CITY OF SPOKANE

REGARDING CITY COUNCIL MEETINGS

City Council's standing committee meetings, Agenda Review Sessions, and Legislative Sessions are held in City Council Chambers – Lower Level of City Hall, 808 W. Spokane Falls Blvd.

City Council Members, City staff, presenters and members of the public have the option to participate virtually via WebEx during all meetings, with the exception of Executive Sessions which are closed to the public. Call in information for the February 23, 2026, meetings is below. All meetings will be streamed live on Channel 5 and online at https://my.spokanecity.org/citycable5/live and https://www.facebook.com/spokanecitycouncil.

WebEx call in information for the week of February 23, 2026:

3:30 p.m. Agenda Review Session: 1-408-418-9388; access code: 249 217 29618; password: 0320

6:00 p.m. Legislative Session: 1-408-418-9388; access code: 249 699 17004; password: 0320

To participate in public comment (including Open Forum):

Testimony sign-up is open beginning at 5:00 p.m. on Friday, February 20, 2026, and ending at 6:00 p.m. on Monday, February 23, 2026, via the online testimony sign-up form link which can be accessed by clicking https://my.spokanecity.org/citycouncil/meetings/signup/ or in person outside council chambers beginning at 8:00 a.m. on February 23, 2026. You must sign up by 6:00 p.m. to be called on to testify. (If you are unable to access the form by clicking the hyperlink, please copy and paste the link address into your browser window.) Instructions for participation are provided on the form when you sign up.

The open forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City and not relate to the final, updated draft, or draft agendas, pending hearing items, or initiatives or referenda in a pending election. "Affairs of the city" shall include (i) matters within the legislative, fiscal or regulatory purview of the city, (ii) any ordinance, resolution or other official act adopted by the city council, (iii) any rule adopted by the city, (iv) the delivery of city services and operation of city departments, (v) any act of members of the city council, the mayor or members of the administration, or (vi) any other matter deemed by the council president to fall withing the affairs of the city, which determination may be overridden by majority vote of the council members present. Individuals speaking during the open forum shall address their comments to the council president and shall maintain decorum as laid out in Rule 2.15 (Participation by Members of the Public in Council Meetings).

THE CITY OF SPOKANE

DRAFT COUNCIL AGENDA

MEETING OF MONDAY, FEBRUARY 23, 2026

MISSION STATEMENT

TO DELIVER EFFICIENT AND EFFECTIVE SERVICES THAT FACILITATE ECONOMIC OPPORTUNITY AND ENHANCE QUALITY OF LIFE.

MAYOR LISA BROWN
COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBER MICHAEL CATHCART
COUNCIL MEMBER SARAH DIXIT
COUNCIL MEMBER KATE TELIS
COUNCIL MEMBER PAUL DILLON
COUNCIL MEMBER KITTY KLITZKE
COUNCIL MEMBER ZACK ZAPPONE

CITY COUNCIL CHAMBERS
CITY HALL
808 W. SPOKANE FALLS BLVD.
SPOKANE, WA 99201

City of Spokane Guest Wireless access for Council Chambers:

Username: **COS Guest**
Password: **K8vCr44y**

Please note the space in username.
Both username and password are case sensitive.

LAND ACKNOWLEDGEMENT

We acknowledge that we are on the unceded land of the Spokane people. And that these lands were once the major trading center for the Spokanes as they shared this place and welcomed other area tribes through their relations, history, trade, and ceremony. We also want to acknowledge that the land holds the spirit of the place, through its knowledge, culture, and all the original peoples Since Time Immemorial.

As we take a moment to consider the impacts of colonization may we also acknowledge the strengths and resiliency of the Spokanes and their relatives. As we work together making decisions that benefit all, may we do so as one heart, one mind, and one spirit.

We are grateful to be on the shared lands of the Spokane people and ask for the support of their ancestors and all relations. We ask that you recognize these injustices that forever changed the lives of the Spokane people and all their relatives.

We agree to work together to stop all acts of continued injustices towards Native Americans and all our relatives. It is time for reconciliation. We must act upon the truths and take actions that will create restorative justice for all people.

Adopted by Spokane City Council on the 22nd day of March, 2021
via Resolution 2021-0019

AGENDA REVIEW AND LEGISLATIVE SESSIONS

Council meetings consist of two parts: The Agenda Review Session (starting at 3:30 P.M.) and the Legislative Session (starting at 6:00 P.M.). The Agenda Review Session is open to the public, but participation is limited to Council Members and appropriate staff. The Legislative Session also is open to the public, and public comment is taken on legislative items (except those that are adjudicatory or solely administrative in nature). Following the conclusion of the Legislative portion of the meeting, an Open Forum is held unless a majority of Council Members vote otherwise. Please see additional Open Forum information that appears at the end of the City Council agenda.

SPOKANE CITY COUNCIL AGENDA REVIEW SESSIONS (BEGINNING AT 3:30 P.M. EACH MONDAY) AND LEGISLATIVE SESSIONS (BEGINNING AT 6:00 P.M. EACH MONDAY) ARE BROADCAST LIVE ON CITY CABLE CHANNEL FIVE AND STREAMED LIVE ON THE CHANNEL FIVE WEBSITE. THE SESSIONS ARE REPLAYED ON CHANNEL FIVE ON THURSDAYS AT 6:00 P.M. AND FRIDAYS AT 10:00 A.M.

ADDRESSING THE COUNCIL

- **Public participation in Council meetings is governed by Council Rules 2.15 and 2.16. A complete copy of the council rules can be found here: City Council Rules.**
- **No member of the public may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide their name and city of residence as a condition of recognition.**
- **Persons speaking at the podium shall verbally identify themselves by name, city of residency and, if appropriate, representative capacity.**
- **Speakers may be provided additional written or verbal instructions to ensure that verbal remarks are electronically recorded. Documents submitted for the record are identified and marked by the Clerk. (If you are submitting paper copies of documents to the Council Members, please provide a minimum of ten copies via the City Clerk. The City Clerk is responsible for officially filing and distributing your submittal.)**
- **To ensure that evidence and expressions of opinion are included in the record, and to ensure that decorum befitting a deliberative process is maintained, no modes of expression including but not limited to demonstrations, banners, signs, applause, profanity, vulgar language, or personal insults are permitted. To prevent disruption of council meetings and visual obstruction of proceedings, members of the audience shall remain seated during council meetings.**
- **A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.**
- **When addressing the Council, members of the public shall direct all remarks to the Council President, and shall confine their remarks to the matters that are specifically before the Council at that time or, if speaking during Open Forum, shall confine their remarks to affairs of the city.**
- **City staff may testify at Council meetings, including open forum, providing the testimony is in compliance with the City of Spokane Code of Ethics and the staff follow the steps outlined in the City Council Rules of Procedure.**

SPEAKING TIME LIMITS: **Each person addressing the Council is limited to two minutes of speaking time, except during hearings and items under final consideration by the Council, for which three minutes will be allowed. The chair may allow additional time if the speaker is asked to respond to questions from the Council. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the Council. Note: No public testimony shall be taken on amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the Council.**

CITY COUNCIL AGENDA: **The City Council agendas may be obtained prior to Council Meetings by accessing the City's website at https://my.spokanecity.org/citycouncil/documents/.**

AGENDA REVIEW SESSION

(3:30 p.m.)
(Council Chambers Lower Level of City Hall)
(No Public Testimony Taken)

ROLL CALL OF COUNCIL

INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS

COUNCIL OR STAFF REPORTS OF MATTERS OF INTEREST

DRAFT AGENDAS REVIEW (Staff or Council Member briefings and discussion)

APPROVAL BY MOTION OF THE DRAFT AGENDA

CONSIDERATION OF ANY REQUESTS FOR DEFERRAL OF ITEMS ON THE FINAL AGENDA

EXECUTIVE SESSION

(Closed Session of Council)
(Executive Session may be held or reconvened during the 3:30 p.m. Agenda Review Session or the 6:00 p.m. Legislative Session)

LEGISLATIVE SESSION

(Council Reconvenes in Council Chamber)

LAND ACKNOWLEDGEMENT

PLEDGE OF ALLEGIANCE

POETRY AT THE PODIUM, WORDS OF INSPIRATION, AND SPECIAL INTRODUCTIONS

ROLL CALL OF COUNCIL

PROCLAMATIONS AND SALUTATIONS

REPORTS FROM COMMUNITY ORGANIZATIONS

ANNOUNCEMENTS
(Announcements regarding Changes to the City Council Agenda)

BOARDS AND COMMISSIONS APPOINTMENTS

(Includes Announcements of Boards and Commissions Vacancies)

APPOINTMENTS	RECOMMENDATION	
Aging and Long Term Care Governing Board: One Appointment – Dawn Kinder	Confirm	CPR 1981-0449
Spokane County Hotel and Motel TPA Commission: One Reappointment – Pam Alfaro	Confirm	CPR 2004-0017

CONSENT AGENDA

The consent agenda consists of purchases and contracts for supplies and services provided to the city, as well as other agreements that arise (such as settlement or union agreements), and weekly claims and payments of previously approved obligations and biweekly payroll claims against the city. Any agreement over $50,000 must be approved by the city council. Typically, the funding to pay for these agreements has already been approved by the city council through the annual budget ordinance, or through a separate special budget ordinance. If the contract requires a new allocation of funds, that fact usually will be indicated in the summary of the contract in the consent agenda.

Unless a council member requests that an item be considered separately, the council approves the consent agenda as a whole in a single vote. Note: The consent agenda is no longer read in full by the city clerk. The public is welcome to testify on matters listed in the consent agenda, but individual testimony is limited to three minutes for the entire consent agenda.

