand charge (typically over a 30-day period).
Energy Shifting / Time of Use (TOU) Rate Optimization Employs energy shifting for time-of-use rate optimization by strategically storing generated energy from renewable resources during low-demand periods and discharging stored and/or exporting renewable energy during high-demand periods, thereby minimizing electricity costs and maximizing the economic benefits of the microgrid's energy resources. This use case enhances overall system efficiency by aligning energy consumption with cost-effective time slots, contributing to economic savings.
Maximize Renewable Self-consumption. Fully utilizing all renewable energy resources on site to meet the system's energy needs.
Islanding and Reconnection Management Along with a BESS, managing the disconnection (islanding) and reconnection of a microgrid with the utility grid (or equivalent) for a planned or unplanned grid outage. With specific equipment, the island transition can occur seamlessly. **Seamless** islanding in a microgrid refers to a smooth transition between grid-connected and islanded modes, while **blinkless** islanding specifically emphasizes the absence of any noticeable disturbance or interruption during the transition. Seamless and blinkless islanding is not supported by Brightlayer energy; open transition only.
Load and Generation Management when Islanded Managing generation and increasing electrical loads across the microgrid to ensure power stability when islanded.
Black start Safely restarting the microgrid when there is a planned or unplanned grid outage and/or the islanded microgrid loses power. The Microgrid Controller can utilize a BESS and/or other onsite generators to bring the microgrid back online through black start initialization and managing the loads throughout the network to ensure stable restoration.
Point of Interconnection (POI) Constraint Management Managing POI constraints such as import/export limitations, non-export, net zero export, and voltage/power factor constraints.
Reactive Power/Power Factor/Voltage Control at the POI Managing the system to ensure stable voltage and frequency levels, minimizing power losses, and enhance overall power quality by dynamically adjusting reactive power and voltage profiles.

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Dashboards

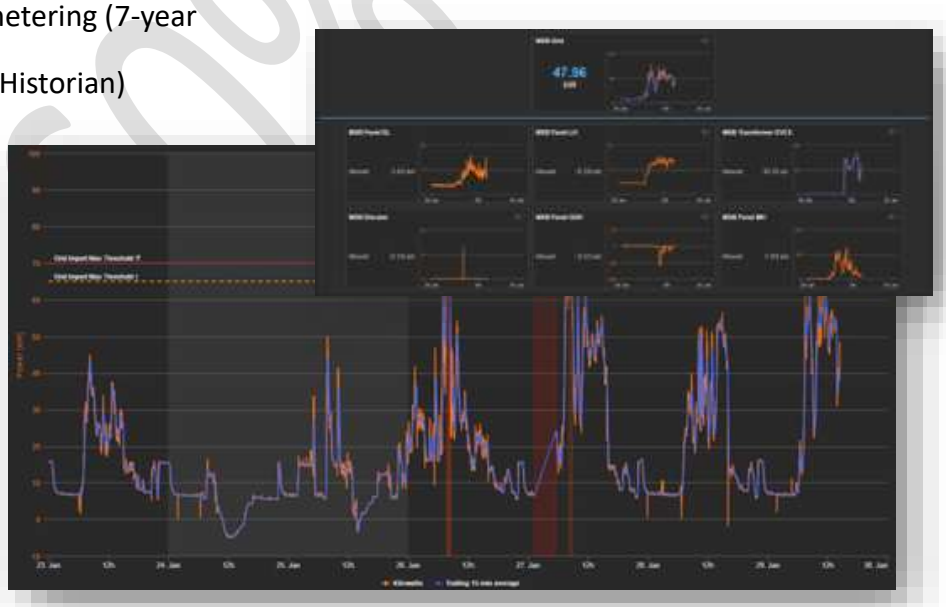
Portfolio Level Analytics

Site level dashboarding

Production and Load Forecasting

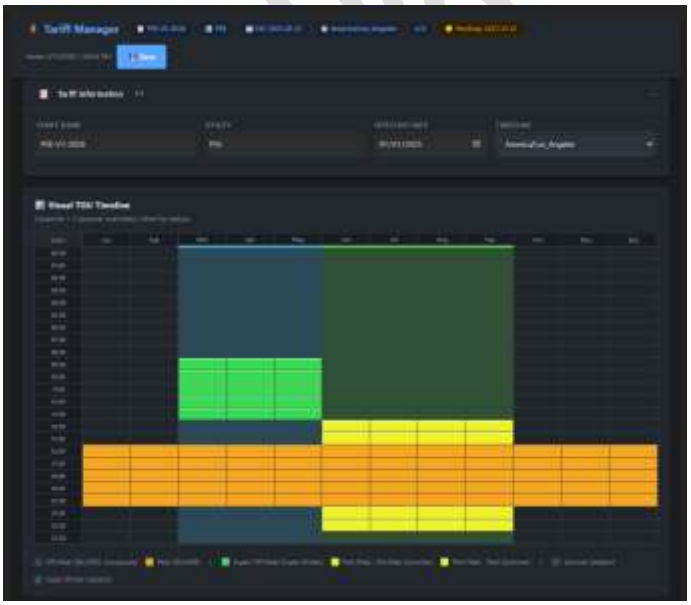
Submetering (7-year

Data Historian)



Value Delivery Reporting

Simple User Tariff Management



BESS Performance
Wed, Apr 29 – Thu, Apr 30 2026
Today
73.0%
0
Off-Peak
16.9
OPERATIONAL STATUS
139.6 kWh
23.6 hrs
Peak
208.1 kWh
WED, APR 29 SUMMARY
+$20.47
+23.9 kg
$59.68
81.3 kg CO2
88.5 kWh
11.1 kWh
88.8%
99.6 kWh
Site Energy + BESS SOC (Hourly)
Grid Import, Energy Cost & Carbon Intensity
15:00
Cost ($/kWh): 0.229
GHG (g CO2/kWh): 159.6
Grid Import (kW): 57.4
Weather Context
SYSTEM TIMELINE & EVENT LOG
Off-Peak
Super Off-Peak
Peak

Standard Reports

1. **Energy Consumption Report**
   Summarizes total and peak energy consumption (kWh) over a selected time period with expandable detail views and export-ready formatting.
2. **Energy Summary Report**
   Displays both energy consumption (kWh) and demand (kW) for a selected time period, supporting multiple engineering units and configurable demand costs.
3. **Capacity Summary Report**
   Provides utilization percentages for devices, highlighting top and bottom performers and circuit utilization based on amperage channels and rating values.
4. **Power Factor Trend Report**
   Charts power factor trends for one or more devices and identifies gaps in logged data across the reporting hierarchy.
5. **Demand Load Profile Report**
   Generates device-by-device graphs of kW, kVA, and kVAR demand, concluding with a combined total-demand summary page.
6. **Building Load Forecast Report**
   Predicts hourly facility energy demand up to 24 hours ahead using historical patterns, weather, and occupancy to support proactive planning and optimization.
7. **PV Generation Forecast Report**
   Forecasts photovoltaic (PV) energy production up to 24 hours in advance using historical data and weather inputs to guide solar energy planning.
8. **Interval Data Report – Raw**
   Outputs minute-level warehoused raw data for each channel over a user-defined date range in multiple export formats.
9. **Interval Data Report – Raw with Details**
   Provides minute-level raw data with an added graphical view for each channel across a selected timeframe.
10. **Interval Data Report – Aggregate with Details**
    Displays aggregated raw data and graphical trends for channel values across a hierarchy, organized folder by folder.
11. **Period Comparison Report**
    Compares data across two different time ranges at multiple granularities using logged high-resolution EMOS data.
12. **Load Profile Report (ASHRAE / LEED Compliant)**
    Breaks down energy use across building, load group, and tenant levels to support ASHRAE 90.1 and LEED compliance requirements using metered and estimated loads.
13. **PV Self-Sufficiency Report**
    Shows how effectively onsite PV generation is consumed versus exported, detailing production, consumption, grid import/export, and self-consumption performance.
14. **Peak Shaving Report**
    Summarizes the operational and financial impact of peak-shaving activities, including avoided demand, event durations, and cost savings.
15. **CO_2 Emissions Reduced & Optimized Report**
    Tracks greenhouse gas emissions from grid energy, highlighting clean vs. dirty grid usage, avoided emissions, and carbon intensity trends.
16. **Load Optimization Report (Phase 3 Required)**
    Captures the benefits of load shifting and shedding, reporting energy moved, event frequency and duration, and resulting cost savings.

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Our Security

Cybersecurity at the Core of Brightlayer Software

Brightlayer software is meticulously engineered with cybersecurity as a foundational element, drawing upon Eaton's Cybersecurity Center of Excellence and best-in-class industry practices. This approach guarantees comprehensive protection across hardware, software, cloud environments, and associated services.

Certified Secure Development Lifecycle

Eaton's Secure Development Lifecycle (SDLC) is UL-certified according to the IEC 62443-4-1 cybersecurity standard. This certification ensures that robust security controls are embedded throughout every stage of product development. Eaton's laboratories are designated as UL 2900 Data Acceptance Technical Laboratories (DATL), and its products have achieved certification to UL 2900-1, UL 2900-2-3, and IEC 62443 4-2 standards.

End-to-End Security Features

- User Rights Management: Multifactor authentication is provided via Azure Cloud Access, ensuring secure user identification and access control.
- Device Identity: Every device is assigned a Universally Unique Identifier (UUID) for precise identification.
- API Security: All integrations and data exchanges use secure APIs to maintain data integrity.
- Encryption: Data is protected with end-to-end encryption, utilizing the latest secure protocols, such as TLS 1.2 (current as of September 2025).
- Network Controls: Network security is reinforced through access controls, firewalls, segmentation, and secure gateways including the Brightlayer Gateway.
- Data Diodes: Unidirectional protection is implemented for critical data flows, ensuring data moves only in allowed directions.
- Patch Management: Regular updates and patching are provided for IoT devices and gateways to maintain security.
- Code Scanning: Automated code scans are performed using Coverity and Black Duck to detect vulnerabilities early.
- Audit Trails: All device and user actions are logged in detail, including audit logs and event calendars for On-Premise software.

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Lifecycle Management

Eaton conducts ongoing assessment, validation, remediation, and monitoring of cybersecurity risks throughout the entire product lifecycle. This continuous process ensures that products remain protected as threats evolve.

Compliance and Certification

Eaton is uniquely positioned as the only company with both UL and IEC Certified Cybersecurity Labs. The organization is actively pursuing SOC2 Type 1 certification with a target completion in 2026, and aims to achieve SOC2 Type 2 certification in the future. For cloud-based solutions, Eaton utilizes the CIS standard as a foundational framework for security.

Customer Assurance

Brightlayer's cybersecurity protocols are designed to meet the highest industry standards, providing customers with assurance that their data and systems are safeguarded. Every device event and user action is logged, regardless of user role, ensuring transparency and accountability throughout the system.

Cybersecurity Governance and Update Management

Eaton maintains strong cybersecurity governance through its Product Cybersecurity Center of Excellence (CCoE), which oversees secure development, threat modeling, patch management, and secure configuration processes. While automated, customer-facing update coordination features are under development, Eaton's existing processes ensure all updates are conducted in accordance with UL-certified SDLC practices and are governed by structured Product Cybersecurity Policy requirements.

Brightlayer Digital Platform Roadmap

The Brightlayer Digital Platform roadmap focuses on continuing to enhance secure over-the-air (OTA) updates, device lifecycle management, coordinated customer notifications, and multi-tenant environment awareness. These initiatives are actively being advanced within Eaton's BDPE Steering Council programs and are closely aligned with the broader enterprise cybersecurity strategy.

Coordinated Communication and Support

Until fully automated communication functionality is launched, Eaton will continue to provide coordinated update notifications through established support channels, in line with current CCoE governance and lifecycle management protocols.

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Brightlayer Energy Pricing

Brightlayer Energy Price Breakdown

Description	Quantity	Price (USD)
Microgrid Controller Enclosure, CIC 150, UPS, Network Switch, Power Supply, Firewall and Assembly.	1	$4,000
One-time: Turnkey Software Setup, Install and Commissioning.	1	$108,720
Annual Software Service Subscription & Support @ $7,656	2	$15,312
Total		**$128,032**

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The prices quoted in this proposal exclude any applicable taxes and potential additional tariffs beyond the proposal date. Any subsequent tariff-related price increases will be passed on to the Buyer.

Sale of Eaton Products and/or Services are conditioned upon customer acceptance of Eaton's Policy 25-000 Selling Policy. Any additional or different terms and conditions set forth in **Performance Power's** Purchase Order of other similar communication are objected to and will not be binding upon Eaton unless specifically agreed to in separate writing and signed by Eaton's authorized representative. Authorization by **Performance Power** whether written, oral or electronic to furnish products or services will constitute acceptance of Eaton's Policy 25-000 Selling Policy.

Escalation

Prices will remain firm for 60 days from date of receipt of order. After 60 days, all prices will have to be reauthorized or revised, or portion thereof, before the date of the purchase of the system startup services, unless other conditions have been previously negotiated.

Job Delay Charges

If a job is cancelled, delayed, rescheduled, or postponed 5 days or less prior to scheduled service, Eaton reserves the right to assess a charge of 35% of the purchase order value or actual costs, plus a 15% handling charge (whichever is greater).

Payment

The following billing milestones are invoiced based on Eaton's Project Lifecycle and are representative of key value transfer points from Eaton to Power Systems Controls.

Project Billing Milestones **Price Each**		
Milestone Value	Milestone Description	Product Code
20%	Submittals	U0666 (S)
30%	Release for Manufacturing	U0666 (M)
30%	Shipment of Equipment	U0666 (S)
20%	Final Commissioning	U0666 (S)

Eaton will invoice accrued travel and Living expenses to include accrued travel time with some of the milestones provided above.

End of Life Policy

Please find Eaton's End of Life policies for software here.

Please contact us anytime with further questions or requirements. We are honored to assist you and look forward to collaborating on this project.

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Brightlayer End User License Agreement for Product Software

Your use of **Brightlayer Energy** will be governed by Eaton's terms and conditions, which must be accepted at time of account activation.

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Supplemental Terms

The following terms and conditions shall apply to quotations, proposals, contracts and agreements covering the sale of Power Systems Controls from Eaton (the "Contract") and are supplemental to the terms and conditions set forth in Eaton Standard Terms and Conditions of Sale, Selling Policy 25-000, which are incorporated by reference in the Contract. Except as they may be specifically modified by the following, all terms, conditions, and limitations set forth in Selling Policy 25-000 shall apply to the sale of any Power System Controls.

1. Equipment Warranty. All Power Systems Controls equipment sold pursuant to the Contract shall be warranted against defects in manufacturing or materials in accordance with the Warranty for Products set forth in Selling Policy 25-000. Third party products supplied as part of the Power Systems Controls solution shall be warranted in accordance with the manufacturers' warranty policies.
2. Power Systems Controls Application Software Warranty. Eaton warrants that the Power Systems Controls application software sold pursuant to the Contract (the "System") will perform in accordance with the description and specifications set forth in the System Proposal provided by Eaton. Eaton disclaims the implied warranties of merchantability and fitness for a particular purpose. Claims by Buyer for failure to conform to the description and specifications set forth in the System Proposal must be made in writing, or verbally with confirmation in writing, within the earlier of:
    a. Ninety (90) days from the date of System Acceptance: The date when Eaton determines that the System is performing in accordance with the description and specifications set forth in the System Proposal.
    b. Ninety (90) days from the date of Beneficial Use: Should the System be put into operation by the Buyer prior to the date of System Acceptance, then the System shall be deemed to be providing beneficial use to the Buyer.
    c. Twelve (12) months from the date of shipment of any assemblies which contain Power Systems Controls hardware.
3. Power Systems Controls systems are excluded from the Extended Warranty for Products, as defined by Selling Policy 25-000, and the Extended Warranty Program offered by Eaton Electrical Engineering Services & Systems.
4. To the extent that the worker(s), employee(s), or third-party contractor(s) of Customer (collectively, "Customer Worker(s)") support the work or project performed by Eaton, Customer represents that such Customer Worker(s) possess the qualifications, knowledge, skill and expertise necessary to perform the tasks involved in supporting the work or project. Customer

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further acknowledges that Customer, at all times, remains exclusively responsible for the actions and inactions of its Customer Worker(s), and that Customer shall defend and hold Eaton harmless against any losses, liabilities, damages, claims, suits, actions, proceedings, subrogation, costs, and expenses, including court costs and attorneys' fees, arising from the action(s) or inaction(s) of the Customer Worker(s).

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Critical Power and Digital Infrastructure Division
Addendum To
Domestic U.S.A. General Terms and Conditions of Sale for
Distribution and Control Products and Services

This Addendum ("Addendum") amends the Terms and Conditions of Sale set forth in Eaton's Selling Policy 25-000 and is incorporated by reference into and is a part of the Terms and Conditions of Sale. In the event there is any conflict or inconsistency between this Addendum and the Terms and Conditions of Sale set forth in Eaton's Selling Policy 25-000, this Addendum shall govern and control.

This Addendum applies to Eaton's Critical Power and Digital Infrastructure Division (CPDI) product offerings.

This addendum does not apply to Uninterruptible Power Supply preventative maintenance services, refer to Eaton's UPS Services Terms and Conditions (T-0).

Witness Tests/Customer Inspection. Standard factory tests may be witnessed by the Buyer at Seller's factory for an additional charge per Product type. Buyer may final-inspect Products at the Seller's factory for an additional charge per Product type. Pricing will be provided at the time of quotation.

Warranty for Products. Unless provided separately to Buyer, Seller warrants that the Products manufactured by it will conform to Seller's applicable specifications and be free from failure due to defects in workmanship and material for one (1) year from the date of installation of the Product or eighteen (18) months from the date of shipment of the Product, whichever occurs first.

In the event any Product fails to comply with the foregoing warranty Seller will, at its option, either (a) repair or replace the defective Product, or defective part or component thereof, F.O.B. Seller's facility freight prepaid, or (b) credit Buyer for the purchase price of the Product. All warranty claims shall be made in writing.

Seller requires all non-conforming Products be returned at Seller's expense for evaluation unless specifically stated otherwise in writing by Seller. This warranty does not cover failure or damage due to storage, installation, operation, or maintenance not in conformance with Seller's recommendations, including as set forth in these Terms and Conditions of Sale, and industry standard practice or due to accident, misuse, abuse, or negligence. This warranty does not cover breach of data or system security, including that of information technology infrastructure, computers, software, hardware, databases, electronic systems (including database management systems), and networks. This warranty does not cover reimbursement for labor, gaining access, removal, installation, temporary power, or any other expenses, which may be incurred in connection with repair or replacement. This warranty does not apply to equipment not manufactured by Seller. Seller limits itself to extending the same warranty it receives from the third-party supplier, to the extent such third party permits assignment of its warranty.

Limitation on Warranties for Products. THE FOREGOING WARRANTIES ARE EXCLUSIVE EXCEPT FORWARRANTY OF TITLE. SELLER DISCLAIMS ALL OTHER WARRANTIES INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CORRECTION OF NON-CONFORMITIES IN THE MANNER AND FOR THE PERIOD OF TIME PROVIDED ABOVE SHALL CONSTITUTE SELLER'S SOLE LIABILITY AND BUYER'S EXCLUSIVE REMEDY FOR FAILURE OF SELLER TO MEET ITS WARRANTY OBLIGATIONS, WHETHER CLAIMS OF THE BUYER ARE BASED IN CONTRACT, IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE.

Eaton Corporation.
8609 Six Forks Road, Raleigh, NC 27615, USA
Eaton.com

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GO/NEG-Alt-Date:		Job Name:
SWQ81001X5K1-0000-10/1/2025		MK102501 - ANMC Lab UPS
Item Number:	**Catalog Number:**	**Designation:**
	9AC210D029B02R0	100kW 480V with 6mins

PPCWA UPS COMMENTS & GENERAL CONDITIONS

1. Purchase orders issued to Eaton Corporation and/or Performance Power Concepts, WA are contingent of the terms presented within this proposal and Eaton Corporation Terms & Conditions of Sale.
2. Eaton Corporation and/or Performance Power Concepts, WA are not responsible for the design or implementation of this job. It's the Purchaser's responsibility to verify all equipment dimensions, lug sizes and system requirements.
3. Standard Eaton Corporation warranty is applicable. Additional coverage is offered for an additional cost by the means of a Service packages and/or Flex packages to cover "substantial completion" or "acceptance by Owner" time periods. Please inquire.
4. Batteries may ship with 3-months, or more, of shelf life. Customers must inspect shipments and note the "recharge by" date on the outside of the packaging.
5. The following items are excluded unless specifically included in Bill of Material:
   - Job specific designation nameplates.
   - Spare parts or extra material, unless listed in the quotation. This includes but is not limited to touch-up paint, fuses, spare circuit breakers, accessory kits, test kits and/or storage cabinet(s) for spare parts.
   - Seismic brackets and calculations
   - Spill containment
   - Floor stands
   - Commissioning (Other than standard start-up service)
   - Training DVD
   - Load bank testing
   - Branch circuit breakers
   - Battery monitoring system, (i.e. Cellwatch, Alber or B-Tech)
   - Sales Tax
6. Proposed equipment is finished using Eaton's standard application process and colors.
7. Delivery of equipment to any common carrier shall constitute delivery to the purchaser; and all risk of loss and damage during shipment shall pass to the purchaser at that time.
8. Freight by common carrier – specific delivery windows cannot be guaranteed. Additional costs may be incurred for specific delivery window changes or other forms of delivery including but not limited to flat bed and lift gate deliveries, unless detailed in the bill of materials.
9. Battery cabinets will ship with battery jars installed. If Purchaser wishes to receive empty battery cabinets ahead with battery jars following at a later date, special arrangements must be made ahead of time and additional costs will be incurred (this service offering is not guaranteed with all battery and battery cabinet models & types). Dependent upon time frame of battery shipment, Eaton Corporation reserves the right to impose escalation costs.
10. IMPORTANT: Eaton is now requiring all 93PM's to be installed using copper wire. Aluminum will not be accepted, and Eaton will not start up the unit. Units that have been already started up are exempt. The reason for this is that the lugs are only rated for copper.
11. Standard factory start-up includes familiarization training to be performed at time of start-up. If training shall occur at a later date/time than start-up, additional costs will be incurred. Eaton does not allow for video-tape training. Should a classroom environment be necessary (with syllabus, etc.) for the training, Eaton needs to know of this requirement as well as the anticipated duration at time of order entry to provide pricing for this item.
12. When applicable, Eaton's Three-Phase UPS and PDU Pre-Startup Checklist must be completed by the Purchaser at least ten (10) working days prior to desired start-up date and sent directly by Purchaser to Eaton Service Dispatch team or PPC personnel. Eaton's email is 3phaseservicesupportpqsoraleigh@eaton.com and PPC's is your local salesperson's email. Expedited start-up scheduling may incur additional costs.

Performance Power Concepts, Inc.
11636 SE 5th Street, Suite 200
Bellevue, WA 98005
Tel: (425) 638-0340/Fax: (425) 638-0341

EATON CORPORATION TERMS AND CONDITIONS

Prices quoted herein are firm for thirty (30) days from the date of this proposal. The system is shipped via best way with freight charges are Pre-pay & Add unless otherwise stated. The price does not include any applicable taxes and does not include installation.

Eaton Corporation's Standard Terms and Conditions (copy attached) are an integral part of this proposal.

Payment terms are Net thirty (30) days from date of shipment. A 1.5% per month interest charge will be applied to any balance outstanding after thirty (30) days. After carefully reviewing our proposal, please address your purchase order as follows:

Eaton Corporation c/o
Performance Power Concepts, Inc.
29085 Network Place
Chicago, IL 60673-1290

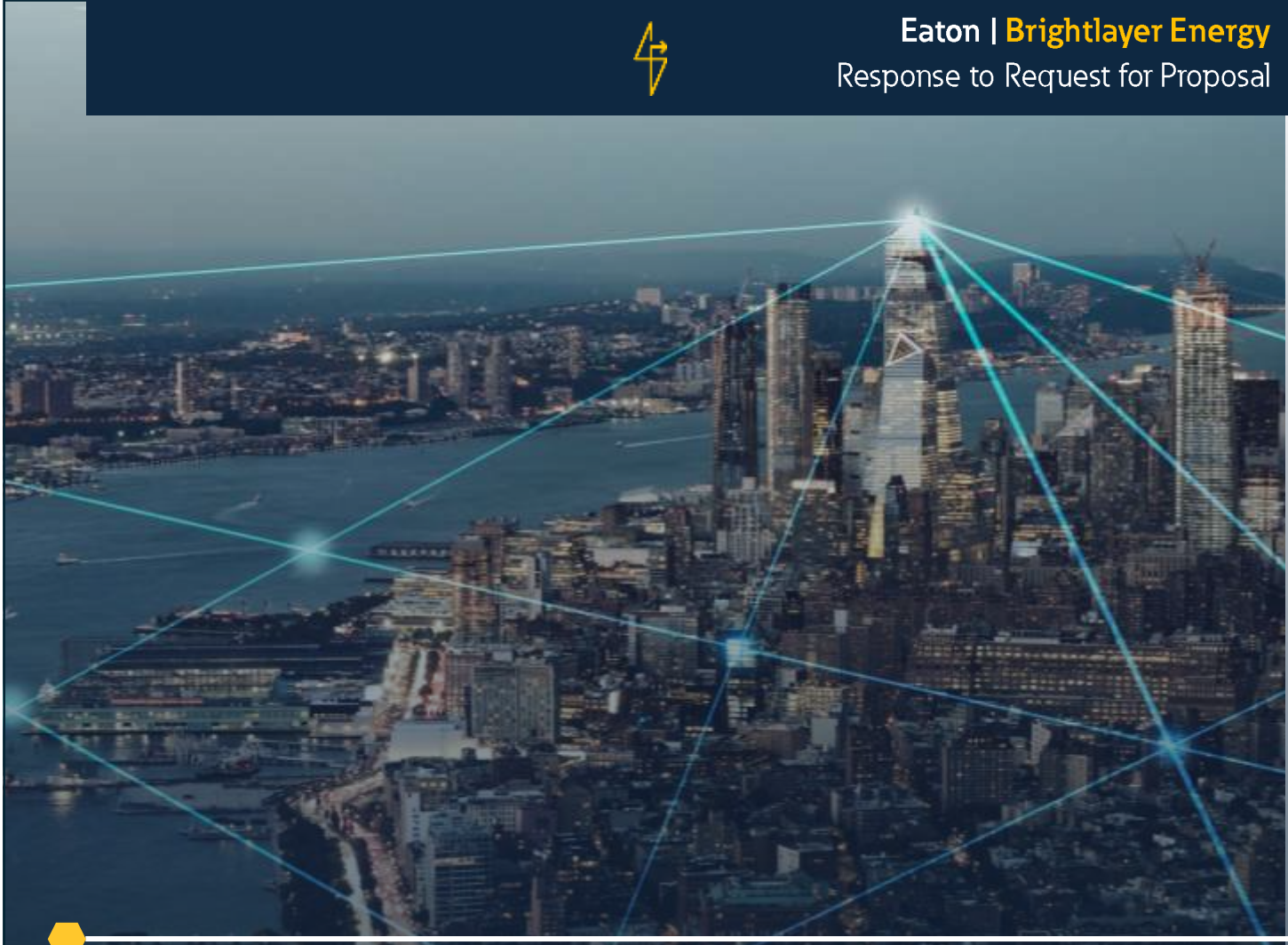
Applicable State and local taxes will be added at invoicing unless a Washington State Re-sellers certificate is included with your purchase order.

If you have questions concerning this proposal, please do not hesitate to contact us. I appreciate the opportunity to propose Eaton equipment and thank you for your interest in our products. PPC will work with you diligently to ensure that our service matches or exceeds the quality of the products we represent.

Sincerely,

Mikko Keranen
Performance Power Concepts Inc.

Performance Power Concepts, Inc.
11636 SE 5th Street, Suite 200
Bellevue, WA 98005
Tel: (425) 638-0340/Fax: (425) 638-0341



Brightlayer Energy

Project: City of Spokane – Water Department PV Canopy and BESS

Location: Spokane, Wa

Negotiation Number: PGEG0514X6K1

Date: May, 22th 2026

Software Solution: Brightlayer Energy

Powering Business Worldwide

Glossary of Terms

Term	Definition
API	Application Programming Interface
BACnet	Building Automation and Control Networks protocol
BESS	Battery Energy Storage System
BLE	Brightlayer Energy
BMS	Building Management System
DER	Distributed Energy Resource
EVCI	Electric Vehicle Charging Infrastructure
GHG	Greenhouse Gas
HMI	Human-Machine Interface
Modbus	Serial communication protocol for Institution devices
OCPP	Open Charge Point Protocol (EV charging standard)
OpenADR	Open Automated Demand Response
OPC-UA	Open Platform Communications Unified Architecture
PV	Photovoltaic (solar power)
REST	Representational State Transfer (API architecture)

60% Budget

A Trusted Partner in Power Management

Eaton is a power management company with 2024 revenues of $24.9 billion. We provide energy-efficient solutions that help customers effectively manage electrical, hydraulic, and mechanical power more efficiently, safely, and sustainably.

- 100+ years of power management expertise
- 92,000 employees worldwide
- Products sold in 175+ countries
- Dedicated to improving quality of life and the environment

Our Differentiators

End-to-End Solution

Unlike point solutions, Brightlayer Energy provides hardware, software, and services from a single trusted vendor—simplifying procurement, integration, and support.

Vendor-Neutral Integration

Our open communications architecture integrates with your existing equipment regardless of manufacturer. Supported protocols include ModbusTCP, BACnet IP, OPC-UA, OCPP 1.6J, and REST API.

Buildings as a Grid Strategy

Eaton's vision transforms buildings from passive energy consumers into active grid participants. This approach creates flexible energy systems that accelerate decarbonization, boost resilience, reduce costs, and create new revenue opportunities.

Continuous Innovation

Brightlayer Energy leverages advanced algorithms and AI tools to predict energy demand based on weather, occupancy, and historical trends. Over-the-air firmware updates ensure your system stays current.

Global Support Infrastructure

With technical support available across time zones and a network of trained service engineers, Eaton provides the responsiveness your critical operations require.

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Executive Summary

The Challenge

The energy landscape for commercial and institutional buildings is rapidly evolving. Organizations face mounting pressure from rising electricity costs, increasing demand, more frequent extreme weather events, and global decarbonization requirements. Traditional building management approaches are no longer sufficient to address these challenges.

Our Solution

Eaton's Brightlayer Energy is a sophisticated energy management optimization system designed to unify increasingly complex building energy systems. This platform empowers your organization to:

- Better forecast and optimize energy use
- Reduce costs and improve ROI through intelligent automation
- Achieve carbon reduction goals with real-time tracking
- Enhance resilience to ensure uninterrupted operations

Key Benefits

25%+	**27%**	**20%**	**2-4 yr**
Energy Cost Reduction	Carbon Footprint Reduction	Potential Savings	Typical Payback

**Based on documented Eaton customer deployments*

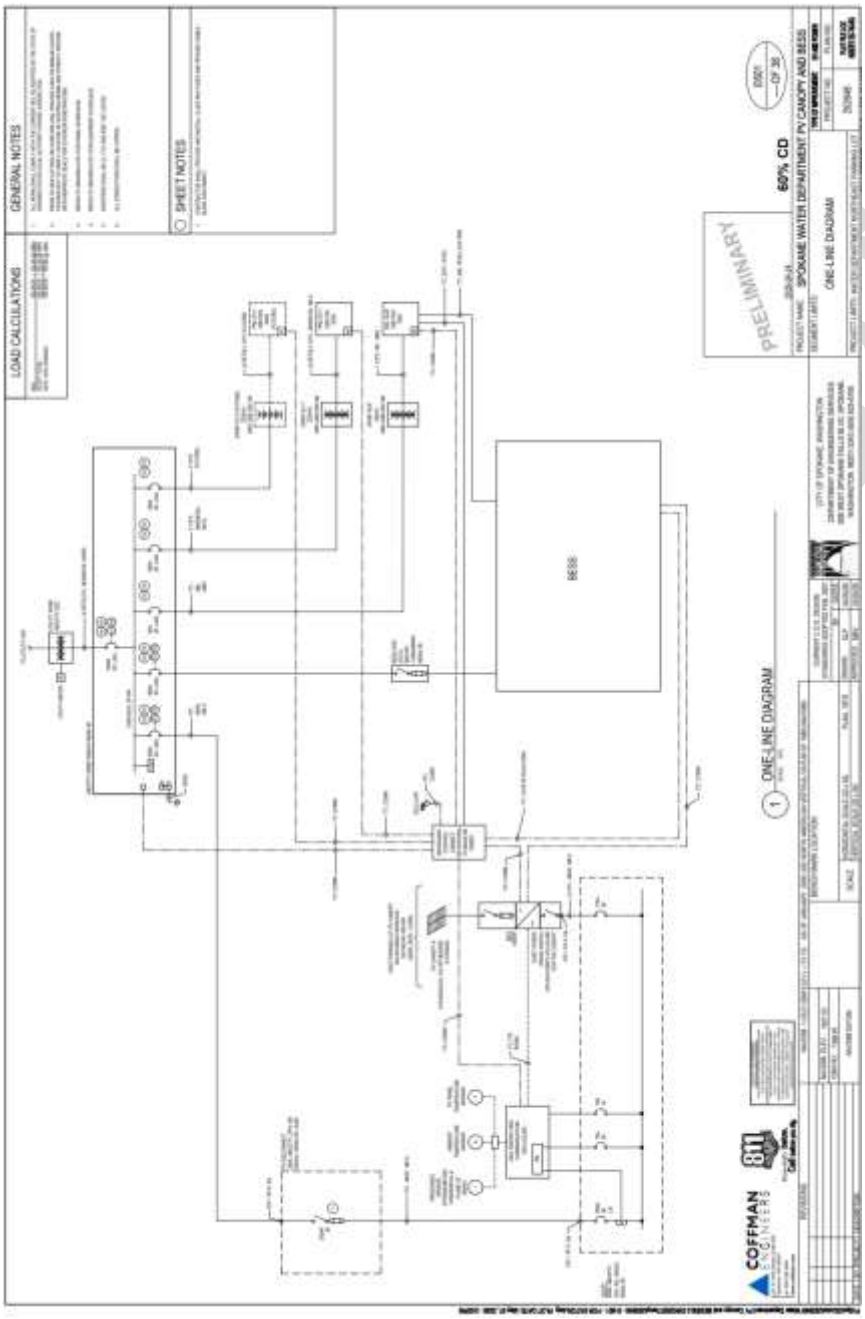
Investment Summary

Component	Investment
One-time: Turnkey Software Setup, Install and Commissioning, and Microgrid Controller Enclosure.	125,000
Annual Software & Support – 2 Years	$17,000
Total Year 2 Investment	**$142,000**

0% Budget

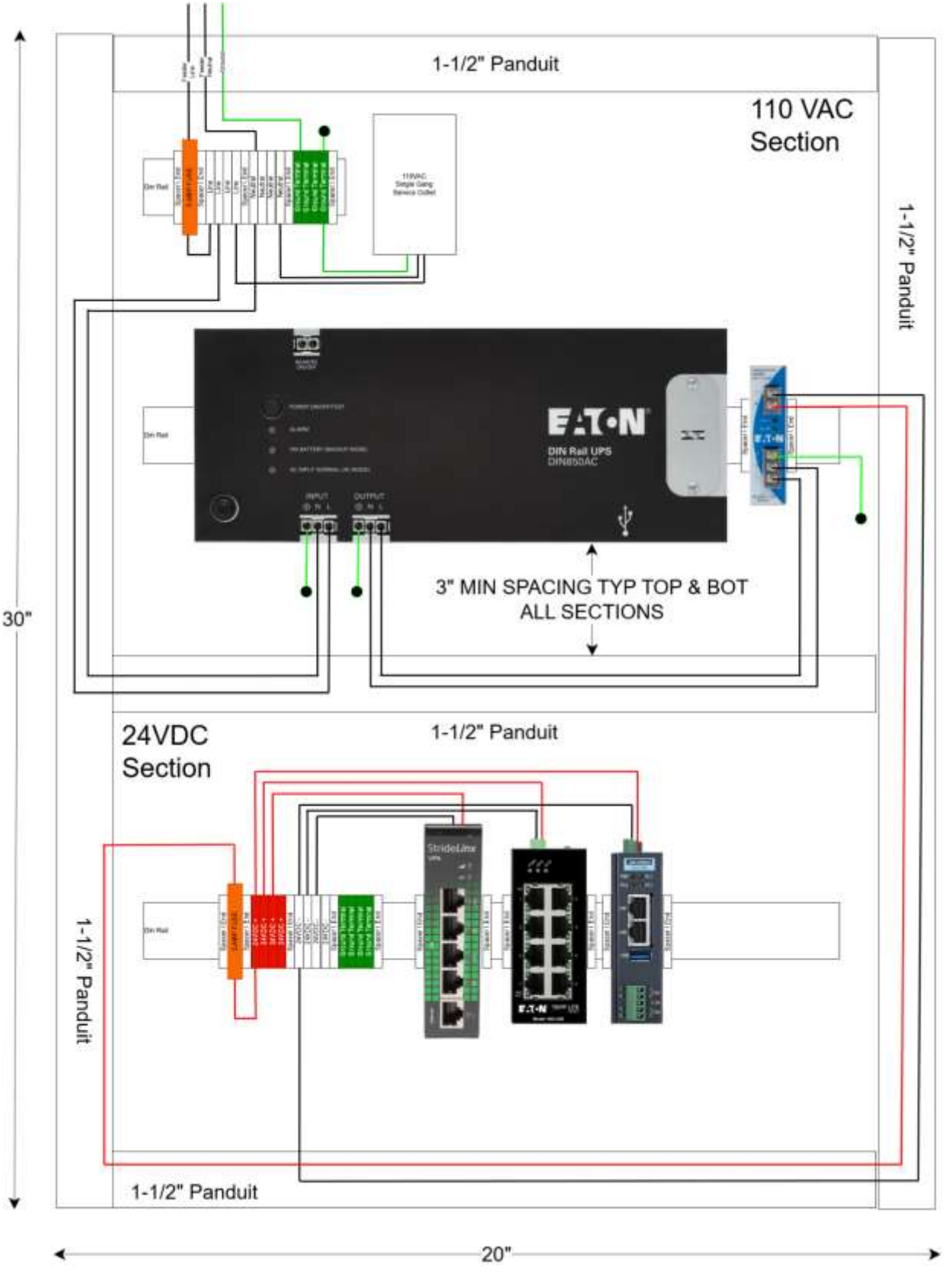
Project Description

Basis of Design



Target

Microgrid Control Enclosure



Microgrid Controller Solution Overview

MGC Functional Description

The use cases outlined in the Project Configuration section are accomplished through an integrated MGC software solution that includes the Microgrid Controller, On-grid Optimization Service, Output Broker, and Microgrid Controller Alarm Service.

These components provide a control and monitoring package, and their functions are further described in the subsequent sections.

Optional On-grid Optimization

The objective of the on-grid optimization is to reduce the utility bill of the microgrid. This includes the demand charge and the energy charge as per the Time of Use (TOU). This optimization is used to solve non-trivial power system optimization problems to compute optimal power and State-of-Charge (SOC) schedules for the MGC. The purpose of the optimizer is to optimize the use of solar and battery Distributed Energy Resource (DER) for the following use cases:

- Demand charge minimization
- Time-of-use charge minimization
- PV production maximization

Microgrid Controller

The Microgrid Controller is a control solution that implements hierarchical (layered) automatic real-time feedback control algorithms specifically designed for modbus control point logic, and breaker functions. The control solution is used to monitor and detect state changes in specified devices and make logical changes to devices based on grid and microgrid conditions.

Automatic real-time feedback control means that dispatch signals are computed and sent automatically to the DERs and/or controllable breakers and devices in real-time by measuring:

- Real/reactive power flow
- Voltage/voltage angle/frequency
- SOC of BESS
- State or mode of multiple BESS, and interconnection switches/breakers
- Monitoring externally specified real/reactive power schedules, voltage/frequency, SOC, and breaker status

And managing:

- Breaker state
- EV load control points
- Battery controller operation modes

Microgrid Controller Inputs and Outputs

The Microgrid Controller is capable of interfacing with end devices using the modbus communication protocol that supports the performance and operation of the controls strategy. Included in the priced

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scope are all the input and output signals required for the controller to perform the required functions and support the standard set of internet accessible HMI screens.

Microgrid Controller Alarm Service

Microgrid Controller's alarming and notification system provides automatic and escalating alerts to operators, engineers, and management. Notifications can be sent via email and SMS text messages.

Project Configuration

Project Size

The project will consist of the following resource sizes (capacity and energy, as applicable) as well as the listed Point of Interconnection (POI) capacity.

Resource Type	Size	Controlled by MGC
Main Disconnect	NA	Yes
PV Disconnect	NA	Yes
BESS Disconnect	NA	Yes
DAS Weather Station	NA	Yes
Chint Inverter	100KW	Yes
Eaton xStorage BESS	750KWH	Yes
EVCI Infra via API / CPO	NA	No

Table 1: Project Size Summary

Project Specific Use Cases

The Microgrid Controller control architecture will be configured for a project with a single battery energy storage system (BESS), a single photovoltaic (PV) inverter, and a single Main Breaker. The PV and BESS each have controllable breakers that serve as backup emergency curtailment if soft curtailment fails.

- The Microgrid Controller will manage the single battery and PV inverter, ensuring that power flow at the Point of Interconnection (POI) is maintained according to operational objectives during grid-connected operation.
- The Microgrid Controller will monitor the POI, support transitions between grid-connected and islanded modes, perform emergency blackstart procedures if island formation fails, and take control of the battery and PV inverter during islanded operation.
- The Microgrid Controller will maintain the battery and PV inverter during islanded mode and support transitions to and from the grid.

The Microgrid Controller will monitor real and reactive power output from the battery, PV inverter, and Main Breaker. The EV chargers will be treated as uncontrolled resources when grid-tied. During grid-connected operations, the battery and PV inverter will be optimized and controlled by their respective controllers. In islanded mode, the battery will be controlled as a droop asset to support microgrid functionality. The Microgrid Controller use cases include:

- Real/reactive power flow
- Voltage, voltage angle, frequency
- SOC of BESS
- State or mode of the battery and the PV inverter, and interconnection switches/breakers
- Monitoring externally specified real/reactive power schedules, voltage/frequency, SOC, and breaker status

And managing:

- Breaker state
- EV load control points

- Battery controller operation modes

Control Modes

Grid-Connected Operation

In grid-connected mode, the Microgrid Controller manages power at the POI and the battery's SOC to optimize utility costs through demand charge management and time-of-use (TOU) rate strategies.

- The Microgrid Controller Optimization Engine directly sets the reference for real power flow at the POI.
- The reference for reactive power flow may be set directly or calculated internally based on the selected control mode.
- Solar curtailment is not required; excess generation may be exported to the grid.
- EV charger curtailment is not required; grid import is permitted when solar generation is insufficient.
- The tie breaker (if present) remains open, managed by protection interlock.

Island Operations and Transitions

In islanded mode, the Microgrid Controller focuses on balancing power flow and battery SOC. Control functions include:

- EV chargers are curtailed to a predetermined limit as per the EV Load Curtailment scheme, based on criteria such as breaker states, battery operation, or time of day.
- The battery operates as the grid-forming resource in island mode.
- The battery is rated for its specified power and energy capacity. During island transitions or island operation, if the microgrid peak load exceeds the available power from the battery and PV inverter, an outage may occur.
- The PV inverter operates as a grid-following resource in island mode.
- The Microgrid Controller sends real and reactive power commands to the PV inverter based on battery output and SOC.

MGC Transitions

The Microgrid Controller enables resiliency for unplanned islanding (T1), planned islanding (T2), and planned reconnection (T3).

- **Breaker Operation**
- The Microgrid Controller sends breaker open/close commands for transitions. Relay synchronization settings determine safe operation. The controller does not manage relay protection settings.
- The Microgrid Controller is configured to not interfere with other controllers managing relay(s) and operating resources during transitions.
- The Microgrid Controller sends breaker open/close commands to the Main Breaker, PV breaker, and BESS breaker as necessary, especially for emergency backup curtailment if soft curtailment fails.
- Interlock logic ensures safe operation and prevents closing breakers when conditions are unsafe (hardware interlock acts as backup).

MGC Transitions

The Microgrid Controller enables resiliency for unplanned islanding (T1), planned islanding (T2), and planned reconnection (T3).

- EV chargers are curtailed to predetermined limits as per the load curtailment scheme.
- The battery is grid-forming in island mode.
- The battery is rated for its specified power and energy capacity. If the microgrid peak load exceeds the combined available power from the battery and PV inverter, an outage may occur.
- The PV inverter is grid-following in island mode.
- The Microgrid Controller sends real and reactive power commands to the PV inverter based on battery output and SOC.

60% Budget

MGC Transitions

The Microgrid Controller enables resiliency for unplanned islanding (T1), planned islanding (T2), and planned reconnection (T3).

- **Breaker Operation**
- The Microgrid Controller sends breaker open/close commands and manages synchronization checks for safe transitions. It does not manage relay protection settings.
- The Microgrid Controller is configured to avoid interference with other controllers during transitions.
- Commands are sent to the Main Breaker, PV breaker, and BESS breaker as needed for emergency backup curtailment.
- Interlock logic ensures all breakers operate safely.
- Import real power limit: no limit specified (configurable)
- Export real power limit: no limit specified (configurable)
- Reactive power bounds: no limit specified (configurable)

Black Start (T4 Transition)

If grid power is lost or the microgrid goes black, the battery controller will attempt to blackstart up to 10 times. If unsuccessful, external black start initialization may be required. The Microgrid Controller will send black start commands to the battery for up to three attempts, depending on battery feedback.

If the total number of blackstart attempts exceeds six in one hour, the microgrid will shut down until the utility grid is restored.

The Microgrid Controller is not liable for physical injury or property damage resulting from attempts to initialize third-party blackstart processes.

If auto-blackstart fails, manual intervention will be required. Alerts on failed blackstart transitions are provided to the end customer and monitoring system.

Manual Mode

MGC can operate under manual (open-loop) control, in addition to the automatic (closed-loop) feedback control listed above. In manual mode, the Microgrid Controller MGC sends user commands to the resources without any closed-loop control.

Supervisory Control

MGC to accept a BESS SOC setpoint (target) from an Operator such that an Operator can ensure the BESS has sufficient SOC for upcoming planned outages.

Resource and System Integration Summary

MGC will interface with the following system resources, or equivalent, and systems. The data requirements for each system are outlined in *Appendix 4 - Data Requirements.*

Resource	Size	Quantity	Manufacturer	Model	Communication Protocol	Clarifications
Main Disconnect	*NA*	1	Eaton	PXR25	Modbus TCP	

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PV Disconnect	*NA*		Eaton	PXR25		
BESS Disconnect	*NA*	1	Eaton	PXR25	Modbus TCP	
Chint PV Inverter	*Inverter Size:* 100kW$_{dc}$ (total)	1	Chint Power Systems	CPS-SCH100KTL-DO-US-480	Modbus TCP	
xStorage	*Inverter Size: 300kWac (total)*	1x300KW	Eaton	xStorage	Modbus TCP	
Weather Station		1	DAS		Modbus TCP / BACnet IP / REST API	

Table 2: Resource Summary

SCADA Design

HMI Screens

Microgrid Controller's standard MGC HMI consists of several screens that display various aspects of the project site. These include an overall site dashboard and performance, single line diagram of the network, BESS, inverters, other project assets' details and status, SCADA command, trending analytics, and customizable reports. Within the HMI, the system operator can manually input control commands and set points for real and reactive power and other parameters to meet project requirements.

Alarms

The Microgrid Controller Alarm system has several attributes that are used for sorting, displaying, and tracking the alarms. There is an Alarms Dashboard which displays a list of active and unacknowledged alarms in a sortable and searchable table. Additional Alarm Features include alarms counts, display top alarms, sort, and acknowledge all.

Alarms Dashboard -Displays a list of active and unacknowledged alarms in a sortable and searchable table. Each row in the table represents one active or unacknowledged alarm.
Each alarm can be expanded to open a panel with details on that alarm.
Additional Alarm Features – include:

- Alarms Counts
- Display top alarms
- Sort
- Acknowledge all

60% Budget

Brightlayer Energy provides dependable and scalable solutions with adaptable project management, delivering real-time asset data to support energy management for commercial and institutional buildings. Utilizing a customer centric Bill of Materials and Standard Scope of Work, this approach minimizes deployment risk and enables tailored customization to address the specific needs of each facility.

Eaton Corporation will supply all materials, tools, equipment, and personnel required to deliver a customized Energy Management and Optimization System that transforms your facility into an intelligent energy asset.

What Sets This Solution Apart

Real-Time Visibility

Gain instant access to critical asset data across your electrical distribution system. Monitor consumption patterns, track performance metrics, and identify optimization opportunities as they happen—not days or weeks later.

Standardized Delivery, Customized Results

Our proven deployment methodology combines standardized hardware and software components with flexible configuration options. This means faster time-to-value with a solution tailored to your specific operational goals.

Scalable Architecture

Start with your most critical assets and expand over time. The Brightlayer Energy platform scales seamlessly from single-site deployments to enterprise-wide energy management across your entire portfolio.

Future-Ready Integration

Open protocols and API-first design ensure your investment is protected as technology evolves. Integrate with existing building systems today and emerging technologies tomorrow.

Standard Scope of Work Includes

Hardware & Software

- Brightlayer Energy Gateway(s) as specified in Bill of Materials
- Cloud platform licensing with real-time monitoring dashboard
- Historian for historical data storage and trending
- Standard and custom reporting capabilities

Professional Services

- Dedicated Project Management and Coordination
- Off-Site Network Design and System Architecture
- Remote System Configuration and Graphics Development
- API Integration Development (as specified)

60% Budget

- Factory Acceptance Testing

Documentation & Training

- As-Built Documentation Package
- System Training
- User Guides and Operating Procedures

Ongoing Support

- One-Year Customer Care Contract
- Technical Support Access
- Software Updates and Security Patches

Devices and Systems to Integrate

Brightlayer Energy's vendor-neutral architecture integrates with a wide range of devices and systems. All devices are assumed to communicate via Modbus/TCP, BACnet/IP, OCPP, or REST API from existing communication cards or supplied gateways.

Metering (Via Trip Units or Integral PXE Metering)
- Site Meter
- PV Meter
- BESS Meter

EV (Via local Modbus, OCPP, or Cloud API, to be determined)
- EV Panel-1
- EV Panel-2

BESS
- xStorage

Other
- Main Disconnect
- PV Disconnect
- BESS Disconnect
- Weather Station

PV
- Chint Gateway

60% Budget

Hardware

Brightlayer Energy Site Gateway - Eaton BL-CIC-150

The Brightlayer Energy IoT Gateway provides secure, reliable connectivity between your facility's energy assets and the Brightlayer Energy cloud platform. CIC-150 will be configured by Eaton prior to shipping to site and installed by Performance Power site technicians.

Specification	Details
CPU	**NXP i.MX8M Quad Core Cortex A53, 1.3 GHz**
Memory	**2 GB DDR4 RAM**
Storage	**16GB eMMC**
Ethernet	**2x 10/100/1000 Base-T RJ-45**
Serial Ports	**2x RS-232/485 isolated (Terminal Block)**
USB	**1x USB 3.0**
Operating System	**Eaton Bright Layer Edge Linux**
Operating Temp	**-40°C to +70°C (-40°F to +158°F)**
Power Input	**10-30 VDC, 8W @ 24VDC**
Dimensions	**100 x 93 x 30 mm**
Mounting	**Wall-mount or DIN-rail**
Certifications	**CE, FCC, UL, RoHS Compliant**

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Supported Expansion

- 5G Module: Quectel RM500Q-GL, RM502Q-AE (North America)
- Mini-PCIe slot for Wi-Fi/Cellular modules
- M.2 slot on expansion models
- Nano SIM slot for cellular connectivity
- Micro-SD slot for data logging and firmware updates

Software

Brightlayer Energy Cloud Platform

The Brightlayer Energy cloud platform provides:

- Real-time monitoring dashboard
- Historical data and trending (Historian)
- Standard and custom reporting
- Alarm management and notifications
- User management and access control
- Over-the-air firmware updates

Prerequisites

Client will provide network access to the assets, LANs, VLANs, and physical ports for the Brightlayer Energy site gateway to connect and operate without requiring an electrician or site shutdown.

Licensing

Software licensing includes access to the Brightlayer Energy cloud platform, dashboard interfaces, and standard reporting capabilities. Annual subscription includes cloud hosting, security patching, and data quality monitoring.

Brightlayer Energy + PSC Microgrid Scope

Eaton is providing the **Brightlayer Energy (BLE) energy management and optimization software** as part of the project. The BLE cloud platform delivers **real-time monitoring**, **historical data trending**, **standard and custom reporting**, **alarm and notification management**, **user access control**, and ongoing **over-the-air firmware and security updates**.

The **annual subscription** includes cloud hosting, cybersecurity patching, data-quality monitoring, and access to dashboards, historian, reporting tools, and Brightlayer's customer support resources.

Eaton Technical Support provides **5×8 phone and email technical support**, software updates, and access to a knowledge base, FAQs, product guides, and security/bug-fix releases. After-hours assistance is available with a next-business-day callback.

In coordination with the Microgrid scope, **Eaton Power Systems Controls (PSC)** and the Brightlayer Energy team will support installation, integration, and commissioning of the BLE microgrid controller. PSC will provide:

- Participation in project kickoff meetings and review of scope.
- Development of **Sequence of Operations (SOO)**, control, and communication drawings, and microgrid controller programming.

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- Coordination of monitoring, control, and system communications through the BLE microgrid controller and cloud-based graphics.
- On-site startup and commissioning, including verification of communication with relays, Eaton Power PXE meters, BESS, PV inverters, and EV charging systems.
- Utility testing support and end-user training.

This combined solution supports the customer's microgrid switchboard implementation by enabling integrated DER monitoring, control, and optimization through the Brightlayer Energy platform, while PSC delivers full engineering, integration, testing, and commissioning support.

Training

Onsite training includes 8 hours onsite training and 16 hours of remote training:

- Hands-on training of site personnel
- Explanation of system operation
- Explanation of devices and customer system
- Report configuration demonstration
- Alarm configuration demonstration

Customer Care & Support

Support Information

Feature	Basic Support (Included)
Availability	**5x8 (M-F, 6am-5pm EST)**
Phone Support	**Included**
Email Support	**Included**
After-hours	**Next business day call back**
Software Updates	**Included**
Preventive Maintenance	**Not included**

Contact Information

Brightlayer Energy Technical Support: 1-800-843-9433 Option 2, 5, 1

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Email: bgtechsupport@eaton.com

Hours: 6am - 5pm EST, Monday through Friday

After-hours support available via answering service with 1 business day callback.

Customer Exit Clause

Should Eaton not perform in a satisfactory manner in the first 2 years of service, the customer has the right to terminate service without penalty.

Technical Support

- Product software defects – contractual response and resolution terms are included in the End User License Agreement (EULA)
- Assistance with features and functionality
- General questions regarding product use
- Create support tickets for:
  - License and model requests
  - Product defects
  - Feature requests
  - General technical questions

Product Information

- Access to product information and guides on Pendo (requires opt in for Pendo)
  - Frequently Asked Questions (FAQ)
  - Knowledge Base (KB)
  - Installation and user guides
  - Video library

Security & Bug Fixes

- Delivery of packages for product fixes, critical security patches and maintenance releases
- Direct access to Eaton's security reporting database

Product Upgrades

- Major and minor upgrade packages, which include new features and enhancements to existing features

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Appendix – Use Case Definitions

Peak Shaving / Demand Charge Management Optimization Utilizing on site generated or stored energy to reduce the peak power demand of the facility and subsequent utility demand charge (typically over a 30-day period).
Energy Shifting / Time of Use (TOU) Rate Optimization Employs energy shifting for time-of-use rate optimization by strategically storing generated energy from renewable resources during low-demand periods and discharging stored and/or exporting renewable energy during high-demand periods, thereby minimizing electricity costs and maximizing the economic benefits of the microgrid's energy resources. This use case enhances overall system efficiency by aligning energy consumption with cost-effective time slots, contributing to economic savings.
Maximize Renewable Self-consumption. Fully utilizing all renewable energy resources on site to meet the system's energy needs.
Islanding and Reconnection Management Along with a BESS, managing the disconnection (islanding) and reconnection of a microgrid with the utility grid (or equivalent) for a planned or unplanned grid outage. With specific equipment, the island transition can occur seamlessly. **Seamless** islanding in a microgrid refers to a smooth transition between grid-connected and islanded modes, while **blinkless** islanding specifically emphasizes the absence of any noticeable disturbance or interruption during the transition. Seamless and blinkless islanding is not supported by Brightlayer energy; open transition only.
Load and Generation Management when Islanded Managing generation and increasing electrical loads across the microgrid to ensure power stability when islanded.
Black start Safely restarting the microgrid when there is a planned or unplanned grid outage and/or the islanded microgrid loses power. The Microgrid Controller can utilize a BESS and/or other onsite generators to bring the microgrid back online through black start initialization and managing the loads throughout the network to ensure stable restoration.
Point of Interconnection (POI) Constraint Management Managing POI constraints such as import/export limitations, non-export, net zero export, and voltage/power factor constraints.
Reactive Power/Power Factor/Voltage Control at the POI Managing the system to ensure stable voltage and frequency levels, minimizing power losses, and enhance overall power quality by dynamically adjusting reactive power and voltage profiles.

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Dashboards

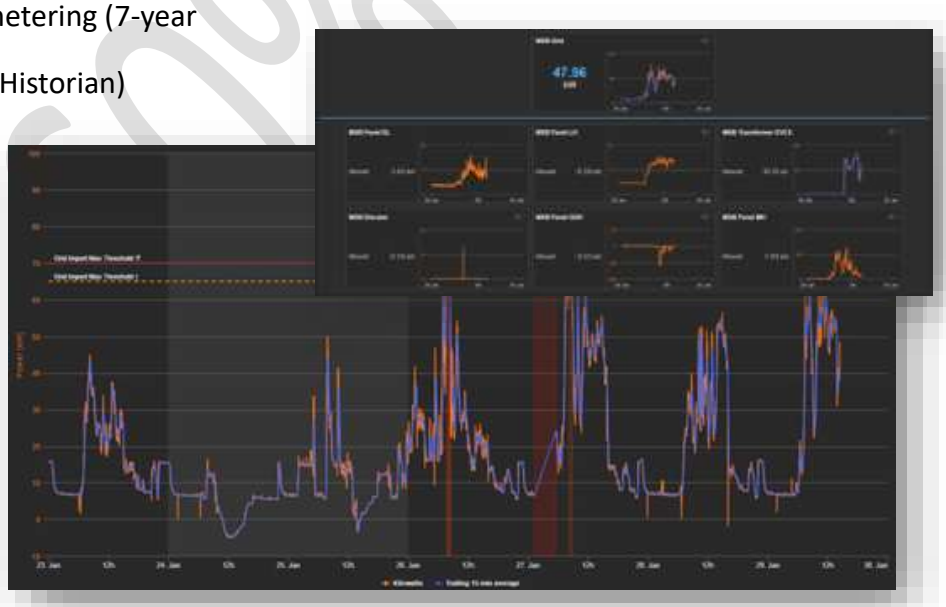
Portfolio Level Analytics

Site level dashboarding

Production and Load Forecasting

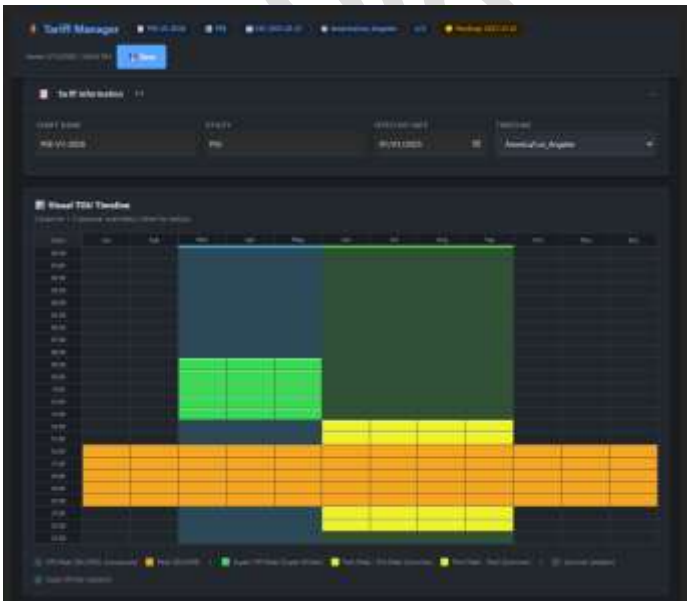
Submetering (7-year

Data Historian)



Value Delivery Reporting

Simple User Tariff Management



BESS Performance
Wed, Apr 29 – Thu, Apr 30 2026
Today
73.0%
0
Off-Peak
16.9
OPERATIONAL STATUS
139.6 kWh
23.6 hrs
Peak
208.1 kWh
WED, APR 29 SUMMARY
+$20.47
+23.9 kg
$59.68
81.3 kg CO2
88.5 kWh
11.1 kWh
88.8%
99.6 kWh
Site Energy + BESS SOC (Hourly)
Grid Import, Energy Cost & Carbon Intensity
15:00
Cost ($/kWh): 0.229
GHG (g CO2/kWh): 159.6
Grid Import (kW): 57.4
Weather Context
SYSTEM TIMELINE & EVENT LOG
Off-Peak
Super Off-Peak
Peak

Standard Reports

1. **Energy Consumption Report**
   Summarizes total and peak energy consumption (kWh) over a selected time period with expandable detail views and export-ready formatting.
2. **Energy Summary Report**
   Displays both energy consumption (kWh) and demand (kW) for a selected time period, supporting multiple engineering units and configurable demand costs.
3. **Capacity Summary Report**
   Provides utilization percentages for devices, highlighting top and bottom performers and circuit utilization based on amperage channels and rating values.
4. **Power Factor Trend Report**
   Charts power factor trends for one or more devices and identifies gaps in logged data across the reporting hierarchy.
5. **Demand Load Profile Report**
   Generates device-by-device graphs of kW, kVA, and kVAR demand, concluding with a combined total-demand summary page.
6. **Building Load Forecast Report**
   Predicts hourly facility energy demand up to 24 hours ahead using historical patterns, weather, and occupancy to support proactive planning and optimization.
7. **PV Generation Forecast Report**
   Forecasts photovoltaic (PV) energy production up to 24 hours in advance using historical data and weather inputs to guide solar energy planning.
8. **Interval Data Report – Raw**
   Outputs minute-level warehoused raw data for each channel over a user-defined date range in multiple export formats.
9. **Interval Data Report – Raw with Details**
   Provides minute-level raw data with an added graphical view for each channel across a selected timeframe.
10. **Interval Data Report – Aggregate with Details**
    Displays aggregated raw data and graphical trends for channel values across a hierarchy, organized folder by folder.
11. **Period Comparison Report**
    Compares data across two different time ranges at multiple granularities using logged high-resolution EMOS data.
12. **Load Profile Report (ASHRAE / LEED Compliant)**
    Breaks down energy use across building, load group, and tenant levels to support ASHRAE 90.1 and LEED compliance requirements using metered and estimated loads.
13. **PV Self-Sufficiency Report**
    Shows how effectively onsite PV generation is consumed versus exported, detailing production, consumption, grid import/export, and self-consumption performance.
14. **Peak Shaving Report**
    Summarizes the operational and financial impact of peak-shaving activities, including avoided demand, event durations, and cost savings.
15. **CO_2 Emissions Reduced & Optimized Report**
    Tracks greenhouse gas emissions from grid energy, highlighting clean vs. dirty grid usage, avoided emissions, and carbon intensity trends.
16. **Load Optimization Report (Phase 3 Required)**
    Captures the benefits of load shifting and shedding, reporting energy moved, event frequency and duration, and resulting cost savings.

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Our Security

Cybersecurity at the Core of Brightlayer Software

Brightlayer software is meticulously engineered with cybersecurity as a foundational element, drawing upon Eaton's Cybersecurity Center of Excellence and best-in-class industry practices. This approach guarantees comprehensive protection across hardware, software, cloud environments, and associated services.

Certified Secure Development Lifecycle

Eaton's Secure Development Lifecycle (SDLC) is UL-certified according to the IEC 62443-4-1 cybersecurity standard. This certification ensures that robust security controls are embedded throughout every stage of product development. Eaton's laboratories are designated as UL 2900 Data Acceptance Technical Laboratories (DATL), and its products have achieved certification to UL 2900-1, UL 2900-2-3, and IEC 62443 4-2 standards.

End-to-End Security Features

- User Rights Management: Multifactor authentication is provided via Azure Cloud Access, ensuring secure user identification and access control.
- Device Identity: Every device is assigned a Universally Unique Identifier (UUID) for precise identification.
- API Security: All integrations and data exchanges use secure APIs to maintain data integrity.
- Encryption: Data is protected with end-to-end encryption, utilizing the latest secure protocols, such as TLS 1.2 (current as of September 2025).
- Network Controls: Network security is reinforced through access controls, firewalls, segmentation, and secure gateways including the Brightlayer Gateway.
- Data Diodes: Unidirectional protection is implemented for critical data flows, ensuring data moves only in allowed directions.
- Patch Management: Regular updates and patching are provided for IoT devices and gateways to maintain security.
- Code Scanning: Automated code scans are performed using Coverity and Black Duck to detect vulnerabilities early.
- Audit Trails: All device and user actions are logged in detail, including audit logs and event calendars for On-Premise software.

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Lifecycle Management

Eaton conducts ongoing assessment, validation, remediation, and monitoring of cybersecurity risks throughout the entire product lifecycle. This continuous process ensures that products remain protected as threats evolve.

Compliance and Certification

Eaton is uniquely positioned as the only company with both UL and IEC Certified Cybersecurity Labs. The organization is actively pursuing SOC2 Type 1 certification with a target completion in 2026, and aims to achieve SOC2 Type 2 certification in the future. For cloud-based solutions, Eaton utilizes the CIS standard as a foundational framework for security.

Customer Assurance

Brightlayer's cybersecurity protocols are designed to meet the highest industry standards, providing customers with assurance that their data and systems are safeguarded. Every device event and user action is logged, regardless of user role, ensuring transparency and accountability throughout the system.

Cybersecurity Governance and Update Management

Eaton maintains strong cybersecurity governance through its Product Cybersecurity Center of Excellence (CCoE), which oversees secure development, threat modeling, patch management, and secure configuration processes. While automated, customer-facing update coordination features are under development, Eaton's existing processes ensure all updates are conducted in accordance with UL-certified SDLC practices and are governed by structured Product Cybersecurity Policy requirements.

Brightlayer Digital Platform Roadmap

The Brightlayer Digital Platform roadmap focuses on continuing to enhance secure over-the-air (OTA) updates, device lifecycle management, coordinated customer notifications, and multi-tenant environment awareness. These initiatives are actively being advanced within Eaton's BDPE Steering Council programs and are closely aligned with the broader enterprise cybersecurity strategy.

Coordinated Communication and Support

Until fully automated communication functionality is launched, Eaton will continue to provide coordinated update notifications through established support channels, in line with current CCoE governance and lifecycle management protocols.

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Brightlayer Energy Pricing

Brightlayer Energy Price Breakdown

Description	Quantity	Price (USD)
Microgrid Controller Enclosure, CIC 150, UPS, Network Switch, Power Supply, Firewall and Assembly.	1	$5,000
One-time: Turnkey Software Setup, Install and Commissioning.	1	$120,000
Annual Software Service Subscription & Support @ $7,656	2	$17,000
Total		**$142,000**

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The prices quoted in this proposal exclude any applicable taxes and potential additional tariffs beyond the proposal date. Any subsequent tariff-related price increases will be passed on to the Buyer.

Sale of Eaton Products and/or Services are conditioned upon customer acceptance of Eaton's Policy 25-000 Selling Policy. Any additional or different terms and conditions set forth in **Performance Power's** Purchase Order of other similar communication are objected to and will not be binding upon Eaton unless specifically agreed to in separate writing and signed by Eaton's authorized representative. Authorization by **Performance Power** whether written, oral or electronic to furnish products or services will constitute acceptance of Eaton's Policy 25-000 Selling Policy.

Escalation

Prices will remain firm for 60 days from date of receipt of order. After 60 days, all prices will have to be reauthorized or revised, or portion thereof, before the date of the purchase of the system startup services, unless other conditions have been previously negotiated.

Job Delay Charges

If a job is cancelled, delayed, rescheduled, or postponed 5 days or less prior to scheduled service, Eaton reserves the right to assess a charge of 35% of the purchase order value or actual costs, plus a 15% handling charge (whichever is greater).

Payment

The following billing milestones are invoiced based on Eaton's Project Lifecycle and are representative of key value transfer points from Eaton to Power Systems Controls.

Project Billing Milestones **Price Each**		
Milestone Value	Milestone Description	Product Code
20%	Submittals	U0666 (S)
30%	Release for Manufacturing	U0666 (M)
30%	Shipment of Equipment	U0666 (S)
20%	Final Commissioning	U0666 (S)

Eaton will invoice accrued travel and Living expenses to include accrued travel time with some of the milestones provided above.

End of Life Policy

Please find Eaton's End of Life policies for software here.

Please contact us anytime with further questions or requirements. We are honored to assist you and look forward to collaborating on this project.

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Brightlayer End User License Agreement for Product Software

Your use of **Brightlayer Energy** will be governed by Eaton's terms and conditions, which must be accepted at time of account activation.

CAREFULLY READ THIS END USER LICENSE AGREEMENT FOR PRODUCT SOFTWARE. BY INSTALLING AND USING THIS PRODUCT SOFTWARE, YOU AGREE TO BE BOUND BY THIS END USER LICENSE AGREEMENT AND REPRESENT THAT YOU ARE DULY AUTHORIZED TO ACCEPT THIS END USER LICENSE AGREEMENT ON BEHALF OF YOUR ORGANIZATION. IF YOU DO NOT AGREE TO THE TERMS OF THIS END USER LICENSE AGREEMENT, DO NOT USE THE PRODUCT SOFTWARE. EXCEPT AS EXPRESSLY STATED HEREIN, THIS END USER LICENSE AGREEMENT DOES NOT APPLY TO THE PURCHASE, DELIVERY, OR OTHER MAINTENANCE OR SUPPORT SERVICES FOR OTHER EATON PRODUCTS OR SERVICES, INCLUDING EATON HARDWARE, WHICH SHALL BE GOVERNED BY THE TERMS OF YOUR SEPARATE PURCHASE AGREEMENT FOR SUCH EATON PRODUCTS AND SERVICES.

This End User License Agreement (the "Agreement") governs Your access to and use of Product Software (defined below), however acquired, including via Channel Partner (as defined herein) of Eaton. This Agreement is by and between Eaton Corporation and the entity (corporation, limited liability company, limited partnership, etc.) that activates the license for the Product Software or directs or requests such license activation on its behalf ("You," or "Your"). For the purposes of this Agreement, any reference to "Eaton" shall include the Contracting Entity, its holding company, its affiliates and subsidiaries.

The complete Brightlayer End User License Agreement for Product Software can be accessed via the following URL: https://www.eaton.com/us/en-us/company/policies-and-statements/digital-offers/end-user-license-agreement-for-product-software.html

Brightlayer Support Schedule

This Support Schedule ("**Schedule**") is subject to and made a part of the Terms of Service for Brightlayer Cloud Services as of the start date for the Subscription Term ("**Terms of Service**") and/or End User License Agreement for Eaton Software as of the Effective Date of the license, as applicable (the "**Agreement**") and is effective as of the start date for the Subscription Term or Effective Date of the license, as applicable (the "**Support Effective Date**").

The complete Brightlayer Support Schedule can be accessed via the following URL: https://www.eaton.com/us/en-us/company/policies-and-statements/digital-offers/support-schedule.html

Brightlayer Privacy Notice

The End User License Agreement for Product Software and the Terms of Services for Brightlayer Cloud Services, as applicable, are incorporated by reference into this Privacy Notice. Eaton Corporation ("Eaton," "us," "we," or "our") owns and operates the Product Software and/or Brightlayer Cloud Services, including mobile applications, products and services related therein (collectively, the "Services"). Eaton, as the data controller, is committed to protecting the privacy of those who use the Services. Please read this Privacy Notice carefully. If you do not agree with our policies and practices, do not download, install or operate the Services, do not access or use the Services, and do not interact with any other part of the Services.

DO NOT BUDGET

Applicability: This Privacy Notice covers only the Services identified above and does not apply to information that you may send us by other means or related to other Eaton products or services, including websites. Whenever you interact with Eaton or the Services on behalf of another individual or entity, such as by providing or accessing Personal Data about another individual, you represent that you have the authority to do so. You shall have sole responsibility for any violation of privacy laws as a result of a failure to obtain any necessary consent from such individual/entity.

The complete Brightlayer Privacy Notice can be accessed via the following URL: https://www.eaton.com/us/en-us/company/policies-and-statements/digital-offers/privacy-notice.html

Supplemental Terms

The following terms and conditions shall apply to quotations, proposals, contracts and agreements covering the sale of Power Systems Controls from Eaton (the "Contract") and are supplemental to the terms and conditions set forth in Eaton Standard Terms and Conditions of Sale, Selling Policy 25-000, which are incorporated by reference in the Contract. Except as they may be specifically modified by the following, all terms, conditions, and limitations set forth in Selling Policy 25-000 shall apply to the sale of any Power System Controls.

1. Equipment Warranty. All Power Systems Controls equipment sold pursuant to the Contract shall be warranted against defects in manufacturing or materials in accordance with the Warranty for Products set forth in Selling Policy 25-000. Third party products supplied as part of the Power Systems Controls solution shall be warranted in accordance with the manufacturers' warranty policies.
2. Power Systems Controls Application Software Warranty. Eaton warrants that the Power Systems Controls application software sold pursuant to the Contract (the "System") will perform in accordance with the description and specifications set forth in the System Proposal provided by Eaton. Eaton disclaims the implied warranties of merchantability and fitness for a particular purpose. Claims by Buyer for failure to conform to the description and specifications set forth in the System Proposal must be made in writing, or verbally with confirmation in writing, within the earlier of:
    a. Ninety (90) days from the date of System Acceptance: The date when Eaton determines that the System is performing in accordance with the description and specifications set forth in the System Proposal.
    b. Ninety (90) days from the date of Beneficial Use: Should the System be put into operation by the Buyer prior to the date of System Acceptance, then the System shall be deemed to be providing beneficial use to the Buyer.
    c. Twelve (12) months from the date of shipment of any assemblies which contain Power Systems Controls hardware.
3. Power Systems Controls systems are excluded from the Extended Warranty for Products, as defined by Selling Policy 25-000, and the Extended Warranty Program offered by Eaton Electrical Engineering Services & Systems.
4. To the extent that the worker(s), employee(s), or third-party contractor(s) of Customer (collectively, "Customer Worker(s)") support the work or project performed by Eaton, Customer represents that such Customer Worker(s) possess the qualifications, knowledge, skill and expertise necessary to perform the tasks involved in supporting the work or project. Customer

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further acknowledges that Customer, at all times, remains exclusively responsible for the actions and inactions of its Customer Worker(s), and that Customer shall defend and hold Eaton harmless against any losses, liabilities, damages, claims, suits, actions, proceedings, subrogation, costs, and expenses, including court costs and attorneys' fees, arising from the action(s) or inaction(s) of the Customer Worker(s).