REPORTS, CONTRACTS AND CLAIMS	RECOMMENDATION	
1. Purchase from Bud Clary Chevrolet of four 2026 Chevrolet Silverado Battery Electric Pickups for Solid Waste Collections—$254,367 (incl. tax). (Council Sponsor: Council Member Dillon) Rick Giddings	Approve	OPR 2026-0055
2. Purchase from Bud Clary Chevrolet of a 2026 Chevrolet Silverado EV and a 2026 Toyota BZ electric vehicle for the Facilities Department—$98,054 (incl. tax). (Council Sponsor: Council Member Dillon) Rick Giddings	Approve	OPR 2026-0056
3. Purchase from Bud Clary Chevrolet of two 2026 Chevrolet Silverado EV pickups for the Engineering	Approve	OPR 2026-0057

	Department—$119,182 (incl. tax). (Council Sponsor: Council Member Dillon) **Rick Giddings**		
4.	**Assignment of Wholesail Networks, LLC, franchise agreement with the City of Spokane to NFC Northwest to continue operating its fiber system in the City. (Council Sponsors: Council Members Dillon and Cathcart)** **Tim Szambelan**	**Approve**	**OPR 2026-0058**
5.	**Contract Renewal No. 2 with ParkMobile, LLC (Atlanta, GA) for a mobile parking payment system from January 1, 2026, through December 31, 2026—cost not to exceed $300,000 (Estimated $2,500,000 Revenue). (Council Sponsor: Council Member Klitzke)** **Jesten Ray**	**Approve**	**OPR 2022-0129**
6.	**Contract Amendment with Loomis Armored U.S., LLC, (Spokane) for armored car services at various City locations from December 31, 2025, through May 22, 2026—additional amount not to exceed $35,000 (plus tax). (Council Sponsors: Council President Wilkerson and Council Member Dillon)** **Conner Thorne**	**Approve**	**OPR 2024-0552**
7.	**Contract with Vector Solutions dba TargetSolutions Learning, LLC, (Tampa, FL) for Target Solutions Training Software for the Fire Department from January 25, 2026, through January 24, 2031—not to exceed $57,981.08 (plus tax). (Council Sponsors: Council President Wilkerson and Council Member Telis)** **Mike Forbes**	**Approve**	**OPR 2026-0059**
8.	**Contract Renewal 3 of 4 with DLT Solutions, LLC., (Herndon, VA) for AutoDesk software products, services and support from March 12, 2026, through March 25, 2027—$86,476.86 (plus tax). (Council Sponsors: Council Member Dillon and Cathcart)** **Peggy Lund**	**Approve**	**OPR 2023-0313**
9.	**Contract with EUNA Solutions, Inc. (Sandy Springs, GA) for subscription and support of the financial planning & budgeting software from March 22, 2026, through March 21, 2027—$184,624.97 (plus tax). (Council Sponsors: Council Member Dillon and Zappone)** **Peggy Lund**	**Approve**	**OPR 2026-0060**
10.	**No-cost Contract Extension with Central Square Technologies, LLC (formerly Superion, LLC) (Lake Mary, FL) for administration of the False Alarm Program for the Spokane Police Department from January 31, 2026, through January 30, 2027. (Council**	**Approve**	**OPR 2011-0535**

	Sponsors: Council President Wilkerson and Council Member Zappone) **Dave Singley**		
11.	**Contract Renewal with BI Incorporated (Boulder, CO) for electronic monitoring services and equipment for Probation Services from March 1, 2026, through February 29, 2028—$275,000 (plus tax, if applicable). (Council Sponsor: Council Member Dillon)** **Michael Diamond**	**Approve**	**OPR 2024-0193**
12.	**Interlocal Agreement with the City of Airway Heights for the City of Spokane Development Services Center to provide building plan review, permit intake, building inspection and related services to the City of Airway Heights. (Council Sponsor: Council Member Telis)** **Dermott Murphy**	**Approve**	**OPR 2026-0124**
13.	**Report of the Mayor of pending:**	**Approve & Authorize Payments**	
	a. Claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2025, total $_____, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total $_____.		**CPR 2026-0002**
	b. Payroll claims of previously approved obligations through _____, 2025: $_____.		**CPR 2026-0003**
14.	**Minutes:**	**Approve All**	
	a. City Council Meeting Minutes: _____, 2025.		**CPR 2026-0013**
	b. City Council Standing Committee Meeting Minutes: _____, 2025.		

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

(Require Five Affirmative, Recorded Roll Call Votes)

ORD C36840 **Amending Ordinance No. C36794, entitled in part, "An ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to finance capital needs of the City's Public Safety Answering Point (PSAP) system, and declaring an emergency. (Relates to Resolution 2025-0006) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**
Matt Boston

ORD C36843 **Amending Ordinance No. C36794, entitled in part, "An ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to add ten additional firefighter positions to counteract high academy washout rates, and declaring an emergency. (Council Sponsors: Council Members Telis and Cathcart)**
Tom Williams

ORD C36844 **Amending Ordinance No. C36794, entitled in part, "An ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to provide behavioral health co-response services with Spokane County, and declaring an emergency. (Council Sponsors: Council Members Telis and Cathcart)**
Tom Williams

ORD C36845 **Amending Ordinance No. C36794, entitled in part, "An ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to replace communications equipment in the fire training facility, and declaring an emergency. (Council Sponsors: Council Members Telis and Cathcart)**
Tom Williams

NO EMERGENCY ORDINANCES

RESOLUTIONS & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

RES 2026-0006 **Of the City of Spokane, Washington, providing for the issuance and sale of taxable Limited Tax General Obligation Bonds in the aggregate principal amount of not to exceed $6,000,000; establishing interfund loan facilities from the Spokane Investment Pool to finance capital needs for Emergency Communications Services improvements, equipment, and apparatus; fixing the date, form, maturity, interest rate, terms and covenants of the bonds; establishing the provisions for drawing on the interfund loan established thereby; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto. (Relates to Special Budget Ordinance C36840)**

(Council Sponsors: Council President Wilkerson and Council Member Dillon)
Matt Boston

RES 2026-0007 **Approving the appointment of Jacob Miller as the Director of Management and Budget for the City of Spokane. (Council Sponsor: Council President Wilkerson and Council Member Dillon)**
Matt Boston and Adam McDaniel

RES 2026-0008 **Approving the appointment of Stephen Williams as the Director of Emergency Communications for the Spokane United 911 Network. (Council Sponsor: Council President Wilkerson and Council Member Dillon)**
Adam McDaniel

RES 2026-0009 **Adopting various amendments to the City Council's Rules of Procedure. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)**
Chris Wright

(Deferred to February 23, 2026, Agenda, from February 9, 2026, Agenda, during January 26, 2026, 3:30 p.m. Agenda Review Session)

Council Sponsor requests motion to consider the following amendment:

Wilkerson/Klitzke Proposed Amendment:

- **Request motion to amend attachment to Resolution 2026-0009 with an updated revised version filed February 4, 2026, and included in agenda packet under Resolution 2026-0009.**

Council Sponsor requests motion to consider the following amendment:

Zappone/Klitzke Proposed Amendment:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 4, 2026, and included in agenda packet under Resolution 2026-0009.**

Council Sponsor requests motion to consider the following amendment:

Dillon/Klitzke/Cathcart Proposed Amendment:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 4, 2026, and included in agenda packet under Resolution 2026-0009.**

Council Member Cathcart requests motion to consider the following amendments:

Cathcart Proposed Amendment No. 3:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 4, 2026, and included in agenda packet under Resolution 2026-0009.**

Cathcart Proposed Amendment No. 4:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 4, 2026, and included in agenda packet under Resolution 2026-0009.**

Cathcart Proposed Amendment No. 5:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 4, 2026, and included in agenda packet under Resolution 2026-0009.**

Cathcart Proposed Amendment No. 6:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 4, 2026, and included in agenda packet under Resolution 2026-0009.**

Council Member Dixit requests motion to suspend Council Rules and consider the following amendment:

Dixit Proposed Amendment:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 5, 2026, and included in agenda packet under Resolution 2026-0009.**

Council Member Cathcart requests motion to suspend Council Rules and consider the following amendment:

Cathcart Proposed Amendment No. 7:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 6, 2026, and included in agenda packet under Resolution 2026-0009.**

Council Member Zappone requests motion to suspend Council Rules and consider the following amendments:

Zappone Proposed Amendment:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 6, 2026, and included in agenda packet under Resolution 2026-0009.**

Zappone Proposed Amendment No. 2:

- **Request motion to amend attachment to Resolution 2026-0009 with proposed updates filed February 6, 2026, and included in agenda packet under Resolution 2026-0009.**

RES 2026-0010 **Authorizing the City to execute any necessary agreements to formalize the City's participation in the Community Participatory Budgeting program administered through the Washington Department of Commerce. (Council Sponsors: Council President Wilkerson and Council Member Dixit)**
Jon Snyder and Jerrall Haynes

RES 2026-0011 **Approve a limited exception to the Complete Streets ordinance for the Rowan Maple/Ash stoplights projects based on the availability of parallel routes. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)**
Jon Snyder

ORD C36642 **Vacating the west 150 feet of the alley between Mission & Sinto, from Ruby to Pearl, as requested by Chick-Fil-A. (First Reading held April 14, 2025) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)**
Eldon Brown

ORD C36738 **Changing the day of regular meetings of the Spokane City Council and amending section 02.01.010 of the Spokane Municipal Code, and setting an effective date. (Council Sponsors: Council President Wilkerson and Council Member Zappone)**
Chris Wright

(Deferred from February 2, 2026, Agenda, to February 9, Agenda, during January 26, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to February 23, 2026, Agenda) (As amended during February 2, 2026, 3:30 p.m. Agenda Review Session)

ORD C36832 **Amending Ordinance C16154 that vacated a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane. (Council Sponsors: Council President Wilkerson and Council Member Dillon)**
Eldon Brown

ORD C36833 Amending Ordinance C22138 that vacated designated portions of a certain street and alleys in the City and County of Spokane, Washington. (Council Sponsors: Council President Wilkerson and Council Member Dillon)
Eldon Brown

ORD C36834 (To be considered under Hearings Item H1.)

FIRST READING ORDINANCES

ORD C36782 Relating to designated festival streets; amending Section 12.08.060 of the Spokane Municipal Code. (Council Sponsors: Council Members Zappone and Klitzke)
Jackson Deese

(First Reading deferred to February 23, 2026, Agenda, from January 26, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to March 2, 2026, Agenda.)

ORD C36820 Prohibiting the sale and distribution of kratom products in the City of Spokane; adopting a new Chapter 10.83 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Zappone)
Adam McDaniel

(First Reading deferred to February 23, 2026, Agenda, from January 26, 2026, Agenda, during January 26, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to March 2, 2026, Agenda)

ORD C36838 Amending provisions of the City's Code of Ethics; amending sections 01.04B.050, 1.04B.070, 1.04B.150 and 1.04B.170 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)
Mike Piccolo

ORD C36839 Updating departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.02.010, 07.03.020, 07.06.242, 07.14.030, 08.10.010, 13.02.0304, and 13.02.0364 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)
Adam McDaniel

ORD C36841 Relating to the emergency procurement and amending Section 07.06.180 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)
Jason Nechanicky

ORD C36846 Titled “Immigration Enforcement Free Zones”, establishing protections to promote trust and safety by ensuring city owned property is not voluntarily used to support immigration enforcement activities without a judicial warrant, amending sections 12.05.005, 12.05.050 and 12.05.070

of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon, Dixit, and Telis)
Council Member Dillon

FURTHER ACTION DEFERRED

NO SPECIAL CONSIDERATIONS

HEARINGS

H1.	**Hearing on Final Reading Ordinance C36834 to extend the duration of Interim Zoning Ordinance C36646 concerning height limits; setting a public hearing (for February 23, 2026); and reiterating a work program. (Council Sponsors: Council Members Dillon and Klitzke)** **Spencer Gardner**	**Hold Hrg/ Close Hrg/ Staff Recommends Denial**	**ORD C36834**

OPEN FORUM

At the conclusion of legislative business, the Council may recess briefly and then convene an open public comment period for up to twenty (20) speakers, unless a majority of council members vote otherwise. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during the calendar month. Each speaker is limited to no more than two (2) minutes. In order to participate in Open Forum, you must sign up beginning at 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting via the virtual testimony form linked in the meeting packet (https://my.spokanecity.org/citycouncil/documents/) or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. The virtual sign-up form can also be found here: https://my.spokanecity.org/citycouncil/meetings/signup/. (If you are unable to access the form by clicking the hyperlink, please copy and paste the link address into your browser window.) Speakers must sign themselves in using a name. Instructions for virtual participation are provided on the form when you sign up. The Open Forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City other than items appearing on the final or draft agendas, pending hearing items, and initiatives or referenda in a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not use profanity, engage in obscene speech, or make personal comment or verbal insults about any individual.

ADJOURNMENT

The February 23, 2026, Regular Legislative Session of the City Council is adjourned to March 2, 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, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

NOTES

Agenda Sheet for City Council:

Committee: Date: N/A

Committee Agenda type:

Council Meeting Date: 02/23/2026

Date Rec'd	1/19/2026		
Clerk's File #	CPR 1981-0449		
Cross Ref #			
Project #			
Submitting Dept	MAYOR	**Bid #**	
Contact Name/Phone	ADAM 6779	**Requisition #**	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG		
Agenda Item Type	Boards and Commissions		
Council Sponsor(s)			
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	APPOINTMENT OF DAWN KINDER TO THE AGING & LONG TERM CARE		

Agenda Wording

Appointment of Dawn Kinder to the Aging & Long Term Care Governing Board for a term of January 1, 2026, to December 31, 2026.

Summary (Background)

Appointment of Dawn Kinder to the Aging & Long Term Care Governing Board for a term of January 1, 2026, to December 31, 2026.

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?	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			
Legal			
For the Mayor	PICCOLO, MIKE		

Distribution List	

Agenda Sheet for City Council:

Committee: **Date:** N/A

Committee Agenda type:

Council Meeting Date: 02/23/2026

Date Rec'd	1/26/2026		
Clerk's File #	CPR 2004-0017		
Cross Ref #			
Project #			
Submitting Dept	MAYOR	**Bid #**	
Contact Name/Phone	ADAM 6779	**Requisition #**	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG		
Agenda Item Type	Boards and Commissions		
Council Sponsor(s)			
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	REAPPOINTMENT OF PAM ALFARO TO THE SPOKANE COUNTY HOTEL AND		

Agenda Wording

Reappointment of Pam Alfaro to the Spokane County Hotel and Motel TPA Commission for a term of January 11, 2026, to January 10, 2029, as recommended by the Spokane Hotel Motel Association.

Summary (Background)

Reappointment of Pam Alfaro to the Spokane County Hotel and Motel TPA Commission for a term of January 11, 2026, to January 10, 2029, as recommended by the Spokane Hotel Motel Association.

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?

The Spokane County Hotel and Motel TPA Commission, previously known as the Hotel Advisory Commission, advises the Board of County Commissioners of Spokane County on the expenditure of Special Assessment revenues by the Spokane County Tourism Promotion Area to fund tourism promotion in Spokane County. https://www.visitspokane.com/industry/industry-resources/tpa/

Council Subcommittee Review

N/A

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	SCOTT, ALEXANDER		
Division Director			
Accounting Manager			
Legal			
For the Mayor	SCOTT, ALEXANDER		

Distribution List

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/16/2026		
Clerk's File #	OPR 2026-0055		
Cross Ref #			
Project #			
Submitting Dept	FLEET SERVICES	**Bid #**	
Contact Name/Phone	RICK GIDDINGS 509-625-7706	**Requisition #**	2026 FUNDS
Contact E-Mail	RGIDDINGS@SPOKANECITY.ORG		
Agenda Item Type	Purchase w/o Contract		
Council Sponsor(s)	PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	5100 - PURCHASE OF 4 CHEVROLET SILVERADO EV PICKUPS FOR SOLID WASTE		

Agenda Wording

Fleet Services would like to purchase 4 2026 Chevrolet Silverado Battery Electric Pickups for Solid Waste Collections.

Summary (Background)

Vehicles are used by SWC supervisors for incident response and will replace older units that have surpassed their economic lifecycle. Vehicles will be purchased from Bud Clary Chevrolet using a Washington State DES cooperative contract. Total purchase price for all four including applicable sales tax is $254,367. Total cost of ownership analysis shows lifecycle costs are significantly below equivalent ICE units.

What impacts would the proposal have on historically excluded communities?

None identified.

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 will not be collected.

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

Lifecycle cost data is collected and analyzed by Fleet Services.

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?

Aligns with City Centralized Fleet Management Policy and CIP program.

Council Subcommittee Review

No Subcommittee for this topic.

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 254,367
Current Year Cost	$ 254,367
Subsequent Year(s) Cost	$ 0

Narrative

Vehicles will be purchased using an approved cooperative contract following all city competitive purchasing rules. Lifecycle costs are significantly less that equivalent ICE vehicles.

Amount		Budget Account
Expense	$ 254,367	# 4500-45900-94370-56404-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Reserves

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

Yes

Expense Occurrence	One-Time

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

Approvals		Additional Approvals	
Dept Head	GIDDINGS, RICHARD		
Division Director	STRATTON, JESSICA		
Accounting Manager	ALBIN-MOORE, ANGELA		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List	
rgiddings@spokanecity.org	Tprince@spokanecity.org
atrussell@spokanecity.org	

From: NOREPLY@des.wa.gov
To: Giddings, Richard
Cc: descarssystem@des.wa.gov
Subject: Vehicle Quote - 2026-1-427 - SPOKANE, CITY OF - 23210
Date: Thursday, January 15, 2026 2:39:16 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Vehicle Quote Number: 2026-1-427 Create Purchase Request View organization purchase requests

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423
Dealer: Bud Clary Chevrolet (W262)
Dealer Contact: Becky Davis
Dealer Phone: (360) 423-1700

Organization Information

Organization: SPOKANE, CITY OF - 23210
Email: RGIDDINGS@SPOKANECITY.ORG
Quote Notes: Quote 2 SWC Silverado EVs
Vehicle Location: SPOKANE CITY

Color Options & Qty

Summit White(GAZ) - 4

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-08039-0001	2026 Chevy Silverado EV(CT35843) Crew Cab e4WD Truck	4	$58,250.00	$233,000.00
2026-08039-0002	***INFORMATION ONLY: SALES TAX ONLY 8.4%***	4	$0.00	$0.00
2026-08039-0003	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru-DES Vendor #W262***	4	$0.00	$0.00
2026-08039-0004	***INFORMATION ONLY: NEW FOR CONTRACT #28423: Delivery location must be selected, see option #0202. Standard equipment includes TWO keys.	4	$0.00	$0.00
2026-08039-0005	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. 2% cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. 10% cancellation fee if vehicle has been serialized and has specialized equipment ordered. Custom bodies cannot be cancelled. 2WD and 4x2 vehicles cannot be cancelled. Absolutely NO cancellation if customer has licensed/registered vehicle.	4	$0.00	$0.00

2026-08039-0006	Standard vehicle: 2026 Chevy Silverado EV Crew Cab e4WD 3WT which includes WT Select Package includes (BVE) Assist Steps, (KV7) Offboarding Power and (ZL6) Trailer Integration Package, Dual Level Charge Cord, dual-mode portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability, swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection-limited availability	4	$0.00	$0.00
2026-08039-0009	4WT Model	4	($5,000.00)	($20,000.00)
2026-08039-0022	Delivery to customer location in Eastern Washington. (DLR)	4	$400.00	$1,600.00
2026-08039-0205	Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)	4	$76.00	$304.00
2026-08039-0206	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	4	$52.00	$208.00
2026-08039-0207	Mud Flaps, Front (DLR)	4	$221.00	$884.00
2026-08039-0208	Mud Flaps, Rear (DLR)	4	$221.00	$884.00
2026-08039-0301	AMBER PACKAGE - Base Surface Lighting Package. (4) Soundoff mPower 4in LED amber warning lights, installed (2) on front of vehicle (at rear of hood facing forward), (2) on rear of vehicle. Wired to 8-button controller. (AL301)	4	$2,179.00	$8,716.00
2026-08039-0305	DECKED in bed storage system for Silverado EV (GM) (DD576)	4	$2,025.00	$8,100.00
2026-08039-0306	DECKED - Add key locks to bed drawers. (DD591)	4	$132.00	$528.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	4
Sub Total:	$234,224.00
8.6 % Sales Tax:	$20,143.26
Quote Total:	$254,367.26

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/16/2026		
Clerk's File #	OPR 2026-0056		
Cross Ref #			
Project #			
Submitting Dept	FLEET SERVICES	**Bid #**	
Contact Name/Phone	RICK GIDDINGS 509-625-7706	**Requisition #**	RE20864
Contact E-Mail	RGIDDINGS@SPOKANECITY.ORG		
Agenda Item Type	Purchase w/o Contract		
Council Sponsor(s)	PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	5100 - PURCHASE OF 2 ELECTRIC VEHICLES FOR THE FACILITIES DEPARTMENT		

Agenda Wording

Fleet Services would like to purchase (1) 2026 Chevrolet Silverado EV, and (1) 2026 Toyota BZ electric vehicle.

Summary (Background)

Vehicles are used by Facilities staff for transportation and equipment hauling and will replace older units that have exceeded their economic lifecycle. Units will be purchased using Washington State DES contracts. Cost for both including applicable sales tax is $98,054. Lifecycle costs for both are significantly less than equivalent ICE vehicles.

What impacts would the proposal have on historically excluded communities?

None identified.

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 will not be collected.

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

Lifecycle costs are collected and analyzed by Fleet Services.

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?

Follows City Centralized Fleet Management Policy and CIP.

Council Subcommittee Review

No subcommittee for this topic.

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 98,054
Current Year Cost	$ 98,054
Subsequent Year(s) Cost	$ 0

Narrative

Units will be purchased using approved cooperative contracts following al City Purchasing rules. Lifecycle costs are significantly less than equivalent ICE vehicles.

Amount		Budget Account
Expense	$ 98,054	# 5900-30210-94180-56404-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Reserves

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

Yes

Expense Occurrence	One-Time

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

Approvals		Additional Approvals	
Dept Head	GIDDINGS, RICHARD	PURCHASING	PRINCE, THEA
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List

rgiddings@spokanecity.org	Tprince@spokanecity.org
atrussell@spokanecity.org	fleetservicesaccounting@spokanecity.org
facilitiesdepartment@spokanecity.org	facilitiesaccounting@spokanecity.org

From: NOREPLY@des.wa.gov
To: Giddings, Richard
Cc: descarssystem@des.wa.gov
Subject: Vehicle Quote - 2026-1-317 - SPOKANE, CITY OF - 23210
Date: Tuesday, January 13, 2026 12:17:05 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Vehicle Quote Number: 2026-1-317 Create Purchase Request View organization purchase requests

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423
Dealer: Bud Clary Chevrolet (W262)
Dealer Contact: Becky Davis
Dealer Phone: (360) 423-1700

Organization Information

Organization: SPOKANE, CITY OF - 23210
Email: RGIDDINGS@SPOKANECITY.ORG
Quote Notes: Facilities
Vehicle Location: SPOKANE CITY