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Detail Bill of Material

Project Name:	Spokane Water Dept BESS and EV	**Negotiation No:**	PGEG0514X6K1
General Order No:		**Alternate No:**	0000
Bid Date	6/5/2026	**Est. Purchase Date:**	11/27/2026

Item No.	Qty	Product	Description
	1	Switchboards	Pow-R-Line Xpert Switchboard, Front Access/ Front and Rear Align, Type 3R (nonwalk-in) Flat Roof, 480Y/277V 3-Phase 4-Wire, 1200 Tin Plated Copper, Minimum Interrupting Rating: 65kA, Bus Bracing Rating: 65kA, Depth: 36 In

Catalog No XSUAGDNNNBF60NNNSG1D1B3BX
Designation MSB-M

Structure 1 **1200 Amp Tin Plated CU Main Structure**
Vertical Isol. Barrier (Service Entrance)
Compartment 1 - Metering PXG1K, with 7" Display
Compartment 2 - Breaker 1200A 3P Power Defense SB Brkr SPS-612 [Fixed-Electric]
Mechanical (4) #4-500 kcmil
Main Breaker Service Entrance
PXR20 LSIG w/ARMS and Modbus RTU
ARMS (Local using breaker interface)

Structure 2 **1200 Amp Tin Plated CU Feeder Structure**
Compartment 1 - Breaker 800A 3P Power Defense SB Brkr SPS-608 [Fixed-Electric]
Mechanical (3) 3/0-750 kcmil
PXR20 LSIG
Compartment 2 - Breaker 800A 3P Power Defense SB Brkr SPS-608 [Fixed-Electric]
Mechanical (3) 3/0-750 kcmil
PXR20 LSIG

Structure 3 **1200 Amp Tin Plated CU Distribution Structure**
Compartment 1 - Surge Protective Device (SPD) SPD Series 200kA SPD, Standard w/ Surge Counter, w/ Fusible Disconnect
Compartment 2 - Breaker 50A, 3P PDG23M Breaker [225A Frame]
Mechanical (1) #14-1/0
PXR20 LSIG Trip Unit
Trip Unit Amps 60A, Sensor 60A
Compartment 3 - Breaker 3P PD2-P
Compartment 4 - Breaker 300A, 3P PDG33M Breaker [400A Frame]
Mechanical (1) 2/0-500 kcmil
PXR20 LSIG Trip Unit
Trip Unit Amps 400A, Sensor 400A
Compartment 5 - Breaker 300A, 3P PDG33M Breaker [400A Frame]
Mechanical (1) 2/0-500 kcmil
PXR20 LSIG Trip Unit
Trip Unit Amps 400A, Sensor 400A

Qty	List of Materials
3	Type 3R (nonwalk-in) Flat Roof
3	Heater Package - (CPT, heater, thermostat, fused disconnect)
1	Service Entrance Label
1	Microgrid/Solar: Remove Line/Load labels on all overcurrent protective devices
3	Tin Plated Copper Ground Bus
3	Seismic Freestanding Label (IBC/CBC Seismic Qualified)
1	1200 Amp Tin Plated CU Main Structure
1	Mechanical (4) #4-500 kcmil
3	Auxiliary Switch, 8 Form C
4	Padlockable lockoff device

Project Name:	Spokane Water Dept BESS and EV	**Negotiation No:**	PGEG0514X6K1
General Order No:		**Alternate No:**	0000
Bid Date	6/5/2026	**Est. Purchase Date:**	11/27/2026

Qty	List of Materials
3	Shunt Trip (100-127Vac/Vdc)
3	Electrically Operated Breaker Control Assembly
1	Main Breaker Service Entrance
1	Vertical Isol. Barrier (Service Entrance)
1	PXG1K, with 7" Display
1	1200 Amp Tin Plated CU Feeder Structure
2	Mechanical (3) 3/0-750 kcmil
1	1200 Amp Tin Plated CU Distribution Structure
1	SPD Series 200kA SPD, Standard w/ Surge Counter, w/ Fusible Disconnect
1	Mechanical (1) #14-1/0
2	Mechanical (1) 2/0-500 kcmil
2	Auxiliary switch, 1 NO & 1 NC Aux Contact
1	Potential Transformer (each) QTY 1
2	Need a total of three PTs, one on supply side of main, one on each electrically operated breaker.
1	1200A 3P Power Defense SB Brkr SPS-612 [Fixed-Electric], Trip 1200 A, PXR20 LSIG w/ARMS and Modbus RTU, (4) #4-500 kcmil, Mechanical, Bottom
2	800A 3P Power Defense SB Brkr SPS-608 [Fixed-Electric], Trip 800 A, PXR20 LSIG, (3) 3/0-750 kcmil, Mechanical, Bottom
1	50A, 3P PDG23M Breaker [225A Frame], Trip 50 A, PXR20 LSIG/A, (1) #14-1/0, Mechanical
2	300A, 3P PDG33M Breaker [400A Frame], Trip 300 A, PXR20 LSIG/A, (1) 2/0-500 kcmil, Mechanical
1	3P PD2-P

Project Name:	Spokane Water Dept BESS and EV	**Negotiation No:**	PGEG0514X6K1
General Order No:		**Alternate No:**	0000
Bid Date	6/5/2026	**Est. Purchase Date:**	11/27/2026

Item No.	Qty	Product	Description
	1	Dry Type Transformers	Dry-Type Transformers General Information

Transformer Type: General Purpose K-Factor
Catalog Number: H48M28T3021
Phase: 3
kVA: 30
Primary Volts: 480
Secondary Volts: 208Y/120
Temperature Rise: 150C with 220C Insulation System
Winding Material: Aluminum
Enclosure Type: NEMA 2 (for N3R, select Weather Shield in Mods tab)
Frequency (Hz): 60
Electrostatic Shield: Y
200% Neutral: Y
Frame: 940
Wiring Diagram: 283B
Weight (lbs.): 434
Impedance (%): 2.61
UL Listed: Y
No Load Losses (Watts): 122
Standard Values
K-Factor: 4
TAPS: 2@+2.5% , 4@-2.5%
Sound Reduction (dB): 0
NEMA ST20 Sound Level (dB): 45
DOE 10 CFR Part 431 (2016) Efficient: Y
Infrared Viewing Window: None
Nameplate
Field-Installed Accessories Included
Lug Kit: LKS1 (1PH 15-37.5KVA or 3PH 15-45KVA)
Weather Shield: WS58

Catalog No H48M28T3021
Designation Aux transformer

Catalog No	Qty	List of Materials
H48M28T3021	1	30KVA K4 VENTD XFMR 3-PHASE 480-208Y/120
WS58	1	XFMR WEATHERSHIELD KIT FITS FRAME FR940.
LKS1	1	TX Lug Kit/1PH 15-37.5KVA / 3PH 15-45KVA.

Project Name:	Spokane Water Dept BESS and EV	**Negotiation No:**	PGEG0514X6K1
General Order No:		**Alternate No:**	0000
Bid Date	6/5/2026	**Est. Purchase Date:**	11/27/2026

Item No.	Qty	Product	Description
	1	Dry Type Transformers	Dry-Type Transformers General Information

Custom Transformers must be approved by TRC - Avery Creek
This is a custom-manufactured product. Once it is released for manufacturing, it cannot be cancelled. This product cannot be returned for credit.
Transformer Type: General Purpose K-Factor
Catalog Number: H48M28T2221
Phase: 3
kVA: 225
Primary Volts: 480
Secondary Volts: 208Y/120
Temperature Rise: 150C with 220C Insulation System
Winding Material: Aluminum
Enclosure Type: NEMA 2 (for N3R, select Weather Shield in Mods tab)
Frequency (Hz): 60
Electrostatic Shield: Y
200% Neutral: Y
Standard Values
K-Factor: 4
TAPS: 2@+2.5% , 4@-2.5%
Sound Reduction (dB): 0
NEMA ST20 Sound Level (dB): 55
DOE 10 CFR Part 431 (2016) Efficient: Y
Infrared Viewing Window: None
Nameplate
Field-Installed Accessories Included
Lug Kit: LKS3 (1PH 100-167KVA or 3PH 150-300K)
Weather Shield: Weathershield
Customized Values

Catalog No H48M28T2221
Designation EVCI Transformer

Catalog No	Qty	List of Materials
H48M28T2221	1	3 Phase, 225 KVA, 480 Primary Volts, 208Y/120 Secondary Volts, 150C with 220C Insulation System Temperature Rise, Aluminum Winding Material, 60 HZ
Weathershield	1	Weathershield Kit for 225 KVA transformer
LKS3	1	TX Lug Kit/1PH 100-167KVA/3PH 150-300KVA.

Item No.	Qty	Product	Description
	1	Safety Switches	SSW2

Catalog No DH384FDKVW2-00LO
Designation PV Disconnect

Catalog No	Qty	List of Materials
DH384FDKV	1	Single Throw - Heavy Duty - Fusible with No Neutral, 3-Pole, 800 VAC Heavy Duty, 200 A, NEMA 12/3R
LOCKON	1	Lock-On Provisions
W	1	Cover Viewing Window
DS200EK1	1	Upper Auxiliary Contacts (Factory Installed)

Project Name:	Spokane Water Dept BESS and EV	**Negotiation No:**	PGEG0514X6K1
General Order No:		**Alternate No:**	0000
Bid Date	6/5/2026	**Est. Purchase Date:**	11/27/2026

Item No.	Qty	Product	Description
	1	Safety Switches	SSW2

Catalog No DH368FRKV2-00LO
Designation BESS Disconnect

Catalog No	Qty	List of Materials
DH368FRKV	1	Single Throw - Heavy Duty - Fusible with No Neutral, 3-Pole (use for 2-Pole or 3-Pole), 600 VAC, 1200 A, NEMA 3R
LOCKON	1	Lock-On Provisions
DS200EK1	1	Upper Auxiliary Contacts (Factory Installed)

Eaton Selling Policy 25-000 applies.

If Eaton and the buyer entity listed on this purchase order have a separate executed written agreement for the products/services herein, then that agreement applies. Otherwise, Eaton's Selling Policy 25000 (https://www.eaton.com/ca/en-gb/support/terms-conditions.html) controls and supersedes all prior correspondence or communications between Eaton and the buyer, and any additional or different terms proposed by the buyer are rejected.

All orders must be released for manufacture within 90 days of date of order entry. If approval drawings are required, drawings must be returned approved for release within 60 days of mailing. If drawings are not returned accordingly, and/or if shipment is delayed for any reason, the price of the order will increase by 1.0% per month or fraction thereof for the time the shipment is delayed.

Seller shall not be responsible for any failure to perform, or delay in performance of, its obligations resulting from the COVID-19 pandemic or any future epidemic, and Buyer shall not be entitled to any damages resulting thereof.

MSB-M

Switchboard General Information

Pow-R-Line Xpert - Specifications
Quantity: 1
Alignment: Front Access/ Front and Rear Align
Service: 480Y/277V 3-Phase 4-Wire — **Minimum Interrupt Rating: 65 kA**

Bus Specifications
Bus Amps: 1200 — **Bus Bracing Rating: 65kA**
Neutral Amps: 1200
Bus Material: Tin Plated Copper — **Heat Test**
Ground Bus Material: Tin Plated Copper Ground Bus Bolted To Frame, (1) #6-350 kcmil Ground Lug

Incoming/Outgoing Information
Incoming Qty & Size: Structure 1 -Terminals, Mechanical, (4) #4-500 kcmil, Bottom

Structure Specifications
Service Entrance
Enclosure Type: Type 3R (nonwalk-in) Flat Roof
Enclosure: Outdoor Enclosure Configuration Per EUSERC Dwg 354
Seismic Label (IBC/CBC Seismic Qualified) - Freestanding
Refer to seismic installation data sheet TD01508002E and drawing 1A32497 for details.
Heater package - (CPT, heater, thermostat, fused disconnect)
Solar Switchboard (no line/load labels)

Special Notes / Common Mods

Qty - Description	Catalog Number
2 qty - Need a total of three PTs, one on supply side of main, one on each electrically operated breaker.	XXXX
-- Potential Transformer (each) QTY 1	CM_PT

Enclosure properties

Struct #	Description/Modifications
1	Bottom incoming main device (Incoming Main Device/MLO Section) Vertical isolating barrier
2	Two individually mounted feeder BREAKERS (2000A max) (Feeder Structure)
3	50x chassis mounted feeders (Feeder Structure)

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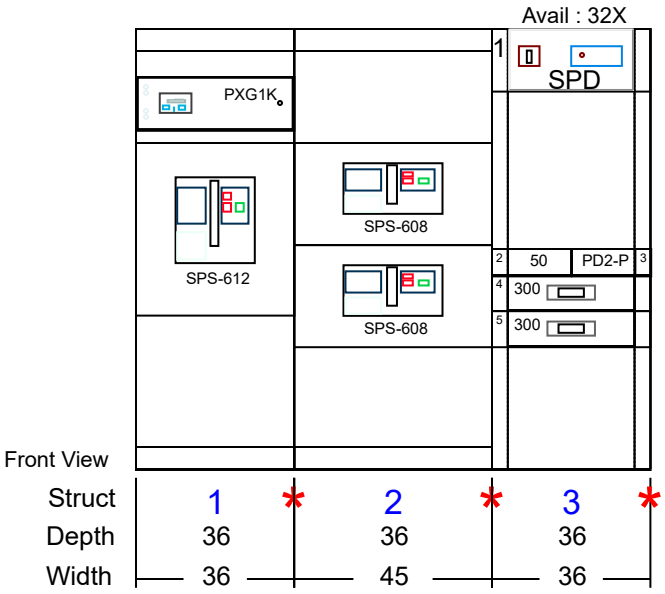
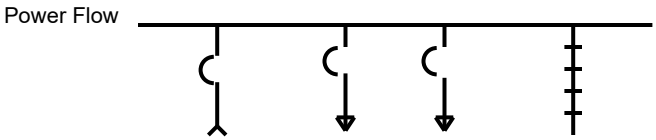
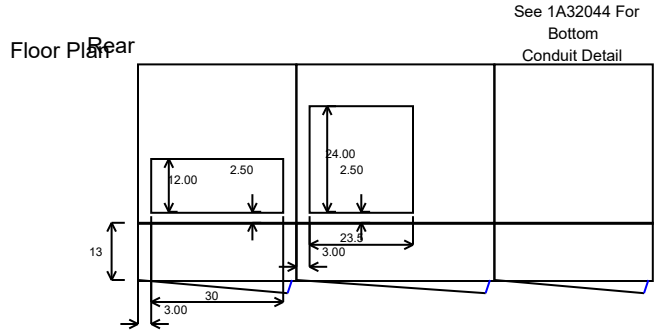
PREPARED BY: Charles E Witham	DATE: 5/26/2026	Eaton	SumterSC		
APPROVED BY	DATE	JOB NAME: Spokane Water Dept BESS and EV			
		DESIGNATION: MSB-M			
VERSION: 9.0.37.4		TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 1 of 9

MSB-M







Total of 3 Structures, Total Weight of 2564 Weight-Lbs. with Front Hinged Doors.
Total of 3 Structures, Total Width of 117 Inches with Front Hinged Doors.

Structure	1	2	3			
Ship-Inches	36.00	45.00	36.00			
Ship-MM	914	1143	914			
Wdth-Inches	36.00	45.00	36.00			
Wdth-MM	914	1143	914			
Depth(Inner)-In.	36.00	36.00	36.00			
Depth(Inner)-MM	914	914	914			
Depth(Outer)-In.	49.00	49.00	49.00			
Depth(Outer)-MM	1244	1244	1244			
Height-Inches	90.00	90.00	90.00			
Height-MM	2286	2286	2286			
Weight-Lbs.(Est.)	729	1124	711			
Weight-Kg.(Est.)	330	509	322			

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APPROVED BY	DATE	JOB NAME	Spokane Water Dept BESS and EV		
		DESIGNATION	MSB-M		
VERSION: 9.0.37.4		TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 2 of 9

MSB-M

Switchboard Units Information

Str#	Unit	Description/Modifications	Nameplate
1			
		Main Breaker - Ind Mtd-1200A 3P Power Defense SB Brkr SPS-612 [Fixed-Electric], Trip(Ir) 1200A., PXR20 LSIG w/ARMS and Modbus RTU, 100 % ratedARMS Operation - ARMS (Local using breaker interface), Trip Unit Sensor Rating(In): 1200 Terminals, Mechanical, (4) #4-500 kcmil, Bottom Shunt Trip: 100-127Vac/Vdc Lockoff devices: Padlockable Hasp Auxiliary Switch: 8 Form C Control switch w/ indicating lights for electrically operated breaker Neutral Terminal, (4) #4-500 kcmil PXG1K, with 7" Display	
2			
		Feeder Breaker - Ind Mtd-800A 3P Power Defense SB Brkr SPS-608 [Fixed-Electric], Trip(Ir) 800A., PXR20 LSIG, 100 % rated, Trip Unit Sensor Rating(In): 800 Terminals, Mechanical, (3) 3/0-750 kcmil, Bottom Shunt Trip: 100-127Vac/Vdc Auxiliary Switch: 8 Form C Control switch w/ indicating lights for electrically operated breaker Feeder Breaker - Ind Mtd-800A 3P Power Defense SB Brkr SPS-608 [Fixed-Electric], Trip(Ir) 200A., PXR20 LSIG, 100 % rated, Trip Unit Sensor Rating(In): 200 Terminals, Mechanical, (3) 3/0-750 kcmil, Bottom Shunt Trip: 100-127Vac/Vdc Auxiliary Switch: 8 Form C Control switch w/ indicating lights for electrically operated breaker	
3			
	1	Surge Protective Device -SPD Series 200kA SPD, Standard w/ Surge Counter, w/ Fusible Disconnect, Connection: Load Side	
	2	Feeder Breaker - Chassis Mtd-50A, 3P PDG23M Breaker [225A Frame], Trip(Ir) 50A., PXR20 LSIG/A, None, Trip Unit Sensor Rating(In): 60A Phase: ABC Terminals, Mechanical, (1) #14-1/0 Auxiliary switch: 1 NO & 1 NC Aux Contact (Integral) Lockoff devices: Padlockable Hasp Neutral Terminal, (1) #14-1/0	
	3	Feeder Breaker - Chassis Mtd-3P PD2-P, PROVISIONS FOR BREAKER ONLY Phase: ABC Neutral Terminal, (1) #6-350 kcmil	
	4	Feeder Breaker - Chassis Mtd-300A, 3P PDG33M Breaker [400A Frame], Trip(Ir) 300A., PXR20 LSIG/A, None, Trip Unit Sensor Rating(In): 400A Phase: ABC Terminals, Mechanical, (1) 2/0-500 kcmil Auxiliary switch: 1 NO & 1 NC Aux Contact Lockoff devices: Padlockable Hasp Neutral Terminal, (1) #4-500 kcmil	
	5	Feeder Breaker - Chassis Mtd-300A, 3P PDG33M Breaker [400A Frame], Trip(Ir) 300A., PXR20 LSIG/A, None, Trip Unit Sensor Rating(In): 400A Phase: ABC Terminals, Mechanical, (1) 2/0-500 kcmil Auxiliary switch: 1 NO & 1 NC Aux Contact Lockoff devices: Padlockable Hasp	

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PREPARED BY: Charles E Witham	DATE: 5/26/2026	Eaton	SumterSC		
APPROVED BY	DATE	JOB NAME: Spokane Water Dept BESS and EV			
		DESIGNATION: MSB-M			
VERSION: 9.0.37.4		TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 3 of 9

MSB-M

Neutral Terminal, (1) #4-500 kcmil

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APPROVED BY	DATE	JOB NAME	Spokane Water Dept BESS and EV		
		DESIGNATION	MSB-M		
VERSION: 9.0.37.4		TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 4 of 9

COMMUNICATIONS SUMMARY

EXTERNAL NETWORK

Network	Network Protocol	Network Connection Type	Connection Location
	Modbus TCP	Ethernet RJ-45	

INTERNAL NETWORK

Main Network

Network	Protocol	Connection Type	Topology
5	Modbus TCP	Ethernet RJ-45	STAR
2	INCOM	RS-485-2w	LINE
4	Modbus RTU	RS-485-2w	LINE
3	INCOM	RS-485-2w	LINE

Subnetwork(s)

-- None --

External Cabling Notes

External Cabling Notes

General Notes

- **Communication cable must never be routed in parallel with power cables.**
- **Device locations, number of devices and wiring may differ from communications drawings.**
- **Cable run lengths are based on an average scan rate.**
- **The amount of devices acceptable for proper scan rates and database archiving is dependent on the system polling and its data capture architecture.**
- **The Cable run length could be extended or shortened based on the system polling the data.**

1. CAT5/6 Ethernet cable to be installed by contractor

- **CAT5/6 cable run cannot exceed 328 feet**
- **CAT5/6 cable terminations will be RJ45 plugs.**

Internal Cabling Notes

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APPROVED BY	DATE	JOB NAME	Spokane Water Dept BESS and EV		
		DESIGNATION	MSB-M		
VERSION: 9.0.37.4		TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 5 of 9

Internal Cabling Notes

2. Connections made with IMPCABLE (Belden YR29090) # Shielded Twisted Pair with Bare Shield Wire.
3. Connections made with MODBUS serial cable
4. Connections made with 600V rated, Cat 5e, Metal Foil Shield Cable

Ethernet Switch Information

-- None --

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APPROVED BY	DATE	JOB NAME	Spokane Water Dept BESS and EV		
		DESIGNATION	MSB-M		
VERSION: 9.0.37.4		TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 6 of 9

COMMUNICATIONS BILL OF MATERIAL

MSB-M

Direct	Struct #/ Unit ID	Device Type	Device ID	Device Name	Model	Protocol (UP)	Terminal Type (UP)	Protocol [Terminal Type] (DN)	Address	Device Status	Associated Device
Y		Gateway	3000		PXG1000	Modbus TCP	Ethernet RJ-45	Modbus RTU [RS-485-2w], INCOM [RS-485-2w], Modbus TCP [RJ-45]		Eaton Supplied	
N	1/26	Breaker	3001		SPS-612	Modbus RTU	RS-485-2w			Eaton Supplied	

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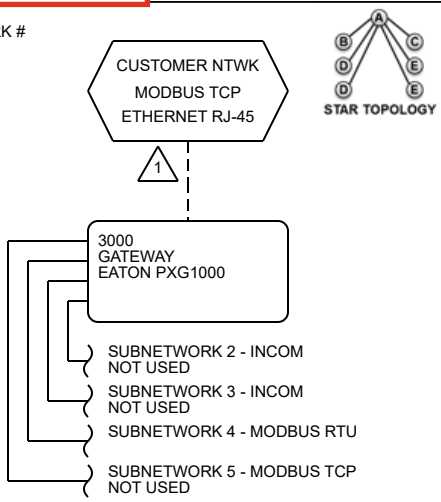
PREPARED BY: Charles E Witham	DATE: 5/26/2026	**Eaton**	SumterSC
APPROVED BY:	DATE:	JOB NAME: Spokane Water Dept BESS and EV	
		DESIGNATION: MSB-M	
VERSION: 9.0.37.4		TYPE: Switchboards	DRAWING TYPE: CustAppr
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0 / DWG SIZE: DwgA	G.O.	ITEM / SHEET: 7 of 9

MSB-M

NETWORK #



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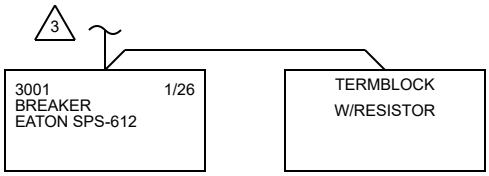
PREPARED BY: Charles E Witham	DATE: 5/26/2026	**Eaton**	SumterSC		
APPROVED BY:	DATE:	JOB NAME: Spokane Water Dept BESS and EV			
		DESIGNATION: MSB-M			
	VERSION: 9.0.37.4	TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 8 of 9

MSB-M

SUBNETWORK # 4

MODBUS RTU



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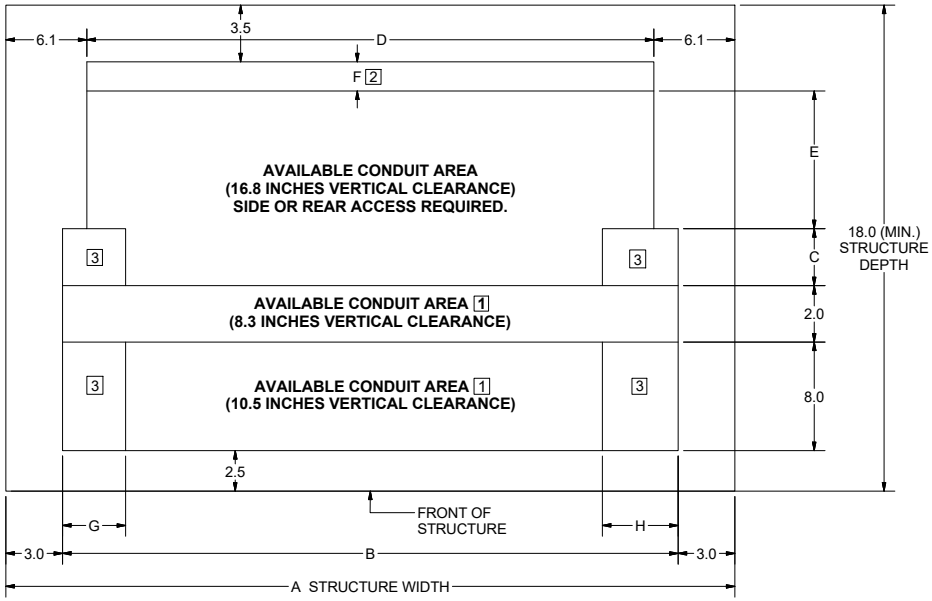
PREPARED BY: Charles E Witham	DATE: 5/26/2026	**Eaton**	SumterSC		
APPROVED BY	DATE	JOB NAME	Spokane Water Dept BESS and EV		
		DESIGNATION	MSB-M		
VERSION: 9.0.37.4		TYPE: Switchboards		DRAWING TYPE: CustAppr	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: DwgA	G.O.	ITEM	SHEET: 9 of 9

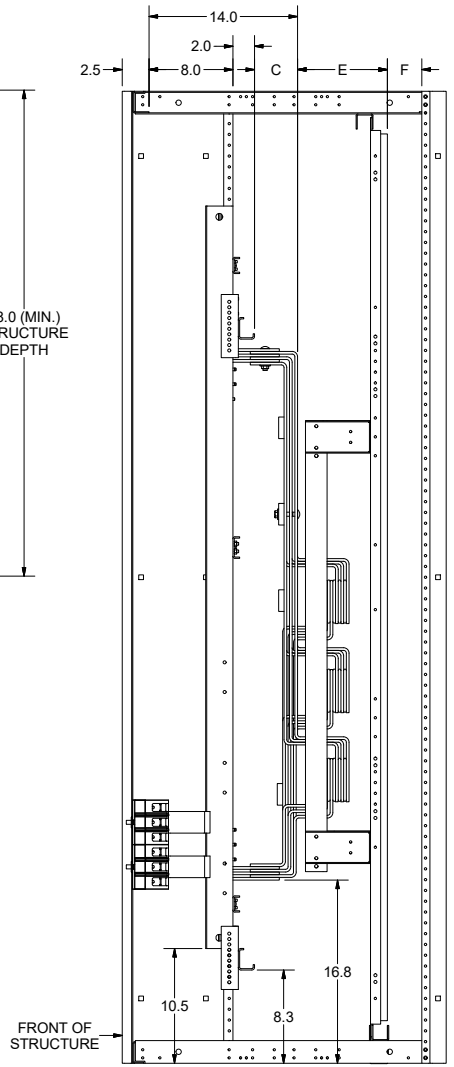
GO/NEG-Alt-Date:	PGEG0514X6K1-0000-5/26/2026
Item Number:	
Catalog Number:	XSUAGDNNNBF60NNNSG1D1B3B
Job Name:	Spokane Water Dept BESS and EV
Designation:	MSB-M

MSB-M

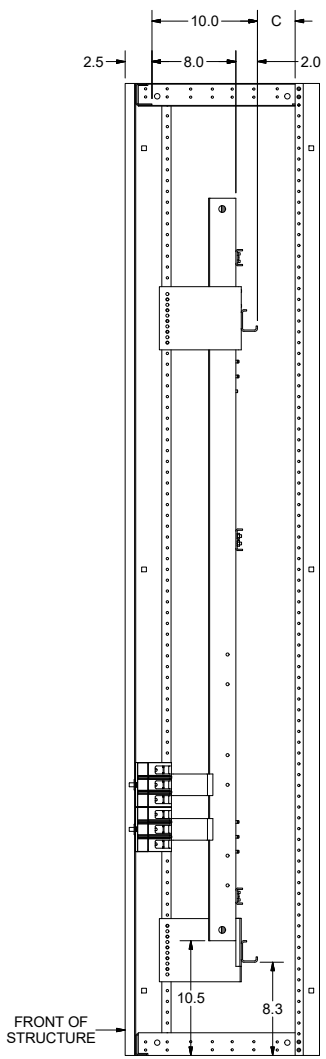
FLOOR PLAN
DISTRIBUTION CHASSIS



STRUCTURE DIMENSIONS	A (INCHES)	B (INCHES)	C (INCHES)	D (INCHES)	E (INCHES)	F (INCHES)	G (INCHES)	H (INCHES)
36W X 18D	36.0	30.0	2.0	23.8	N/A	N/A	3.0	5.0
45W X 18D	45.0	39.0	2.0	32.8	N/A	N/A	5.0	12.0
51W X 18D	51.0	45.0	2.0	38.8	N/A	N/A	11.5	11.5
36W X 24D	36.0	30.0	4.0	23.8	4.0	N/A	3.0	5.0
45W X 24D	45.0	39.0	4.0	32.8	4.0	N/A	5.0	12.0
51W X 24D	51.0	45.0	4.0	38.8	4.0	N/A	11.5	11.5
36W X 30D	36.0	30.0	4.0	23.8	8.5	1.5	3.0	5.0
45W X 30D	45.0	39.0	4.0	32.8	8.5	1.5	5.0	12.0
51W X 30D	51.0	45.0	4.0	38.8	8.5	1.5	11.5	11.5
36W X 36D	36.0	30.0	4.0	23.8	8.5	7.5	3.0	5.0
45W X 36D	45.0	39.0	4.0	32.8	8.5	7.5	5.0	12.0
51W X 36D	51.0	45.0	4.0	38.8	8.5	7.5	11.5	11.5
36W X 48D	36.0	30.0	4.0	23.8	8.5	19.5	3.0	5.0
45W X 48D	45.0	39.0	4.0	32.8	8.5	19.5	5.0	12.0
51W X 48D	51.0	45.0	4.0	38.8	8.5	19.5	11.5	11.5
36W X 54D	36.0	30.0	4.0	23.8	8.5	25.5	3.0	5.0
45W X 54D	45.0	39.0	4.0	32.8	8.5	25.5	5.0	12.0
51W X 54D	51.0	45.0	4.0	38.8	8.5	25.5	11.5	11.5
36W X 66D	36.0	30.0	4.0	23.8	8.5	37.5	3.0	5.0
45W X 66D	45.0	39.0	4.0	32.8	8.5	37.5	5.0	12.0
51W X 66D	51.0	45.0	4.0	38.8	8.5	37.5	11.5	11.5



SIDE VIEW
> 24" DEEP



SIDE VIEW
18" DEEP

NOTES:
1. FOR FUSIBLE SWITCHES, ALL CABLE ENTRY AREA BEHIND DISTRIBUTION CHASSIS AND CROSS BUS, REQUIRES SIDE OR REAR ACCESS.
2. CONDUIT AREA AVAILABLE WITH SIDE OR REAR ACCESS 90.00 INCHES VERTICAL CLEARANCE.
3. OPEN WIREWAY 90.00 INCHES VERTICAL CLEARANCE.

1	2	3	4	5	6
REVISION	RR#5493	ECR-0023779	CR-00024710	CR-00027110	CR-00027232
	HSB 11/15/11 GL 11/15/11 Added notification block to revision section.	JTR 8/3/2020 RBH 8/3/2020 UPDATED DRAWING AND COMBINED 1A32041 - 1A32043 INTO 1A32044.	JTR 4/16/2021 RBH 4/16/2021 ADDED "C" DIM TO STRUCTURE VIEWS. REVISED FLOORPLAN.	JTR 7/11/22 RBH 7/11/22 ADDED "G" & "H" TO DRAWING, OPEN WIREWAY.	JTR 8/19/2022 RBH 8/19/2022 REVISED "G" AND "H" DIMS. ADDED BOX AT "G X C & H X C".

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DRAFTER	DSF	DATE	10/7/2011
ENGINEER	RBH	DATE	10/7/2011
REVISION	6	PARTS LIST	
FEDERAL ID NO.	PRODUCT 3341	SCALE NTS	
MODEL FILENAME	1A32043G01.IAM	MODEL REV	4

EATON SUMTER, SC

TITLE: POW-R-LINE XPERT / C
FLOOR PLAN - DISTRIBUTION CHASSIS

DWG NO. 1A32044

TYPE STANDARD | UNLESS SPECIFIED TOLERANCES PER - | SHEET 1 OF 1

SUM CUST TITLEBLOCK REV - 1

XFMR 'AUX'

General Information: Dry-Type Distribution Transformers

Dry-Type Transformers General Information	
Transformer Type	General Purpose K-Factor
Catalog Number	H48M28T3021
Phase	3
kVA	30
Primary Volts	480
Secondary Volts	208Y/120
Temperature Rise	150C with 220C Insulation System
Winding Material	Aluminum
Enclosure Type	NEMA 2 (for N3R, select Weather Shield in Mods tab)
Frequency (Hz)	60
Electrostatic Shield	Y
200% Neutral	Y
Frame	940
Wiring Diagram	283B
Weight (lbs.)	434
Impedance (%)	2.61
UL Listed	Y
No Load Losses (Watts)	122
Standard Values	
K-Factor	4
TAPS	2@+2.5%, 4@-2.5%
Sound Reduction (dB)	0
NEMA ST20 Sound Level (dB)	45
DOE 10 CFR Part 431 (2016) Efficient	Y
Infrared Viewing Window	None
Nameplate	
Field-Installed Accessories Included	
Lug Kit	LKS1 (1PH 15-37.5KVA or 3PH 15-45KVA)
Weather Shield	WS58

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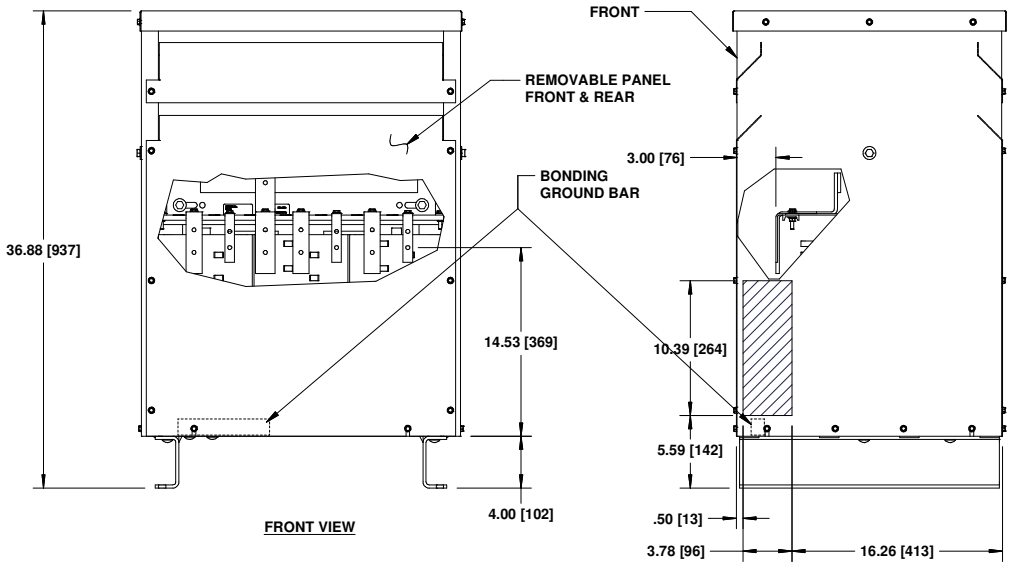
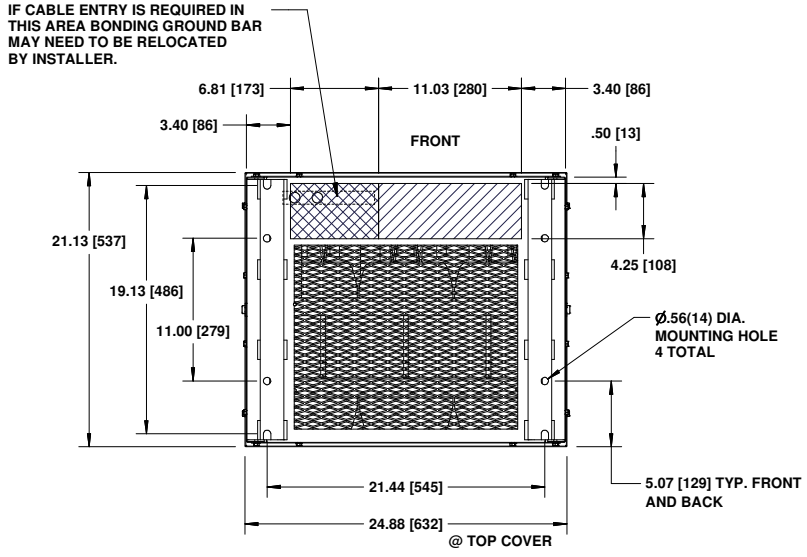
PREPARED BY: Charles E Witham	DATE: 5/26/2026	**Eaton**			
APPROVED BY:	DATE:	JOB NAME: Spokane Water Dept BESS and EV			
		DESIGNATION: Aux transformer			
VERSION: 1.0.7.0		TYPE: Dry-Type Distribution Transformers		DRAWING TYPE: Customer Appr.	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: A	G.O.	ITEM	SHEET: 1 of 1

NOTE:
1. ALL UNITS ARE DESIGNED IN ACCORDANCE WITH APPLICABLE NEMA, UL, ANSI, AND IEEE STANDARDS.
2. DRY-TYPE VENTILATED, CLASS AA, NEMA TYPE 2 ENCLOSURE.
3. FOR NEMA 3R OUTDOOR APPLICATION, USE WEATHERSHIELD # WS58.
4. TRANSFORMERS ARE FLOOR-MOUNTED. USE WALL-MOUNT BRACKET WMB05 FOR WALL-MOUNTING.
5. 220°C CLASS INSULATION SYSTEM.
6. PAINT COLOR IS ANSI #61.
7. ALUMINUM UNITS HAVE ALUMINUM WINDINGS AND TERMINATIONS. COPPER UNITS HAVE COPPER WINDINGS AND TERMINATIONS.
8. TRANSFORMER CAN BE INSTALLED AT A MIN. DISTANCE TO BACK AND SIDE WALLS OF 2 INCHES AND TO A 6 INCHES MIN. DISTANCE TO BACK WALLS WHEN WEATHERSHIELDS ARE NEEDED. WALLMOUNT BRACKETS CANNOT BE USED IN COMBINATION WITH WEATHERSHIELDS.
9. DIMENSIONS IN INCHES[mm].

XFMR 'AUX'





USE 10.39[264] x 3.78[96] BOTH SIDES, AND (11.03[280]+6.81[173]) x 4.25[108] ON BOTTOM AS RECOMMENDED CABLE ENTRY LOCATIONS.

THIS DIMENSION DRAWING IS FOR REFERENCE ONLY. IT IS NOT BE REGARDED AS INDICATING THE EXACT DETAILS OF CONSTRUCTION.