Color Options & Qty

Summit White(GAZ) - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-08039-0001	2026 Chevy Silverado EV(CT35843) Crew Cab e4WD Truck	1	$58,250.00	$58,250.00
2026-08039-0002	***INFORMATION ONLY: SALES TAX ONLY 8.4%***	1	$0.00	$0.00
2026-08039-0003	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru-DES Vendor #W262***	1	$0.00	$0.00
2026-08039-0004	***INFORMATION ONLY: NEW FOR CONTRACT #28423: Delivery location must be selected, see option #0202. Standard equipment includes TWO keys.	1	$0.00	$0.00
2026-08039-0005	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. 2% cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. 10% cancellation fee if vehicle has been serialized and has specialized equipment ordered. Custom bodies cannot be cancelled. 2WD and 4x2 vehicles cannot be cancelled. Absolutely NO cancellation if customer has licensed/registered vehicle.	1	$0.00	$0.00
2026-08039-0006	Standard vehicle: 2026 Chevy Silverado EV Crew Cab e4WD 3WT	1	$0.00	$0.00

	which includes WT Select Package includes (BVE) Assist Steps, (KV7) Offboarding Power and (ZL6) Trailer Integration Package, Dual Level Charge Cord, dual-mode portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability, swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection-limited availability			
2026-08039-0009	4WT Model	1	($5,000.00)	($5,000.00)
2026-08039-0022	Delivery to customer location in Eastern Washington. (DLR)	1	$400.00	$400.00
2026-08039-0100	***DEALER INSTALLED OPTIONS LISTED BELOW***	1	$0.00	$0.00
2026-08039-0205	Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)	1	$76.00	$76.00
2026-08039-0206	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	$52.00	$52.00
2026-08039-0207	Mud Flaps, Front (DLR)	1	$221.00	$221.00
2026-08039-0208	Mud Flaps, Rear (DLR)	1	$221.00	$221.00
2026-08039-0209	SPRAY-IN Bedliner for vehicles with Power Outlets in bed (pro-power onboard, BEV) (DLR)	1	$652.00	$652.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	1
Sub Total:	$54,872.00
8.6 % Sales Tax:	$4,718.99
Quote Total:	$59,590.99

From: NOREPLY@des.wa.gov
To: Giddings, Richard
Cc: descarssystem@des.wa.gov
Subject: Vehicle Quote - 2026-1-441 - SPOKANE, CITY OF - 23210
Date: Friday, January 16, 2026 8:40:54 AM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Vehicle Quote Number: 2026-1-441 Create Purchase Request View organization purchase requests

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #:	28423		
Dealer:	Bud Clary Toyota of Yakima (W6870)	Dealer Contact:	Kathleen Brennan
	2230 Longfibre Road	Dealer Phone:	(360) 423-4321
	Union Gap Wa 98903	Dealer Email:	toyota.orders@budclary.com

Organization Information

Organization:	SPOKANE, CITY OF - 23210
Email:	RGIDDINGS@SPOKANECITY.ORG
Quote Notes:	Facilities BZ
Vehicle Location:	SPOKANE CITY

Color Options & Qty

EXTRA COST - Wind Chill Pearl - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-03091-0001	2026 Toyota BZ (BEV)	1	$30,014.00	$30,014.00
2026-03091-0002	INFORMATION ONLY: Vehicle Sales Tax is 8.6%	1	$0.00	$0.00
2026-03091-0003	INFORMATION ONLY: Bud Clary Toyota of Yakima (Clary Union Gap, LLC) - DES Vendor #W6870	1	$0.00	$0.00
2026-03091-0004	INFORMATION ONLY: NEW FOR CONTRACT #28423: Delivery location must be selected, see option #0200. Standard Equipment includes TWO keys. For additional keys, see option #0210.	1	$0.00	$0.00
2026-03091-0005	INFORMATION ONLY: Toyota is not able to guarantee that this vehicle will be produced during the current model year production cycle. Also, due to uncontrollable increasing costs of raw materials, Toyota might not be able to provide price protection for vehicles that will need to be re-ordered as a 2026 model year. If Toyota is unable to build this vehicle, we will contact you when we receive notification, offering the choice of order cancellation without penalty or acceptance of 26MY CARS contract pricing to re-order vehicle (and upfits if applicable) with factory expedited scheduling.	1	$0.00	$0.00

2026-03091-0006	INFORMATION ONLY: Bud Clary Toyota of Yakima CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. 2% cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. 10% cancellation fee if vehicle has been serialized and has specialized equipment ordered. Absolutely NO cancellation if customer has licensed/registered vehicle.	1	$0.00	$0.00
2026-03091-0010	2026 Toyota BZ, XLE Trim Level, Front-Wheel Drive (FWD), Battery Electric Vehicle (BEV), 5-passenger SUV. Lithium ion battery; 57.7 kWh, 288.6V; Single electric motor, Estimated Range: 236 miles. (2873) THIS IS THE BASE VEHICLE -- Please review Vehicle Standard Specs for complete description.	1	$0.00	$0.00
2026-03091-0012	XLE TRIM - All-Wheel Drive (AWD) [Includes Dual electric motors; 74.7kWh battery capacity, 391V; 388 (front 224/rear 118) hp, 198/125 (front/rear) lb-ft torque; X-MODE drive mode with Snow/Dirt, Deep Snow/Mud and Grip Control Modes; Downhill Assist Control (DAC); (1) 12V120W auxiliary power outlet in bottom storage tray; Dual-zone automatic climate control with rear seat vents; Estimated Range: 288 miles] (2872)	1	$4,300.00	$4,300.00
2026-03091-0027	All weather floor liners and cargo tray (2T)	1	$333.00	$333.00
2026-03091-0030	First Aid Kit (Includes sting pads, bandages, stretch bandage, steel scissors, all in a flame retardant zipper case) (3Z)	1	$30.00	$30.00
2026-03091-0031	Emergency Kit (Includes stainless steel pocket tool with pliers, wire cutters, two screwdrivers, Heat-reflective emergency blanket, flashlight, work gloves, automotive-grade hose tape, tire gauge, bungee cord, shop towel and tether strap, Booster/jumper cables) (7R)	1	$74.00	$74.00
2026-03091-0050	EXTRA COST PAINT: Wind Chill Pearl	1	$466.00	$466.00
2026-03091-0202	Delivery to customer in Eastern Washington (DLR)	1	$200.00	$200.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	1
Sub Total:	$35,417.00
8.6 % Sales Tax:	$3,045.86
Quote Total:	$38,462.86

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/16/2026		
Clerk's File #	OPR 2026-0057		
Cross Ref #			
Project #			
Submitting Dept	FLEET SERVICES	**Bid #**	
Contact Name/Phone	RICK GIDDINGS 509-625-7706	**Requisition #**	RE 20887
Contact E-Mail	RGIDDINGS@SPOKANECITY.ORG		
Agenda Item Type	Purchase w/o Contract		
Council Sponsor(s)	PDILLON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	5100 - PURCHASE OF 2 CHEVROLET SILVERADO EV PICKUPS FOR ENGINEERING		

Agenda Wording

Fleet Services would like to purchase (2) 2026 Chevrolet Silverado EV pickups for the Engineering Department.

Summary (Background)

Units will replace 2 costly leased vehicles. Vehicles will be purchased from Bud Clary Chevrolet using a Washington State DES contract. Total cost for both units including applicable sales tax is $119,182. Lifecycle costs are significantly lower than equivalent ICE units.

What impacts would the proposal have on historically excluded communities?

None identified.

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 will not be collected.

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

Fleet Services collects and analyzes lifecycle 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?

Aligns with City Centralized Fleet Policy and CIP.

Council Subcommittee Review

No subcommittee for this topic.

Fiscal Impact

Approved in Current Year Budget?	
Total Cost	$ 119,182
Current Year Cost	$ 119,182
Subsequent Year(s) Cost	$ 0

Narrative

Vehicles will be purchased using an approved cooperative contract following all City competitive purchasing rules. Lifecycle costs are significantly lower than equivalent ICE units.

Amount		Budget Account
Expense	$ 119,182	# 0370-30210-94440-56404-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Reserves

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

Yes

Expense Occurrence	One-Time

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

Approvals		Additional Approvals	
Dept Head	GIDDINGS, RICHARD	PURCHASING	PRINCE, THEA
Division Director	STRATTON, JESSICA		
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List

rgiddings@spokanecity.org	Tprince@spokanecity.org
atrussell@spokanecity.org	fleetservicesaccounting@spokanecity.org

From: NOREPLY@des.wa.gov
To: Giddings, Richard
Cc: descarssystem@des.wa.gov
Subject: Vehicle Quote - 2026-1-319 - SPOKANE, CITY OF - 23210
Date: Tuesday, January 13, 2026 12:20:58 PM

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Vehicle Quote Number: 2026-1-319 Create Purchase Request View organization purchase requests

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423
Dealer: Bud Clary Chevrolet (W262)
Dealer Contact: Becky Davis
Dealer Phone: (360) 423-1700

Organization Information

Organization: SPOKANE, CITY OF - 23210
Email: RGIDDINGS@SPOKANECITY.ORG
Quote Notes: Engineering
Vehicle Location: SPOKANE CITY

Color Options & Qty

Summit White(GAZ) - 2

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-08039-0001	2026 Chevy Silverado EV(CT35843) Crew Cab e4WD Truck	2	$58,250.00	$116,500.00
2026-08039-0002	***INFORMATION ONLY: SALES TAX ONLY 8.4%***	2	$0.00	$0.00
2026-08039-0003	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru-DES Vendor #W262***	2	$0.00	$0.00
2026-08039-0004	***INFORMATION ONLY: NEW FOR CONTRACT #28423: Delivery location must be selected, see option #0202. Standard equipment includes TWO keys.	2	$0.00	$0.00
2026-08039-0005	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. 2% cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. 10% cancellation fee if vehicle has been serialized and has specialized equipment ordered. Custom bodies cannot be cancelled. 2WD and 4x2 vehicles cannot be cancelled. Absolutely NO cancellation if customer has licensed/registered vehicle.	2	$0.00	$0.00

2026-08039-0006	Standard vehicle: 2026 Chevy Silverado EV Crew Cab e4WD 3WT which includes WT Select Package includes (BVE) Assist Steps, (KV7) Offboarding Power and (ZL6) Trailer Integration Package, Dual Level Charge Cord, dual-mode portable, 120-volt (1.4 kW) and 240-volt (7.7 kW) capability, swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection-limited availability	2	$0.00	$0.00
2026-08039-0009	4WT Model	2	($5,000.00)	($10,000.00)
2026-08039-0010	***Options listed below for 4WT Model ONLY***	2	$0.00	$0.00
2026-08039-0019	VEHICLE DELIVERY - PLEASE SELECT ONE:	2	$0.00	$0.00
2026-08039-0022	Delivery to customer location in Eastern Washington. (DLR)	2	$400.00	$800.00
2026-08039-0205	Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)	2	$76.00	$152.00
2026-08039-0206	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	2	$52.00	$104.00
2026-08039-0207	Mud Flaps, Front (DLR)	2	$221.00	$442.00
2026-08039-0208	Mud Flaps, Rear (DLR)	2	$221.00	$442.00
2026-08039-0209	SPRAY-IN Bedliner for vehicles with Power Outlets in bed (pro-power onboard, BEV) (DLR)	2	$652.00	$1,304.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	2
Sub Total:	$109,744.00
8.6 % Sales Tax:	$9,437.98
Quote Total:	$119,181.98

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 apply:

- ☐ Public Rule 0860-24-01 – rule 3 – insurers and insurance agents, excluding other title insurers.
- ☐ Public Rule 0860-24-01 – rule 10, & SMC 08.01.090 E – exemption for farmers & gardeners.
- ☐ 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 – 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 is _____
- ■ SMC 08.01.195 – D – seller outside of the City delivering goods by means of common carrier

CERTIFICATION OF BUSINESS ACTIVITIES

I, Kathleen Brennan hereby do certify to the City of Spokane that the business I represent, known as Clary Longview LLC does not conduct nor solicit business activities within the City of Spokane, except for the business activities under the above identified exemptions.