REV	DESCRIPTION	DFTR	APPD	DATE
8	CO-0204443 .	L.C.R.	L.N.	9/11/2023
7	ECO-164756 .	J.C.S.	D.G.	3/31/2021
6	ECO-133517 .	J.G.	C.B.	5/7/2019

REVISIONS

PRODUCT CODE: · | FEDERAL ID NO. ·

DFTR	J.C.S.	DATE 10/30/2015
APPD	D.G.	DATE 10/30/2015
S.O.	.	
REVISION	8	

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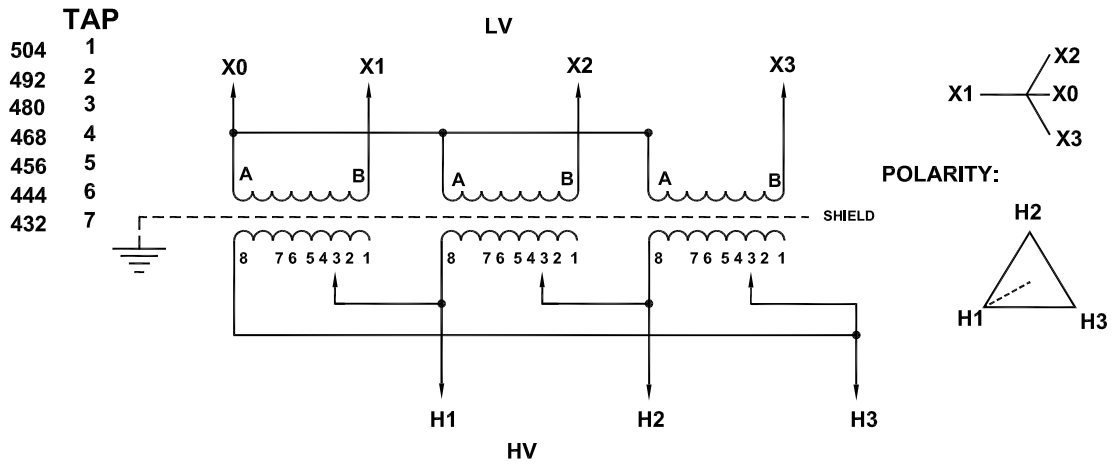
TITLE DRY TYPE TRANSFORMER OUTLINE

TYPE DRY TYPE TRANSFORMER | OUTLINE

G.O. . | DWG **FR940** | SHEET 1 OF 1

GO/NEG-Alt-Date: PGEG0514X6K1-0000-5/26/2026		**Job Name:** Spokane Water Dept BESS and EV
Item Number:	**Catalog Number:** H48M28T3021	**Designation:** Aux transformer

XFMR 'AUX'



PRODUCT CODE: TRANSFORMER	FEDERAL ID NO. ,

REV	DESCRIPTION	DFTR	APPD	DATE
04	CHANGE TO HV LV	H.MTZ	C.B	25/11/14

REVISIONS

DFTR H.MARTINEZ	DATE 25/11/14	THE INFORMATION ON THIS DOCUMENT WAS CREATED BY EATON CORPORATION. IT WAS DISCLOSED IN CONFIDENCE AND IS ONLY TO BE USED FOR THE PURPOSE IN WHICH IT WAS SUPPLIED.
APPD C.BADILLO	DATE 25/11/14	TITLE DRY TYPE TRANSFORMER WIRING SCHEMATIC
S.O. .		TYPE DRY TYPE TRANSFORMER — WIRING
REVISION 04		G.O. . — DWG 283B — SHEET 1 OF 01

GO/NEG-Alt-Date:		Job Name:
PGEG0514X6K1-0000-5/26/2026		Spokane Water Dept BESS and EV
Item Number:	**Catalog Number:** H48M28T3021	**Designation:** Aux transformer

XFMR 'EV-1'

General Information: Dry-Type Distribution Transformers

Dry-Type Transformers General Information	
Custom Transformers must be approved by TRC - Avery Creek	
This is a custom-manufactured product. Once it is released for manufacturing, it cannot be cancelled.	
This product cannot be returned for credit.	
Transformer Type	General Purpose K-Factor
Catalog Number	H48M28T2221
Phase	3
kVA	225
Primary Volts	480
Secondary Volts	208Y/120
Temperature Rise	150C with 220C Insulation System
Winding Material	Aluminum
Enclosure Type	NEMA 2 (for N3R, select Weather Shield in Mods tab)
Frequency (Hz)	60
Electrostatic Shield	Y
200% Neutral	Y
Standard Values	
K-Factor	4
TAPS	2@+2.5%, 4@-2.5%
Sound Reduction (dB)	0
NEMA ST20 Sound Level (dB)	55
DOE 10 CFR Part 431 (2016) Efficient	Y
Infrared Viewing Window	None
Nameplate	
Field-Installed Accessories Included	
Lug Kit	LKS3 (1PH 100-167KVA or 3PH 150-300K)
Weather Shield	Weathershield
Customized Values	

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PREPARED BY: Charles E Witham	DATE: 5/26/2026	**Eaton**			
APPROVED BY	DATE	JOB NAME: Spokane Water Dept BESS and EV			
		DESIGNATION: EVCI Transformer			
VERSION: 1.0.7.0		TYPE: Dry-Type Distribution Transformers		DRAWING TYPE: Customer Appr.	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: A	G.O.	ITEM	SHEET: 1 of 1

Custom Transformer

Frame Drawing is unavailable from Bidman.
Please contact TRC in Avery Creek at 1-877-ETN-CARE (1- 877-386-2273)
Option 2, then Option 1 prior to quoting this transformer to confirm availability and pricing.

GO/NEG-Alt-Date:		Job Name:
PGEG0514X6K1-0000-5/26/2026		Spokane Water Dept BESS and EV
Item Number:	**Catalog Number:**	**Designation:**
	H48M28T2221	EVCI Transformer

Custom Transformer

Wiring Diagram is unavailable from Bidman.
Please contact TRC in Avery Creek at 1-877-ETN-CARE (1- 877-386-2273)
Option 2, then Option 1 prior to quoting this transformer to confirm
availability and pricing.

GO/NEG-Alt-Date:		Job Name:
PGEG0514X6K1-0000-5/26/2026		Spokane Water Dept BESS and EV
Item Number:	**Catalog Number:**	**Designation:**
	H48M28T2221	EVCI Transformer

PV Disconnect

General Information: Safety Switches

Global Specifications

System Voltage	800 VAC Heavy Duty
Switch Type	Single Throw - Heavy Duty
Poles/Blades	3-Pole
Amperage	200
Protection	Fusible with No Neutral
Enclosure Type	NEMA 12/3R
Special Paint	No Paint
Fuse Clips	None
Fungus Proof Treatment	None
Lock-On Provision	Yes
Trapped Key Interlock	None
Upper Viewing Window	None
Fuse Pullers	None
Control Pole	None
	Stainless Mechanism
None	Mill Duty
None	Cover Controls
	QUANTITY
DESCRIPTION	Nameplate
	Safety Switch Catalog No.

NEC 230.62 | UL98 compliant barrier for additional safety

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PREPARED BY: Charles E Witham	DATE: 5/26/2026	EATON Powering Business Worldwide	
APPROVED BY	DATE	JOB NAME: Spokane Water Dept BESS and EV	
		DESIGNATION: PV Disconnect	
VERSION: 1.0.5.0		TYPE: SSW2	DRAWING TYPE: Customer Appr.

NEG-ALT Number	REVISION	DWG SIZE	G.O.	ITEM	SHEET
PGEG0514X6K1-0000	0	A			1 of 1

GO/NEG-Alt-Date: PGEG0514X6K1-0000-5/26/2026

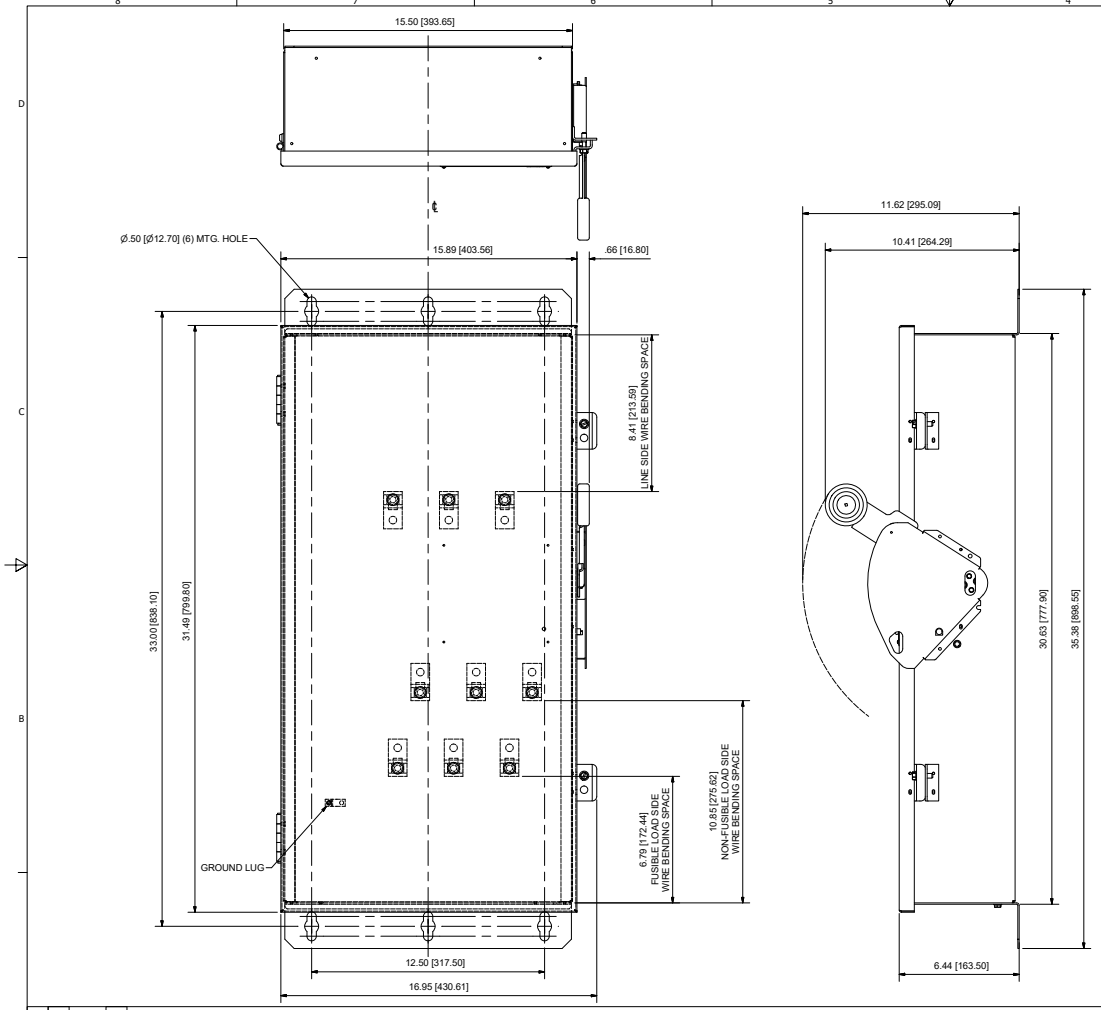
Item Number:

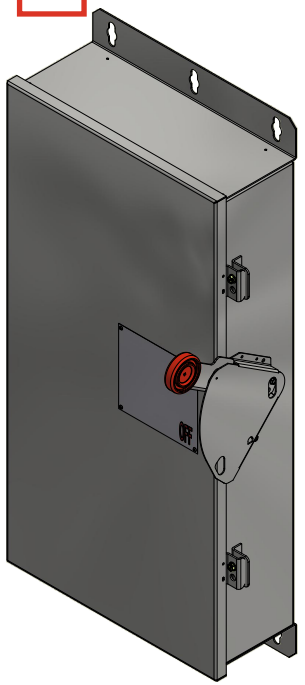
Catalog Number: DH384FDKVW2-00LO

Job Name: Spokane Water Dept BESS and EV

Designation: PV Disconnect

PV Disconnect





ISOMETRIC VIEW
SCALE 1:3

D

NOTE:
1. FINISH - GRAY BAKED ENAMEL FOR TYPE12/3R.
   TYPE 304 STAINLESS STEEL OR TYPE 316 STAINLESS STEEL FOR TYPE 4X
   BASED ON CATALOG NUMBER.
2. AGENCY CERTIFICATION
   - DH SERIES SWITCHES, 600VAC MAX. UL LISTED - FILE E5239-G, CSA LISTED - FILE 69743
   - DCG/DCU SERIES SWITCHES, UL LISTED - FILE E347360
   - DH SERIES SWITCHES, UNFUSED 800VAC & 1000VAC. - UL LISTED - FILE E5239-G
   - DH SERIES SWITCHES, FUSED 800VAC & 1000VAC. - UL RECOGNIZED - FILE E5239-G
3. SUITABLE FOR USE AS SERVICE EQUIPMENT,
   CANADA REQUIRES FACTORY INSTALLED NEUTRAL.
4. NEUTRAL INSULATED, BONDABLE.
5. 100% LOAD BREAK RATED.
6. SHORT CIRCUIT CURRENT RATINGS: REFER PRODUCT CATALOG.
7. DUAL DIMENSIONS, INCHES [MILLIMETERS].
8. TEMPERATURE RANGE: -30° TO +50°C (-22° TO +122°F).
9. MINOR VARIATIONS BETWEEN LATCHES FOR TYPES 12/3R AND 4X.
10. USE 75°C WIRE.
11. AS2 SAFETY GLASS VIEWING WINDOW (OPTIONAL), REPLACEABLE.

FOR CATALOG NO. SERIES:
DH SERIES SWITCHES, 200A, 3 & 4 POLE , TYPE 4X AND 12
DCGx06 SERIES SWITCHES ,200A,600V GROUNDED, 2 & 3 CIRCUIT, TYPE 3R, 4 & 4X
DCG110 SERIES SWITCHES, 200A, 1000V GROUNDED, 1 CIRCUIT, TYPE 3R, 4 & 4X
DCU SERIES SWITCHES, 200A, UNGROUNDED, 1 & 2 CIRCUIT, TYPE 3R, 4 & 4X

REVISION HISTORY
ECO-202276
C
LM:RPK / 1/15/2023
PNS 1/15/2023
ADDED PART NUMBER TO INVENTOR;
ADDED DETAILS
CO-0345606
D
LM:TVO / 11/20/2023
SST 11/20/2023
NOTE REVISED

DIMENSIONS TO BE INTERPRETED ACCORDING TO ANSI Y14.5M - 1994

DRAWN	WARREN SIPE	2/14/1997	95-1372.iam	NEW
ENGINEER	ULF BISCHOF	2/14/1997	CO-0345606	
MFG. ENG.		DATE	UNLESS SPECIFIED TOLERANCES PER	50-2500
NEXT ASSY				
TOOL REF.			D	
PREP REFERENCE			SCALE 1=3	
SHOP/GENERAL ORDER NO.			TITLE BLOCK REV - 1	

MODEL REV | MODEL TOLERANCE

TITLE: SAFETY SWITCHES 200 AMP TYPES 12/3R & 4X DIMENSION DRAWING

PROJECT NO. | PRODUCT

DWG NO. 95-1372

PARTS LIST | SHEET 1 OF 1 | REV D

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BESS Disconnect

General Information: Safety Switches

Global Specifications	
System Voltage	600 VAC
Switch Type	Single Throw - Heavy Duty
Poles/Blades	3-Pole (use for 2-Pole or 3-Pole)
Amperage	1200
Protection	Fusible with No Neutral
Enclosure Type	NEMA 3R
Special Paint	ANSI-61 (Gray) Standard
Fuse Clips	L Fuse Clips
Switch Lugs	(4) 1/0-750
Fungus Proof Treatment	None
Lock-On Provision	Yes
Trapped Key Interlock	None
Fuse Pullers	None
Control Pole	None
Ground Lugs	(2) 6-250
Stainless Mechanism	None
Mill Duty	None
Cover Controls	
QUANTITY	DESCRIPTION
Nameplate	
Service Entrance Barrier	NEC 230.62 | UL98 compliant barrier for additional safety

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PREPARED BY: Charles E Witham	DATE: 5/26/2026				
APPROVED BY:	DATE:	JOB NAME: Spokane Water Dept BESS and EV			
		DESIGNATION: BESS Disconnect			
VERSION: 1.0.5.0		TYPE: SSW2		DRAWING TYPE: Customer Appr.	
NEG-ALT Number: PGEG0514X6K1-0000	REVISION: 0	DWG SIZE: A	G.O.:	ITEM:	SHEET: 1 of 1

BESS Disconnect

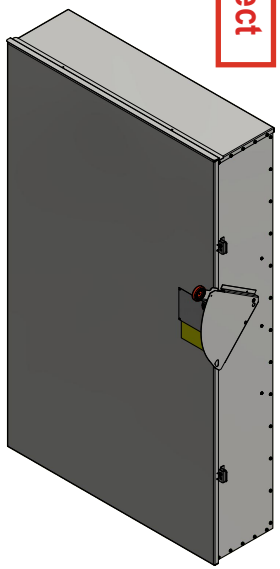
GO/NEG-Alt-Date: PGEG0514X6K1-0000-5/26/2026

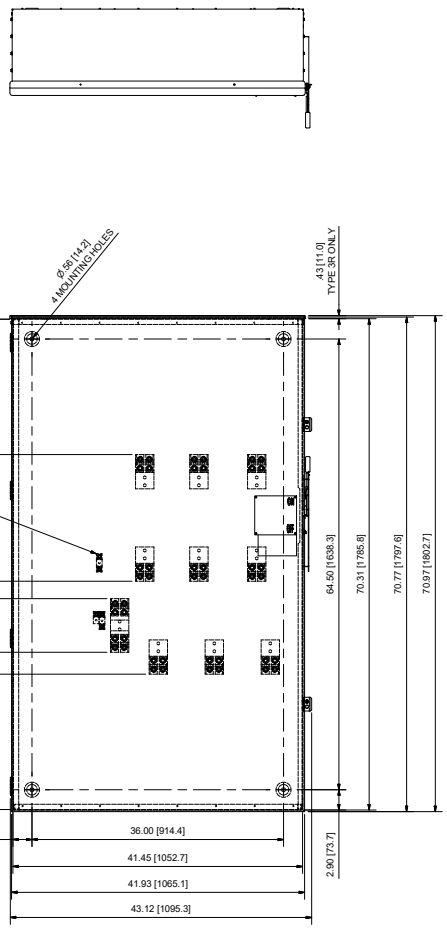
Item Number:

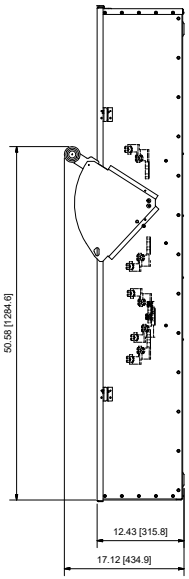
Catalog Number: DH368FRKV2-00LO

Job Name: Spokane Water Dept BESS and EV

Designation: BESS Disconnect







NOTE:
1. FINISH - GRAY BAKED ENAMEL.
2. UL LISTED - FILE E-5239-G.
3. CSA LISTED - FILE 69743.
4. SUITABLE FOR USE AS SERVICE EQUIPMENT ON 120/208 VOLTS, 3 PHASE, 4 WIRE SYSTEMS AND ANY 3 WIRE SYSTEM UP TO 600 VOLTS PHASE TO PHASE AND LESS THAN 150 VOLTS TO GROUND. FOR 277/480 VOLTS, 3 PHASE, 4 WIRE SYSTEMS, SUITABLE FOR USE AS SERVICE EQUIPMENT WHEN SUPPLYING A CONTINUOUS INDUSTRIAL PROCESS, OR FOR SYSTEMS WHERE THE NEUTRAL IS NOT SOLIDLY GROUNDED, OR AS A SOURCE INTENDED FOR SUPPLYING A FIRE PUMP. NON-FUSIBLE SWITCHES NOT RATED AS SUITABLE FOR USE AS SERVICE EQUIPMENT IN CANADA.
5. NEUTRAL INSULATED, BONDABLE.
6. 100% LOAD BREAK RATED.
7. SHORT CIRCUIT CURRENT RATINGS: 200,000 RMS SYMMETRICAL AMPERES WHEN USED WITH OR PROTECTED BY CLASS L OR T FUSES.
8. DUAL DIMENSIONS, INCHES [MILLIMETERS].

FIELD INSTALLABLE ACCESSORIES	
CAT. NO.	DESCRIPTION
DS16CP	CONTROL POLE
DS200EK1	AUXILIARY CONTACT 1 N.O. 1 N.C.
DS200EK2	AUXILIARY CONTACT 2 N.O. 2 N.C.
DS200MH	CONDUIT FITTING 2"
DS250MH	CONDUIT FITTING 2½"
DS300MH	CONDUIT FITTING 3"
DS350MH	CONDUIT FITTING 3½"
DS400MH	CONDUIT FITTING 4"
DS500MH	CONDUIT FITTING 5"
DS800NK	NEUTRAL
DSLUBEKIT	LUBRICATION KIT

TERMINAL LUGS INFORMATION			
LOCATION	MIN. WIRE SIZE	MAX. WIRE SIZE	TYPE
LINE & LOAD LUGS	(4) 1/0 AWG	(4) 750 KCMIL	AL OR CU
NEUTRAL LUGS (2 PROVIDED)	(4) 1/0 AWG	(4) 750 KCMIL	AL OR CU
GROUND LUGS	#6 AWG	250 KCMIL	AL OR CU

REVISION HISTORY
ECO-077290

UNLESS OTHERWISE SPECIFIED DIMENSIONS IN INCHES
TWO PL. DEC. ± .02
THREE PL. DEC. ± .005
ANGLES ± .50'
ONE PL. MIM. ± 0.5
TWO PL. MIM. ± 0.13
TORQUE ± 10%

XXX.XX SYMBOL INTERPRETATION PER DRAWING 65A2750

DRAWN: WARREN SIPE 2/4/2015
ENGINEER: DR. PROHASKA 2/4/2015
MFG. ENG. DATE
NEXT ASSY
TOOL REF.
REFERENCE
SHOP/GENERAL ORDER NO.

DIMENSIONS TO BE INTERPRETED ACCORDING TO ANSI/ASME Y14.5M - 1994

ECO NO. 95-4757.iam NEW
ENGINEERING CHANGE NOTICE NO.
UNLESS SPECIFIED TOLERANCES PER 50-2500

SIZE D
TITLE: SAFETY SWITCHES DIMENSION SHEET 1200 AMP TYPES 1 & 3R
SCALE 1=8
PROJECT NO.
DWG NO. 95-4757
TITLE BLOCK REV - 1
PRODUCT
PARTS LIST
SHEET 1 OF 1
REV NEW

THIRD ANGLE PROJECTION

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	6/17/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	FLEET SERVICES	**Bid #**	ITB 6566-26
Contact Name/Phone	RICK GIDDINGS 625.7706	**Requisition #**	MASTER
Contact E-Mail	RGIDDINGS@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	BWILKERSON PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	MASTER CONTRACT FOR MISCELLANEOUS WELDING & FABRICATION		

Agenda Wording

Master contract with Industrial Welding Co., Inc. (Spokane, WA) for as-needed, on-call miscellaneous welding and fabrication services, to include HD vehicle component repair, hydraulic cylinder repair, and machine shop services, for a five-year period from 8/1/2026 - 7/31/2031 and an estimated expenditure not to exceed $750,000 (plus applicable taxes) over the contract term.

Summary (Background)

Invitation to Bid #6566-26 was published in the Gazette and issued to 21 companies via Procureware that engage in welding services. One bid was received and found to be responsive and responsible in meeting the city's needs. Services will be performed as needed at the vendor's location over a five-year period. This master contract can be utilized by various city departments but will be predominately used by Fleet Services and Solid Waste Collection.

What impacts would the proposal have on historically excluded communities?

This will not impact historically excluded communities.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Fleet Services and Solid Waste Collection analyze data for future purchases and service contracts. Both departments follow the city's established procurement and bidding regulations to bring items forward, then use contract management best practices to ensure desired outcomes and regulatory compliance.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This work is consistent with annual budget strategies to limit costs and aligns with the city's procurement and purchasing policies.

Council Subcommittee Review

N/A

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 750,000, plus applicable tax
Current Year Cost	$
Subsequent Year(s) Cost	$

Narrative

This is a repair and maintenance service contract that is planned for annually in department budgets.

Amount		Budget Account
Expense	$ 750,000	# various
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	Recurring
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Yes

Expense Occurrence	Recurring

Other budget impacts (revenue generating, match requirements, etc.)

N/A

Approvals		Additional Approvals	
Dept Head	GIDDINGS, RICHARD	PURCHASING	PRINCE, THEA
Division Director	BOSTON, MATTHEW		
Accounting Manager	ALBIN-MOORE, ANGELA		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

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fleetservicesaccounting@spokanecity.org	rhughes@spokanecity.org
tbradburn@spokanecity.org	

City Clerk's No. _____

CITY OF SPOKANE

MASTER PURCHASED SERVICE CONTRACT

Title: MISCELLANEOUS AS-NEEDED WELDING-FABRICATION SERVICES

This Master Contract is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **INDUSTRIAL WELDING CO., INC.**, whose address is 1203 North Greene Street, Spokane, Washington 99202, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

1. PERFORMANCE/SCOPE OF WORK.
The Company will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization and other items of work and costs necessary for the proper execution and completion of the work described in the specifications entitled Invitation to Bid 6566-26 and Company's Response to Bid - Miscellaneous Welding-Fabrication Services Off-Site to include HR Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services, which is attached as Exhibit B. In the event of a conflict or discrepancy in the Contract documents, this City Purchased Service Contract controls.

2. TERM OF CONTRACT.
The term of this Contract begins on August 1, 2026, and shall run through July 31, 2031, unless amended by written agreement or terminated earlier under the provisions.

3. TERMINATION.
Either party may terminate this Contract, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

4. COMPENSATION / PAYMENT.
Total compensation for Company's as-needed services under this Contract shall not exceed **SEVEN HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS ($750,000.00)**, plus applicable sales tax, in accordance with the Pricing information contained in Exhibit B, unless modified by a written amendment to this Contract.

The Company shall submit its applications for payment to the requesting City Department; City of Spokane Solid Waste Collection Department, rschoonover@spokanecity.org; or Fleet Services Department, fleetservicesaccounting@spokanecity.org. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

5. INDEMNIFICATION.
The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury

(including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Contract, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this Contract.

6. INSURANCE. During the period of the Agreement, the Company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. **Worker's Compensation** in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and **Employers Liability Insurance (Stop Gap)** in the amount of $1,000,000.

B. **General Liability Insurance** on an occurrence basis, of not less than $1,000,000 each occurrence/$2,000,000 aggregate for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.

i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of $1,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than $1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

7. TAXES, FEES AND LICENSES.

A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Contract. It is the Company's sole responsibility to monitor and determine changes or the

enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.

B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Contract shall be included in the project budgets.

8. CITY OF SPOKANE BUSINESS LICENSE.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

9. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

10. DEBARMENT AND SUSPENSION.

The Company has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

11. AUDIT.

The Company and its sub-contractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Company and its sub-contractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

12. ASSIGNMENT AND SUBCONTRACTING.

The Company shall not assign or subcontract its obligations under this Contract without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Company shall incorporate by reference this Contract, except as otherwise provided. The Company shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the Company from liability or any obligation within this Contract, whether before or after City consent, assignment or subcontract.

13. STANDARD OF PERFORMANCE.

The standard of performance applicable to Company's services will be the degree of skill and diligence normally employed by professional company performing the same or similar services at the time the services under this Contract are performed.

14. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.

Original documents, drawings, designs, reports, or any other records developed or created under this Contract shall belong to and become the property of the City. All records submitted by the City to the Company shall be safeguarded by the Company. The Company shall make such data, documents and files available to the City upon the City's request. If the City's use of the Company's records or data is not related to this project, it shall be without liability or legal exposure to the Company.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are ***public records*** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

15. ANTI KICK-BACK.

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Contract.

16. MISCELLANEOUS PROVISIONS.

A. **Amendments/Modifications**: This Contract may be modified by the City in writing when necessary, and no modification or Amendment of this Contract shall be effective unless signed by an authorized representative of each of the parties hereto.

B. The Company, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Company shall comply with the requirements of this Section.

C. This Contract shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.

D. **Captions**: The titles of sections or subsections are for convenience only and do not define or limit the contents.

E. **Severability**: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Contract shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.

F. **Waiver**: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Company after the time the same shall have become due nor payment to the Company for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

G. **Entire Contract**: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire Contract between the City and the Company. If conflict occurs between Contract documents and applicable laws, codes,

ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Contract to afford the City the maximum benefits.

H. **No personal liability**: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Contract, whether expressed or implied, nor for any statement or representation made or in any connection with this Contract.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract by having legally-binding representatives affix their signatures below.

INDUSTRIAL WELDING CO., INC.	**CITY OF SPOKANE**
By_____	By_____
Signature Date	Signature Date
_____	_____
Type or Print Name	Type or Print Name
_____	_____
Title	Title
Attest:	Approved as to form:
_____	_____
City Clerk	Assistant City Attorney

Attachments that are part of this Contract:

Exhibit A – Certification Regarding Debarment
Exhibit B - Company's Response to Invitation to Bid 6566-26

26-167

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
   b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
   c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
   d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

   Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

   1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

   2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.

4. I understand that a false statement of this certification may be grounds for termination of the contract.

Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Name of Certifying Official (Type or Print) Title of Certifying Official (Type or Print)	Signature Date (Type or Print)

EXHIBIT B

Bid Response Summary

Bid Number	**ITB 6566-26**
Bid Title	**Miscellaneous Welding-Fabrication Services at Vendor's Shop , To Include HD Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services – As Needed Over Five-Year Period. Multiple Awards To Be Made.**
Bid Base Currency	**USD**
Due Date	**Monday, June 15, 2026 1:00:00 PM [(UTC-08:00) Pacific Time (US & Canada)]**
Bid Status	**Closed to Bidding**
Company	**Industrial Welding Co Inc**
Submitted By	**Ronda Jordan - Monday, June 15, 2026 9:42:50 AM [(UTC-08:00) Pacific Time (US & Canada)]** **industrialweldingaccounts@comcast.net 509-534-0625**
Comments	

Question Responses

Group	Reference Number	Question	Response
QUESTIONS			
	#1	Bidder should be aware that Bid may be rejected if all questions are not completely and correctly answered.	Acknowledged and Understood
BACKGROUND			
	#1	The City of Spokane, is initiating this this Invitation To Bid (ITB) to solicit Bids from Vendors to provide On-Call Miscellaneous Welding-Fabrication Services Off-Site at Vendor's Shop, to include Hydraulic Cylinder Repair, and Machine Shop Services As-needed over a five-year period, for various City Departments, to include but not limited to Spokane Solid Waste Collections and Fleet Services.	Acknowledged and Agreed
	#2	There will be several contracts awarded from this ITB to enable the City of Spokane the flexibility to allocate requirements among awarded Vendors to prevent inundation, and to best meet City's needs in reducing turn-around time. 	Acknowledged and Agreed
	#3	The total combined estimated five-year expenditure is $750,000 or less, to be allocated among the multiple awards made. Each awarded Vendor will receive a five-year unit price contract, for a not to exceed amount, and upon completed and accepted performance by Vendor, the City shall issue payment(s) in the applicable amount(s) sent forth per Contract for actual services requested, performed, and accepted.	Acknowledged and Agreed
PERIOD OF PERFORMANCE			
	#1	The period of performance of any contract resulting from this Bid is tentatively scheduled to begin on or about August 1, 2026 and terminates on July 31, 2031, with annual pricing adjustments for labor rates on the anniversary of the award, implied 8-1-20XX, with justification. Contract shall not exceed five-years.	I acknowledge and agree
BIDDERS' REPRESENTATION			
	#1	BIDDERS' REPRESENTATION: Bidder by making its bid represents that it has read and understands the bidding documents. Bidder has reviewed ITB 6566-26 Bid Document and Attachments located in the bid Documents Tab.`	Acknowledged and Agreed
TECHNICAL SPECIFICATIONS			

	#1	Amended Via Addendum 1, (5-13-2026) The awarded Vendor will be responsible for the furnishing of all labor, materials, parts, consumables, equipment, supervision, and other items of work and costs necessary for the proper for the proper execution and completion of the services described in bid and reference specifications. The apparent silence or omission as to any detail of any services to be done or materials to be furnished and required for the proper performance of the Work, shall be regarded as meaning that the best general practice is to prevail, and that material and workmanship of the best quality are to be used, and interpretation of the specifications shall be interpreted on this basis. Vendor will designate a representative who will be available during regular City business hours to serve as a primary contact for the City. For work done at vendor facility, and if vendor has necessary parts readily available; vendor will typically supply the parts. If parts must be ordered in advance to avoid long lead times, to save money, or at any time parts must be purchased and stocked in advance of installation to a City unit, the City or City's contracted parts management contractor may inventory and supply the parts. Parts purchasing and inventorying decisions will be made on a case-by-case basis by the City based cost, quality, and availability.	I acknowledge and I understand
	#2	Definition: Shop is defined as – Individual or company whose Bid has been accepted by the City and is awarded a fully executed, written contract.	I acknowledge and I understand
	#2.1	Vendor's Weld-Fabrication Shop must be located within a 10 mile radius of the City of Spokane	I acknowledge and agree
	#3	Scope of Work, Section 2a. Do you take exceptions as stated in the ITB 6566-26 bid document, located in the 'Documents' tab?	No Exceptions Taken
	#3.1	If you took exception as stated in ITB 6566-26, explain in detail.	
	#4	Scope of Work, Section 2b. Do you take exceptions as stated in the ITB 6566-26 bid document, located in the 'Documents' tab?	No Exceptions Taken
	#4.1	If you took exception as stated in ITB 6566-26, explain in detail.	
	#5	Scope of Work, Section 2c. Do you take exceptions as stated in the ITB 6566-26 bid document, located in the 'Documents' tab?	Exceptions Taken
	#5.1	If you took exception as stated in ITB 6566-26, explain in detail.	
	#6	Scope of Work, Section 2d. Do you take exceptions as stated in the ITB 6566-26 bid document, located in the 'Documents' tab?	No Exceptions Taken
	#6.1	If you took exception as stated in ITB 6566-26, explain in detail.	
	#7	Scope of Work, Section 2e. Do you take exceptions as stated in the ITB 6566-26 bid document, located in the 'Documents' tab?	No Exceptions Taken
	#7.1	If you took exception as stated in ITB 6566-26, explain in detail.	
	#8	Scope of Work, Section 2f. Do you take exceptions as stated in the ITB 6566-26 bid document, located in the 'Documents' tab?	No Exceptions Taken
	#8.1	If you took exception as stated in ITB 6566-26, explain in detail.	
	#9	GUARANTEE:The Vendor guarantees all work, labor and materials for one (1) year following final acceptance. If any unsatisfactory condition or defect develops within that time, the Vendor shall immediately place the work in a satisfactory condition, and further repair all damage caused by the condition or defect at its sole expense. This guarantee shall not apply to work which has been abused or neglected by the City.	I acknowledge and I understand
	#10	If you took exception to any of the above explain in detail.	
INVOICING			
	#1	Invoicing, Sections 15 through 15.1.1.4. Do you take exceptions as stated in the ITB 6566-26 bid document, located in the 'Documents' tab? 	No Exceptions Taken
	1.1	If you took exception as stated in ITB 6566-26, explain in detail.	
PAYMENT			
	#1	Payment will be made via direct deposit/ACH after receipt of the Venodor's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Vendor and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount. Payment will be made only for actual services requested, performed, and accepted.	Acknowledged and Agreed
ADDENDA			

	#1	How Many Addenda Do You Acknowledge Receipt Of? Please Enter Number. If none were issued enter ZERO.	ZERO
BID			
	#1	Bidder Must Compete 'Bid Proposal' Pages 10 – 12 of the ITB #6566-26 bid document in the 'Documents' tab, complete, and upload the completed document here:	ITB 6566-26 Bid Document for 2026.pdf
	#2	Evaluation: For evaluation purposes, the following will be used for evaluation purposes: an annual estimated 800 normal operating labor hours, 50 outside normal operating hours, 16 labor hours at Holiday rate, and annual total markup cost on $75,000 for Material, Parts, and Consumables.	Acknowledged and Understood
	#3	Bidders must submit cover letters stating qualifications for supplying services to the City of Spokane. Upload Letter Document.	ITB 6556-26 Submittal letters.pdf
NON-COLLUSION			
	#1	The Bidder certifies that his/her firm has not entered into any agreement of any nature whatsoever to fix, maintain, increase or reduce the prices or competition regarding the items covered by this ITB.	Certifies No Agreement Was Entered
BIDDER INFORMATION			
	#1	Please indicate the appropriate point of contact (including phone number and email) regarding this Bid and placement of orders if awarded. If these actions will not be managed by the same person, please explicitly specify all relevant contacts.	Ronda Jordan 509-534-0625 industrialweldingaccounts@comcast.net
	#2	DocuSign Point of Contact: Provide the name, phone number, and email address for the person in your Company that would potentially sign a contract:	Ronda Jordan 509-534-0625 industrialweldingaccounts@comcast.net
ORGANIZATION			
	#1	Bidder Should Enter If Proposal Is of an Individual, Partnership, Corporation, and Existing Under The Laws of What US State. Enter Information Here	Proposal is a S Corporation
CITY OF SPOKANE BUSINESS REGISTRATION REQUIREMENT			
	#1	Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Bidder shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 1-360-705-6741 to obtain a business license and City of Spokane endorsement. See Doing Business in Spokane - City of Spokane, Washington for additional resources (https://my.spokanecity.org/business/doing-business) . If the Bidder does not believe it is required to obtain a business registration, complete the Business License Exemption Request Form and submit to City Taxes & Licensing to request an exemption status determination. (https://static.spokanecity.org/documents/business/doingbusiness/business-license-exemption-request-form-2025-05-22.pdf)	Acknowledged and Agreed
	#2	City of Spokane Business Registration Number:	328-041-486
MINORITY BUSINESS ENTERPRISE			
	#1	Vendor (is___, is not ___) a Minority Business Enterprise. A Minority Business Enterprise is defined as a "business, privately or publicly owned, at least 51% of which is owned by minority group members." For purpose of this definition, minority group members are Blacks, Hispanics, Asian Americans, American Indian or Alaskan Natives, or Women.	Is Not
SMALL BUSINESS			

	#1	Vendor (is ___, is not ___) a small business concern. (A small business concern for the purpose of government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operations in which it is bidding on government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administration).	Is Not
INTERLOCAL PURCHASE AGREEMENTS			
	#1	The City of Spokane has entered into Interlocal Purchase Agreements with other public Agencies pursuant to chapter 39.34 RCW. In submitting a response, the Bidder agrees to provide its services to other public Agencies at the same contracted price, terms and conditions it is providing to the City of Spokane, contingent upon the selected Bidder's review and approval at the time of a requested contract. The Selected Bidder's right to refuse to enter into a contract with another public Agency at the time of request shall be absolute.	Yes
TERMS AND CONDITIONS			
	#1	Bidder acknowledges that they have read and understand the Terms and Conditions Document in the "Documents" tab. If answer is "I do not agree and I do not acknowledge", include requested exception on separate page and title as "Exception to Terms and Conditions", and upload in response #1.1 below. The City will consider and determine if exception will be accepted.	I acknowledge and I understand
	#1.1	EXCEPTIONS: If you took exception above, upload here.	
	#2	ELIGIBILITY FOR CITY CONTRACTS: Section 18.09.050 of the Spokane Municipal Code states that the recipient of a City contract, award or purchase order shall certify that it is not knowingly or intentionally a nuclear weapons producer. The Bidder certifies that his/her firm is not a nuclear weapons producer.	Certifies
ADDITIONAL DOCUMENTS BIDDER WOULD LIKE TO UPLOAD			
	#1	If you have additional information/documents to submit, upload them here.	Addendum 2 ITB 6566-26 6-15-26 Signed.pdf
	#2	If you have additional information/documents to submit, upload them here.	
	#3	If you have additional information/documents to submit, upload them here.	
	#4	If you have additional information/documents to submit, upload them here.	
	#5	If you have additional information/documents to submit, upload them here.	

May 13, 2026

ADDENDUM NO. 1

ITB 6566-26

Miscellaneous Welding-Fabrication Services at Vendor's Shop , To Include HD Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services – As Needed Over Five-Year Period. Multiple Awards To Be Made.