Kathleen Brennan	Government Contracts Manager
Signature	Title
kathleen.brennan@budclary.com	360-423-4321
email	phone
700 7th Avenue	Longview, WA 98632
Address	City, State, Zip
Date: 10/22/25	UBI# 604671883 (Washington State, if available)

For Internal Use only: Approved: ☒ Rejected ☐

If rejected provide reason:

Reviewed By: _____ Date: 10/27/25

Rev May 2025

Approved: Matt Boston
Approved as to form: Elizabeth Schoedel, Asst. City Attorney

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/21/2026		
Clerk's File #	OPR 2026-0058		
Cross Ref #	ORD C35836		
Project #			
Submitting Dept	CITY ATTORNEY	**Bid #**	
Contact Name/Phone	TIM 6218	**Requisition #**	
Contact E-Mail	TSZAMBELAN@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	PDILLON MCATHCART		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	WHOLESAIL NETWORKS, LLC FRANCHISE ASSIGNMENT		

Agenda Wording

An assignment of the Wholesail Networks, LLC franchise agreement to NFC Northwest

Summary (Background)

Wholesail Networks LLC is assigning its franchise agreement with the City of Spokane to NFC Northwest to continue operating its Fiber System in the City.

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?

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?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

No budget impact

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	PICCOLO, MIKE		
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SZAMBELAN, TIMOTHY		
For the Mayor	PICCOLO, MIKE		

Distribution List	
NFC Byron E Springer byron@networkfiberco.com	Wholesail Jessica Epley jessica.epley@ziply.com
jtaylor@spokanecity.org	lromine@spokanecity.org
jgilstrap@spokanecity.org	kbustos@spokanecity.org

City Clerk's No. OPR 2026-0058

CITY OF SPOKANE

FRANCHISE ASSIGNMENT

This Contract Assignment is made and entered into by and between the **CITY OF SPOKANE,** as ("**City**"), a Washington municipal corporation, and **WHOLESAIL NETWORKS, LLC**, whose address is 135 Lake Street South, Suite 155, Kirkland, Washington 98033, as "**Assignor**", and **NFC NORTHWEST**, whose address is, whose address is 135 Lake Street South, Suite 155, Kirkland, Washington 98033, as "**Assignee**", individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the City and the Assignor entered into a Contract dated August 18, 2014, wherein the Assignor agreed to assign its Franchise Agreement to NFC Northwest; and

WHEREAS, NFC Northwest LLC will be working in a partnership with Ziply Fiber Pacific to provide internet services in Spokane; and

WHEREAS, the affiliate, Ziply Fiber Pacific will retain its franchise agreement; and

WHEREAS, the Assignor desires to assign the Contract to the Assignee and consent of the City is required for the Assignment.

NOW, THEREFORE, in consideration of these Assignment terms, the parties mutually agree as follows:

1. ASSIGNMENT.

A. For value received, the Assignor assigns all of its rights, title and interest under the Contract described above to the Assignee effective February 1, 2026.

B. The Assignee accepts the Assignment and agrees to assume all contractual rights and liabilities arising after such date.

2. REPRESENTATIONS.

A. The City and the Assignor warrant and represent that the Contract is in full force and effect and is fully assignable.

B. The Assignor further represents that the rights being transferred are free of lien, encumbrance or adverse claim.

3. CONSENT OF THE CITY.

The City agrees to the above Assignment, affirming that no modification of the Contract is made or intended, except that the Assignee is now and hereafter substituted for the Assignor.

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 Assignment by having legally-binding representatives affix their signatures below.

WHOLESAIL NETWORKS, LLC, ASSIGNOR

By_____
Signature Date

_____
Type or Print Name

_____
Title

CITY OF SPOKANE

By_____
Signature Date

_____
Type or Print Name

_____
Title

NFC NORTHWEST, ASSIGNEE

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

Attachments that are part of this Agreement:
Assignment Document

M26-014

INFRASTRUCTURE

BCE and PSP Investments Announce Strategic Partnership to Create Network FiberCo

Share

This news release contains forward-looking statements. For a description of the related risk factors and assumptions, please see the section entitled "Caution Regarding Forward-Looking Statements" later in this news release.

MONTRÉAL, May 8, 2025 – BCE Inc. (TSX: BCE) (NYSE: BCE), Canada's largest communications company [1], and Public Sector Pension Investment Board (PSP Investments), one of Canada's largest pension investors, today announced the formation of Network FiberCo, a long-term strategic partnership to accelerate the development of fibre infrastructure through Ziply Fiber, in underserved markets in the United States.

As a premier wholesale network provider, Network FiberCo will be focused on last-mile fibre deployment outside of Ziply Fiber's incumbent service areas, enabling Ziply Fiber to potentially reach up to 8 million total fibre passings.

PSP Investments has agreed to a potential commitment in excess of US$1.5 billion.

Leadership Perspectives

"Today's announcement represents a pivotal step in BCE's fibre growth strategy. By bringing PSP Investments' financial resources and acumen to Ziply Fiber, we are creating a scalable, capital-efficient platform to fund U.S. fibre footprint expansion. This strategic partnership will improve free cash flow generation and strengthen EBITDA accretion over the long term, reinforcing our commitment to delivering long-term value for shareholders while maintaining financial discipline."

- **Mirko Bibic, President and CEO, BCE and Bell Canada**

"PSP Investments is pleased to partner with BCE, a long-standing Canadian champion of innovation and connectivity, to support the development of fibre infrastructure in Ziply Fiber's target markets, which benefit from secular tailwinds. This commitment by PSP Investments will generate inflation linked and downside protected returns, which will contribute to fulfilling our mission to support the retirement of people who protect and serve Canada. PSP Investments has been an

investor in Ziply Fiber, and this partnership, leveraging our global infrastructure experience, aligns perfectly with our strategy and strengthens our diversified portfolio."

- **Deborah Orida, President and Chief Executive Officer, PSP Investments**

"This strategic partnership aligns perfectly with Ziply Fiber's mission to improve connectivity in the communities we serve. We're combining our operational expertise with BCE's scale and PSP Investments' financial strength to accelerate fibre deployment, enhance customer experiences, and drive sustainable growth."

- **Harold Zeitz, CEO, Ziply Fiber**

Key Highlights of the Strategic Partnership

- Ownership Structure: BCE through Ziply Fiber will hold a 49% equity stake in Network FiberCo, with PSP Investments owning 51% through its High Inflation Correlated Infrastructure Portfolio (HICI), contingent on closing of BCE's acquisition of Ziply Fiber.
- Fibre Expansion Goals: Network FiberCo will develop approximately 1 million fibre passings in Ziply Fiber's existing states and will target development of up to 5 million additional passings, which will enable Ziply Fiber to reach up to 8 million total fibre passings.
- Optimized Capital Efficiency: Network FiberCo will have its own non-recourse debt financing, which is anticipated to be the majority of its capital over time. BCE and PSP Investments will proportionately fund equity required by Network FiberCo to support fibre expansion.
- Complementary Skill Set: The operational capabilities of BCE combined with PSP Investments' significant infrastructure investing experience will enable Network FiberCo to capture the substantial growth anticipated and deliver the target fibre passing for Ziply Fiber.

Strategic Rationale

The U.S. fibre broadband market represents a transformative growth opportunity, with penetration rates well below Canada's and efficient construction costs enabling large-scale deployment. Network FiberCo's scalable platform supports both organic fibre expansion and potential acquisitions while enhancing returns through its capital-efficient structure.

Driving Sustainable Growth

BCE's proposed acquisition of Ziply Fiber marks a strategic entry into the U.S. broadband market, securing a leading management team and operating platform with significant long-term growth

potential. This disciplined reinvestment unlocks value through an expanded and diversified fibre footprint while benefiting from economies of scale.

Ziply Fiber has achieved significant fibre broadband subscriber growth and adjusted EBITDA growth in 2024, validating the strategic rationale and demonstrating its ability to generate meaningful and sustainable long-term cash flow.

Ownership and Operations

Upon, and contingent on, close of the previously announced acquisition of Ziply Fiber, BCE will assume 100% ownership of Ziply Fiber's existing operations. Ziply Fiber, as a BCE subsidiary, will continue to operate its existing network and execute its in-footprint fibre-to-the-home build strategy. Ziply Fiber will become a long-term partner to Network FiberCo, jointly owned by PSP Investments and BCE, as the exclusive Internet service provider to locations passed by Network FiberCo.

Additional Transaction Details

The transaction is expected to close in the second half of 2025, subject to customary closing conditions and the closing of BCE's previously announced acquisition of Ziply Fiber.

Analyst Call Details

BCE will hold a conference call with the financial community at 8:00 AM ET today, May 8, 2025 to discuss its Q1 2025 results and speak to the Network FiberCo strategic partnership. Media are welcome to participate on a listen-only basis. To participate, please dial toll-free 1-844-933-2401 or 647-724-5455. A replay will be available until midnight on June 8, 2025 by dialing 1-877-454-9859 or 647-483-1416 and entering passcode 7485404. A live audio webcast of the conference call will be available on BCE's website at BCE Q1-2025 conference call.

About BCE

BCE is Canada's largest communications company1, providing advanced Bell broadband wireless, Internet, TV, media and business communication services. To learn more, please visit Bell.ca or BCE.ca.

Through Bell for Better, we are investing to create a better today and a better tomorrow by supporting the social and economic prosperity of our communities. This includes the Bell Let's Talk initiative, which promotes Canadian mental health with national awareness and anti-stigma campaigns like Bell Let's Talk Day and significant Bell funding of community care and access, research and workplace leadership initiatives throughout the country. To learn more, please visit Bell Let's Talk.

About PSP Investments

The Public Sector Pension Investment Board (PSP Investments) is one of Canada's largest pension investors with C$264.9 billion of net assets under management as of 31 March 2024. It manages a diversified global portfolio composed of investments in capital markets, private equity, real estate, infrastructure, natural resources, and credit investments. Established in 1999, PSP Investments manages and invests amounts transferred to it by the Government of Canada for the pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and the Reserve Force. Headquartered in Ottawa, PSP Investments has its principal business office in Montréal and offices in New York, London and Hong Kong. For more information, visit investpsp.com or follow us on LinkedIn.

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Investor inquiries
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richard.bengian@bell.ca

[1] Based on total revenue and total combined customer connections.