This Addendum revises Scope of Work, Section 1 as noted below:

To:
The awarded Vendor will be responsible for the furnishing of all labor, materials, parts, consumables, equipment, supervision, and other items of work and costs necessary for the proper for the proper execution and completion of the services described in bid and reference specifications. The apparent silence or omission as to any detail of any services to be done or materials to be furnished and required for the proper performance of the Work, shall be regarded as meaning that the best general practice is to prevail, and that material and workmanship of the best quality are to be used, and interpretation of the specifications shall be interpreted on this basis. Vendor will designate a representative who will be available during regular City business hours to serve as a primary contact for the City. **For work done at vendor facility, and if vendor has necessary parts readily available; vendor will typically supply the parts. If parts must be ordered in advance to avoid long lead times, to save money, or at any time parts must be purchased and stocked in advance of installation to a City unit, the City or City's contracted parts management contractor may inventory and supply the parts. Parts purchasing and inventorying decisions will be made on a case-by-case basis by the City based cost, quality, and availability.**

From:
The awarded Vendor will be responsible for the furnishing of all labor, materials, parts, consumables, equipment, supervision, and other items of work and costs necessary for the proper for the proper execution and completion of the services described in bid and reference specifications. The apparent silence or omission as to any detail of any services to be done or materials to be furnished and required for the proper performance of the Work, shall be regarded as meaning that the best general practice is to prevail, and that material and workmanship of the best quality are to be used, and interpretation of the specifications shall be interpreted on this basis. Vendor will designate a representative who will be available during regular City business hours to serve as a primary contact for the City

Rick Rinderle
Procurement

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR BID, OR THE BID MAY BE CONSIDERED NON-RESPONSIVE.

The undersigned acknowledges receipt of this Addendum.

Industrial Welding Co., Inc. *Ronda Jordan*

Company **Signature**

Addendum 2
June 15, 2026

ITB 6566-26
Miscellaneous Welding-Fabrication Services at Vendor's Shop , To Include HD Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services – As Needed Over Five-Year Period. Multiple Awards To Be Made

PLEASE NOTE: A SIGNED COPY OF THIS ADDENDUM MUST BE SUBMITTED WITH YOUR BID, OR THE BID MAY BE CONSIDERED NON-RESPONSIVE.

Addendum 2 changes Insurance Requirements as noted below:

Insurance Requirements Are Changed To:

INSURANCE. During the period of the Agreement, the company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. Workers' Compensation Insurance in compliance with RCW 51, which requires subject employers to provide Worker's Compensation coverage for all their subject workers and Employers Liability Insurance (Stop Gap) in the amount of $1,000,000.

Note: Workers Compensation may not be listed on the COI since WA businesses are required to obtain through L & I. Employers Liability or Stop Gap is separate coverage and can be found under the GL or in the Workers Compensation section on COI.

B. General Liability Insurance on an occurrence basis, of not less than $1,000,000 each occurrence/$2,000,000 aggregate for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.

i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of $1,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles as applicable. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. Except with regard to Professional Liability (when required) and Worker's Compensation Insurance, each of the policies shall endorse the City of Spokane as an "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City.

Rick Rinderle
Procurement Specialist

The undersigned acknowledges receipt of this Addendum.

Industrial Welding Co Inc

Company

Signature

CITY OF SPOKANE - PURCHASING
Purchasing Center
915 N Nelson Street
Spokane, Washington 99202
(509) 625-6527

INVITATION TO BID

ITB NUMBER: **6566-26** TITLE: **Miscellaneous Welding-Fabrication Services at Vendor's Shop , To Include HD Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services – As Needed Over Five-Year Period. Multiple Awards To Be Made.** BID COORDINATOR: Rick Rinderle, City of Spokane Purchasing Department QUESTION DEADLINE: **Monday, June 8, 2026, at 9:00 am.**	BID DUE DATE: **Monday, June 15, 2026** TIME: 1:00 pm local time Bid Submittal: All Bids shall be submitted electronically through the ProcureWare online procurement system portal: https://spokane.procureware.com before the due date and time.

BID SUBMITTED BY:

COMPANY Industrial Welding Co., Inc.

MAILING ADDRESS

1203 N. Greene St Spokane WA 99202

PHYSICAL ADDRESS

1203 N. Greene St Spokane WA 99202

PHONE NUMBER 509-534-0625

E-MAIL ADDRESS industrialweldingaccounts@comcast.net

Rick Rinderle

Rick Rinderle
Purchasing

BACKGROUND

1. The City of Spokane, is initiating this this Invitation To Bid (ITB) to solicit Bids from Vendors to provide Miscellaneous Welding-Fabrication Services to include Heavy Duty Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services As-needed over a five-year period, for various City Departments, to include but not limited to Spokane Solid Waste Collections and Fleet Services.

1.1 There will be several contracts awarded from this ITB to enable the City of Spokane the flexibility to allocate requirements among awarded Vendors to prevent inundation, and to best meet City's needs in reducing turn-around time.

1.2 The total combined estimated five-year expenditure is $750,000 or less, to be allocated among the multiple awards made. Each awarded Vendor will receive a five-year unit price contract, for a not to exceed amount, and upon completed and accepted performance by Vendor, the City shall issue payment(s) in the applicable amount(s) sent forth per Contract for actual services requested, performed, and accepted..

INSTRUCTIONS TO BIDDERS

2. **SUBMISSION OF BIDS.**
Bid Responses shall be submitted electronically through the City of Spokane's bidding portal: https://spokane.procureware.com on or before the Due Date and time mentioned above. Hard, e-mailed or faxed copies and/or late bids shall not be accepted

The City of Spokane is not responsible for quotes electronically submitted late. It is the responsibility of the Bidder to be sure the quote is electronically submitted sufficiently ahead of time to be received no later than the bid due date and time.

Sealed Bids will be opened at the 1:15 p.m. public bid opening via Teams meeting on **Monday, JUNE 15, 2026**, for On-Call Miscellaneous Welding-Fabrication Services Off-Site, To Include Hydraulic Cylinder Repair, and Machine Shop Services – As Needed Over Five-Year Period. Multiple Awards To Be Made. To participate in bid opening, please visit the City's website at https://my.spokanecity.org/administrative/purchasing/ for the link to attend virtually and/or the number to attend by telephone.

The City will not be liable for any costs incurred by the Bidder in preparation of a Bid submitted in response to this ITB, or any other activities related to responding to this this ITB.

This ITB does not obligate the City to contract for services specified herein.

The City also reserves the right to cancel or reissue the ITB in whole or in part, prior to final award of a contract.

All communication between the Bidder and the City upon receipt of this quote shall be via the "Clarification Tab" within ProcureWare. Any other communication will be considered unofficial and non-binding on the City of Spokane.

3. **BIDDERS' REPRESENTATION.**
Each bidder by making its bid represents that it has read and understands the bidding documents.

4. **SUBSTITUTIONS.**

4.1 Bidder represents that its bid is based upon the specifications described in the bidding documents.

4.2 No substitution will be considered unless written request has been submitted to the City department representative for approval at least five (5) days prior to the date for receipt of bids. Each request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, manufacturer, warranty, availability of qualified and trained installers, drawings, cuts, performance and test data and any other data or information necessary for a complete evaluation.

4.3 If the City department representative approves any proposed substitution, the approval will be set forth in an addendum.

5. **INTERPRETATION.**
If a bidder discovers any errors, discrepancies or omissions in the bid specifications, or has any questions about the specifications, it shall notify the City department representative in writing. Any addenda issued by the City will be incorporated into the contract.

6. **WITHDRAWAL OF BIDS.**
The bidder may make written request to the City for withdrawal of a sealed electronic bid prior to the scheduled opening. Unless otherwise specified, no bid may be withdrawn for a minimum of ninety (90) calendar days after the opening date.

7. **EVALUATION OF BIDS**
Shall be based upon the following criteria, where applicable: A. The price, including sales tax and the effect of discounts. Price may be determined by life cycle costing or total cost quoting, when advantageous to the Purchaser. B. The quality of the items quoted, their conformity to specifications and the purpose for which they are required. C. The Bidder’s ability to provide prompt and efficient service and/or delivery. D. The character, integrity, reputation, judgment, experience and efficiency of the Bidder. E. The quality of performance of previous contracts or services. F. The previous and existing compliance by the Bidder with the laws relating to the contract or services. G. Uniformity or interchangeability. H. Any other information having a bearing on the decision to award Contract.

8. **BIDDING ERRORS**
Unit pricing will prevail in the circumstance of unit and extension pricing discrepancies. When, after the tabulation of Bids, a Bidder claims error, and requests to be relieved of award, Bidder will be required to promptly present certified work sheets. The Purchaser will review the work sheets and if the Purchaser is convinced, by clear and convincing evidence, that an honest, mathematically excusable error or critical omission of costs has been made, the Bidder may be relieved of its Bid.

9. **REJECTION OF BIDS**

The Purchaser reserves the right to reject any or all Bids; to waive minor deviations from the specifications, to waive any informality in Bids received, whenever it is in the Purchaser's best interest, and to accept or reject all or part of this Bid at prices shown.

10 **BIDDER PREQUALIFICATION.**

a. Prior to award of contract, Bidders shall be required to submit evidence of sufficient facilities, equipment, experience and financial ability to insure completion of the work, unless waived by the City.
b. Vendor must be licensed to do business in the State of Washington.
c. Vendor's Weld-Fabrication Shop must be located within a 10 mile radius of the City of Spokane.

11. **AWARD OF CONTRACT(S).**

Any resulting Contract(s) shall be awarded by City Council, to the Bidder(s) whose Bid is the most favorable to the Purchaser, taking into consideration price and the other evaluation factors. INTERLOCAL AND STATE CONTRACTS WHERE APPLICABLE WILL BE CONSIDERED AS A BID. Unsuccessful Bidders will not automatically be notified of Bid results.

12. **MULTIPLE AWARDS**

More than one Contract to be awarded to enable City departments the flexibility to allocate requirements among awarded Vendors to prevent inundation, and to best meet City's needs in reducing turn-around time. Award of Contracts will be to the Bidders' whose Bids are most favorable to the City.

13. **EXECUTION OF CONTRACT**

Within ten (10) days of contract award, the Contractor shall sign and return to the City an executed copy of the contract and approved evidence of insurance unless otherwise mutually agreed by the City and Contractor

14. **PAYMENT.**

Bidder acknowledges that payment shall be made via direct deposit/ACH (except as provided by state law) Net 30 after receipt of the goods/services ordered. A completed ACH application is required before a City order will be issued. If the City objects to all or any portion of an invoice, it shall notify the supplier and reserve the right to pay only that portion of the invoice not in dispute. In that event, all parties shall immediately make every effort to settle the disputed amount.

15. **INVOICING**

Invoices shall include the applicable department and type of services performed, detailed unit pricing per pricing section of contract. • Invoices shall list OPR #2026-XXXX. • Payment of invoices shall be contingent upon receipt of sufficient detail to permit identification of the requested services performed and compliance with contract conditions. Original invoices are required and shall not be approved for payment until all services per request have been satisfactorily performed.

a. Spokane Solid Waste Collection Department: rschoonover@spokanecity.org
b. Fleet Services Department: fleetservicesaccounting@spokanecity.org

15.1.1 Invoicing shall be itemized by:

15.1.1.1 Labor: Listing number of hours worked by hourly rate based, normal operating hours, outside of normal operating hours, or Holiday rate. Do not include sales tax in hourly rate. Labor charges that fall less than an hour or between hour marks will be billed in tenth of an hour increments. (i.e. 2 hours, 24 minutes = 2.4 hours). Do not include sales tax in hourly rate

15.1.1.2 Parts and Materials: Will be marked up based off of the Vendor's base costs before tax. Any invoice in which Vendor's markup percentage has been applied, the Vendor is required to state on the invoice the actual cost the Vendor had incurred prior to Vendor's markup percentage-above-cost being applied to equate to amount being invoice. Throughout the life of the contract, the City reserves the right to request copies of any invoices that the Vendor had received to verify Vendor's cost incurred, prior to Vendor's mark up being applied. No shipping/handling, fuel or other surcharges, added fees, or sales tax charged to the Vendor to purchase the materials will be added to the pre-markup amount.

15.1.1.3 Freight Cost: No fuel surcharges or additional shipping and handling fees for ordered parts will be permitted. All materials produced and delivered under the Contract shall be FOB Destination, Prepaid and Allowed.

15.1.1.4 Sales Tax: The City of Spokane is not a tax exempt entity and is therefore obligated to pay sales tax under Washington State law.

16. **GUARANTEE.** The awarded Vendor guarantees all work, labor, and materials described in the specifications, including any authorized modifications thereto, for a period of one (1) year from the date of final acceptance of the work. If any unsatisfactory condition or defect develops within that time, the Vendor shall immediately place the Work in a satisfactory condition, and further repair all damage caused by the condition or defect at its sole expense. This guarantee shall not apply to Work, which has been abused or neglected by the City. The Vendor shall remove or restore, without cost to the City, any work which may be found to be improper, imperfect or defective or fails to perform as specified.

17 **LIQUIDATED DAMAGES.** In the event the bidder is awarded the contract and fails to complete the work within the time limit or any agreed upon time extensions, liquidated damages shall be paid to the City of Spokane in the amount of $0.00 per working day until the work is satisfactorily completed.

18. **INSURANCE.**

During the period of the Agreement, the Company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of $1,000,000.

B. General Liability Insurance on an occurrence basis, with a combined single limit of not

less than $1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement. i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of $2,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than $1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

Certificate of Insurance shall state Certificate Holder: City of Spokane, 808 W Spokane Falls Blvd Spokane, WA 99201.

19. **PERIOD OF PERFORMANCE.**

The period of performance of any contract resulting from this Bid is tentatively scheduled to begin on or about August 1, 2026 and terminates on July 31, 2031, annual labor pricing adjustments will be considered on the anniversary of the award, implied "9-1-20XX", with justification. Contract shall not exceed five-years.

20. **ELECTRONIC BID INSTRUCTIONS.**

Bidders must go online to the City's Bidding Portal (https://spokane.procureware.com) to submit bid prices and other documentation as requested. Bidders are asked to read the Welcome Screen and register if they have not done so previously. Once on the bidding portal, follow the steps below to enter the **electronic bid**:

I. Click on **"Bids"** located on the left hand column.
II. Find the applicable project and click the **"Project Number"**.
III. Click on the **"Response"** tab.
IV. In the "Questions" tab, upload required scanned documents into the bid portal by clicking on **"Browse"** for each item.
V. Once both the Questions information has been entered, the yellow **"Question Response"** information message will change from incomplete to complete. Then the **"Submit"** button will become available.
VI. Click the **"Submit Bid"** button and review the terms and conditions, popup window that appears. If you agree to the terms and conditions, click the **"I Accept and Submit this Bid"** button.
VII. If you want to remove your bid, click the red **"Withdraw Bid"** button in the **"Response"** tab for the appropriate bid.

SCOPE OF WORK

1. The awarded Vendor will be responsible for the furnishing of all labor, materials, parts, consumables, equipment, supervision, and other items of work and costs necessary for the proper execution and completion of the services described in bid and reference specifications. The apparent silence or omission as to any detail of any services to be done or materials to be furnished and required for the proper performance of the Work, shall be regarded as meaning that the best general practice is to prevail, and that material and workmanship of the best quality are to be used, and interpretation of the specifications shall be interpreted on this basis.

1.1 Definition: Shop is defined as – Individual or company whose Bid has been accepted by the City and is awarded a fully executed, written contract.

1.2 The Shop shall comply with all federal, state and local laws, ordinances, and regulations, as may be amended, which might affect those engaged in the Contract Work. Authorities having jurisdiction include, but are not limited to: Washington Industry Safety and Health Act of 1973 (WISHA); Federal Occupational Safety and Health Acts of 1970 (OSHA); Washington State Department of Labor & Industries General Safety and Health Standards (WAC 296-24-217); National Fire Protection Association (NFPA) Standards; Environmental Protection regulations; etc.

2. Awarded Vendor shall provide Miscellaneous Welding-Fabrication Services at Vendor's Shop, to include Heavy Duty Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Services As-needed over a five-year period, for various City Departments, to include but not limited to Spokane Solid Waste Collections and Fleet Services.

    a. All welding, cutting, brazing, and fabrication work performed on City fleet vehicles, equipment, trailers, apparatus, or related components under this contract shall be performed only by personnel possessing current certifications applicable to the type of repair, welding process, material, and component involved.

    b. Welder qualifications shall comply with the latest applicable standards of the American Welding Society (AWS), including but not limited to AWS D1.1 (Structural Steel), AWS D1.2 (Aluminum), AWS D1.3 (Sheet Steel), and AWS B2.1 (Procedure and Performance Qualification). Work involving frames, structural members, load-bearing components, safety-critical assemblies, or specialized apparatus shall additionally comply with applicable OEM repair procedures and all federal and state safety regulations.

    c. The Contractor shall maintain documentation of all applicable welder certifications and shall provide such documentation to the City upon request. The City reserves the right to reject repairs or fabricated components not performed in accordance with applicable certification standards or manufacturer requirements.

d. Shop will be dealing with widely varying repairs using many different materials.

e. Shop shall purchase materials and parts necessary to perform repairs.

f. All materials must be replaced with like and kind.

3. EXPANSION FOR NEW WORK: Any resulting Contract scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section, and/or not specified in the original ITB as intended work for the resulting Contract) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either the City or Contractor at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Contract. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call contract, and similar. New Work must be mutually agreed and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

4. Vendor will designate a representative who will be available during regular City business hours to serve as a primary contact for the City.

5. City department when requesting service will advise Vendor if services to perform work outside of Vendor’s normal operating hours to meet City’s needs.

6. City would be responsible for transporting Vehicle(s) and Related Equipment in need of repair to Vendor’s Shop.

7. City would be responsible for picking up repaired Vehicle(s) and Related Equipment that has been repaired from Shop.

8. **PRICING:**

8.1 Sales Tax: The City of Spokane is not a tax exempt entity and is therefore obligated to pay sales tax under Washington State law. Sales tax should --not-- be included in bidder's unit pricing. All submissions shall be tabulated by the City who with the applicable sales tax rate whether that tax shall be charged through the Vendor or paid by the City as use tax.

8.2 Awarded Vendors shall receive a five-year unit priced contract, for a not to exceed amount. Orders will be placed as needed throughout contract term. Payment would only be made for actual services requested, performed and accepted, in accordance with the current contract unit pricing, and percentage markup.

8.3 Quantities are for reference only. The City cannot guarantee quantities. Actual quantities may be more or less.

8.4 Annual Quantities of Hours and Materials listed on “ITB 6566-26 Pricing Page” Attachment are estimates for bid evaluation purposes and not a guarantee of actual work needed. Quantities shall be bid on a more or less basis.

8.4.1 Bidder must complete ITB 6566-26 Pricing Page” and submit with its bid to be consider responsive.

8.5 LABOR: Labor rates will be firm for the first year after the contract commencement date. Annual Labor Pricing Adjustments will be considered on an annual basis thereafter.

8.5.1 The Vendor must request labor rate adjustments in writing with a minimum of thirty (30) day advance notice for the "anniversary date of award" Backup documentation, such as the Consumer Price Index (CPI) or other government data, must be included to help substantiate the Vendor's request. Price increase requests greater than normal Western Region CPI will not be considered. Pricing adjustments must be agreed upon by both parties.

8.5.2 Price adjustments must apply to all or broad classes of customers and shall in no way single out the City.

8.5.3 Retroactive price increase adjustments will not be considered.

8.5.4 Failure to reach agreement on a request for an increase in price(s) can, at the sole option of the City, result in the termination of the Contract.

8.6 PARTS and MATERIALS: Vendor’s markup percentage above Vendor’s cost shall remain firm with no adjustments throughout the resulting five-contract.

ATTACHMENTS

ITB 6566-26 Bid Proposal - Pricing Pages (Pages 10 – 12)
Must Be Completed And Uploaded Into ProcureWare

Terms and Conditions (5-pages)
Located in the ‘Documents’ tab of the ProcureWare Bid

These Next Four Pages (10 - 12), Comprising Bid Proposal Must Be Completed Entirely And Uploaded Into ProcureWare.

BID PROPOSAL

PROJECT: # **ITB 6566-26**
On-Call Miscellaneous Welding-Fabrication Services Off-Site, To Include Hydraulic Cylinder Repair, and Machine Shop Services – As Needed Over Five-Year Period. Multiple Awards To Be Made.

QUANTITIES.
Are for estimates only and are not to be construed as firm or guaranteed. Quantities are estimates only and are given for the purpose of comparing bids on a uniform basis. Quantities shall be bid on a more or less basis. Actual usage may be more or less. Orders will be placed as needed throughout contract term.

EVALUATION.
The following will be used for evaluation purposes: an annual estimated 800 normal operating labor hours, 50 outside normal operating hours, 16 labor hours at Holiday rate, and annual total markup cost on $75,000 for Material, Parts, and Consumables.

Comparative Purposes Only: Other Costs will not be included in the evaluation **unless** they appear to be significantly uncompetitive and could result in unnecessarily high cost to the City.

LABOR RATES.
Shall be firm throughout the first year of the contract period, August 1, 2026 through July 31, 2027. Rate increases can be requested at the anniversary date of the contract. All Rate increases will be provided with justification for such price increase and must be agreed upon by both parties.

PERCENTAGE MARKUP.
The percentage “markup” will remain firm, with no adjustments, during the contract.

PAYMENT.
Awarded Vendors shall receive a five-year unit priced contract, August 1, 2026 through July 31, 2031, for a not-to- exceed annual amount. Orders will be placed as needed throughout contract term. Payment would only be made for actual services requested, performed and accepted, in accordance with the current contract unit pricing, and markup percentage.

SALE TAX.
The City of Spokane is not a tax exempt entity and is therefore obligated to pay sales tax under Washington State law. Sales tax should NOT be included in unit pricing. All submissions shall be tabulated by the City who will apply the applicable sales tax rate to bids.

BIDDER'S DECLARATION.
The undersigned bidder certifies that it has read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

BID OFFER.
The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, parts, consumables, equipment, supervision, and other items of work and costs necessary for the proper for the proper execution and completion of the services described in bid and reference specifications. The bidder proposes to do the services at the following unit prices:

PERIOD OF PERFORMANCE.

August 1, 2026 Through July 31, 2031

Labor rates will be firm for first year after the contract period, August 1, 2026 through July 31, 2027, annual labor pricing adjustments will be considered on the anniversary of the award, implied “8-1-20XX”, with justification. Contract shall not exceed five-years.

Vendor To Define What Constitutes "Normal Operating Hours"	Monday - Friday 7:00am - 3:30pm
Vendor To Define What Constitutes Outside-Normal Operating Hours"	Monday - Friday 3:31pm - 6:59am Saturday & Sunday All Day
Vendor To Define What Constitutes Holiday Hours"	New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day & New Years Eve

DESCRIPTION	ANNUAL ESTIMATED HOURS	HOURLY RATE	EXTENDED TOTAL
NORMAL BUINESS HOURS: Shop's Standard Hourly Rate To Perform Welding, Hydraulic Cylinder Repairs, or Machine Shop Services During Normal Hours of Operation.	**800**	$ 130.00	$10,400.00
OUTIDE NORMAL BUSINESS HOURS, NOT INCLUDING HOLIDAYS: Shop's Hourly Rate To Perform Welding, Hydraulic Cylinder Repairs, or Machine Shop Services Outside Normal Business Hours of Operation, Not Including Holidays.	**50**	$195.00	$9750.00
HOLIDAY: Shop's Hourly Rate To Perform Welding, Hydraulic Cylinder Repairs, or Machine Shop Services During Holidays.	**16**	$260.00	$4160.00

MATERIALS, PARTS, CONSUMABLES			
Materials, Parts, and Consumables will be charged at a set percentage "markup" over the Shop's base cost of materials, parts, and consumables purchased from their Suppliers. The percentage "markup" will remain firm, with no adjustments, during the contract and/or any contract renewals. Markup will be based on the base subtotal of the item cost, no shipping/handling or sales tax charged to the Contractor to purchase the materials will be added to the pre-markup amount	**Estimated annual cost of materials, parts, and consumables is $75,000.00 plus _____ %**	**Enter Percentage Markup Here:**	25 %

List any other costs that may be incurrent that are not listed above. If not listed, will not be allowed later.

Description of Cost & Frequency Cost Could Be Incurred	Cost

Enter Vendor's Name and the Individual's Name, Email, and Phone Number submitting this bid response:

VENDOR NAME	Industrial Welding Co., Inc.
NAME & SIGNATURE	Ronda Jordan *Ronda Jordan*
EMAIL	industrialweldingaccounts@comcast.net
PHONE NUMBER	509-534-0625

ITB 6566-26 Submittal Letter

May 13, 2026

Purchasing
City of Spokane
808 W Spokane Falls Blvd
Spokane WA 99201

Dear Purchasing

Enclosed is Industrial Welding's response to City of Spokane Request for proposal number ITB 6566-26, issued May 12, 2026 for miscellaneous welding fabrication services, to include hydraulic cylinder repair & machine shop services as needed.

The legal status of Industrial Welding Co., Inc. is a S Corporation. We currently operate out of our shop located at 1203 N. Greene St, Spokane WA 99202.

Industrial Welding Co., Inc agrees to be bound by all of the provisions of this proposal, as submitted, for a period of first year of contract period.

Sincerely,

Stacey Jordan
industrialwelding@comcast.net
1203 N. Greene St.
Spokane WA 99202
509-534-0625 Phone
509-534-0628 Fax

ITB 6566-26 Management Proposal

May 13, 2026

Staff Qualifications - Our company has state certified welders. We have machinists, fabricators & mechanics with over 30 years on the job.

Company qualifications / Expertise - Industrial Welding Co., Inc. has 56 years of experience repairing all heavy equipment. Our company has preformed many repairs & new fabrication jobs for the city, state & county. We have also done many jobs for dealers such as Caterpillar, Link-Belt, Triad, John Deere & Case. We do work for Fairchild Airforce Base. Industrial Welding Co., Inc. repairs boom trucks, lattice booms, cranes, dump trucks, loaders, graders, rail road equipment for BNSF & U.P. We build compactor wheels, crushing equipment, trailers, roll off equipment. We work on all makes/models of forklifts. We also have a fully equipped machine shop & repair hydraulic cylinder.

ITB 6566-26 Technical Proposal

May 13, 2026

Project Approach -

Evaluate damaged or worn material. Evaluate structural damage caused by lack of maintenance or inspection of said unit. Repair as required **satisfactory by Industrial Welding** for safety & liability issues. Industrial Welding Co., Inc. reserves the right to refuse to repair equipment that is to far damaged and would cause possible safety & liability issues for both parties involved.

Work plan example- Industrial Welding Co., Inc has rebuilt floors/pack blades on many Wayne garbage trucks, Labre recycle trucks over the last 10-year period. We have also repaired a couple of the Scorpion trucks recently purchased by the city. The city **must** remove working parts and thoroughly clean areas to be rebuilt prior to the unit being brought to our facility. Industrial Welding Co., Inc has supplied the material such as wear plate equal to or better than factory. Industrial Welding will not patch or partially repair if the repair will cause further damage to the unit.

Client#: 1925769 INDUSWEL5

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jordynn Crouse	
USI Insurance Services NW CL 601 Union Street, Suite 1000 Seattle, WA 98101	PHONE (A/C, No, Ext): 206 441-6300	FAX (A/C, No): 610-362-8530
	E-MAIL ADDRESS: Jordynn.Crouse@usi.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Western National Mutual Insurance Compa	15377
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Industrial Welding Co Inc
1203 N Greene
Spokane, WA 99202-4404

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X PD Ded:1,000 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	X		CPP105107317	12/31/2025	12/31/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG WA Stop Gap	$1,000,000 $100,000 $5,000 $1,000,000 $2,000,000 $2,000,000 $1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			CPP104741415	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10,000			UMB100842215	12/31/2025	12/31/2026	EACH OCCURRENCE AGGREGATE	$2,000,000 $2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
A	Equipment Dealers			CPP105109415	12/31/2025	12/31/2026	$1,000,000 / $2,500 ded	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Miscellaneous Welding-Fabrication Services at Vendors Shop, To Include HD Vehicle Component Repair, Hydraulic Cylinder Repair, and Machine Shop Servies - As Needed Over Five Year Period.
the General Liability policy includes an automatic Additional Insured endorsement that provides Additional Insured status to the City of Spokane, only when there is a written contract that requires such status, and only with regard to work performed by or on behalf of the named insured. 30 days Notice of Cancellation
(See Attached Descriptions)

CERTIFICATE HOLDER

City of Spokane
808 W. Spokane Falls Blvd
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gary D. Patterson

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DESCRIPTIONS (Continued from Page 1)

Applies.
Umbrella Self Insured Retention: $10,000

License Information:

New search Back to results

Entity name: INDUSTRIAL WELDING COMPANY, INC.

Business name: INDUSTRIAL WELDING COMPANY, INC.

Entity type: Profit Corporation

UBI #: 328-041-486

Business ID: 001

Location ID: 0001

Location: Active

Location address: 1203 N GREENE ST
SPOKANE WA 99202-4404

Mailing address: 1203 N GREENE ST
SPOKANE WA 99202-4404

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Minor Work Permit	qa			Active	Mar-31-2027	Aug-01-1994
Spokane General Business	T12016398BUS			Active	Mar-31-2027	Oct-15-2012

Owners and officers on file with the Department of Revenue

Owners and officers	Title
JORDAN, RONDA	
JORDAN, STACEY	

The Business Lookup information is updated nightly. Search date and time: 6/17/2026 9:58:56 AM

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/10/2026		
Clerk's File #	OPR 2025-0544		
Cross Ref #			
Project #			
Submitting Dept	PURCHASING & CONTRACTS	**Bid #**	OMNIA#192163
Contact Name/Phone	JASON 232-8841	**Requisition #**	VB
Contact E-Mail	JNECHANICKY@SPOKANECITY.ORG		
Agenda Item Type	Purchase w/o Contract		
Council Sponsor(s)	MCATHCART PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** YES	**Public Works?** NO	
Agenda Item Name	MASTER VB WITH W.W. GRAINGER FOR MRO SUPPLIES		

Agenda Wording

Seeking Approval Of Additional $1,213,080 (including tax) through 12/31/2029

Summary (Background)

City Council approved OPR 2025-0544, 8/18/25, for a total amount of $400,000 through the period of 12/31/2029, resulting in a Master Value Blanket, VB301673, with W.W. Grainger to enable multiple City departments to procure Maintenance, Repair, and Operations (MRO) & Industrial Supplies, via Omnia Contract held by W.W. Grainger. Via the VB, all City departments' MRO purchases with Grainger are consolidated via one contracting instrument, enabling the tracking of items purchased by various City departments. A consolidated expenditure of $237,400 was incurred during the first 10-months, or $23,740 monthly. A total amount of $1,375,080 would be required to fund the VB for the remaining 42 months of the VB through 12/31/2029, resulting in an overall needed increase of $1,213,080, as there is currently $162,000 remaining on the VB.

What impacts would the proposal have on historically excluded communities?

None

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Data would not be collected

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

A review of purchases, by Departments through Dec 31, 2029, over the master value blanket period could be conducted to assist in determining future contract requirements.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

MRO & Industrial Supplies are required by various departments to maintain infrastructures that they are responsible for.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	**$** 1,213,080.00
Current Year Cost	**$** 1,213,080.00
Subsequent Year(s) Cost	**$**

Narrative

Additional $1,213,080.00 Needed To Fund VB Through 12/31/2029

Amount		**Budget Account**
Expense	**$** 1,213,080.00	**#** various
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	One-Time
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	PRINCE, THEA	**ACCOUNTING -**	BROWN, SKYLER
Division Director	STRATTON, JESSICA	**PURCHASING**	PRINCE, THEA
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List	
	TPRince@spokanectiy.org
RRinderle@spokanecity.org	JNechanicky@spokanecity.org
Laga@spokancity.org	

License Information:

New search Back to results

Entity name: W.W. GRAINGER, INC.

Business name: GRAINGER

Entity type: Profit Corporation

UBI #: 409-001-247

Business ID: 001

Location ID: 0010

Location: Active

Location address: 5706 E BROADWAY AVE
SPOKANE VALLEY WA 99212-0912

Mailing address: 251 LITTLE FALLS DR
WILMINGTON DE 19808-1674

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this loca	License #	Count	Details	Status	Expiration date	First issuance d
Spokane General Business - Non-Resident	T12016245BUS			Active	Aug-31-2026	Oct-15-2012
Spokane Valley General Business				Active	Aug-31-2026	Dec-22-2017

Owners and officers on file with the Department of Revenue

Filter

Owners and officers	Title
ADKINS, RODNEY C.	
CHUN HUGHES, JOANNE	
HAILEY, V. ANN	
HOWARD, JOHN L.	

Owners and officers	Title
JASPON, KATHERINE D.	
LEVENICK, STUART L.	
MACPHERSON, DONALD G. G	
NOVICH, NEIL S.	
PEREZ, BEATRIZ R.	
ROBERTS, MICHAEL J.	
SANTI, SCOTT E.	
WATSON, LUCAS E.	
WHITE, STEVEN A.	
WILLIAMS, SUSAN SLAVIK	

Registered Trade Names

Registered trade names	Status	First issued
GRAINGER	Active	Mar-24-1999
IMPERIAL SUPPLIES LLC	Active	Aug-03-2011
W.W. GRAINGER INC.	Active	Aug-28-1989

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 7/10/2026 11:32:35 AM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	6/30/2026		
Clerk's File #			
Cross Ref #			
Project #			
Submitting Dept	FACILITIES MANAGEMENT	**Bid #**	PW ITB 6552-26
Contact Name/Phone	DAVE STEELE 655-0567	**Requisition #**	CR28773
Contact E-Mail	DSTEEL@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	ZZAPPONE PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** YES	
Agenda Item Name	CONTRACT WITH SPILKER CONTRACTING LLC (MEAD, WA) FOR THE UPRIVER		

Agenda Wording

Contract with Spilker Contracting LLC in Mead WA for the Water Department Upriver Dam Office Building Interior Renovation for the period of September 1, 2026 to August 31, 2027 for the amount of $912,300 plus applicable sales tax. We are requesting 10% administrative reserve be included also in the amount of $91,230.00.

Summary (Background)

The City of Spokane's Upriver Dam facility has long needed modernization to improve overall enery efficiencies, space usability, public interface, and employee work environment. This project is focused on providing a modern conference room/meeting space, minor office upgrades, and improving the public interface of the facility for tours and educational visits.

What impacts would the proposal have on historically excluded communities?

As a critical City service, the Water Department provides services to all areas of the City. We strive to offer a consistent level of service to all, to distribute public investment throughout the community, and to respond to gaps in services identified in various City plans. Upriver Dam is uniquely utilized by the local community for educational purposes with regional student tours at all ages provided.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

This work is designed to manage costs and continue service delivery in support of all citizens and taxpayers. It will not impact racial, gender identity, national origin, income level, disability, sexual orientation or other existing disparity factors.

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Renovation at this facility will improve the usability of the space while providing necessary upgrades in meeting spaces that can be utilized for a wide variety of public and private interactions. Contract mangement best practices will be used to ensure desired outcomes and regulatory compliance.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This investment moves the Water Department ahead as a good steward of community resources reinvesting in a significant City asset. This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	**$** 912,300
Current Year Cost	**$** 912,300
Subsequent Year(s) Cost	**$** 0

Narrative

Amount		**Budget Account**
Expense	**$** 912,300.00	**#** 4100-42490-94340-56501-11026
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	TEAL, JEFFREY	**PURCHASING**	PRINCE, THEA
Division Director	BOSTON, MATTHEW		
Accounting Manager	ALBIN-MOORE, ANGELA		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List	
Jon@spilkercontracting.com Jonathan Spilker	klong@spokanecity.org
karcher@spokanecity.org	jteal@spokanecity.org
dsteele@spokanecity.org	tprince@spokanecity.org
jlmeyer@spokanecity.org	erawa@spokanecity.org
facilitiesdepartment@spokanecity.org	ddaniels@spokanecity.org

City Clerk's No. _____

City of Spokane

PUBLIC WORKS AGREEMENT

Title: **UPRIVER DAM OFFICE BUILDING INTERIOR RENOVATION**

This Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **SPILKER CONTRACTING, LLC**, whose address is 9902 East Peone Landing Lane, Mead, Washington 99021, as ("Contractor") individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

1. PERFORMANCE/SCOPE OF WORK The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, permits, organization and other items of work and cost necessary for the proper execution and completion of the work described as the **Upriver Dam Office Building Interior Renovation, selected through PW ITB #6552-26.**

2. CONTRACT DOCUMENTS. The Contract Documents are this Contract, the Contractor's completed bid proposal form, the contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders and subsurface boring logs (if any), including Contractor's Bid Response Summary and Proposal, attached as Exhibit B. In the event of a conflict or discrepancy in the Agreement documents, this City Agreement controls.

3. TERM. The term of this Contract begins on September 1, 2026, and ends on August 31, 2027, unless amended by written agreement or terminated earlier under the provisions.

4. TERMINATION. Either party may terminate this Contract by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and performed prior to the termination date.

5. COMPENSATION/PAYMENT.

A. COMPENSATION. Total compensation for Contractor's services under this Contract shall be a maximum amount not to exceed **NINE HUNDRED TWELVE THOUSAND THREE HUNDRED AND NO/100 DOLLARS ($912,300.00)**, plus sales tax as applicable, unless modified by a written amendment to this Contract. This is the maximum amount to be paid under this Contract for the work described in Section 1 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Contract.

B. PAYMENT. The Contractor will send its applications for payment to the City of Spokane Facilities Department, facilitiesdepartment@spokanecity.org Attn: Dave Steele. All invoices should include the City Clerk File No. “OPR XXXX-XXXX” and an approved L & I Intent to Pay Prevailing Wage number. The final invoice should include an approved Affidavit of Wages Paid number. Payment will not be made without this documentation included on the invoice. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. Five percent (5%) of the Contract price may be retained by the City, in accord with RCW 60.28 for a minimum of forty five (45) days after final acceptance, as a trust fund for the protection and payment of: the claims of any person arising under the Contract; and the State with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor.

6. WAGES. The Contractor and all subcontractors will submit a "Statement of Intent to Pay Prevailing Wages" certified by the industrial statistician of the Department of Labor and Industries, prior to any payments. The "Statement of Intent to Pay Prevailing Wages" shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Each voucher claim submitted by the Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the “Statement(s) of Intent to Pay Prevailing Wages” on file with the City. Prior to the payment of funds held under RCW 60.28, the Contractor and subcontractors must submit an "Affidavit of Wages Paid" certified by the industrial statistician.

7. STATEMENT OF INTENT TO PAY PREVAILING WAGES TO BE POSTED. The Contractor and each subcontractor required to pay the prevailing rate of wages shall post in a location readily visible at the job site: (1) a copy of a "Statement of Intent to Pay Prevailing Wages" approved by the industrial statistician of the State Department of Labor and Industries; and (2) the address and telephone number of the industrial statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made.

8. BONDS. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a performance bond and a payment bond on the forms attached, each equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

9. PUBLIC WORKS REQUIREMENTS. The Contractor and each subcontractor are required to fulfill the Department of Labor and Industries Public Works and Prevailing Wage Training Requirement under RCW 39.04.350. The contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify the responsibility criteria listed in RCW 39.04.350(1) for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria. This verification requirement, as well as responsibility criteria, must be included in every public works contract and subcontract of every tier.