CAUTION REGARDING FORWARD-LOOKING STATEMENTS

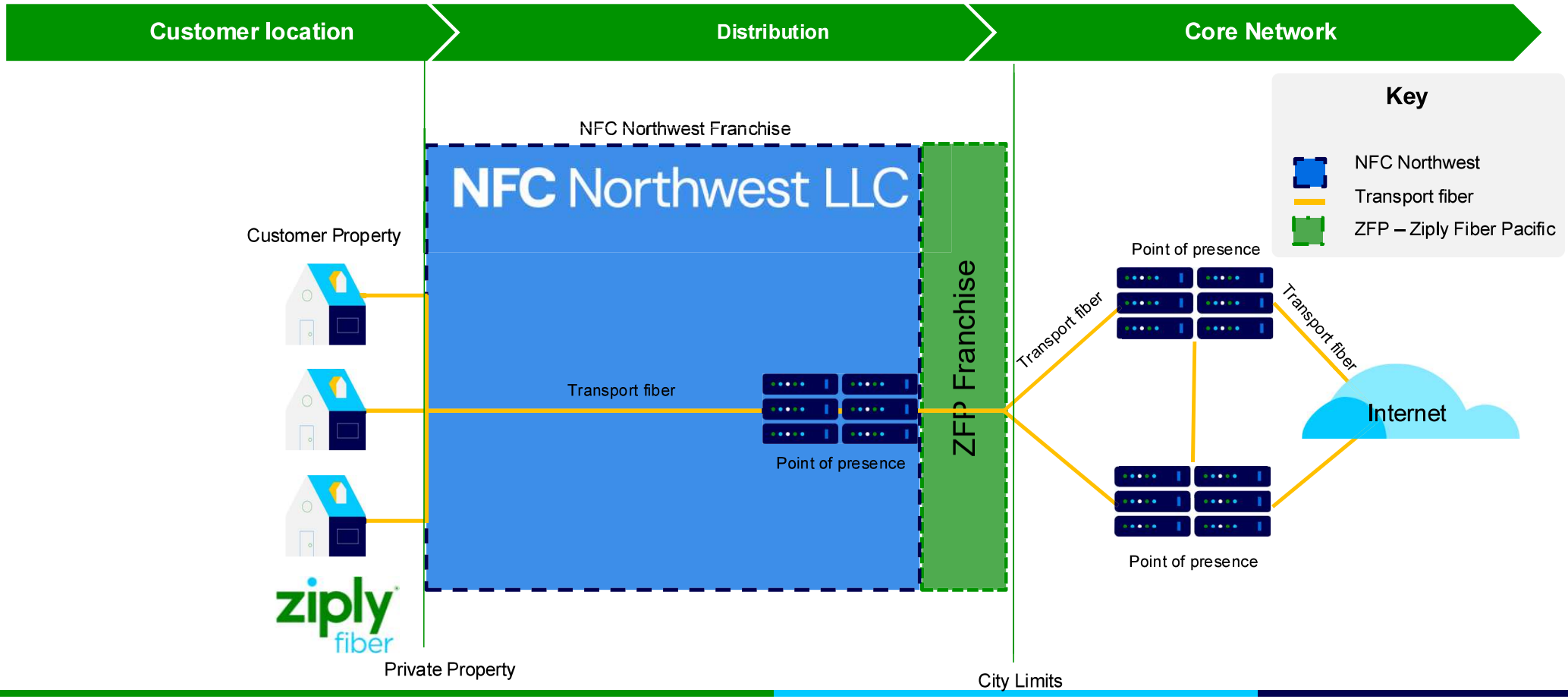
Certain statements made in this news release are forward-looking statements, including statements relating to the formation of Network FiberCo, a long-term strategic partnership to accelerate the development of fibre infrastructure through Northwest Fiber Holdco, LLC (doing business as Ziply Fiber (Ziply Fiber)) in underserved markets in the United States, the expected timing and completion thereof, certain potential benefits expected to result from the formation of the strategic partnership, such as the future deployment of targeted fibre passings, the expected funding of the strategic partnership, the expected improvement in BCE's free cash flow generation and adjusted EBITDA accretion over the long term, as well as long-term value creation for BCE shareholders, the proposed acquisition of Ziply Fiber and certain potential benefits expected to result from such acquisition, Ziply Fiber's expected long-term cash flow generation, BCE's and Ziply

Fiber's growth prospects, business outlook, objectives, plans and strategic priorities, and other statements that are not historical facts.

All such forward-looking statements are made pursuant to the "safe harbour" provisions of applicable Canadian securities laws and of the United States Private Securities Litigation Reform Act of 1995. Forward-looking statements are subject to inherent risks and uncertainties and are based on several assumptions which give rise to the possibility that actual results or events could differ materially from our expectations. These statements are not guarantees of future performance or events, and we caution you against relying on any of these forward-looking statements. The forward-looking statements contained in this news release describe our expectations at the date of this news release and, accordingly, are subject to change after such date. Except as may be required by applicable securities laws, we do not undertake any obligation to update or revise any forward-looking statements contained in this news release, whether as a result of new information, future events or otherwise. The timing and completion of the transaction relating to the formation of the strategic partnership are subject to the closing of the pending acquisition of Ziply Fiber, as well as customary closing conditions and other risks and uncertainties which may affect its completion, terms or timing. Accordingly, there can be no assurance that the transaction relating to the formation of the strategic partnership will occur, or that it will occur on the terms and conditions, or at the time, contemplated in this news release. The transaction relating to the formation of the strategic partnership could be modified, restructured or terminated. There can also be no assurance that the potential benefits expected to result from the formation of the strategic partnership will be realized. In addition, the timing and completion of the pending acquisition of Ziply Fiber are subject to customary closing conditions, termination rights and other risks and uncertainties, including relevant regulatory approvals, which may affect its completion, terms or timing and, accordingly, there can be no assurance that the acquisition of Ziply Fiber will occur, or that it will occur on the terms and conditions, or at the time, currently contemplated, or that certain potential benefits expected to result from the proposed acquisition will be realized.

For additional information on assumptions and risks underlying certain of our forward-looking statements made in this news release, please consult BCE's 2024 Annual MD&A dated March 6, 2025, BCE's 2025 First Quarter MD&A dated May 7, 2025, and BCE's news release dated May 8, 2025 announcing its financial results for the first quarter of 2025, filed with the Canadian provincial securities regulatory authorities (available at sedarplus.ca) and with the U.S. Securities and Exchange Commission (available at SEC.gov). These documents are also available at BCE.ca.

Network assets ownership



Support Document

Agenda Sheet for City Council Meeting of: 11/11/2019		Date Rec'd	10/23/2019
		Clerk's File #	ORD C35836
		Renews #	
Submitting Dept	CITY COUNCIL	Cross Ref #	
Contact Name/Phone	BEN STUCKART 6256269	Project #	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG	Bid #	
Agenda Item Type	Final Reading Ordinance	Requisition #	
Agenda Item Name	0320 NOEL COMMUNICATIONS FRANCHISE ORDINANCE		

Agenda Wording

An ordinance granting a non-exclusive franchise to use the public right of way to provide noncable telecommunication service to the public to Noel Communications, Inc., subject to certain conditions and duties as further provided (in the ordinance).

Summary (Background)

the City of Spokane granted to Noel Communications, Inc., a franchise as set forth in Ordinance No. C35118, effective September 24, 2014, to use the public right of way for the purpose of providing telecommunications services to the public. Noel Communications plans to enter into an agreement (the "Purchase Agreement") to sell certain of its assets and related business operations, including the Franchise (collectively, the "Business"), to Wholesail Networks LLC.

Fiscal Impact	Grant related? NO Public Works? NO	Budget Account
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Approvals		Council Notifications	
Dept Head	MCDANIEL, ADAM	Study Session	
Division Director		Other	PIES 9/23/19
Finance	BUSTOS, KIM	Distribution List	
Legal	PICCOLO, MIKE	tszambelan@spokanecity.org	
For the Mayor	ORMSBY, MICHAEL		
Additional Approvals			
Purchasing			

FIRST READING OF THE ABOVE ORDINANCE HELD ON 11/11/2019
AND FURTHER ACTION WAS DEFERRED
CITY CLERK

PASSED BY SPOKANE CITY COUNCIL: 12/16/19
CITY CLERK

Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

Noel Communications submitted a letter to the City of Spokane on or about August 13, 2019, requesting consent to the Assignment of the Franchise from Noel Communications to Wholesail Networks. The City of Spokane has conducted a review of the legal, technical and financial qualifications of Assignee to hold the Franchise and own and operate the telecommunications network authorized by the City of Spokane. The City of Spokane has concluded the Assignee meets the legal, technical and financial criteria to hold the Franchise and to operate the telecommunications network

Fiscal Impact		**Budget Account**
Select	**$**	**#**
Select	**$**	**#**

Distribution List

ORDINANCE NO. C35836

An ordinance granting a non-exclusive franchise to use the public right of way to provide noncable telecommunication service to the public to Noel Communications, Inc., subject to certain conditions and duties as further provided (in the ordinance).

WHEREAS, the City of Spokane ("Grantor") granted to Noel Communications, Inc., a Washington corporation ("Grantee"), a franchise as set forth in Ordinance No. C35118, effective September 24, 2014, to use the public right of way for the purpose of providing telecommunications services to the public in the City of Spokane (the "Franchise");

WHEREAS, Grantee plans to enter into an agreement (the "Purchase Agreement") to sell certain of its assets and related business operations, including the Franchise (collectively, the "Business"), to Wholesail Networks LLC, a Washington limited liability company ("Assignee");

WHEREAS, Grantee submitted a letter to Grantor on or about August 13, 2019, requesting Grantor's consent to the Assignment of the Franchise from Grantee to Assignee (the "Consent Request");

WHEREAS, in connection with the consummation of the sale of the Business to Assignee, which is anticipated to take place on or around August 31, 2019 (the "Closing"), Grantee desires to assign its rights and delegate its obligations under the Franchise to Assignee (the "Assignment");

WHEREAS, Grantor has conducted a review of the legal, technical and financial qualifications of Assignee to hold the Franchise and own and operate the telecommunications network authorized by the Franchise;

WHEREAS, all written comments and staff reports have been received, and made a part of the record; and

WHEREAS, based on the foregoing, Grantor has concluded Assignee has established it meets the legal, technical and financial criteria to hold the Franchise and to operate the telecommunications network.

NOW, THEREFORE, THE CITY OF SPOKANE DOES ORDAIN:

Section 1. Grantor hereby approves the Consent Request and consents to the transactions contemplated by the Purchase Agreement and the Assignment.

Section 2. Grantor confirms that: (a) the Franchise was duly issued to Grantee, is

valid and enforceable in accordance with its terms, and is in full force and effect; (b) other than as set forth in this Ordinance, there have been no amendments or modifications to the Franchise; (c) to Grantor's knowledge, there are no defaults under the Franchise, and no event has occurred and is continuing which, with the giving of notice or passage of time, or both, could constitute a default thereunder; and (d) upon the Closing, the duly authorized franchisee under the Franchise will be Assignee.

Section 3. Assignee may hereafter, without the need to obtain the prior consent of Grantor, from time to time: (a) assign or transfer its assets, including the Franchise, provided however, that such assignment or transfer is to a parent or subsidiary of Assignee or another entity under direct or indirect control of the parent of Assignee; (b) restructure its debt or change the ownership interests among its equity participants, and/or its affiliates; (c) pledge or grant a security interest in its assets, including but not limited to the Franchise, or of the ownership interests in Assignee, to any secured lender(s) for purposes of securing indebtedness.

Section 4. The Franchise and this Ordinance were and are made, passed and adopted in accordance with all applicable notice and procedure requirements under all laws applicable to Grantor, and with all applicable notice and procedure requirements, and do not conflict with the laws, ordinances, resolutions and other regulations of Grantor, as presently in effect or as the same were in effect at the time the particular action was taken.

Section 5. Grantor's approval of the Consent Request and its consent to the Assignment of the Franchise to Assignee shall be effective from and after its adoption and approval by the Grantor. Assignee shall notify the Grantor in writing upon the date of the Closing.

Section 6. Grantor releases Grantee, effective upon the Closing, from all obligations and liabilities (including any guarantee or surety) under the Franchise related to the period on and after the date of the Closing; and Assignee shall be responsible for any obligations and liabilities under the Franchise related to the period on and after the date of the Closing.

PASSED by the City Council on December 16, 2019.

_____

Council President

Attest:

Terri L. Pfister
City Clerk

David A. Condon
Mayor

Approved as to form:

Michael J. Piccolo
Assistant City Attorney

12/27/19
Date

January 26, 2020
Effective Date

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/20/2026		
Clerk's File #	OPR 2022-0129		
Cross Ref #			
Project #			
Submitting Dept	CODE ENFORCEMENT & PARKING	**Bid #**	
Contact Name/Phone	JESTEN RAY 6819	**Requisition #**	
Contact E-Mail	JRAY@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	PARKING SERVICES – 1460. MOBILE PARKING PAYMENT SYSTEM(S) CONTRACT		

Agenda Wording

ParkMobile, LLC (OPR 2022-0129) is the Mobile Parking Payment Systems Integrator for Parking Services and the merchant of record. The original contract term was 3 years with the option for annual renewal. This is the second contract renewal which will run from January 1, 2026 to December 31, 2026. The anticipated expense is $300,000 and revenue is $2.5 Million.

Summary (Background)

ParkMobile, LLC has been the City's Mobile Parking Payment Systems Integrator and merchant of record since 2022. The City saw around 70,000 mobile transactions a month in 2025. Mobile parking revenue fees are taken from revenue received.

What impacts would the proposal have on historically excluded communities?

The City strives to offer a consistent level of service to everyone and to make parking easy, convenient, and accessible. This item supports the operations of Parking Services.

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?

We do not collect data on race, ethnicity, gender, income level, etc. Those demographics are not available to us, nor do we require them to use a parking payment app.

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

Parking Services follows the City's established procurement 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?

N/A

Council Subcommittee Review

Fiscal Impact

Approved in Current Year Budget?	YES
Total Cost	$ 300,000
Current Year Cost	$ 300,000
Subsequent Year(s) Cost	$ TBD

Narrative

Please provide financial due diligence review, as applicable, such as number and type of positions, grant match requirements, summary type details (personnel, maintenance and supplies, capital, revenue), impact on rates, fees, or future shared revenue

Amount		Budget Account
Expense	$ 300,000	# 1460- 21200- 21710-54914-24006
Revenue	$ 2,500,000	# 1460- 21200- 99999- 36231-24006
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.)

Mobile parking revenue fees are taken from revenue received

Approvals		Additional Approvals	
Dept Head	GARCIA, LUIS		
Division Director	MACDONALD, STEVEN		
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List

brooke.feldman@arrive.com	jsnyder@spokanecity.org
jray@spokanecity.org	mlarson@spokanecity.org
adbrown@spokanecity.org	parkingservicesaccounting@spokanecity.org
nzollinger@spokanecity.org	

Committee Agenda Sheet
Finance & Administration Committee

Committee Date	1.26.26
Submitting Department	Parking Services
Contact Name	Jesten Ray
Contact Email & Phone	jray@spokanecity.org; 509-625-6819
Council Sponsor(s)	Council Member Klitzke and Zappone
Select Agenda Item Type	☒ Consent ☐ Discussion Time Requested:
Agenda Item Name	Parking Services – 1460; Mobile Parking Payment System(s) Integrator Contract Renewal #2
Proposed Council Action	☒ Approval to proceed to Legislative Agenda ☐ Information Only
Summary (Background) *use the Fiscal Impact box below for relevant financial information	ParkMobile, LLC is the Mobile Parking Payment Systems Integrator for Parking Services and the merchant of record. The original contract term was 3 years with the option for annual renewal. This is the second contract renewal which will run from January 1, 2026 to December 31, 2026. The anticipated expense is $300,000 and revenue is $2.5 Million.

Fiscal Impact

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

Total Cost: $300,000

Current year cost: $300,000

Subsequent year(s) cost: N/A

Narrative: The contract is revenue generating. Mobile parking revenue fees are taken from revenue received.

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

Specify funding source: Program revenue

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

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

Other budget impacts:

Operations Impacts

What impacts would the proposal have on historically excluded communities?

The City strives to offer a consistent level of service to everyone and to make parking easy, convenient, and accessible.

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?

We do not collect data on race, ethnicity, gender, income level, etc. Those demographics are not available to us, nor do we require them to use a parking payment app.

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

The City makes sure ParkMobile meets the agreed upon terms of the contract which determines 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

City Clerk's No. OPR 2022-0129

City of Spokane

CONTRACT RENEWAL #2

Title: Mobile Parking Payment System(s) Integrator

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **PARKMOBILE, LLC.,** whose address is 1100 Spring Street NW, Suite 200, Atlanta, Georgia 30309 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 provide a Mobile Parking Payment ("MPP") System for the City of Spokane; and

WHEREAS, the original Contract allowed for annual upon mutual agreement of the Parties, this is renewal #2, thus, the original Contracts needs to be formally renewed by this written Contract Renewal document; and

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The original Contract, dated March 4, 2022, and March 11, 2022, any previous amendments, renewals and / or extensions / 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 Renewal shall become effective on January 1, 2026, and shall end December 31, 2026.

3. COMPENSATION.
The City shall pay an estimated maximum annual cost not to exceed **SIX HUNDRED THOUSAND AND 00/100 ($600,000.00)** plus tax if applicable, for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

4. 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.

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 Renewal by having legally-binding representatives affix their signatures below.

PARKMOBILE, LLC.

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

Attachments that are part of this Agreement:

Attachment A - Certificate of Debarment

25-247a

ATTACHMENT 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)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/18/2025

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.

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: Laura McDonald
Arthur J. Gallagher Risk Management Services, LLC 1050 Crown Pointe Parkway, Suite 600 Atlanta GA 30338	PHONE (A/C, No, Ext): 678-393-5244 FAX (A/C, No): E-MAIL ADDRESS: laura_mcdonald@ajg.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Federal Insurance Company	20281
INSURER B : Chubb Indemnity Insurance Company	12777
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
ParkMobile USA, Inc.
1100 Spring Street Suite 200
Atlanta, GA 30309

COVERAGES **CERTIFICATE NUMBER:** 380450901 **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: [X] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:			36091030	5/1/2025	5/1/2026	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 $ 10,000 $ 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			73651271	5/1/2025	5/1/2026	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 [ ] RETENTION $			56729349	5/1/2025	5/1/2026	EACH OCCURRENCE AGGREGATE $	$ 10,000,000 $ 10,000,000 $
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		71835201	5/1/2025	5/1/2026	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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is an Additional Insured as respects to the General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

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
Christopher R. Ward

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License Information:

Entity name: PARKMOBILE, LLC

Business name: PARKMOBILE, LLC

Entity type: Limited Liability Company

UBI #: 603-478-652

Business ID: 001

Location ID: 0001

Location: Active

Location address:
1100 SPRING ST NW STE 200
ATLANTA GA 30309-2824

Mailing address:
1100 SPRING ST NW
STE 200
ATLANTA GA 30309-2824

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
Mercer Island General Business - Non-Resident	250966			Active	Jul-31-2026	Jul-18-2025
Spokane General Business - Non-Resident				Active	Jan-31-2026	Mar-16-2022

Owners and officers on file with the Department of Revenue

Owners and officers	Title
PARKMOBILE USA, INC.	

The Business Lookup information is updated nightly. Search date and time: 11/17/2025 10:46:36 AM

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/21/2026		
Clerk's File #	OPR 2024-0552		
Cross Ref #			
Project #			
Submitting Dept	FINANCE, TREASURY & ADMIN	**Bid #**	
Contact Name/Phone	CONNER 6091	**Requisition #**	MASTER
Contact E-Mail	WTHORNE@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	AMENDMENT TO ADD FUNDS TO LOOMIS CONTRACT		

Agenda Wording

Request approval to add additional funds to the Loomis armored car service contract.

Summary (Background)

In May 2024, the City renewed its contract with Loomis for secured cash transportation services for 2 years. Due to the increased volume for pickups at the City Hall location, the City needs to add funds to the existing contract until it gets renewed in May 2026.

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	$ 35,000
Current Year Cost	$ 35,000
Subsequent Year(s) Cost	$

Narrative

Increasing the fund amount for Loomis over the next few months allows the City to abide by its cash deposit guidelines

Amount		Budget Account
Expense	$ 35,000	# 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.)

None

Approvals		Additional Approvals	
Dept Head	STRATTON, JESSICA	PURCHASING	NECHANICKY, JASON
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List

Ben Hatch - ben.hatch@us.loomis.com	Jessica Stratton - Jstratton@spokanecity.org
Laura Aga - laga@spokanecity.org	Connor Thorne - wthorne@spokanecity.org
Sara Neal - sneal@spokanecity.org	

City Clerk's No. OPR 2024-0552

City of Spokane

CONTRACT AMENDMENT

Title: **ARMORED CAR SERVICES**

This Contract Amendment is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **LOOMIS ARMORED U.S., LLC**, whose address is 6202 North Freya Street, Spokane, Washington 99217, as ("Contractor"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the parties entered into a Contract wherein the Contractor agreed to provide Armored Car Services at Various locations in the City of Spokane; and

WHEREAS, additional funds have been requested, 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 July 19, 2024, and July 20, 2024, 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 on December 31, 2025, and shall end May 22, 2026.

3. COMPENSATION.
The City shall pay an additional amount not to exceed **THIRTY-FIVE THOUSAND AND NO/100 DOLLARS** (**$35,000.00**), plus tax if applicable, for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this Amendment, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

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.

LOOMIS ARMORED U.S., LLC.

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

Attachments that are part of this Agreement:

N/A

26-018

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/22/2025

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.

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
MARSH USA LLC
500 Dallas St., Suite 1500
Houston, TX 77002

CN102019889--GAWU-26-27 Evid GAW No No

CONTACT NAME: Marsh USA Inc.
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS: Houston.Certs@marsh.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : XL Insurance America, Inc.	24554
INSURER B : ACE American Insurance Company	22667
INSURER C : Indemnity Insurance Company of North America	43575
INSURER D : ACE Fire Underwriters Insurance Company	20702
INSURER E :	
INSURER F :	

INSURED
Loomis Armored US, LLC
2500 CityWest Blvd, Ste 2300
Houston, TX 77042

COVERAGES **CERTIFICATE NUMBER:** HOU-003887034-12 **REVISION NUMBER:** 4

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: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			US00095082LI26A	01/01/2026	01/01/2027	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 $ 100,000 $ 5,000 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	**AUTOMOBILE LIABILITY** [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			ISA H11433984	01/01/2026	01/01/2027	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	$ $
C D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? Y / N [N] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WLR C72803723 (AOS) SCF C72803735 (WI)	01/01/2026 01/01/2026	01/01/2027 01/01/2027	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)
Evidence of Insurance Only

CERTIFICATE HOLDER

City of Spokane
1100 W Mallon Ave
Spokane, WA 99260

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

Marsh USA LLC

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Business Lookup

License Information:

New search Back to results

Entity name: LOOMIS ARMORED US, LLC

Business name: LOOMIS, FARGO & CO.