10. INSURANCE. During the period of the Agreement, the Contractor shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. **Worker's Compensation Insurance** in compliance with RCW 51, which requires subject employers to provide Worker's Compensation coverage for all their subject workers and **Employers Liability Insurance (Stop Gap)** in the amount of $1,000,000.

B. **General Liability Insurance** on an occurrence basis, of not less than $1,000,000 each occurrence/$2,000,000 aggregate for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement;

   i. Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of $1,000,000, in order to meet the insurance coverage limits required in this Agreement; and;

C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than $1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and

D. **Builders Risk Course of Construction Insurance** Contractor shall maintain insurance in the amount of the project of $912,300 for the duration of the project.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without sixty (60) days written notice from the Contractor or its insurer(s) to the City. As evidence of the insurance coverages required by this Agreement, the Contractor shall furnish a current and acceptable Certificate of Insurance (COI) upon request by the City. The certificate shall specify all of the parties who are additional insureds, and include applicable policy endorsements, the sixty (60) day cancellation clause, and the deduction or retention level. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

12. CONTRACTOR'S WARRANTY. The Contractor's warranty for all work, labor and materials shall be in accordance with the contract documents.

13. SUBCONTRACTOR RESPONSIBILITY.

A. The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the City, the Contractor shall promptly provide documentation to the City demonstrating that the subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.

B. At the time of subcontract execution, the Contractor shall verify that each of its first tier subcontractors meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;

2. Have a current Washington Unified Business Identifier (UBI) number;

3. If applicable, have:

   a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;

   b. A Washington Employment Security Department number, as required in Title 50 RCW;

   c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;

   d. An electrical contractor license, if required by Chapter 19.28 RCW;

   e. An elevator contractor license, if required by Chapter 70.87 RCW.

4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

C. On Public Works construction projects, as defined in RCW 39.04.010, with an estimated cost of six hundred thousand dollars ($600,000) or more, at least fifteen (15) percent of the labor hours on each project shall be performed by apprentices enrolled in a State-approved apprenticeship program; and for each contract in the project fifteen (15) percent of the labor hours for each craft that has an available state-approved apprenticeship program for Spokane County and utilizes more than one hundred sixty (160) hours in each contract shall be performed by apprentices enrolled in a state-approved apprenticeship program.

1. Subcontracting Requirements. The utilization percentages for apprenticeship labor for Public Works construction contracts shall also apply to all subcontracts of one hundred thousand dollars ($100,000) or more within those contracts, and at least fifteen percent (15%) of the labor hours for each such subcontract shall be performed by apprentices in a state-approved apprenticeship program. For each craft that has an available apprenticeship program for Spokane county and performs more than one hundred sixty (160) hours on each project, fifteen (15) percent of the labor hours shall be performed by apprentices enrolled in a State-approved apprenticeship program

2. Each subcontractor which this chapter applies is required to execute a form, provided by the city, acknowledging that the requirements of Article X 07.06 SMC are applicable to the labor hours for the project.

14. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.

15. DEBARMENT AND SUSPENSION. The Contractor has provided its certification that it is

in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

16. LIQUIDATED DAMAGES. Liquidated damages shall be in accordance with the contract documents.

17. ASSIGNMENTS. The Contractor may not assign, transfer or sublet any part of the work under this Contract, or assign any monies due, without the written approval of the City, except as may be required by law. In the event of assignment of accounts or monies due under this Contract, the Contractor specifically agrees to give immediate written notice to the City Administrator, no later than five (5) business days after the assignment.

18. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Contract.

19. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations that are incorporated herein by reference.

20. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

21. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

22. AUDIT / RECORDS. The Contractor and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Contractor and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

23. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Contractor shall be responsible for contacting the State of Washington Business License Services at www.dor.wa.gov or 360-705-6741 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

24. CONSTRUAL. The Contractor acknowledges receipt of a copy of the contract documents and agrees to comply with them. The silence or omission in the contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

25. MODIFICATIONS. The City may modify this Contract and order changes in the work whenever necessary or advisable. The Contractor will accept modifications when ordered in writing by the Director of Engineering Services, and the Contract time and compensation will be adjusted accordingly.

26. INTEGRATION. This Contract, including any and all exhibits and schedules referred to herein or therein set forth the entire Agreement and understanding between the parties pertaining to the subject matter and merges all prior agreements, negotiations and discussions between them on the same subject matter.

27. FORCE MAJEURE. Neither party shall be liable to the other for any failure or delay in performing its obligations hereunder, or for any loss or damage resulting therefrom, due to: (1) acts of God or public enemy, acts of government, riots, terrorism, fires, floods, strikes, lock outs, epidemics, act or failure to act by the other party, or unusually severe weather affecting City, Contractor or its subcontractors, or (2) causes beyond their reasonable control and which are not foreseeable (each a "Force Majeure Event"). In the event of any such Force Majeure Event, the date of delivery or performance shall be extended for a period equal to the time lost by reason of the delay.

28. KEY PERSONS. The Contractor shall not transfer or reassign any individual designated in this Contract as essential to the Work, nor shall those key persons, or employees of Contractor identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Contractor's employment, the Contractor shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Contractor from its obligations under this Contract.

SPILKER CONTRACTING, LLC	**CITY OF SPOKANE**
By_____	By_____
Signature Date	Signature Date
_____	_____
Type or Print Name	Type or Print Name
_____	_____
Title	Title

Attest:

City Clerk

Approved as to form:

Assistant City Attorney

Attachments that are part of this Contract:
Exhibit A - Certification Regarding Debarment
Exhibit B – Contractor's Bid Response and Proposal
Payment Bond
Performance Bond

26-172a

EXHIBIT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

   b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;

   c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,

   d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

   Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

   1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

   2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.

4. I understand that a false statement of this certification may be grounds for termination of the contract.

Name of Subrecipient / Contractor / Consultant (Type or Print)	Program Title (Type or Print)
Name of Certifying Official (Type or Print) Title of Certifying Official (Type or Print)	Signature Date (Type or Print)

EXHIBIT B

PAYMENT BOND

We, **SPILKER CONTRACTING, LLC**, as principal, and _____, as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of exceed **NINE HUNDRED TWELVE THOUSAND THREE HUNDRED AND NO/100 DOLLARS ($912,300.00)**, plus sales tax if applicable, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a contract with the City of Spokane, Washington, to do all work and furnish all materials for the **Upriver Dam Office Building Interior Renovation, selected through PW ITB #6552-26**. If the principal shall:

A. pay all laborers, mechanics, subcontractors, material suppliers and all person(s) who shall supply such person or subcontractors; and pay all taxes and contributions, increases and penalties as authorized by law; and

B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the contract or this bond, shall be conclusive against the principal and the surety, as to the amount of damages, and their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____.

SPILKER CONTRACTING, LLC,

AS PRINCIPAL

By: _____
Title: _____

_____,
AS SURETY

A valid POWER OF ATTORNEY
for the Surety's agent must
accompany this bond.

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that_____ _____signed this document; on oath stated that he/she was authorized to sign the document and acknowledged it as the agent or representative of the named surety company which is authorized to do business in the State of Washington, for the uses and purposes therein mentioned.

DATED: _____ _____
Signature of Notary Public

My appointment expires _____

Approved as to form:

_____
Assistant City Attorney

PERFORMANCE BOND

We, **SPILKER CONTRACTING, LLC**, as principal, and _____, as Surety, are held and firmly bound to the City of Spokane, Washington, in the sum of exceed **NINE HUNDRED TWELVE THOUSAND THREE HUNDRED AND NO/100 DOLLARS ($912,300.00)**, plus sales tax if applicable , for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all the work and furnish all materials for the **Upriver Dam Office Building Interior Renovation, selected through PW ITB #6552-26**. If the principal shall:

A. promptly and faithfully perform the Contract, and any contractual guaranty and indemnify and hold harmless the City from all loss, damage or claim which may result from any act or omission of the principal, its agents, employees, or subcontractors; and

B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the Contract or this bond, shall be conclusive against the principal and the Surety, not only as to the amount of damages, but also as to their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on _____

SPILKER CONTRACTING, LLC,
AS PRINCIPAL

By: _____
Title: _____

_____,
AS SURETY

A valid POWER OF ATTORNEY
for the Surety's agent must
accompany this bond.

By: _____
Its Attorney in Fact

STATE OF WASHINGTON)
) ss.
County of _____)

I certify that I know or have satisfactory evidence that _____ _____ signed this document; on oath stated that he/she was authorized to sign the document and acknowledged it as the agent or representative of the named Surety Company which is authorized to do business in the State of Washington, for the uses and purposes mentioned in this document.

DATED on _____.

_____
Signature of Notary

My appointment expires _____

Approved as to form:

_____
Assistant City Attorney

THESE NEXT THREE PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM AND INFORMATION MUST BE SUBMITTED ONLINE PER INSTRUCTIONS TO BIDDERS PARAGRAPH #16.

BID PROPOSAL

To: Honorable Mayor
Members of the City Council
City of Spokane, Washington

PROJECT: PW ITB 6552-26 Upriver Dam Office Building Interior Renovation

BIDDER'S DECLARATION.
The undersigned bidder certifies that it has examined the site, read, and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

BID OFFER.
The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment, and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

TOTAL BASE BID PRICE $ 912,300.00

SALES TAX $83,019.30

TOTAL BASE BID PLUS SALES TAX $995,319.30

The Bidder agrees that its Bid will NOT be withdrawn for a minimum of sixty (60) calendar days after the stated bid due date.

ADDENDA.
The undersigned acknowledges receipt of addenda number(s) 1 & 2 and agrees that their requirements have been included in this bid proposal.

CONTRACT COMPLETION TIME.
The bidder agrees to start the work under this contract within ten (10) days of the Notice to Proceed and to substantially complete the specified work by June 30, 2027.

LIQUIDATED DAMAGES.
In the event the bidder is awarded the contract and fails to complete the work within the time limit or any agreed upon time extensions, liquidated damages shall be paid to the City of Spokane in the amount of zero ($0.00) per calendar day until the work is satisfactorily completed.

BIDDER RESPONSIBILITY.

Washington State Contractor's Registration No. SPILKCL808B3
(Must be in effect at time of bid submittal)

U.B.I. Number 604-501-999

Washington Employment Security Department Number 000-519792-00-0

Washington Excise Tax Registration Number 85-2602535

City of Spokane Business License Number 604-501-999-001
(The successful bidder and all subcontractors shall be licensed or have applied for a license to do business in the City of Spokane prior to proceeding with the proposed project.)

BID SECURITY.
A bid security in the amount of FIVE PERCENT (5%) of the total project bid as indicated above, is attached to this bid proposal. If the bidder is awarded the contract and fails to enter into a construction contract and/or furnish payment / performance bond(s) and proof of insurance within the required time period, the bid security shall be forfeited to the City of Spokane.

NON-COLLUSION.
The undersigned authorized representative of the undersigned firm, being first sworn on oath, certifies that the firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this bid proposal is submitted.

Name of Bidder: SPILKER CONTRACTING

Signature of Bidder's Authorized Representative

OWNER
Title

9902 E. PEONE LANDING LN.
Address MEAD, WA 99021

509-638-9351
Phone

IF INDIVIDUAL

Signed and Sworn To (or Affirmed) Before Me On 05.18.26
date

(Seal Or Stamp) RACHEL BROWN NOTARY PUBLIC STATE OF WASHINGTON COMMISSION EXPIRES 07/27/2027 COMM. NO. 23023735

Signature of Notary Public

My appointment expires 07.27.27

IF PARTNERSHIP

I certify that I know or have satisfactory evidence that the above named person signed this bid proposal, on oath stated that he/she was authorized to sign it and acknowledged it as the partner(s) of the bidder, a partnership, to be the free and voluntary act of such party for the uses

and purposes herein mentioned.

Signed and Sworn To (or Affirmed) Before Me On _____
date

(Seal Or Stamp)

_____
Signature of Notary Public

My appointment expires_____

IF CORPORATION

I certify that I know or have satisfactory evidence that the above named person signed this bid proposal, on oath stated that he/she was authorized to sign it and acknowledged it as the representative of the bidder, a corporation, to be the free and voluntary act of such party for the uses and purposes herein mentioned.

Signed and Sworn To (or Affirmed) Before Me On _____
date

(Seal Or Stamp)

_____
Signature of Notary Public

My appointment expires _____

Washington State Department of Revenue

Business Lookup

License Information:

New search Back to results

Entity name: SPILKER CONTRACTING LLC

Business name: SPILKER CONTRACTING LLC

Entity type: Limited Liability Company

UBI #: 604-501-999

Business ID: 001

Location ID: 0001

Location: Active

Location address: 9902 E PEONE LANDING LN
MEAD WA 99021-5025

Mailing address: 9902 E PEONE LANDING LN
MEAD WA 99021-5025

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance dat
Spokane General Business - Non-Resident				Active	Aug-31-2026	Aug-02-2021
Spokane Valley General Business - Non-Resident				Active	Aug-31-2026	Aug-31-2021

Owners and officers on file with the Department of Revenue

Owners and officers	Title
SPILKER, JON	

Registered Trade Names

Registered trade names	Status	First issued
SPILKER CONTRACTING	Active	Aug-02-2022

The Business Lookup information is updated nightly. Search date and time: 5/21/2026 7:46:01 AM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?

Check if your browser is supported

SPILCON-01 **BUSINESS**

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 6/25/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Michelle Fleming
Blasingame Insurance 200 North Argonne Spokane Valley, WA 99212	PHONE (A/C, No, Ext): (509) 891-1000 FAX (A/C, No): (509) 891-1430 E-MAIL ADDRESS: michelle@blasingameins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : RLI Insurance Group	
INSURER B : United Financial Cas Co	11770
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Spilker Contracting LLC
9902 E Peone Landing Ln
Mead, WA 99021

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR	X	X	CKA0538619	5/22/2026	5/22/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO			00601676-2	7/16/2026	7/16/2027	BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						X PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: N	N / A		CKA0538619	5/22/2026	5/22/2027	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Builders risk			ILM0721204	7/20/2026	4/20/2027	Building Materials L	912,300

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Upriverdam Office Remodel

Certificate Holder is named as additional insured with respect to work performed by the name insured.

CERTIFICATE HOLDER

City of Spokane
808 W Spokane Falls Blvd
Spokane 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in a written contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to "bodily injury or "property damage" caused by your negligence in the performance of your ongoing operations performed for that additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

To the extent required under said written contract or agreement, this policy will apply as primary insurance to additional insureds and other insurance which may be available to such additional insureds will be non-contributory.We waive our right of recovery against such additional insureds.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

1. "Bodily injury", "property damage" or arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including but not limited to:

a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

b. Supervisory, inspection, architectural or engineering activities.

2. "Bodily injury" or "property damage" occurring after:

a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

3. "Bodily injury", "property damage" or occurring or commencing before execution of the written contract or agreement that requires such person or organization be added as an additional insured on your policy.

C. Definitions

"Ongoing operations" means operations not included in the "products-completed operations hazard."

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/15/2026		
Clerk's File #	OPR 2025-0681		
Cross Ref #	OPR 2024-0247		
Project #	2022069		
Submitting Dept	ENGINEERING SERVICES	**Bid #**	
Contact Name/Phone	JONATHAN 625-6267	**Requisition #**	28825
Contact E-Mail	JRADAMS@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** YES	**Public Works?** NO	
Agenda Item Name	CONSTRUCTION SUPPORT FOR PACIFIC AVENUE GREENWAY - 2022069		

Agenda Wording

WSDOT Supplemental No. 2 with Dowl, Inc.(Spokane, WA) for Construction phase assistance for the Pacific Avenue Greenway Project.

Summary (Background)

This contract amendment for the Pacific Ave Greenway Project 2022069, is to include construction support. We have exhausted the allocated budget from the design phase and will therefore need to request additional funds from Council. Given the project's delayed commencement and the lead time for signal components, we also propose extending the completion date to October 31, 2027. Phase 1 of the "greenway" project on Pacific Avenue has been bid and award is working its way through the council approval process. This agenda item is to amend the consultant's contract to provide construction phase assistance (plan interpretation, submittal review, change order assistance, etc.). Construction will begin this year but the most high profile parts of the projects, the signals at Division/Pacific and Browne/Pacific and the RRFB at Sherman/Pacific, won't be installed until next year due to lengthy signal delivery lead times.

What impacts would the proposal have on historically excluded communities?

Public works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, distribute public investment throughout the community, and respond to gaps in services identified in various City plans.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Public Works follows the City's established procurement and public works bidding regulations and policies to bring items forward and then uses contract management best practices to ensure desired outcomes and regulatory compliance.

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	$ 20,000 (est.)
Current Year Cost	$ 10,000
Subsequent Year(s) Cost	$ 10,000

Narrative

Amount		**Budget Account**
Expense	$ 20,000.00	# 3200-95165-953000-56501-86122
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Program Revenue

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	BULLER, DAN	**ACCOUNTING -**	BROWN, SKYLER
Division Director	AVERYT, CHRIS	**PURCHASING**	NECHANICKY, JASON
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List	
Renee Whitesell (rwhitesell@dowl.com)	eraea@spokanecity.org
publicworksaccounting@spokanecity.org	dbuller@spokanecity.org
jradams@spokanecity.org	mvallen@spokanecity.org
pyoung@spokanecity.org	tax&licenses@spokanecity.org

Washington State Department of Transportation

Supplemental Agreement Number 2	Organization and Address DOWL, LLC 707 W. Main Ave., Suite B1, Spokane, WA 99201 Phone: (206) 946-8593	
Original Agreement Number LA10646		
Project Number 2022069	Execution Date 10/6/2025	Completion Date 10/31/2027
Project Title Pacific Avenue Greenway - Howard to Sherman 2022069	New Maximum Amount Payable $227,635.05	
Description of Work Amending Dowl's contract to include construction phase assistance.		

The Local Agency of City of Spokane, Engineering Services Department
desires to supplement the agreement entered in to with DOWL, LLC
and executed on October 6, 2025 and identified as Agreement No. LA10646
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
Additional changes to the contract will add construction phase assistance.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: December 31, 2026 to October 31, 2027

III

Section V, PAYMENT, shall be amended as follows:
Additional funds of $20,000 are required to complete Task.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By:_____ By:_____

Consultant Signature

Approving Authority Signature

Date

DOT Form 140-063
Revised 09/2005

Exhibit "A"
Summary of Payments

	Basic Agreement	Supplement #1	Total
Direct Salary Cost			
Overhead (Including Payroll Additives)			
Direct Non-Salary Costs			
Fixed Fee			
Total			

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/30/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER
Parker Smith & Feek Insurance LLC
10400 NE 4th St
Suite 900
Bellevue WA 98004-5174

CONTACT NAME: IMA Certificate Team
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS: certificates@imacorp.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Charter Oak Fire Insurance Company	25615
INSURER B : The Travelers Indemnity Company	25658
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
DOWL, LLC
5015 Business Park Blvd, Suite 4000
Anchorage, AK 99503

COVERAGES **CERTIFICATE NUMBER:** 651188501 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y	Y	6305W324780COF26	5/1/2026	5/1/2027	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY	Y	Y	8105W3264352643G	5/1/2026	5/1/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED [ ] RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A	Y	UBB37971682643G	5/1/2026	5/1/2027	X PER STATUTE X OTH-ER	WA & WY Stop Gap
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Project Number: 2071.15246.01; Project Name: Pacific Avenue Greenway Phase 1 Design. City of Spokane and all other parties required by the contract are included as Additional Insured on the General Liability and Automobile Liability Policies, if required by written contract or agreement, subject to the policy terms and conditions. This Insurance is Primary & Non-Contributory on the General Liability and Automobile Liability Policies, if required by written contract or agreement, subject to the policy terms and conditions. A Waiver of Subrogation is provided in favor of the Certificate Holder and all other parties required by the contract on the General Liability, Automobile Liability and Workers Compensation Policies, if required by written contract or agreement, subject to the policy terms and conditions. General Liability, Automobile Liability and Workers Compensation Coverages includes 30 day notice of cancellation, subject to the terms and conditions of the policy.

CERTIFICATE HOLDER

City of Spokane
808 W. Spokane Falls Blvd
Spokane WA 99207

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Brett Wessen

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territories and possessions, Puerto Rico and Canada.

You agree to maintain all required or compulsory insurance in any such country up to the minimum limits required by local law. Your failure to comply with compulsory insurance requirements will not invalidate the coverage afforded by this policy, but we will only be liable to the same extent we would have been liable had you complied with the compulsory insurance requirements.

(4) It is understood that we are not an admitted or authorized insurer outside the United States of America, its territories and possessions, Puerto Rico and Canada. We assume no responsibility for the furnishing of certificates of insurance, or for compliance in any way with the laws of other countries relating to insurance.

G. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph **D., Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

H. HIRED AUTO PHYSICAL DAMAGE – LOSS OF USE – INCREASED LIMIT

The following replaces the last sentence of Paragraph **A.4.b., Loss Of Use Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

However, the most we will pay for any expenses for loss of use is $65 per day, to a maximum of $750 for any one "accident".

I. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph **A.4.a., Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to $50 per day to a maximum of $1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

J. PERSONAL EFFECTS

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Effects

We will pay up to $400 for "loss" to wearing apparel and other personal effects which are:

(1) Owned by an "insured"; and

(2) In or on your covered "auto".

This coverage applies only in the event of a total theft of your covered "auto".

No deductibles apply to this Personal Effects coverage.

K. AIRBAGS

The following is added to Paragraph **B.3., Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;

b. The airbags are not covered under any warranty; and

c. The airbags were not intentionally inflated.

We will pay up to a maximum of $1,000 for any one "loss".

L. NOTICE AND KNOWLEDGE OF ACCIDENT OR LOSS

The following is added to Paragraph **A.2.a.**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

Your duty to give us or our authorized representative prompt notice of the "accident" or "loss" applies only when the "accident" or "loss" is known to:

(a) You (if you are an individual);

(b) A partner (if you are a partnership);

(c) A member (if you are a limited liability company);

(d) An executive officer, director or insurance manager (if you are a corporation or other organization); or

(e) Any "employee" authorized by you to give notice of the "accident" or "loss".

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

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5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract signed and executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

N. UNINTENTIONAL ERRORS OR OMISSIONS

The following is added to Paragraph **B.2.**, **Concealment, Misrepresentation, Or Fraud**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

The unintentional omission of, or unintentional error in, any information given by you shall not prejudice your rights under this insurance. However this provision does not affect our right to collect additional premium or exercise our right of cancellation or non-renewal.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 30

PERSON OR ORGANIZATION: ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED – PRIMARY AND NON-CONTRIBUTORY WITH OTHER INSURANCE

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

PROVISIONS

1. The following is added to Paragraph **A.1.c., Who Is An Insured**, of **SECTION II – LIABILITY COVERAGE**:

   This includes any person or organization who you are required under a written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to name as an additional insured for Liability Coverage, but only for damages to which this insurance applies and only to the extent of that person's or organization's liability for the conduct of another "insured".

2. The following is added to Paragraph **B.5., Other Insurance** of **SECTION IV – BUSINESS AUTO CONDITIONS**:

   Regardless of the provisions of paragraph **a.** and paragraph **d.** of this part **5. Other Insurance,** this insurance is primary to and non-contributory with applicable other insurance under which an additional insured person or organization is the first named insured when the written contract or agreement between you and that person or organization, that is signed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, requires this insurance to be primary and non-contributory.

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c. **Method Of Sharing**

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. **Primary And Non-Contributory Insurance If Required By Written Contract**

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

(1) The "bodily injury" or "property damage" for which coverage is sought occurs; and

(2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

5. **Premium Audit**

a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.

b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.

c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. **Representations**

By accepting this policy, you agree:

a. The statements in the Declarations are accurate and complete;

b. Those statements are based upon representations you made to us; and

c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. **Separation Of Insureds**

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

a. As if each Named Insured were the only Named Insured; and

b. Separately to each insured against whom claim is made or "suit" is brought.

8. **Transfer Of Rights Of Recovery Against Others To Us**

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. **When We Do Not Renew**

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V – DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:

a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and

b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

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Wichita
PO Box 2992
Wichita, KS 67201

3058 3 AMF 2.023

CITY OF SPOKANE
808 W SPOKANE FALLS BLVD
SPOKANE, WA 99201-3301

3058

STATE OF WASHINGTON

BUSINESS LICENSE

Issue Date: Apr 10, 2026

Limited Liability Company

Unified Business ID #: 601945967
Business ID #: 001
Location: 0001
Expires: Apr 30, 2027

DOWL, LLC
DOWL
STE 300
15325 SE 30TH PL
BELLEVUE WA 98007-6538

UNEMPLOYMENT INSURANCE - ACTIVE

INDUSTRIAL INSURANCE - ACTIVE

TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:

- BATTLE GROUND GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- PASCO GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- PUYALLUP GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- CHEHALIS GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- KIRKLAND GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- RIDGEFIELD GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- ANACORTES GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- DUVALL GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- GIG HARBOR GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- ISSAQUAH GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- MAPLE VALLEY GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- OLYMPIA GENERAL BUSINESS - NON-RESIDENT #44983 - ACTIVE
- SAMMAMISH GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- SPOKANE VALLEY GENERAL BUSINESS - NON-RESIDENT - ACTIVE

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

John Ryser
Director, Department of Revenue

STATE OF WASHINGTON

UBI: 601945967 001 0001

Expires: Apr 30, 2027

DOWL, LLC
DOWL
STE 300
15325 SE 30TH PL
BELLEVUE WA 98007-6538

FOLD HERE

UNEMPLOYMENT INSURANCE - ACTIVE
INDUSTRIAL INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE
BATTLE GROUND GENERAL BUSINESS - NON-RESIDENT - ACTIVE
PASCO GENERAL BUSINESS - NON-RESIDENT - ACTIVE
PUYALLUP GENERAL BUSINESS - NON-RESIDENT - ACTIVE
CHEHALIS GENERAL BUSINESS - NON-RESIDENT - ACTIVE
KIRKLAND GENERAL BUSINESS - NON-RESIDENT - ACTIVE

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John Ryser
Director, Department of Revenue

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DOWL, LLC
DOWL
STE 300
15325 SE 30TH PL
BELLEVUE WA 98007-6538

CITY/COUNTY ENDORSEMENTS:

SUMNER GENERAL BUSINESS - NON-RESIDENT - ACTIVE
WASHOUGAL GENERAL BUSINESS - NON-RESIDENT - ACTIVE
EPHRATA GENERAL BUSINESS - NON-RESIDENT - ACTIVE
SPOKANE GENERAL BUSINESS - NON-RESIDENT - ACTIVE
SEATAC GENERAL BUSINESS - NON-RESIDENT - ACTIVE
LYNNWOOD GENERAL BUSINESS - NON-RESIDENT - ACTIVE
CAMAS GENERAL BUSINESS - NON-RESIDENT - ACTIVE
LA CENTER GENERAL BUSINESS - NON-RESIDENT - ACTIVE
YAKIMA GENERAL BUSINESS - NON-RESIDENT - ACTIVE
STEVENSON GENERAL BUSINESS - NON-RESIDENT - ACTIVE
REDMOND GENERAL BUSINESS - NON-RESIDENT #RED99-000023 - ACTIVE
BREMERTON GENERAL BUSINESS - NON-RESIDENT #38907 - ACTIVE
ARLINGTON GENERAL BUSINESS - NON-RESIDENT - ACTIVE
BOTHELL GENERAL BUSINESS - NON-RESIDENT - ACTIVE
AUBURN GENERAL BUSINESS - NON-RESIDENT #BUS-37773 - ACTIVE
SNOQUALMIE GENERAL BUSINESS - NON-RESIDENT - ACTIVE

LICENSING RESTRICTIONS:

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

John Ryser
Director, Department of Revenue

STATE OF WASHINGTON

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CHEHALIS GENERAL BUSINESS - NON-RESIDENT - ACTIVE
KIRKLAND GENERAL BUSINESS - NON-RESIDENT - ACTIVE

John Ryser
Director, Department of Revenue

STATE OF WASHINGTON

BUSINESS LICENSE

Issue Date: Apr 10, 2026

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Unified Business ID #: 601945967
Business ID #: 001
Location: 0001
Expires: Apr 30, 2027

DOWL, LLC
DOWL
STE 300
15325 SE 30TH PL
BELLEVUE WA 98007-6538

No person, or business, or those under their control, shall cause or allow the discharge of unauthorized pollutants (e.g. chemicals, oils, detergents, or wastewater) into a City of Redmond storm water drainage system, surface water bodies or groundwater.

Not licensed to hire minors without a Minor Work Permit.

REGISTERED TRADE NAMES:

DOWL

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

John Ryser
Director, Department of Revenue

UBI: 601945967 001 0001

DOWL, LLC
DOWL
STE 300
15325 SE 30TH PL
BELLEVUE WA 98007-6538

FOLD HERE

STATE OF WASHINGTON

FOLD HERE

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BATTLE GROUND GENERAL BUSINESS - NON-RESIDENT - ACTIVE
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CHEHALIS GENERAL BUSINESS - NON-RESIDENT - ACTIVE
KIRKLAND GENERAL BUSINESS - NON-RESIDENT - ACTIVE

Expires: Apr 30, 2027

John Ryser
Director, Department of Revenue

IMPORTANT!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE POSTING THIS LICENSE

General Information

Post this Business License in a visible location at your place of business.

If you were issued a Business License previously, **destroy the old one and post this one in its place.**

Login to My DOR at dor.wa.gov if you need to make changes to your business name, location, mailing address, telephone number, or business ownership.

Telephone: 360-705-6741

Endorsements

All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees.

If there is no expiration date, the endorsements remain active as long as you continue required reporting. Tax Registration, Unemployment Insurance, and Industrial Insurance endorsements require you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

For assistance or to request this document in an alternate format, visit http://business.wa.gov/BLS or call (360) 705-6741. Teletype (TTY) users may use the Washington Relay Service by calling 711.

City of Spokane
Pacific Avenue Greenway
Phase 1: Design
EXHIBIT A: SCOPE OF WORK – Amendment 2

This project will be completed under the Professional Services Agreement between the City of Spokane (CITY) and DOWL, LLC. (CONSULTANT), for the Pacific Avenue Greenway Project.

Contents

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II. PROJECT FEE ESTIMATE 2

III. PROJECT SCHEDULE 2

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4. 10% Concept Alternatives and Estimates 4
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6. Stormwater Design 4
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8. Public Involvement 4
9. Utility Coordination 4
10. 50% Design Submittal 4
11. Environmental Services 4
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13. 90% Design Submittal 4
14. Final (100%) Design Submittal 4
15. Bidding Support 4
16. [New Task] Construction Support 5

Exhibit A: Scope of Work – Amendment 2
City of Spokane
Pacific Avenue Greenway

I. PROJECT DESCRIPTION

This project includes the design of Neighborhood Greenway measures on Pacific Avenue, between S Washington Street and S Sherman Street. Project elements will include the following:

Pacific Avenue Greenway Design Amendment 2:

Amendment 2 consists of the additional support to be provided during construction.

II. PROJECT FEE ESTIMATE

Amendment 2: The CONSULTANT fee estimate is included as Exhibit A-1.

III. PROJECT SCHEDULE

Amendment 2: Amendment 2 schedule is dependent on the construction schedule developed by the CONTRACTOR.

IV. DEFINITIONS

Project: Pacific Avenue Greenway Phase 1 Design – City of Spokane
CONSULTANT: DOWL
CITY: City of Spokane
Sub(s), Subconsultant; DKS Associates, Apex Engineering, GeoEngineers, Universal Field Services
Project Team: Consists of the CITY, CONSULTANT, and Subs

V. STANDARDS / DESIGN REFERENCES

Amendment 2: No changes at this time.

VI. SCOPE OF SERVICES

1. Project Management

1.1 General Project Management

Amendment 2: No changes at this time.

1.2 Project Management Plan (PMP).

Amendment 2: No changes at this time.

1.3 Project Schedule and Updates.

Amendment 2: No changes at this time.

1.4 Monthly Progress Reports and Invoices.

The CONSULTANT will prepare a monthly progress report and invoice for the duration of the contract, including the following:

Invoice

a) Invoice will include prime and subconsultant backup.
b) Invoice will be broken out to major task level (i.e. Task 1.0, 2.0, etc).

Progress Report

a) Billing Period, Invoice Number, Spokane Contract #, DOWL Contract #, Project Name
b) Summary of activities performed during billing period.
c) Potential/anticipated out-of-scope work.
d) Potential/anticipated schedule changes or impacts.
e) Issues to be resolved.
f) Cost Information Report
   - Budget per task.
   - Percent complete per task.
   - Budget expended per task.
   - Amount remaining per task.

Assumptions/Exclusions:

a) One (1) invoice and one (1) progress report will be prepared per month.

CITY Responsibilities:

a) Review monthly invoice and progress report and notify CONSULTANT of any issues.

Deliverables:

Monthly Invoice	PDF via email
Monthly Progress Report	PDF via email

Amendment 1: 2 hours per month allotted for monthly progress reports and invoices for additional project schedule.

1.5 Meetings.

Amendment 2: No changes at this time.

2. Topographic Survey

Amendment 2: No changes at this time.

3. Geotechnical Services

Amendment 2: No changes at this time.

4. 10% Concept Alternatives and Estimates

Amendment 2: No changes at this time.

5. Traffic Engineering Design

Amendment 2: No changes at this time.

6. Stormwater Design

Amendment 2: No changes at this time.

7. Landscape Architecture

Amendment 2: No changes at this time.

8. Public Involvement

Amendment 2: No changes at this time.

9. Utility Coordination

Amendment 2: No changes at this time.

10. 50% Design Submittal

Amendment 2: No changes at this time.

11. Environmental Services

Amendment 2: No changes at this time.

12. Right-of-Way Services [Contingency Task]

Amendment 2: No changes at this time.

13. 90% Design Submittal

Amendment 2: No changes at this time.

14. Final (100%) Design Submittal

Amendment 2: No changes at this time.

15. Bidding Support

Amendment 2: No changes at this time.

16. [New Task] Construction Support

Construction Support for the project construction phase will include field visits and consultant review of contractor submittals and RFIs.

Preparation of as-built drawings is not included in Construction Support at this time.

Construction support services are assumed for a duration of 68 working days as set forth in Section 1-08.5 of the 2022069 SPEC Pacific Avenue Greenway bid document. Services required beyond this duration are not included in this scope and will require an addendum.

The CONSULTANT will provide the CITY with construction support, as follows:

16.1 Field Visits

The CONSULTANT Engineer of Record and Project Manager will attend up to four (4) field visits as needed on site.

Assumptions/Exclusions:

a) A field visit is assumed as no more than 2 hours in length.
b) The CITY and the CONTRACTOR will coordinate when field visits are needed from the CONSULTANT.
c) Field visits are for observation and consultation only. Written reports, meeting minutes, punchlists, and inspection documentation are not included unless specifically requested.
d) The CONSULTANT will not provide full-time inspection or resident engineering services, including tasks such as:
    a. Construction staking or survey verification
    b. Materials testing or quality assurance testing
    c. Enforcement of safety requirements or contractor compliance
e) No travel expenses are included for field visits.

16.2 Contractor Submittal Review and RFIs

The CONSULTANT will review contractor submittals for general conformance with contract documents and provide information in response to contractor submitted requests for information. The Professional of Record will review up to five (5) contractor submittals and ten (10) RFIs with minor assistance from support staff.

Assumptions/Exclusions:

a) This task assumes up to four (4) hours per submittal review cycle and four (4) hours per RFI review.
b) One submittal review and one resubmittal review are included for each contractor submittal; additional review cycles are not included in this scope and will require an addendum.
c) RFI responses requiring redesign, revised calculations, plan revisions, utility coordination, or evaluation of differing site conditions are not included in this scope and will require an addendum.
d) Minor clarifications of design intent are included in this scope. Revisions to curb ramp design, sidewalk grading, driveway grading, signal/RRFB design, or ADA compliance modifications required by field conditions are excluded.

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/22/2026		
Clerk's File #	OPR 2025-0520		
Cross Ref #			
Project #			
Submitting Dept	CITY ATTORNEY	**Bid #**	
Contact Name/Phone	ELIZABETH 6232	**Requisition #**	PAID VIA CLAIMS
Contact E-Mail	ESCHOEDEL@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	BWILKERSON KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	OUTSIDE COUNSEL CONTRACT AMENDMENT		

Agenda Wording

Amendment to contract with Brendan Winslow-Nason and John Cadagan with the Law Firm Gordon Tilden Thomas & Cordell, LLP., Seattle, Washington for services in the litigation matter Insurance Company of the State of Pennsylvania v. City of Spokane. Increase of $75,000.00 for a total contract amount of $275,000.00.

Summary (Background)

The City entered into a contract with the above stated Law Firm for outside legal counsel and services regarding review of the City's Insurance Policies and Litigation Services regarding the lawsuit Insurance Company of the State of Pennsylvania v. City of Spokane. Additional funds are required for continued services.

What impacts would the proposal have on historically excluded communities?

N/A

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

N/A

Council Subcommittee Review

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 275,000.00
Current Year Cost	$ 175,000.00
Subsequent Year(s) Cost	$ 100,000.00

Narrative

Amount		Budget Account
Expense	$ 75,000.00	# RISK- CLAIMS
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		Additional Approvals	
Dept Head	SCHOEDEL, ELIZABETH	**PURCHASING**	NECHANICKY, JASON
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

Bwinslow-Nason@gordontilden.com	eschoedel@spokanecity.org
mpiccolo@spokanecity.org	mfeist@spokanecity.org
zach.ray@us.davies-group.com	rhulvey@spokanecity.org
ddaniels@spokanecity.org	shenry@spokanecity.org

City Clerk's No. OPR 2025-0520

City of Spokane

CONTRACT AMENDMENT

OUTSIDE COUNSEL

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), **BRENDAN WINSLOW-NASON AND JOHN CADAGAN, ATTORNEYS WITH GORDON TILDEN THOMAS & CORDELL, LLP**, whose address is 600 University Street, Suite 2915, Seattle, Washington 98101, as ("Firm"), individually a “Party”, and together referenced as the “Parties”.

WHEREAS, the Parties entered into a Contract wherein the Firm agreed to provide Support and Litigation Services As-Needed regarding review of the City’s Insurance Policies and including Litigation Support for the Insurance Company of the State of Pennsylvania v. City of Spokane “Declaratory Judgment Action) filed August 28, 2025, and

WHEREAS, additional funds are necessary, thus the original Contract needs to be formally Amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract dated June 30, 2025, and July 8, 2025, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.
This Contract Amendment shall become effective on June 1, 2026.

4. COMPENSATION.
The City shall pay an additional amount not to exceed **SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS ($75,000.00)**, for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **TWO HUNDRED SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS ($275,000.00)**.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

GORDON TILDEN THOMAS & CORDELL, LLP

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

CITY OF SPOKANE

By_____
Signature Date

_____
Type or Print Name

_____
Title

Approved as to form:

_____
Assistant City Attorney

U26-086

Washington State Department of Revenue

Business Lookup

License Information:

New search Back to results

Entity name: GORDON TILDEN THOMAS & CORDELL LLP

Business name: GORDON TILDEN THOMAS & CORDELL LLP

Entity type: Limited Liability Partnership

UBI #: 601-717-877

Business ID: 001

Location ID: 0003

Location: Active

Location address:
421 W RIVERSIDE AVE
STE 614
SPOKANE WA 99201-0402

Mailing address:
600 UNIVERSITY ST
STE 2915
SEATTLE WA 98101-4172

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this location	License #	Count	Details	Status	Expiration date	First issuance date
Spokane General Business				Active	Jan-31-2027	Jul-26-2023

Owners and officers on file with the Department of Revenue

Owners and officers	Title
CORDELL, FRANKLIN D	
THOMAS, JEFFREY M	

Registered Trade Names

Registered trade names	Status	First issued
GORDON TILDEN THOMAS & CORDELL LLP	Active	Jun-15-2007

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 7/22/2026 2:38:34 PM

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GORDTIL-01 TMURPHY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/9/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hub International Northwest LLC
PO Box 3018
Bothell, WA 98041

CONTACT NAME:
PHONE (A/C, No, Ext): (425) 489-4500 FAX (A/C, No): (425) 485-8489
E-MAIL ADDRESS: now.info@hubinternational.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B : Markel American Insurance Company	28932
INSURER C : Old Republic Insurance Company	24147
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Gordon Tilden Thomas & Cordell LLP
600 University Street, Suite 2915
Seattle, WA 98101

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR			4025222764	10/1/2025	10/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	X OTHER: Primary E&O						Per Claim/Agg	$ 5,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
B	Excess Prof Liab			MKLM5XLA000023	10/1/2025	10/1/2026	Each Claim/Aggregate	5,000,000
C	Excess Prof Liab			ORPRO2110001324	10/1/2025	10/1/2026	Each Claim/Aggregate	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance -

Primary Professional Liability: Continental Casualty Company (CNA) - $5,000,000 Per Occurrence/ $5,000,000 Aggregate - $25,000 Deductible per claim
Excess Professional Liability: Markel American Insurance Company - $5,000,000 Per Occurrence/ $5,000,000 Aggregate
Excess Professional Liability: Old Republic Insurance Company - $5,000,000 Per Occurrence/ $5,000,000 Aggregate
Excess Professional Liabilty: Berkley Insurance Company - $5,000,000 Per Occurrence/ $5,000,000 Aggregate
(Total Professional Liability Limit is: $20,000,000 Per Occurrence/$20,000,000 Aggregate - $25,000 Deductible per claim)

CERTIFICATE HOLDER

City of Spokane
808 W. Spokane Falls Blvd
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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GORDTIL-01 TMURPHY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/3/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER	CONTACT NAME:	
Hub International Northwest LLC PO Box 3018 Bothell, WA 98041	PHONE (A/C, No, Ext): (425) 489-4500	FAX (A/C, No): (425) 485-8489
	E-MAIL ADDRESS: now.info@hubinternational.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Travelers Indemnity Company of Connecticut	25682
INSURER B : Travelers Property Casualty Company of America	25674
INSURER C : QBE Specialty Insurance	11515
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Gordon Tilden Thomas & Cordell LLP
600 University Street, Suite 2915
Seattle, WA 98101

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			6809640N728	10/1/2025	10/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 5,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY X $100 Comp X $500 Coll			BA9641M188	10/1/2025	10/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Hired Auto PD	$ 1,000,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 5,000			CUP9641N288	10/1/2025	10/1/2026	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		6809640N728	10/1/2025	10/1/2026	PER STATUTE X OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Cyber/Privacy/Networ			CEL-P001-9136296671-01	10/1/2025	10/1/2026	Aggregate Limit	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance.

CERTIFICATE HOLDER

To Whom It May Concern

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/22/2026
Clerk's File #	OPR 2025-0518
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY ATTORNEY
Contact Name/Phone	ELIZABETH 6232
Contact E-Mail	ESCHOEDEL@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Council Sponsor(s)	BWILKERSON KKLITZKE
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	OUTSIDE COUNSEL CONTRACT AMENDMENT

Agenda Wording

Amendment to contract with Jenna Mandell-Rice with the Law Firm Van Ness Feldman LLP, Seattle, Washington for services regarding the Upriver Dam FERC relicensing. Increase of $50,000.00 for a total contract amount of $100,000.00

Summary (Background)

The City entered into a contract with the above state Attorney and Law Firm for outside counsel and services regarding the Upriver Dam FERC Relicensing. Additional funds are required for continued services.

What impacts would the proposal have on historically excluded communities?

N/A

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

N/A

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

N/A

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

N/A

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	**$** 100,000.00
Current Year Cost	**$** 50,000.00
Subsequent Year(s) Cost	**$** 50,000.00

Narrative

Amount		**Budget Account**
Expense	**$** 50,000.00	**#** 4100-42460-34148-54201-15716
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	One-Time
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	One-Time

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	SCHOEDEL, ELIZABETH		
Division Director			
Accounting Manager	ALBIN-MOORE, ANGELA		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List	
jrm"@vnf.com	eschoedel@spokanecity.org
mfeist@spokanecity.org	rhulvey@spokanecity.org
rhenshaw@spokanecity.org	jlmeyer@spokanecity.org

City Clerk's No. OPR 2025-0518

City of Spokane

CONTRACT AMENDMENT

OUTSIDE COUNSEL

THIS CONTRACT AMENDMENT is between the CITY OF SPOKANE, a Washington State municipal corporation, as ("City"), and **JENNA MANDELL-RICE with the LAW FIRM VAN NESS FELDMAN, LLP.**, whose address is 1191 Second Avenue, Suite 1800, Seattle, Washington 98101, as ("Firm"), Individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the Parties entered into a Contract wherein the Firm agreed to act as Outside Counsel providing Legal Services, Consultation, Strategy, and Advice regarding the Upriver Dam Relicensing, consistent with applicable laws and this Contract; and

WHEREAS, additional funds are necessary, thus the original Contract needs to be formally Amended by this written document; and

-- NOW, THEREFORE, in consideration of these terms, the Parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The original Contract, dated July 11, 2025, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.
This Contract Amendment shall become effective June 1, 2026.

3. COMPENSATION.
The City shall pay an additional amount not to exceed **FIFTY THOUSAND AND NO/100 DOLLARS ($50,000.00)** as full compensation for everything furnished and done under this Contract Amendment. The total amount under the original Contract, any subsequent amendments, and this Contract Amendment is **ONE HUNDRED THOUSAND AND NO/100 DOLLARS ($100,000.00)**.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

VAN NESS FELDMAN, LLP.

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

CITY OF SPOKANE

By_____
Signature Date

_____
Type or Print Name

_____
Title

Approved as to form:

_____
Assistant City Attorney

U26-087a

License Information:

New search Back to results

Entity name: VAN NESS FELDMAN, LLP

Business name: VAN NESS FELDMAN, LLP

Entity type: Limited Liability Partnership

UBI #: 601-205-853

Business ID: 001

Location ID: 0006

Location: Active

Location address:
1191 2ND AVE
STE 1800
SEATTLE WA 98101-2996

Mailing address:
2000 PENNSYLVANIA AVE NW
STE 6000
WASHINGTON DC 20006-1999

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Endorsements held at this lo	License #	Count	Details	Status	Expiration da	First issuance
Bellingham General Business	033106			Active		Dec-12-2005
Issaquah General Business - Non-Resident				Active	Nov-30-2026	Sep-23-2018
Olympia General Business - Non-Resident	19586			Active	Nov-30-2026	Feb-01-2020
Snohomish General Business - Non-Resident	2523			Active	Nov-30-2026	Aug-18-2016
Snoqualmie General Business - Non-Resident	018480			Active	Nov-30-2026	Sep-18-2023
Spokane General Business - Non-Resident	T12114742BL			Active	Nov-30-2026	Oct-15-2012
Sumner General Business - Non-Resident				Active	Nov-30-2026	May-10-2016

Owners and officers on file with the Department of Revenue

Owners and officers	Title
BUCHOVECKY, JOHN	

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 2/10/2026 8:55:00 AM

Contact us

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Client#: 40157 VANNES

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/14/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER	CONTACT NAME: Darlene Hall	
CBIZ Insurance Services, Inc. 44 Baltimore Street Cumberland, MD 21502	PHONE (A/C, No, Ext): 443-259-3263	FAX (A/C, No):
	E-MAIL ADDRESS: dahall@cbiz.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Chubb National Insurance Company	10052
INSURED Van Ness Feldman, LLP 2000 Pennsylvania Ave. NW, Suite 6000 Washington, DC 20006	INSURER B : Federal Insurance Company	20281
	INSURER C : Travelers Casualty & Surety Co of Am.	31194
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT X LOC OTHER:	X	X	D03325842	10/01/2025	10/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $1,000,000 $15,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	X	X	73655426	10/01/2025	10/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $None			56731288	10/01/2025	10/01/2026	EACH OCCURRENCE AGGREGATE	$15,000,000 $15,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		71845162	10/01/2025	10/01/2026	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$1,000,000 $1,000,000 $1,000,000
C	Cyber			106384541	10/01/2025	10/01/2026	$3Mil subject to $15K	
C	Crime			106384541	10/01/2025	10/01/2026	$500,0000; $25,000 Ded	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Spokane is considered additional insureds on the General Liability policy. This applies only to the operations performed by the named insured as required and agreed to by contract or agreement.

RECEIVED
OCT 21 2025
OFFICE OF THE CITY ATTORNEY

CERTIFICATE HOLDER

City of Spokane
Office of the City Attorney
c/o Rose Hulvey
808 W. Spokane Falls Boulevard
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
CBIZ Insurance Services, Inc.

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0PSD

VANNESS-06 SMILLER4

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER License # 2060346 Hub International Mid Atlantic 3290 North Ridge Road Suite 300 Ellicott City, MD 21043	CONTACT NAME: Susan Miller PHONE (A/C, No, Ext): (443) 973-3393 FAX (A/C, No): E-MAIL ADDRESS: susan.miller1@hubinternational.com
INSURED Van Ness Feldman, LLP 2000 Pennsylvania Avenue Suite 6000 Washington, DC 20006	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Continental Casualty Company — 20443 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Lawyers Prof Liab			132885921	1/25/2026	1/25/2027	Each Claim	10,000,000
A	Lawyers Prof Liab			132885921	1/25/2026	1/25/2027	Aggregate	10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Deductible: $500,000 Each Claim / $1,000,000 Aggregate $100,000 Maintenance Deductible

Additional Location: 1191 Second Avenue, Suite 1800, Seattle, WA 98101-2996

CERTIFICATE HOLDER

City of Spokane
Office of the City Attorney
c/o Rose Hulvey
808 W. Spokane Falls Boulevard
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/17/2026		
Clerk's File #	OPR 2024-0835		
Cross Ref #			
Project #			
Submitting Dept	CITY ATTORNEY	**Bid #**	
Contact Name/Phone	MICHAEL 6237	**Requisition #**	CR28792
Contact E-Mail	MPICCOLO@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	OUTSIDE COUNSEL CONTRACT AMENDMENT		

Agenda Wording

Outside Counsel Amendment with Bryan Cave Leighton Paisner, LLP, St. Louis, MO. for Legal Services in the matter of Currie v. City of Spokane. This amendment will increase the contract by $100,000 for a total of $250,000.

Summary (Background)

This is a lawsuit against the City alleging constitutional violations of the rights of unhoused individuals pursuant to several SMC sections. The SMC sections have been amended at this time, but the litigation continues.

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	
Total Cost	**$** 100,000
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Expense	**$** 100,000	**#** 0020-88100-18900-54105-9999
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	One-Time
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	SCHOEDEL, ELIZABETH	**PURCHASING**	NECHANICKY, JASON
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

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sdhansen@spokanecity.org	deigler@spokanecity.org
rhulvey@spokanecity.org	ywang@spokanecity.org

City Clerk's No. OPR 2024-0835

City of Spokane

CONTRACT AMENDMENT
OUTSIDE COUNSEL

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), **BRYAN CAVE LEIGHTON PAISNER LLP.**, whose address is 211 North Broadway, Suite 3600, Saint Louis, Missouri 63102-2726, as ("Firm"), individually hereafter referenced as a "Party", and together referenced as the "Parties".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to act as Outside Special Counsel providing legal services and advice to the City regarding the matter of **Currie, et. al., v. City of Spokane, et. al.,** Spokane County Superior Court Cause No. 24-2-03708-32, consistent with applicable laws and this Contract; and

WHEREAS, additional funds are required, thus the original Contract needs to be formally Amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract dated September 20, 2024, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.
This Contract Amendment shall become effective on June 1, 2026.

4. COMPENSATION.
The City shall pay an additional amount not to exceed **ONE HUNDRED THOUSAND AND NO/100 DOLLARS ($100,000.00)**, for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **TWO HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS ($250,000.00)**.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

BRYAN CAVE LEIGHTON PAISNER LLP

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

CITY OF SPOKANE

By_____
Signature Date

_____
Type or Print Name

_____
Title

Approved as to form:

_____
Assistant City Attorney

26-193a

STATE OF WASHINGTON

BUSINESS LICENSE

Issue Date: Apr 17, 2026

Limited Liability Partnership

Unified Business ID #: 605176443
Business ID #: 001
Location: 0001
Expires: Apr 30, 2027

BRYAN CAVE LEIGHTON PAISNER LLP
STE 3600
211 N BROADWAY
SAINT LOUIS MO 63102-2726

UNEMPLOYMENT INSURANCE - ACTIVE

INDUSTRIAL INSURANCE - ACTIVE

TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:

SPOKANE GENERAL BUSINESS - NON-RESIDENT - ACTIVE

LICENSING RESTRICTIONS:

Not licensed to hire minors without a Minor Work Permit.

PARTNERS:

PHILIP WRIGHT

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

John Ryser
Director, Department of Revenue

FOLD HERE

STATE OF WASHINGTON

FOLD HERE

UBI: 605176443 001 0001

Expires: Apr 30, 2027

BRYAN CAVE LEIGHTON PAISNER LLP
STE 3600
211 N BROADWAY
SAINT LOUIS MO 63102-2726

UNEMPLOYMENT INSURANCE - ACTIVE
INDUSTRIAL INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE
SPOKANE GENERAL BUSINESS - NON-RESIDENT - ACTIVE

John Ryser
Director, Department of Revenue

IMPORTANT!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE POSTING THIS LICENSE

General Information

Post this Business License in a visible location at your place of business.

If you were issued a Business License previously, **destroy the old one and post this one in its place.**

Login to My DOR at dor.wa.gov if you need to make changes to your business name, location, mailing address, telephone number, or business ownership.

Telephone: 360-705-6741

Endorsements

All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees.

If there is no expiration date, the endorsements remain active as long as you continue required reporting. Tax Registration, Unemployment Insurance, and Industrial Insurance endorsements require you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

For assistance or to request this document in an alternate format, visit http://business.wa.gov/BLS or call (360) 705-6741. Teletype (TTY) users may use the Washington Relay Service by calling 711.

ALAS
Attorneys' Liability Assurance Society

December 29, 2025

Bryan Cave Leighton Paisner LLP
One Metropolitan Square
211 North Broadway
St. Louis, MO 63102-2750

To Whom It May Concern:

CONFIRMATION OF INSURANCE

We hereby confirm that Bryan Cave Leighton Paisner LLP has Professional Liability Coverage under Policy LPL-1963-2026 with limits of liability not less than $25,000,000 per claim and $25,000,000 in the aggregate with the right, under stated conditions, to purchase extended reporting rights upon termination of such Policy by ALAS.

The Policy effective date is from January 1, 2026 to January 1, 2027.

Such Policy is subject to the terms, conditions, limitations and exclusions stated therein.

ATTORNEYS' LIABILITY ASSURANCE SOCIETY LTD.,
A RISK RETENTION GROUP

By: Nancy Montroy Date: 12/29/2025
Nancy J. Montroy
Vice President – Director of Underwriting

10 South Riverside Plaza
Suite 1100
Chicago, IL 60606
312.697.6900 tel
312.697.6901 fax
alas.com

CERTIFICATE OF LIABILITY INSURANCE

5/1/2027

DATE (MM/DD/YYYY): 5/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED 1450328 BRYAN CAVE LEIGHTON PAISNER LLP 211 N BROADWAY #3600 ONE METROPOLITAN SQUARE SAINT LOUIS MO 63102	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Great Northern Insurance Company — 20303 INSURER B : Federal Insurance Company — 20281 INSURER C : Chubb National Insurance Company — 10052 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 21809643 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] X HOST LIQUOR LIAB. X $1M EBL GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [ ] LOC [X] OTHER:	Y	N	3598-7725	5/1/2026	5/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ Included $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	N	N	7358-1424	5/1/2026	5/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
B	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $	N	N	7989-1921	5/1/2026	5/1/2027	EACH OCCURRENCE AGGREGATE SIR	$ 25,000,000 $ 25,000,000 $ XXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below		N	7175-5475	5/1/2026	5/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.

CITY OF SPOKANE IS AN ADDITIONAL INSURED ON GENERAL LIABILITY, IF REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY. FOR CANCELLATION FOR ANY REASON OTHER THAN NONPAYMENT OF PREMIUM, THE INSURER(S) WILL SEND 30 DAYS NOTICE OF CANCELLATION TO THE CERTIFICATE HOLDER.

CERTIFICATE HOLDER

21809643
City of Spokane
808 W. Spokane Falls Blvd.
Spokane WA 99201-3326

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M Agnello

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/17/2026		
Clerk's File #	OPR 2024-0021		
Cross Ref #			
Project #			
Submitting Dept	CITY ATTORNEY	**Bid #**	
Contact Name/Phone	MICHAEL 6237	**Requisition #**	PAID VIA CLAIMS
Contact E-Mail	MPICCOLO@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	OUTSIDE COUNSEL CONTRACT AMENDMENT		

Agenda Wording

Outside Counsel Amendment with the Firm of Evans, Craven & Lackie, P.S., Spokane, WA for legal services and advice to the City regarding the matter of the WALL STREET APARTMENTS, ET. AL., v. CITY OF SPOKANE, ET. AL. This amendment will increase the contract by $25,000 for a total contract amount of $75,000.

Summary (Background)

The lawsuit is based on the prior owner having substandard condition in an apartment building which caused the Building Official and Fire Department to issue a do not occupy order. The tenants of the apartment building had to relocate to other locations. The prior owner has raised various legal challenges in both state and federal court.

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	
Total Cost	**$** 100,000
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Expense	**$** 25,000.00	**#** Risk - Claims
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	One-Time
Funding Source Type	Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence	

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		**Additional Approvals**	
Dept Head	SCHOEDEL, ELIZABETH	**PURCHASING**	NECHANICKY, JASON
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List	
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sdhansen@spokanecity.org	tszambelan@spokanecity.org
rhulvey@spokanecity.org	ddaniels@spokanecity.org
shenry@spokanecity.org	

City Clerk's No. OPR 2024-0021

City of Spokane

CONTRACT AMENDMENT

Title: **OUTSIDE COUNSEL CONTRACT**

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **JAMES B. KING and EVANS CRAVEN & LACKIE, P.S.,** whose address is 818 West Riverside Avenue, Suite 250, Spokane, Washington 99201, as ("Firm"), individually a "party", and together referenced as the "parties".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to act as Outside Special Counsel providing legal services and advice to the City regarding the matter of WALL STREET APARTMENTS, ET. AL., v. CITY OF SPOKANE, ET. AL., United States District Court, Eastern District of Washington Cause No. 2.23-CV-00262-TOR; and

WHEREAS, additional funds are necessary, thus the original Contract needs to be formally Amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract dated January 8, 2024, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.
This Contract Amendment shall become effective on June 1, 2026.

3. COMPENSATION.
The City shall pay an additional amount not to exceed **TWENTY-FIVE THOUSAND AND NO/100 DOLLARS ($25,000.00)**, for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS ($75,000.00)**.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

EVANS CRAVEN & LACKIE, P.S.	**CITY OF SPOKANE**
By_____	By_____
Signature Date	Signature Date
_____	_____
Type or Print Name	Type or Print Name
_____	_____
Title	Title
Attest:	Approved as to form:
_____	_____
City Clerk	Assistant City Attorney

16-191

STATE OF WASHINGTON

BUSINESS LICENSE

Issue Date: Mar 20, 2026

Professional Service Corporation

Unified Business ID #: 600288025
Business ID #: 001
Location: 0001
Expires: Mar 31, 2027

EVANS, CRAVEN & LACKIE, P.S.
818 W RIVERSIDE AVE
SPOKANE WA 99201-0916

UNEMPLOYMENT INSURANCE - ACTIVE
INDUSTRIAL INSURANCE - ACTIVE
MINOR WORK PERMIT - ACTIVE
TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:
SPOKANE GENERAL BUSINESS #T12015116BUS - ACTIVE

DUTIES OF MINORS:
Ages 16-17: ANSWERING PHONES, FILING PAPERS

LICENSING RESTRICTIONS:

It is the business's responsibility to comply with minor work permit requirements. See WAC 296-125-030 and WAC 296-125-033 for Non-Agricultural and WAC 296-131-125 for Agricultural guidelines and restricted activities.

Minors must be at least 16 years of age to perform window washing or other work requiring worker to be positioned at higher than ground or floor level. WAC 296-125-033(5)(b)

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

John Ryser
Director, Department of Revenue

STATE OF WASHINGTON

UBI: 600288025 001 0001

Expires: Mar 31, 2027

EVANS, CRAVEN & LACKIE, P.S.
818 W RIVERSIDE AVE
SPOKANE WA 99201-0916

UNEMPLOYMENT INSURANCE - ACTIVE
INDUSTRIAL INSURANCE - ACTIVE
MINOR WORK PERMIT - ACTIVE
TAX REGISTRATION - ACTIVE
SPOKANE GENERAL BUSINESS #T12015116BUS - ACTIVE

John Ryser
Director, Department of Revenue

IMPORTANT!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE POSTING THIS LICENSE

General Information

Post this Business License in a visible location at your place of business.

If you were issued a Business License previously, **destroy the old one and post this one in its place.**

Login to My DOR at dor.wa.gov if you need to make changes to your business name, location, mailing address, telephone number, or business ownership.

Telephone: 360-705-6741

Endorsements

All endorsements should be renewed by the expiration date that appears on the front of this license to avoid any late fees.

If there is no expiration date, the endorsements remain active as long as you continue required reporting. Tax Registration, Unemployment Insurance, and Industrial Insurance endorsements require you to submit periodic reports. Each agency will send you the necessary reporting forms and instructions.

For assistance or to request this document in an alternate format, visit http://business.wa.gov/BLS or call (360) 705-6741. Teletype (TTY) users may use the Washington Relay Service by calling 711.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/09/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Liberty Mutual Insurance PO Box 188065 Fairfield OH 45018	PHONE (A/C, No, Ext): 800-962-7132	FAX (A/C, No): 800-845-3666
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Ohio Security Insurance Company	24082
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Evans, Craven & Lackie Ps
818 W Riverside Ave Ste 250
Spokane WA 99201

COVERAGES **CERTIFICATE NUMBER:** 0409626125 **REVISION NUMBER:** 2016-03

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] Businessowners GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:	X		BZS60237410	07/01/2026	07/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			BZS60237410	07/01/2026	07/01/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		BZS60237410 - Stop Gap	07/01/2026	07/01/2027	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See Additional Remarks

CERTIFICATE HOLDER
City of Spokane
808 W. Spokane Falls Blvd
Spokane WA 99201

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Curtis Luken

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AGENCY CUSTOMER ID: 60237410

LOC #:

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Liberty Mutual Insurance	Evans, Craven & Lackie Ps 818 W Riverside Ave Ste 250 Spokane WA 99201
POLICY NUMBER	
BZS60237410	
CARRIER / **NAIC CODE**	
Ohio Security Insurance Company / 24082	**EFFECTIVE DATE:** 07/01/2026

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 0025 **FORM TITLE:** 2016-03

Certificate Holder is Additional Insured if required by written contract or written agreement, subject to Businessowners Liability Extension, Blanket Additional Insured Provision. Ongoing Operations Coverage applies. Per Project General Aggregate limit applies. Per Location General Aggregate limit applies.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESSOWNERS LIABILITY EXTENSION ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM

Below is a summarization of the coverages provided by this endorsement. No coverages are given by this summary. Actual coverage descriptions are within this endorsement.

SECTION	SUBJECT
A.	Supplementary Payments Bail Bonds Loss Of Earnings
B.	Broadened Coverage For Damage To Premises Rented To You
C.	Incidental Medical Malpractice Injury
D.	Mobile Equipment
E.	Blanket Additional Insured (Owners, Contractors Or Lessors)
F.	Newly Formed Or Acquired Organizations
G.	Aggregate Limits
H.	Duties In The Event Of Occurrence, Offense, Claim Or Suit
I.	Liability And Medical Expenses Definitions Bodily Injury Insured Contract Personal And Advertising Injury

Section II – Liability is amended as follows:

A. Supplementary Payments

Section **A.1. Business Liability** is modified as follows:

1. The $250 limit shown in Paragraph **A.1.f.(1)(b) Coverage Extension – Supplementary Payments** for the cost of bail bonds is replaced by a $3,000 limit.

2. The $250 limit shown in Paragraph **A.1.f.(1)(d) Coverage Extension – Supplementary Payments** for reasonable expenses and loss of earnings is replaced by a $500 limit.

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B. Broadened Coverage For Damage To Premises Rented To You

1. The last paragraph of Section **B.1. Exclusions – Applicable To Business Liability Coverage** is replaced by the following:

With respect to the premises which are rented to you or temporarily occupied by you with the permission of the owner, Exclusions **c., d., e., g., h., k., l., m., n.** and **o.** do not apply to "property damage".

2. Paragraph **D.2. Liability And Medical Expenses Limits Of Insurance** is replaced by the following:

The most we will pay under this endorsement for the sum of all damages because of all "property damage" to premises while rented to you or temporarily occupied by you with the permission of the owner is the Limit of Insurance shown in the Declarations.

3. Paragraph **D.3. Liability And Medical Expenses Limits Of Insurance** does not apply.

C. Incidental Medical Malpractice Injury

1. Paragraph **(4)** under Paragraph **B.1.j. Exclusions – Applicable To Business Liability Coverage – Professional Services** does not apply to "Incidental Medical Malpractice Injury" coverage.

2. With respect to this endorsement, the following is added to Section **F. Liability And Medical Expenses Definitions**:

a. "Incidental Medical Malpractice Injury" means bodily injury arising out of the rendering of or failure to render, during the policy period, the following services:

(1) Medical, surgical, dental, x-ray or nursing service or treatment or the furnishing of food or beverages in connection therewith; or

(2) The furnishing or dispensing of drugs or medical, dental or surgical supplies or appliances.

b. This coverage does not apply to:

(1) Expenses incurred by the insured for first-aid to others at the time of an accident and the Duties in the Event of Occurrence, Offense, Claim or Suit Condition is amended accordingly.

(2) Any insured engaged in the business or occupation of providing any of the services described under **a.** above.

(3) Injury caused by any indemnitee if such indemnitee is engaged in the business or occupation of providing any of the services described under **a.** above.

D. Mobile Equipment

Section **C. Who Is An Insured** is amended to include any person driving "mobile equipment" with your permission.

E. Blanket Additional Insured (Owners, Contractors Or Lessors)

1. Section **C. Who Is An Insured** is amended to include as an insured any person or organization whom you are required to name as an additional insured on this policy under a written contract or written agreement. The written contract or agreement must be:

a. Currently in effect or becoming effective during the term of this policy; and

b. Executed prior to the "bodily injury", "property damage", or "personal and advertising injury".

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2. The insurance afforded to the additional insured is limited as follows:

a. The person or organization is only an additional insured with respect to liability arising out of:

(1) Real property, as described in a written contract or written agreement, you own, rent, lease, maintain or occupy; and

(2) Caused in whole or in part by your ongoing operations performed for that insured.

b. The Limit of Insurance applicable to the additional insured are those specified in the written contract or written agreement or the limits available under this policy, as stated in the Declarations, whichever are less. These limits are inclusive of and not in addition to the Limit of Insurance available under this policy.

c. The insurance afforded to the additional insured does not apply to:

(1) Liability arising out of the sole negligence of the additional insured;

(2) "Bodily injury", "property damage", "personal and advertising injury", or defense coverage under the Supplementary Payments section of the policy arising out of an architect's, engineer's or surveyor's rendering of or failure to render any professional services including:

(a) The preparing or approving of maps, shop drawings, opinions, reports, surveys, field orders, change orders, or drawings and specifications; and

(b) Supervisory, inspection, architectural or engineering activities.

(3) Any "occurrence" that takes place after you cease to be a tenant in the premises described in the Declarations; or

(4) Structural alterations, new construction or demolition operations performed by or for the person or organization designated in the Declarations.

3. Any coverage provided hereunder shall be excess over any other valid and collectible insurance available to the additional insured whether primary, excess, contingent or on any other basis unless a contract specifically requires that this insurance be primary or you request that it apply on a primary basis.

F. Newly Formed Or Acquired Organizations

The following is added to Section **C. Who Is An Insured**:

Any business entity acquired by you or incorporated or organized by you under the laws of any individual state of the United States of America over which you maintain majority ownership interest exceeding fifty percent. Such acquired or newly formed organization will qualify as a Named Insured if there is no similar insurance available to that entity. However:

1. Coverage under this provision is afforded only until the 180th day after the entity was acquired or incorporated or organized by you or the end of the policy period, whichever is earlier;

2. Section **A.1. Business Liability** does not apply to:

a. "Bodily injury" or "property damage" that occurred before the entity was acquired or incorporated or organized by you; and

b. "Personal and advertising injury" arising out of an offense committed before the entity was acquired or incorporated or organized by you.

3. Records and descriptions of operations must be maintained by the first Named Insured.

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No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

G. Aggregate Limits

The following is added to Paragraph **D.4. Aggregate Limits** Liability and Medical Expenses Limits Of Insurance:

1. The Aggregate Limits apply separately to each of the "locations" owned by or rented to you or temporarily occupied by you with the permission of the owner.

2. The Aggregate Limits also apply separately to each of your projects away from premises owned by or rented to you.

For the purpose of this endorsement only, "location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway, waterway or right-of-way of a railroad.

H. Duties In The Event Of Occurrence, Offense, Claim Or Suit

1. Paragraph **E.2.a. Duties In The Event Of Occurrence, Offense, Claim Or Suit** Liability And Medical Expenses General Condition applies only when the "occurrence" is known to any insured listed in Paragraph **C.1. Who Is An Insured** or any "employee" authorized by you to give or receive notice of an "occurrence" or claim.

2. Paragraph **E.2.b. Duties In The Event Of Occurrence, Offense, Claim Or Suit** Liability And Medical Expenses General Condition will not be considered breached unless the breach occurs after such claim or "suit" is known to any insured listed under Paragraph **C.1. Who Is An Insured** or any "employee" authorized by you to give or receive notice of an "occurrence" or claim.

I. Section **F. Liability And Medical Expenses Definitions** is modified as follows:

1. Paragraph **F.3.** is replaced by the following:

3. "Bodily Injury" means bodily injury, sickness, disease, or incidental medical malpractice injury sustained by a person, and includes mental anguish resulting from any of these; and including death resulting from any of these at any time.

2. Paragraph **F.9.** is replaced by the following:

9. "Insured contract" means:

a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

b. A sidetrack agreement;

c. Any easement or license agreement, except in connection with construction or demolition operations on or within 50 feet of a railroad;

d. An obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;

e. An elevator maintenance agreement;

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f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury" or "property damage" to a third person or organization, provided the "bodily injury" or "property damage" is caused, in whole or in part, by you or by those acting on your behalf. However, such part of a contract or agreement shall only be considered an "insured contract" to the extent your assumption of the tort liability is permitted by law. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph **f.** does not include that part of any contract or agreement:

(1) That indemnifies a railroad for "bodily injury" or "property damage" arising out of construction or demolition operations, within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing;

(2) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:

(a) Preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or

(b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or

(3) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in **(2)** above and supervisory, inspection, architectural or engineering activities.

3. Paragraph **F.14.b. Personal And Advertising Injury** is replaced by the following:

b. Malicious prosecution or abuse of process;

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P.O. Box 9169, Missoula, MT 59807-9169
(800) 367-2577 | (406) 728-3113 | Fax: (406) 728-7416
www.alpsinsurance.com

CERTIFICATE OF PROFESSIONAL LIABILITY INSURANCE

DATE: 07/09/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.

THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY LISTED BELOW.

NAMED INSURED:	CERTIFICATE HOLDER:
Evans, Craven & Lackie, P.S. 818 W. Riverside Avenue, Suite 250 Spokane, WA 99201-0910	City of Spokane Attn: Shiela Hanson 808 W. Spokane Falls Blvd. Spokane, WA 99201

IF THE DESCRIBED POLICY IS CANCELLED BEFORE ITS EXPIRATION DATE ALPS WILL ENDEAVOR TO MAIL TEN DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED ABOVE, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON ALPS, ITS AGENTS OR REPRESENTATIVES COVERAGES.

THE POLICY OF INSURANCE LISTED BELOW HAS BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICY DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICY. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE:	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	RETROACTIVE COVERAGE DATE	LIMIT OF LIABILITY
LAWYERS PROFESSIONAL LIABILITY CLAIMS MADE	ALPS20554- 10	07/17/2026	07/17/2027	07/17/1978	EACH CLAIM $6,000,000 AGGREGATE $6,000,000

DEDUCTIBLE:

EACH CLAIM $25,000

THE DEDUCTIBLE SHALL BE SUBTRACTED FROM THE CLAIM EXPENSE ALLOWANCE AND THEN THE TOTAL LIMIT OF LIABILITY RESULTING FROM EACH CLAIM REPORTED TO THE COMPANY DURING THE POLICY PERIOD, SUBJECT TO AN ANNUAL AGGREGATE DEDUCTIBLE EQUAL TO TWICE THE DEDUCTIBLE AMOUNT LISTED IN THE DECLARATIONS.

ENDORSEMENTS LISTED ON THE DECLARATION AT INCEPTION:

Excluded Entity(s)

LAW OFFICE LOCATED: 818 W. Riverside Avenue, Suite 250
Spokane, WA 99201-0910

P.O. Box 9169, Missoula, MT 59807-9169
(800) 367-2577 | (406) 728-3113 | Fax: (406) 728-7416
www.alpsinsurance.com

AUTHORIZED REPRESENTATIVE
ALPS PROPERTY & CASUALTY INSURANCE COMPANY

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 07/28/2026

Committee Agenda type: Consent

Council Meeting Date: 08/26/2026

Date Rec'd	7/17/2026		
Clerk's File #	OPR 2025-0210		
Cross Ref #			
Project #			
Submitting Dept	CITY ATTORNEY	**Bid #**	
Contact Name/Phone	MICHAEL 6237	**Requisition #**	PAID VIA CLAIMS
Contact E-Mail	MPICCOLO@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	OUTSIDE COUNSEL CONTRACT AMENDMENT		

Agenda Wording

Outside Counsel Amendment with Keating, Bucklin & McCormack, Inc., Seattle, WA, for Legal Services in the matter of Estate of Kerry Jones-Hilburg v. City of Spokane. This amendment will increase the contract by $100,000 for a total of $150,000.

Summary (Background)

This is a lawsuit alleging excessive use of force regarding SPD's attempted apprehension of Kerry Jones Hilberg in which ultimately lethal force was used. The matter has been filed in Federal Court. The parties are proceeding with discovery.

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Council Subcommittee Review

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 100,000
Current Year Cost	$
Subsequent Year(s) Cost	$

Narrative

Amount		Budget Account
Expense	$ 100,000.00	# Risk - Claims
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source

Funding Source Type Select

Is this funding source sustainable for future years, months, etc?

Expense Occurrence

Other budget impacts (revenue generating, match requirements, etc.)

Approvals		Additional Approvals	
Dept Head	SCHOEDEL, ELIZABETH	PURCHASING	NECHANICKY, JASON
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

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ddaniels@spokanecity.org	shenry@spokanecity.org

City Clerk's No. OPR 2025-0210

City of Spokane

CONTRACT AMENDMENT

OUTSIDE COUNSEL

THIS CONTRACT AMENDMENT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), **KEATING, BUCKLIN & MCCORMACK, INC., P.S.**, whose address is 1201 Third Avenue, Suite 1580, Seattle, Washington 98101, as ("Firm"), individually hereafter referenced as a "party", and together referenced as the "parties".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to act as Outside Counsel providing legal services and advice to the City regarding the matter of **Estate of Kerry Jones-Hilburg v. City of Spokane**, and

WHEREAS, additional funds are required, thus the original Contract needs to be formally Amended by this written document; and

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract dated February 26, 2025, any previous amendments and/or extensions/renewals thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.
This Contract Amendment shall become effective on July 1, 2026.

4. COMPENSATION.
The City shall pay an additional amount not to exceed **ONE HUNDRED THOUSAND AND NO/100 DOLLARS ($100,000.00)**, for everything furnished and done under this Contract Amendment. The total amount under the original contract, all previous amendments and this Amendment is **ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS ($150,000.00)**.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants

contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

KEATING, BUCKLIN & MCCORMACK, INC., P.S.	**CITY OF SPOKANE**
By_____	By_____
Signature Date	Signature Date
_____	_____
Type or Print Name	Type or Print Name
_____	_____
Title	Title
Attest:	Approved as to form:
_____	_____
City Clerk	Assistant City Attorney

26-192

STATE OF WASHINGTON

BUSINESS LICENSE

Issue Date: Jan 02, 2026

Professional Service Corporation

Unified Business ID #: 600221771
Business ID #: 001
Location: 0001
Expires: Aug 31, 2026

KEATING, BUCKLIN, AND MCCORMACK, INC., P.S.
STE 1580
1201 3RD AVE
SEATTLE WA 98101-3009

UNEMPLOYMENT INSURANCE - ACTIVE
INDUSTRIAL INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:
ISSAQUAH GENERAL BUSINESS - NON-RESIDENT (EXPIRES 12/31/2026) - ACTIVE
SPOKANE GENERAL BUSINESS - NON-RESIDENT #T12110036BUS (EXPIRES 12/31/2026) - ACTIVE
SNOQUALMIE GENERAL BUSINESS - NON-RESIDENT - ACTIVE

LICENSING RESTRICTIONS:
Not licensed to hire minors without a Minor Work Permit.

This document lists the registrations, endorsements and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

John Ryser
Director, Department of Revenue

STATE OF WASHINGTON

UBI: 600221771 001 0001

Expires: Aug 31, 2026

KEATING, BUCKLIN, AND MCCORMACK, INC., P.S.
STE 1580
1201 3RD AVE
SEATTLE WA 98101-3009

UNEMPLOYMENT INSURANCE - ACTIVE
INDUSTRIAL INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE
ISSAQUAH GENERAL BUSINESS - NON-RESIDENT (EXPIRES 12/31/2026) - ACTIVE
SPOKANE GENERAL BUSINESS - NON-RESIDENT #T12110036BUS (EXPIRES 12/31/2026) - ACTIVE
SNOQUALMIE GENERAL BUSINESS - NON-RESIDENT - ACTIVE

John Ryser
Director, Department of Revenue

KEATBUC-01 TMURPHY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Hub International Northwest LLC PO Box 3018 Bothell, WA 98041	PHONE (A/C, No, Ext): (425) 489-4500	FAX (A/C, No): (425) 485-8489
	E-MAIL ADDRESS: now.info@hubinternational.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Allmerica Financial Benefit Insurance Company	41840
INSURER B : Continental Casualty Company	20443
INSURER C : Evanston Insurance Company	35378
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Keating Bucklin & McCormack Inc. PS
1201 3rd Avenue Ste 1580
Seattle, WA 98101

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR	X		Z22J112212	8/10/2025	8/10/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 4,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ Included
	OTHER: General Aggregate							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
	ANY AUTO			Z22J112212	8/10/2025	8/10/2026	BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
	X Hired Auto PD / X $500 Deductible						Hired Auto PD	$ 50,000
A	X UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE			Z22J112212	8/10/2025	8/10/2026	AGGREGATE	$ 5,000,000
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE X OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A		Z22J112212	8/10/2025	8/10/2026	E.L. EACH ACCIDENT	$ 2,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	$ 2,000,000
B	Professional Liab			5096714502	8/10/2025	8/10/2026	Each Claim/Aggregate	7,000,000
C	Excess Prof Liab			MKLV5XLA000615	8/10/2025	8/10/2026	Each Claim/Aggregate	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The City of Spokane is included as an additional insured under the general liability per form 822-0001 08 25 attached.

CERTIFICATE HOLDER

City of Spokane
Office of the City Attorney
808 W Spokane Falls Blvd
Spokane, WA 99201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SMALL COMMERCIAL LIABILITY COMPANION ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

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SECTION I – ADDITIONAL INSURED PROVISIONS

A. Automatic Additional Insured Provisions Including Primary and Non-contributory:

1. SECTION II – WHO IS AN INSURED is amended to include as an insured any person or organization described in paragraphs **4.a** through **4.g.** below, whom you agree to add as an Additional Insured.

2. However, the insurance afforded to such Additional Insured described below:

a. Only applies to the extent permitted by law.

b. Will not be broader than the insurance which you are required by the written contract, agreement or permit, if any, to provide for such additional insured.

c. Applies on a primary basis and we will not seek contribution from any other insurance available to the Additional Insured, if that is required by an applicable written contract, agreement or permit.

d. Will not be broader than coverage provided to any other insured.

e. Does not apply if the "bodily injury", "property damage" or "personal and advertising injury" is otherwise excluded from coverage under this Coverage Part, including any endorsements thereto.

f. Does not apply to any person or organization included as an insured by

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another endorsement issued by us and made part of this Coverage Part.

3. The most we will pay on behalf of the Additional Insured for a covered claim is the lesser of the amount of insurance:

a. Required by the applicable written contract, agreement or permit, if any; or

b. Available under the applicable Limits of Insurance shown in the Declarations or any endorsement to the policy.

4. Additional Insureds

The following persons or organizations qualify as additional insureds under this endorsement:

The following is added to **SECTION II – WHO IS AN INSURED**:

a. Broad Form Vendors

(1) Any person or organization that is a vendor with whom you agreed in a written contract or agreement to include as an additional insured under this Coverage Part is an insured, but only with respect to liability for “bodily injury” or “property damage” arising out of “your products” which are distributed or sold in the regular course of the vendor’s business.

(2) With respect to insurance afforded to such vendors, the following additional exclusions apply:

The insurance afforded to the vendor does not apply to:

(a) “Bodily injury” or “property damage” for which the vendor is obligated to pay damages by reasons of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the insured would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instruction from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspection, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business in connection with the sale of the product;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor;

(h) “Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained within the exclusion in paragraphs **(d)** or **(f)** above; or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(i) “Bodily injury” or “property damage” arising out of an “occurrence” that took place before you have signed the contract or agreement with the vendor.

(j) Any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Co-owner of Insured Premises

Any person or organization who is a co-owner of premises described in the declarations. Such person(s) or organization(s) is an insured only with respect to their liability as co-owner of the co-owned premises.

c. Controlling Interest

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Any person or organization that has a majority controlling interest in you, but only with respect to their liability arising out of:

(1) Their financial control of you; or

(2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for such additional insured.

d. Mortgagee, Assignee, or Receiver

Any mortgagee, assignee or receiver, but only with respect to their liability as mortgagee, assignee, or receiver and arising out of the ownership, maintenance or use of a premises by you.

This insurance does not apply to structural alterations, new construction or demolition operations performed by or for such additional insured.

e. Grantor of Franchise

Any person or organization who is a grantor of a franchise to you, but only with respect to their liability as grantor of a franchise to you.

f. Lessor of Leased Equipment

Any person or organization from whom you lease equipment is also an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

However, the insurance afforded to such additional insured does not apply to any “occurrence” that takes place after the equipment lease expires.

g. Manager or Lessor of Premises

Any person or organization from whom you lease premises is also an additional insured, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you.

However, this provision does not apply to:

(1) Any "occurrence" that takes place after you cease to be a tenant in the premises.

(2) Structural alterations, new construction or demolition operations performed by or for such additional insured(s).

B. Additional Insured by Contract, Agreement or Permit With Completed Operations and Primary and Non-contributory

1. Any person or organization who does not qualify as an Additional Insured in **A. Automatic Additional Insured Provisions Including Primary and Non-contributory**, **4. Additional Insureds**, paragraphs **a.** through **g.** above with whom you agreed in a written contract, agreement or permit to add as an additional insured on your policy is an additional insured only with respect to liability for “bodily injury”, “property damage”, or “personal and advertising injury” caused, in whole or in part, by your acts or omissions, or the acts or omissions of those acting on your behalf, but only with respect to:

a. Premises you own, rent, lease or occupy;

b. Your ongoing operations for the additional insured(s) designated in the written contract, agreement or permit;

c. “Your work” included in the “products-completed operations hazard”, but only if:

(1) The written contract, agreement or permit requires you to provide such coverage to the additional insured; and

(2) This Coverage Part provides coverage for “bodily injury” or “property damage” included within the “products-completed operations hazard”.

2. The insurance afforded to such additional insured described above:

a. Only applies to the extent permitted by law.

b. Will not be broader than the insurance which you are required by the written contract, agreement or permit to provide for such additional insured.

c. Applies on a primary basis and we will not seek contribution from any other insurance available to the Additional Insured, if that is required by the written contract, agreement or permit.

d. Does not apply if the “bodily injury”, “property damage”, or “personal and advertising injury” arises out of sole negligence of the additional insured.

e. Will not be broader than coverage provided to any other insured.

f. Does not apply if the “bodily injury”, “property damage” or “personal and advertising injury” is otherwise excluded from coverage under this Coverage Part, including any endorsements thereto.

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g. Does not apply unless the written contract or agreement was executed or permit was issued prior to the "bodily injury", “property damage", or "personal and advertising injury".

h. Does not apply to any person or organization included as an insured by another endorsement issued by us and made part of this Coverage Part.

i. Does not apply to any lessor of equipment after the equipment lease expires.

j. Does not apply to any:

(1) Owners or other interests from whom land has been leased if the “occurrence” takes place or the offense is committed after the lease for the land expires; or

(2) Managers or lessors of premises if:

(a) The “occurrence” takes place or the offense is committed after you cease to be a tenant in that premises; or

(b) The "bodily injury", "property damage", "personal and advertising injury" arises out of structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor.

k. Does not apply to “bodily injury”, “property damage” or “personal and advertising injury” arising out of the rendering of or the failure to render any professional services.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the “occurrence” which caused the “bodily injury” or “property damage” or the offense which caused the “personal and advertising injury” involved the rendering of or failure to render any professional services by or for you.

3. With respect to the insurance afforded to these additional insureds, the following is added to **SECTION III – LIMITS OF INSURANCE**:

The most we will pay on behalf of the additional insured for a covered claim is the lesser of the amount of insurance:

1. Required by the written contract, agreement or permit described in **B. Additional Insured by Contract, Agreement or Permit With Completed Operations and Primary and Non-contributory**, paragraph **1.** or

2. Available under the applicable Limits of Insurance shown in the Declarations or any endorsement to this policy.

This provision shall not increase the applicable Limits of Insurance shown in the Declarations.

SECTION II – COVERAGE EXTENSIONS

A. Supplementary Payments Extension

SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B, paragraph **1.** is replaced by the following:

1. We will pay, with respect to any claim we investigate or settle, or any "suit" against an insured we defend:

a. All expenses we incur.

b. Up to $2500 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.

c. The cost of bonds to release attachments, but only for bond amounts within our Limit of Insurance. We do not have to furnish these bonds.

d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to $500 a day because of time off from work.

e. All court costs taxed against the insured in the "suit". However, these payments do not include attorneys’ fees or attorneys’ expenses taxed against the insured.

f. Prejudgment interest awarded against the insured on that part of the judgment we pay. If we make an offer to pay the Limit of Insurance, we will not pay any prejudgment interest based on that period of time after the offer.

g. All interest on the full amount of any judgment that accrues after entry of the judgment and before we have paid, offered to pay, or deposited in court the part of the judgment that is within our Limit of Insurance.

These payments will not reduce the Limits of Insurance.

B. Alienated Premises

SECTION I – COVERAGES, **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions**, **j. Damage to Property**, paragraph **(2)** is replaced by the following:

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(2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises and occurred from hazards that were known by you, or should have reasonably been known by you, at the time the property was transferred or abandoned.

C. Broad Form – Property Damage Legal Liability (Damage to Premises Rented to You)

1. **SECTION I – COVERAGES**, **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, the last paragraph (after the exclusions) is replaced by the following:

Exclusions **c.** through **n.** do not apply to damage to premises while rented to you or temporarily occupied by you with the permission of the owner. A separate limit of insurance applies to this coverage as described in **SECTION III – LIMITS OF INSURANCE**.

2. **SECTION III – LIMITS OF INSURANCE**, paragraph **6.** is replaced by the following:

6. The Damage to Premises Rented to You – Any One Premises Limit is the most we will pay for damages because of "property damage" to any one premises while rented to you or temporarily occupied by you with permission of the owner.

The Damage to Premises Rented to You – Any One Premises Limit:

a. Is not subject to the General Aggregate Limit described in **SECTION III – LIMITS OF INSURANCE**, **2.** General Aggregate Limit; and

b. Is not subject to the Each Occurrence Limit described in **SECTION III – LIMITS OF INSURANCE**, **5.** Each Occurrence Limit.

3. **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, **4. Other Insurance**, **b. Excess Insurance**, paragraph **(a)(ii)** is replaced by the following:

(ii) That is property insurance for premises rented to you or temporarily occupied by you with permission of the owner; or

4. **SECTION V – DEFINITIONS**, **9.** "Insured contract", paragraph **a.** is replaced by the following:

a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract".

5. This coverage does not apply if Damage to Premises Rented to You is excluded either by the provisions of the Coverage Part or by endorsement.

D. Broad Form Property Damage – Borrowed Equipment, Customers' Goods, Use of Elevators

1. The following is added to **SECTION I – COVERAGES**, **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions**, **j. Damage to Property**:

Paragraph **(4)** does not apply to "property damage" to borrowed equipment while at a jobsite and not being used to perform operations.

Paragraphs **(3), (4)** and **(6)** do not apply to "property damage" to "customers' goods" while on your premises.

Paragraphs **(3), (4)** and **(6)** do not apply to the use of elevators.

2. For the purposes of this endorsement, the following definition is added to **SECTION V – DEFINITIONS**:

1. "Customers' goods" means property of your customer(s) on your premises for the purpose of being:

a. Worked on; or

b. Used in your manufacturing process.

3. The insurance afforded under this provision is excess over any other valid and collectible property insurance (including deductible) available to the insured whether primary, excess, contingent or on any other basis.

E. Incidental Malpractice – Employed Nurses, EMT's and Paramedics

With respect to the **COMMERCIAL GENERAL LIABILITY COVERAGE** form, **SECTION II – WHO IS AN INSURED**, paragraph **2.a.(1)(d)** and with respect to the **SMALL COMMERCIAL LIABILITY COMPANION** endorsement, **SECTION IV – EXCLUSIONS**, **A. Professional Services** do not apply to a nurse, emergency medical technician or paramedic employed by you if you are not engaged in the business or occupation of providing medical, paramedical, surgical, dental, x-ray or nursing services.

F. Personal and Advertising Injury – Broad Form

1. **SECTION I – COVERAGES**, **COVERAGE B – PERSONAL AND ADVERTISING INJURY LIABILITY**, **2. Exclusions**, **e. Contractual Liability** is deleted.

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2. **SECTION V – DEFINITIONS**, **14.** "Personal and advertising injury", paragraph **b.** is replaced by the following:

   b. Malicious prosecution or abuse of process.

3. The following is added to **SECTION V – DEFINITIONS**, **14.** "Personal and advertising injury":

   "Discrimination" (unless insurance thereof is prohibited by law) that results in injury to the feelings or reputation of a natural person, but only if such "discrimination" is:

   (1) Not done intentionally by or at the direction of:

   (a) The insured;

   (b) Any officer of the corporation, director, stockholder, partner or member of the insured; and

   (2) Not directly or indirectly related to an "employee", nor to the employment, prospective employment or termination of any person or persons by an insured.

4. For purposes of this endorsement, the following definition is added to **SECTION V – DEFINITIONS**:

   1. "Discrimination" means the unlawful treatment of individuals based upon race, color, ethnic origin, gender, religion, age, or sexual preference. "Discrimination" does not include the unlawful treatment of individuals based upon developmental, physical, cognitive, mental, sensory or emotional impairment or any combination of these.

5. This coverage does not apply if liability coverage for "personal and advertising injury" is excluded either by the provisions of the Coverage Form or any endorsement thereto.

G. Product Recall Expense

1. **SECTION I – COVERAGES**, **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions**, **n. Recall of Products, Work or Impaired Property** is replaced by the following:

   n. Recall of Products, Work or Impaired Property

   Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

   (1) "Your product";

   (2) "Your work"; or

   (3) "Impaired property";

   if such product, work or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it, but this exclusion does not apply to "product recall expenses" that you incur for the "covered recall" of "your product" if the "covered recall" was initiated during the policy period.

   However, the exception to the exclusion does not apply to "product recall expenses" resulting from:

   (4) Failure of any products to accomplish their intended purpose;

   (5) Breach of warranties of fitness, quality, durability or performance;

   (6) Loss of customer approval, or any cost incurred to regain customer approval;

   (7) Redistribution or replacement of "your product" which has been recalled by like products or substitutes;

   (8) Caprice or whim of the insured;

   (9) A condition likely to cause loss of which any insured knew or had reason to know at the inception of this insurance;

   (10) Asbestos, including loss, damage or clean up resulting from asbestos or asbestos containing materials; or

   (11) Recall of "your products" that have no known or suspected defect solely because a known or suspected defect in another of "your products" has been found.

2. The following is added to **SECTION II – WHO IS AN INSURED**, paragraph **3.b.**:

   "Product recall expense" arising out of any withdrawal or recall that occurred before you acquired or formed the organization.

3. The following is added to **SECTION III – LIMITS OF INSURANCE**:

   Product Recall Expense Limits of Insurance

   a. The Limits of Insurance shown in the **SUMMARY OF COVERAGES** of this endorsement and the rules stated below fix the most that we will pay under this Product Recall Expense coverage regardless of the number of:

   (1) Insureds;

   (2) "Covered Recalls" initiated; or

   (3) Number of "your products" withdrawn or recalled**.**

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b. The Product Recall Expense Aggregate Limit is the most we will reimburse you for the sum of all "product recall expenses" incurred for all "covered recalls" initiated during the policy period.

c. The Product Recall Each Occurrence Limit is the most we will pay in connection with any one defect or deficiency.

d. All "product recall expenses" in connection with substantially the same general harmful condition will be deemed to arise out of the same defect or deficiency and considered one "occurrence".

e. Any amount reimbursed for "product recall expenses" in connection with any one "occurrence" will reduce the amount of the Product Recall Expense Aggregate Limit available for reimbursement of "product recall expenses" in connection with any other defect or deficiency.

f. If the Product Recall Expense Aggregate Limit has been reduced by reimbursement of "product recall expenses" to an amount that is less than the Product Recall Expense Each Occurrence Limit, the remaining Aggregate Limit is the most that will be available for reimbursement of "product recall expenses" in connection with any other defect or deficiency.

g. Product Recall Deductible

We will only pay for the amount of "product recall expenses" which are in excess of the $500 Product Recall Deductible. The Product Recall Deductible applies separately to each "covered recall". The limits of insurance will not be reduced by the amount of this deductible.

We may, or will if required by law, pay all or any part of any deductible amount, if applicable. Upon notice of our payment of a deductible amount, you shall promptly reimburse us for the part of the deductible amount we paid.

The Product Recall Expense Limits of Insurance apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for the purposes of determining the Limits of Insurance.

4. The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, **2. Duties in the Event of Occurrence**, **Offense, Claim or Suit**:

You must see to it that the following are done in the event of an actual or anticipated "covered recall" that may result in "product recall expense":

(1) Give us prompt notice of any discovery or notification that "your product" must be withdrawn or recalled. Include a description of "your product" and the reason for the withdrawal or recall;

(2) Cease any further release, shipment, consignment or any other method of distribution of like or similar products until it has been determined that all such products are free from defects that could be a cause of loss under this insurance.

5. For the purpose of this endorsement, the following definitions are added to **SECTION V – DEFINITIONS**:

1. "Covered recall" means a recall or withdrawal made necessary because you or a government body has determined that a known or suspected defect, deficiency, inadequacy, or dangerous condition in "your product" has resulted or is reasonably expected to result in "bodily injury" or "property damage".

2. "Product recall expense(s)" means:

a. Necessary and reasonable expenses for:

(1) Communications, including radio or television announcements or printed advertisements including stationary, envelopes and postage;

(2) Shipping the recalled products from any purchaser, distributor or user to the place or places designated by you;

(3) Remuneration paid to your regular "employees" for necessary overtime;

(4) Hiring additional persons, other than your regular "employees";

(5) Expenses incurred by "employees" including transportation and accommodations;

(6) Expenses to rent additional warehouse or storage space;

(7) Disposal of "your product", but only to the extent that specific methods of destruction other than those employed for trash discarding or

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disposal are required to avoid "bodily injury" or "property damage" as a result of such disposal,

you incur exclusively for the purpose of recalling "your product"; and

b. Your lost profit resulting from such "covered recall".

6. This Product Recall Expense Coverage does not apply:

a. If the "products – completed operations hazard" is excluded from coverage under this Coverage Part including any endorsement thereto; or

b. To "product recall expense" arising out of any of "your products" that are otherwise excluded from coverage under this Coverage Part including endorsements.

H. Who is an Insured Amended

1. SECTION II – WHO IS AN INSURED, paragraph **2.a.(1)(d)** is replaced by the following:

(d) Arising out of his or her providing or failing to provide professional services.

2. Insured Employee Extension

The following is added to **SECTION II – WHO IS AN INSURED**, paragraph **2.a.(1)(a)**:

With respect to "bodily injury" only, the limitations above do not apply to your "employees" as insureds with respect to damages caused by cardiopulmonary resuscitation or first aid services administered by such an "employee".

3. Who is an Insured – Subsidiaries

The following is added to **SECTION II – WHO IS AN INSURED**:

Subsidiaries

Any of your subsidiaries, other than a partnership or joint venture, that is not shown as a Named Insured in the Declarations is a Named Insured if:

a. You maintain an ownership interest of more than 50% in such subsidiary on the first day of the policy period; and

b. Such subsidiary is not an insured under similar other insurance.

No such subsidiary is an insured for "bodily injury" or "property damage" that occurred, or "personal and advertising injury" caused by an offense committed:

c. Before you maintained an ownership interest or more than 50% in such subsidiary; or

d. After the date, if any, during the policy period that you no longer maintain an ownership interest of more than 50% in such subsidiary.

4. Newly Acquired or Formed Organizations – 180 Days

SECTION II – WHO IS AN INSURED, paragraph **3.a.** is replaced by the following:

a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

I. Limits of Insurance Amended

General Aggregate Limits of Insurance Per Location

The following is added to **SECTION III – LIMITS OF INSURANCE**:

A separate Location General Aggregate Limit applies to each "location" owned by or rented to you, and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.

The Location General Aggregate Limit is the most we will pay for the sum of all damages under Coverage **A**, except damages because of "bodily injury" or "property damage" included in the "products-completed operations hazard", and for medical expenses under Coverage **C** regardless of the number of:

a. Insureds;

b. Claims made or "suits" brought; or

c. Persons or organizations making claims or bringing "suits".

Any payments made under Coverage **A** for damages or under Coverage **C** for medical expenses shall reduce the Location General Aggregate Limit for that "location". Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Location General Aggregate Limit for any other "location".

The limits shown in the Declarations for Each Occurrence and Medical Expense continue to apply.

However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Location General Aggregate Limit.

"Location" means premises involving the same or connecting lots, or premises whose connection is

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interrupted only by a street, roadway, waterway or right-of-way of a railroad.

J. Blanket Waiver of Subrogation

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, **8. Transfer of Rights of Recovery Against Others to Us**:

We waive any right of recovery we may have against any person or organization with whom you have a written contract, agreement or permit to waive any rights of recovery against such person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard".

This condition does not apply to Medical Expenses Coverage.

K. Unintentional Failure to Disclose Hazards

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, **6. Representations** is replaced by the following:

6. Representations

We will not disclaim coverage under this Coverage Part if you fail to disclose all hazards existing as of the inception date of the policy provided such failure is not intentional.

L. Unintentional Failure to Notify/Knowledge of an Occurrence

The following is added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, **2. Duties in the Event of Occurrence, Offense, Claim or Suit**, paragraph **a.**:

Your rights afforded under this Coverage Part shall not be prejudiced if you fail to give us notice of an "occurrence", offense, claim or "suit", solely due to your reasonable and documented belief that the "bodily injury", "property damage" or "personal and advertising injury" is not covered under this Coverage Part.

Knowledge of an "occurrence" or offense by an agent or "employee" of the insured will not constitute knowledge by the insured, unless an "executive officer" of the insured knows about such "occurrence" or offense. Failure of an agent or "employee" of the insured, other than an "executive officer" of the insured, to notify us of an "occurrence" or offense that such person knows about will not affect the insurance afforded to you.

M. Medical Payments – Three Years to Report

SECTION I – COVERAGES, **COVERAGE C – MEDICAL PAYMENTS**, **1. Insuring Agreement**, paragraph **a.(3)(b)** is replaced by the following:

(b) The expenses are incurred and reported to us within three years of the date of the accident; and

SECTION III – ADDITIONAL CONDITIONS

The following are added to **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

A. Liberalization

If, within 45 days prior to or during the policy period, we adopt any revision that would broaden the coverage under this policy without additional premium, the broadened coverage will immediately apply to this policy.

B. Concealment, Misrepresentation or Fraud

This policy is void in any case of fraud by you as it relates to this policy at any time. It is also void if you or any other insured, at any time, intentionally conceal or misrepresent a material fact concerning:

1. This policy;

2. The Covered Property;

3. Your interest in the Covered Property; or

4. A claim under this policy.

C. Insurance Under Two or More Coverages

It is our stated intent that the various Coverage Parts, forms, endorsements or policies issued to the named insured by us, or any company affiliated with us, do not provide any duplication or overlap of coverage for the same claim, "suit", "occurrence", offense, accident, "wrongful act" or loss. We will not pay more than the actual amount of the loss or damage.

If this Coverage Part and any other Coverage Part, form, endorsement or policy issued to the named insured by us, or any company affiliated with us, apply to the same claim, "suit", occurrence, offense, accident, "wrongful act" or loss, the maximum Limit of Insurance under all such Coverage Parts, forms, endorsements or policies combined shall not exceed the highest applicable Limit of Insurance under any one Coverage Part, form, endorsement or policy.

This condition does not apply to any Excess or Umbrella Policy issued by us specifically to apply as excess insurance over this policy.

SECTION IV – EXCLUSIONS

A. The following are added to **SECTION I – COVERAGES**, **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions** and **SECTION I – COVERAGES**, **COVERAGE B – PERSONAL AND ADVERTISING INJURY**, **2. Exclusions**:

Access Or Disclosure Of Confidential Or Personal Material Or Information

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Damages arising out of any access to or disclosure of any person's or organization's confidential or personal information, including:

(1) Patents, trade secrets, processing methods, customer lists;

(2) Financial information, credit card information;

(3) Health information, biometric information; or

(4) Any other type of nonpublic material or information.

This exclusion applies even if damages are claimed for notification costs, credit or identity monitoring expenses, forensic expenses public relations expenses, data restoration expenses, extortion expenses or any other loss, cost or expense incurred by you or others arising out of any access to or disclosure of any person’s or organization’s confidential or personal material or information.

Aircraft Products, Grounding and Testing

(1) “Bodily injury”, “property damage” or “personal and advertising injury” arising out of:

(a) “Aircraft products” or reliance upon any representation or warranty made with such product;

(b) The “grounding” of any aircraft; or

(c) The “testing” of any aircraft.

(2) For purposes of this Exclusion, the following definitions apply:

(a) “Aircraft Products” means:

(i) Aircraft, including but not limited to missiles, spacecraft, or any other aircraft goods or products you manufacture, sell, handle or distribute;

(ii) Aircraft and any ground support or control equipment used in connection therewith;

(iii) Any product provided by the insured and installed or used in connection with any aircraft;

(iv) Any tooling used in respect to any aircraft;

(v) Training and navigational aids, instructions, manuals, blueprints, engineering or other data in connection with any aircraft;

(vi) Any advice, service or labor supplied with any aircraft; or

(vii) Services you or others trading under your name provide or recommend for use in the manufacture, repair, operation, maintenance or use of any aircraft.

(b) “Grounding” means the withdrawal of one or more aircraft from flight operations or the imposition of speed, passenger or load restrictions on such aircraft, due to the existence of or alleged or suspected existence of any defect, fault or condition:

(i) In such aircraft or any part sold, handled or distributed by you or that is manufactured, assembled or processed by any other person or organization according to your specifications, plans, suggestions, orders or drawings; or

(ii) With tools, machinery or other equipment furnished to such persons or organizations by you;

whether such withdrawn aircraft are owned or operated by the same or different persons or organizations.

“Grounding” shall be deemed to commence on the date of an “occurrence” which discloses the necessity of “grounding” or on the date an aircraft is first withdrawn from service because of such condition, whichever comes first.

(c) “Testing” means examination, observation, evaluation or measuring of the performance of “aircraft products”, while either in the air or on the ground.

Cyber Content Incident

"Bodily injury", "property damage" or “personal and advertising injury” caused by, arising out of or as a consequence of a “cyber content incident”.

This exclusion applies even if damages are claimed for notification costs, credit or identity monitoring expenses, forensic expenses, public relations expenses, data restoration expenses, extortion expenses or any other similar cost or expense incurred by you or others arising out of a "cyber content incident”.

Cyber Incident Exclusion

"Bodily injury", "property damage" or “personal and advertising injury” caused by, arising out of or as a consequence of a "cyber incident". This exclusion applies even if damages are claimed for notification costs, credit or identity monitoring expenses, forensic expenses, public relations expenses, data restoration expenses, extortion expenses or any other similar cost or expense incurred by you or others arising out of a "cyber incident”.

Professional Services

"Bodily injury", "property damage", or "personal and advertising injury" caused by the rendering of or failure to render any professional service, advice or instruction:

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(1) By any insured; or

(2) On behalf of any insured; or

(3) From whom any insured assumed liability by reason of a contract or agreement,

regardless of whether any such service, advice or instruction is ordinary to any insured's profession.

Professional services include but are not limited to:

(4) Legal, accounting or advertising services, notary, title abstract, tax preparation, real estate, stockbroker, publishing, architects or insurance services;

(5) Preparing, approving, or failing to prepare or approve maps, drawings, opinions, reports, surveys, change orders, designs or specifications;

(6) Supervisory, inspection or engineering services;

(7) Any medical, surgical, dental, x-ray, nursing, health or therapeutic services, treatment, advice or instruction including, but not limited to, the prescribing, furnishing or dispensing of drugs;

(8) Any service, treatment, advice or instruction for the purpose of appearance or skin enhancement, hair removal or replacement or personal grooming, including body piercing services or use or exposure to any sun lamp, tanning booth or other similar appliance;

(9) Optometry or optical or hearing aid services including the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products or hearing aid devices;

(10) Services in the practice of pharmacy;

(11) Management, Human Resource, Testing, Media or Public Relations consulting services.

This exclusion applies even if a claim alleges negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by an insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or failure to render any professional service.

Unmanned Aircraft

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the ownership, maintenance, use or entrustment to others of any aircraft that is an "unmanned aircraft". Use includes operation and "loading and unloading".

This paragraph applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" or the offense which caused the "personal and advertising injury" involved the ownership, maintenance, use or entrustment to others of any aircraft that is an "unmanned aircraft".

This paragraph does not apply to:

(a) The use of another's advertising idea in your "advertisement"; or

(b) Infringing upon another's copyright, trade dress or slogan in your "advertisement".

(2) For purposes of this endorsement, the following is added to **SECTION V – DEFINITIONS**:

"Unmanned aircraft" means an aircraft that is not:

(a) Designed;

(b) Manufactured; or

(c) Modified after manufacture;

to be controlled directly by a person from within or on the aircraft.

Violation Of Law Addressing Data Privacy

"Bodily injury", "property damage", or "personal and advertising injury" arising directly or indirectly out of any action or omission that violates or is alleged to violate:

(1) Any federal, state or local statute, ordinance, regulation or other law that addresses, prohibits, or limits access to, use of or the printing, dissemination, disposal, obtaining, collecting, storing, safeguarding, recording, retention, sending, transmitting, communicating, selling or distribution of any person's or organization's confidential or personal material or information, including financial, health, biometric or other nonpublic material or information.

Any such federal, state or local statute, ordinance, regulation or other law includes but is not limited to:

(a) The Illinois Biometric Information Privacy Act (BIPA), including any amendment of or addition to such law; or

(b) The California Consumer Privacy Act (CCPA), including any amendment of or addition to such law; or

(2) Any law of a jurisdiction other than the United States of America (including its territories and possessions) or Puerto Rico that is similar to any statute, ordinance, regulation or other law described in paragraph **(1)** above, including but

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not limited to the European Union's General Data Protection Regulation.

B. The following is added to **SECTION I – COVERAGES**, **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions** and **SECTION I – COVERAGES**, **COVERAGE C – MEDICAL PAYMENTS**, **2. Exclusions**:

Nuclear Energy Liability

(1) "Bodily injury" or "property damage":

(a) With respect to which an insured under the policy is also an insured under a nuclear energy liability policy issued by the Nuclear Energy Liability Insurance Association, Mutual Atomic Energy Liability Underwriters or Nuclear Insurance Association of Canada, or would be an insured under any such policy but for its termination upon exhaustion of its limit of liability; or

(b) Resulting from the "hazardous properties" of "nuclear material" and with respect to which:

(i) Any person or organization is required to maintain financial protection pursuant to the Atomic Energy Act of 1954, or any law amendatory thereof; or

(ii) The insured is, or had this policy not been issued would be, entitled to indemnity from the United States of America, or any agency thereof, under any agreement entered into by the United States of America, or any agency thereof, with any person or organization.

(2) Under **COVERAGE C – MEDICAL PAYMENTS**, expenses incurred with respect to "bodily injury" resulting from the "hazardous properties" of "nuclear material" and arising out of the operation of a "nuclear facility" by any person or organization.

(3) "Bodily injury" or "property damage" resulting from the "hazardous properties" of the "nuclear material"; if:

(a) The "nuclear material":

(i) Is at any "nuclear facility" owned by, or operated by or on behalf of, an insured; or

(ii) Has been discharged or dispersed therefrom;

(b) The "nuclear material" is contained in "spent fuel" or "waste" at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of an insured; or

(c) The "bodily injury" or "property damage" arises out of the furnishing by an insured of services, materials, parts or equipment in connection with the planning, construction, maintenance, operation or use of any "nuclear facility"; but if such facility is located within the United States of America, its territories or possessions or Canada, this Exclusion **(3)** applies only to "property damage" to such "nuclear facility" and any property thereat.

(4) As used in this exclusion:

(a) "By-product material" has the meaning given it in the Atomic Energy Act of 1954 or in any law amendatory thereof;

(b) "Hazardous properties" include radioactive, toxic or explosive properties;

(c) "Nuclear facility" means:

(i) Any "nuclear reactor";

(ii) Any equipment or device designed or used for:

1) Separating the isotopes of uranium or plutonium;

2) Processing or utilizing "spent fuel"; or

3) Handling, processing or packaging "waste";

(iii) Any equipment or device used for the processing, fabricating or alloying of "special nuclear material" if at any time the total amount of such material in the custody of the insured at the premises where such equipment or device is located consists of or contains more than 25 grams of plutonium or uranium 233 or any combination thereof, or more than 250 grams of uranium 235;

(iv) Any structure, basin, excavation, premises or place prepared or used for the storage or disposal of "waste";

and includes the site on which any of the foregoing is located, all operations conducted on such site and all premises used for such operations;

(d) "Nuclear material" means "source material", "special nuclear material" or "by-product material";

(e) "Nuclear reactor" means any apparatus designed or used to sustain nuclear fission in a self-supporting chain reaction or to contain a critical mass of fissionable material;

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(f) "Property damage" includes all forms of radioactive contamination of property.

(g) "Source material" has the meaning given it in the Atomic Energy Act of 1954 or in any law amendatory thereof;

(h) "Special nuclear material" has the meaning given it in the Atomic Energy Act of 1954 or in any law amendatory thereof;

(i) "Spent fuel" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a "nuclear reactor";

(j) "Waste" means any waste material:

(i) Containing "by-product material" other than the tailings or wastes produced by the extraction or concentration of uranium or thorium from any ore processed primarily for its "source material" content; and

(ii) Resulting from the operation by any person or organization of any "nuclear facility" included under paragraphs **(i)** and **(ii)** of the definition of "nuclear facility".

C. Amended Exclusion With Coverage Extension

SECTION I – COVERAGES, **COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**, **2. Exclusions**, **g. Aircraft, Auto or Watercraft** is replaced by the following:

g. Aircraft (Other Than Unmanned Aircraft), Auto or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft (other than “unmanned aircraft”), "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This paragraph **g.** applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the “occurrence” which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft (other than “unmanned aircraft”), "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This paragraph **g.** does not apply to:

(a) A watercraft while ashore on premises you own or rent;

(b) A watercraft you do not own that is:

(i) Less than 51 feet long; and

(ii) Not being used to carry persons or property for a charge;

(c) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;

(d) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft (other than “unmanned-aircraft”) or watercraft; or

(e) "Bodily injury" or "property damage" arising out of:

(i) The operation of machinery or equipment that is attached to, or part of, a land vehicle that would qualify under the definition of “mobile equipment” if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance or motor vehicle registration law where it is licensed or principally garaged; or

(ii) The operation of any of the following machinery or equipment:

1) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and

2) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well-servicing equipment; or

(f) An aircraft (other than “unmanned aircraft”) that is:

(i) Chartered by, loaned to, or hired by you with a paid crew; and

(ii) Not owned by any insured.

SECTION V – AMENDED DEFINITIONS

A. SECTION V – DEFINITIONS, **3.** "Bodily injury", **16.** "Products – completed operations hazard", and **17.** "Property damage" are replaced by the following:

3. "Bodily injury" means bodily injury, sickness or disease sustained by a person, including death resulting from any of these at any time. “Bodily injury” includes mental anguish or other mental injury resulting from “bodily injury”.

16. "Products – completed operations hazard":

a. Includes all "bodily injury" and "property damage" occurring away from premises you own or rent and arising out of "your product" or "your work" except:

(1) Products that are still in your physical possession; or

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(2) Work that has not yet been completed or abandoned. However, "your work" will be deemed completed at the earliest of the following times:

(a) When all of the work called for in your contract has been completed.

(b) When all of the work to be done at the job site has been completed if your contract calls for work at more than one job site.

(c) When that part of the work done at the job site has been put to its intended use by any other person or organization other than another contractor or subcontractor working on the same project.

Work that may need service, maintenance, correction, repair or replacement, but which is otherwise complete, will be treated as completed.

The "bodily injury" or "property damage" must occur away from premises you own or rent, unless your business includes the selling, handling or distribution of "your product" for consumption on premises you own or rent.

b. Does not include "bodily injury" or "property damage" arising out of:

(1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle not owned or operated by you, and that condition was created by the "loading or unloading" of that vehicle by any insured; or

(2) The existence of tools, uninstalled equipment or abandoned or unused materials.

17. “Property damage” means:

a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or

b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of the "occurrence" that caused it.

For the purposes of this insurance, electronic data is not tangible property.

As used in this definition, electronic data means information, facts or programs stored as, created or used on, or transmitted to or from computer software, including systems and applications software, hard or floppy disks, CD-ROMs, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

SECTION VI – ADDITIONAL DEFINITIONS

A. **T**he following definitions are added to **SECTION V – DEFINITIONS**:

1. "Cyber content” means the electronic display, electronic transmission or electronic dissemination of information through any network or through an insured’s system, including through email or an insured’s internet website.

2. “Cyber content incident” means the alleged or actual unintentional and unauthorized:

a. Infringement of a collective mark, service mark, service name, trademark, trade dress, domain name, commercial logo, commercial slogan, commercial symbol, commercial title, copyright, name of a product, service or entity, or title of an artistic or literary work;

b. Plagiarism or unauthorized use of protected literary or artistic work, format, character or performance;

c. Invasion or interference with the right of publicity including name, persona, voice or likeness; or

d. Defamation, libel, slander, trade libel, false light or other tort directly arising from the disparagement of or harm to the reputation or character of any person or entity;

resulting directly from “cyber content” of the insured entity.

3. "Cyber incident" means any:

a. Unauthorized access to or use of any computer system;

b. Malicious code, virus or any other harmful code that is directed at, enacted upon or introduced into any computer system and is designed to access, alter, corrupt, damage, delete, destroy, disrupt, encrypt, exploit, use or prevent or restrict access to or the use of any part of any computer system or otherwise disrupt its normal functioning or operation;

c. Denial of service attack which disrupts, prevents or restricts access to or use of any computer system, or otherwise disrupts its normal functioning or operation; or

d. Alleged or actual unintentional and unauthorized:

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(1) Infringement of a collective mark, service mark, service name, trademark, trade dress, domain name, commercial logo, commercial slogan, commercial symbol, commercial title, copyright, name of a product, service or entity, or title of an artistic or literary work;

(2) Plagiarism or unauthorized use of protected literary or artistic work, format, character or performance;

(3) Invasion or interference with the right of publicity including name, persona, voice or likeness; or

(4) Defamation, libel, slander, trade libel, false light or other tort directly arising from the disparagement of or harm to the reputation or character of any person or entity;

resulting directly from “cyber content” of the insured entity.

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