Entity type: Limited Liability Company

UBI #: 578-078-890

Business ID: 001

Location ID: 0003

Location: Active

Location address:
806 E 2ND AVE
SPOKANE WA 99202-2248

Mailing address:
2500 CITYWEST BLVD
STE 2300
HOUSTON TX 77042-9000

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
Spokane General Business	T12023658BL			Active	Dec-31-2026	Oct-15-2012

Owners and officers on file with the Department of Revenue

Owners and officers	Title
OTERO, PATRICK	
ZUGER, BJORN	

Registered Trade Names

Registered trade names	Status	First issued
LOOMIS	Active	May-23-2019

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 1/22/2026 6:16:24 PM

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Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/20/2026		
Clerk's File #	OPR 2026-0059		
Cross Ref #			
Project #			
Submitting Dept	FIRE	**Bid #**	030425-ENV
Contact Name/Phone	MIKE FORBES 509-435-7029	**Requisition #**	
Contact E-Mail	MFORBES@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	KTELIS BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	TARGET SOLUTIONS		

Agenda Wording

Target Solutions training software.

Summary (Background)

Fire would like to request to enter a five-year agreement with Target Solutions for the use of their training and documentation software. Fire has used this software for several years and now would like to lock in pricing for a five-year term. This is the primary platform documenting training compliance with national, state, and regional requirements. This software will also be used to document department owned equipment, facility inspections, and controlled medication tracking.

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	$ 289,905.40 (plus sales tax)
Current Year Cost	$ 57,981.08 (plus sales tax)
Subsequent Year(s) Cost	$ 231,924.32 (plus sales tax)

Narrative

This is the primary platform documenting compliance with national, state, and regional requirements. Will also be used to document dept owned equipment, facilities, and controlled medications. We'll be accessing Sourcewell Contract #030425-ENV.

Amount		Budget Account
Expense	$ 57,981.08 (plus sales tax)	# 1970-35170-22450-54201-99999
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.)

None

Approvals		Additional Approvals	
Dept Head	WILLIAMS, TOM M.	PS EXEC REVIEW	YATES, MAGGIE
Division Director	WILLIAMS, TOM M.	PURCHASING	PRINCE, THEA
Accounting Manager	GBYRD		
Legal	HARRINGTON,		
For the Mayor	GBYRD		

Distribution List

Jonathan Tamayo (signer)	Mike Forbes mforbes@spokanecity.org
Ryan Reding rrreding@spokanecity.org	Fire Accounting fireaccounting@spokanecity.org

City Clerk's No. OPR 2026-0059

CITY OF SPOKANE

CONTRACT

Title: TARGET SOLUTIONS TRAINING SOFTWARE

THIS CONTRACT is between the **CITY OF SPOKANE FIRE DEPARTMENT**, a Washington State municipal corporation, as ("City"), and **VECTOR SOLUTIONS dba TARGETSOLUTIONS LEARNING, LLC.**, whose address is 4890 W. Kennedy Blvd, Suite 300, Tampa Florida 33609-1869, as ("Company"), individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

1. PERFORMANCE. The Company will provide Target Solutions Training Software for the Spokane Fire Department, in accordance with Company's Quote ID Q-476684 dated January 8, 2026, attached as Exhibit B and selected through Co-operative procurement, SourceWell Contract #030425-ENV. In the event of a discrepancy between the documents this City Contract controls.

2. CONTRACT TERMS. The Contract shall begin on the effective date of January 25, 2026, and run through January 24, 2031, unless amended by written agreement or terminated earlier under the provisions.

3. COMPENSATION. Total compensation under this Contract shall not exceed **FIFTY-SEVEN THOUSAND NINE HUNDRED EIGHTY-ONE AND 08/100 ($57,981.08) annually,** plus tax if applicable, for everything furnished and done under 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.

4. PAYMENT. The Company shall send its application for payment to Spokane Fire Department, Administrative Office, 44 West Riverside Avenue, Spokane, Washington 99201-3317. **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.

5. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations.

6. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

7. 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 this Contract.

8. 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 Contractor for all work previously authorized and performed prior to the termination date.

9. 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 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;

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. **Cyber/Technology Errors and Omissions Insurance**, which includes cyber insurance coverage, with limits of at least $5,000,000 per claim and in the aggregate.

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. No limitation of liability terms shall apply to this contract.

10. 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, 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 agreement.

11. 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.

12. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

13. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

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 Company 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 Company.

15. 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 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.

16. AUDIT / RECORDS. The Company 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 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 Contract, the federal law shall prevail.

17. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public

records request for Company's materials or information and the City determines there are exemptions only the Company can assert, City will endeavor to give Company notice. Company, at its own expense, will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

18. 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.

VECTOR SOLUTIONS DBA TARGETSOLUTIONS LEARNING LLC.	**CITY OF SPOKANE FIRE DEPARTMENT**
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 Agreement:

Exhibit A – Certificate Regarding Debarment
Exhibit B – Company's Quote ID Q-476684 dated January 9, 2026.

26-001a

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

Quote ID
Q-476684

Contact Name
Jonathan Tamayo

Schedule A – Revision

This Contract Revision Form replaces and supersedes Schedule A to the Client Agreement signed on **11/17/2023** between the Vector Solutions entity and the Client named below as of the Effective Date (Contract Revision Order No. 1 Effective Date).

Date: Thursday, January 8, 2026

Client Information

Client Name: Spokane Fire Department (WA)	
Address: 44 W Riverside Ave Spokane, WA 99201	
Primary Contact Name: Ryan Redding	**Primary Contact Phone:** 509-625-7004

Agreement Term

Effective Date: 01/25/2026	**Initial Term:** 60 months

Invoicing Contact Information (Please fill in missing information)

Billing Contact Name: Fire Accounting			
Billing Address: 44 West Riverside Avenue Spokane, Washington 99201	**Billing Phone:** 509.625.7004		
Billing Email: fireaccounting@spokanecity.org	**PO#**:	**Billing Frequency:** Annual	**Payment Terms:** Net 30

Please note that this is not an invoice.

Annual Fee(s)

Product Code	Product	Description	Qty	Price	Sub Total
TSPREMIER	Vector LMS, TargetSolutions Edition Premier Membership	Training management for public entities and professionals	354	$113.27	$40,097.58
TSMAINTFEES	Vector LMS, TargetSolutions Edition - Maintenance Fee	Annual maintenance of Vector LMS, TargetSolutions Edition	1	$395.00	$395.00
TSENT	Enterprise Solution	Enterprise Solutions for Vector LMS, TargetSolutions Edition	1	$550.00	$550.00
TSCHECKIT-BL	Vector Check It - Blended Per Person Assigned PPE/Equipment and Vehicles, Storage and/or DrugBox's	PPE and/or Equipment assigned to individuals	354	$47.25	$16,726.50

TSADMIN	Public Safety Administrative Employees	Vector LMS, TargetSolutions Edition – Discounted rate for Administrative Employees	4	$53.00	$212.00

Annual Total: $57.981.08

Total (including Annual and One-Time): $57,981.08

The Parties have executed this Agreement by their authorized representatives as of the last date set forth below.

Target Solutions Learning, LLC d/b/a Vector Solutions
4890 W. Kennedy Blvd, Suite 300
Tampa, FIL 33609

By: _____

Printed Name: Jackelin Itzaina

Title: Renewal Management Manager

Date: _____

Spokane Fire Department (WA)
44 W Riverside Ave
Spokane, WA 99201

By: _____

Printed Name:

Title:

Date: _____

VECTSOL-01 DSTANLEY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/21/2025

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.

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 Alera Group 1041 Old Cassatt Road Berwyn, PA 19312	CONTACT NAME: Sarah Haldeman PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: Sarah.Haldeman@AleraGroup.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Chubb Insurance Group	
INSURER B : Great Northern Insurance Co	20303
INSURER C : Federal Insurance Company	20281
INSURER D : Chubb National Insurance Company	10052
INSURER E :	
INSURER F :	

INSURED

RedVector.com LLC DBA Vector Solutions
4890 W. Kennedy Blvd., Suite 300
Tampa, FL 33609

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			D03307438	9/30/2025	9/30/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							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			73655518	9/30/2025	9/30/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	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)	$
								$
C	X UMBRELLA LIAB X OCCUR			56731075	9/30/2025	9/30/2026	EACH OCCURRENCE	$ 10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 10,000,000
	DED RETENTION $							$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A		56731075	9/30/2025	9/30/2026	X PER STATUTE OTH-ER	
	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
A	Professional E&O			D03307426	9/30/2025	9/30/2026	Per Claim/Aggregate	5,000,000
A	Cyber Liability			D03307426	9/30/2025	9/30/2026	Per Claim/ Aggregate	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

25-26 Additional Named Insureds:

SimplyDigi.com, Inc; Convergence Training LLC; TargetSolutions Learning, LLC; Scenario Learning, LLC; Clearpond Technologies Inc.; NFORMD.NET LLC; Scenario Learning Canada ULC; TargetSolutions, Inc.; Casino Essentials LLC; ICGIP, LLC; CrewSense, LLC; Halligan, Inc..; TSL International Holdings, Inc.; 1168940B.C Ltd.; Medteq Solutions CA Ltd; Livesafe, Inc. Industrysafe, LLC; Industrysafe IP, LLC; DiversityEdu LLC; CPN Holdings, LLC; ETH Midco, LLC; Envisage Technologies, LLC; Guardian Tracking, LLC; CareSafely, Inc; Get Inclusive, Inc.; CTE-PTV Solutions, LLC; Ardent Sky, LLC ; Frontline Public Safety Solutions, LLC

CERTIFICATE HOLDER

City of Spokane, Washington
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

Brian C Block

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License Information:

New search Back to results

Entity name: TARGETSOLUTIONS LEARNING, LLC

Business name: TARGETSOLUTIONS LEARNING, LLC

Entity type: Limited Liability Company

UBI #: 602-898-879

Business ID: 001

Location ID: 0002

Location: Active

Location address:
4890 W KENNEDY BLVD
STE 300
TAMPA FL 33609-1869

Mailing address:
4890 W KENNEDY BLVD
STE 300
TAMPA FL 33609-1869

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
Spokane General Business - Non-Resident				Active	Jul-31-2026	Jul-17-2017

Owners and officers on file with the Department of Revenue

Owners and officers	Title
CHERINS, JONATHAN	
REDVECTOR.COM, LLC	

Registered Trade Names

Registered trade names	Status	First issued
VECTOR SOLUTIONS	Active	Jun-14-2022

View Additional Locations

The Business Lookup information is updated nightly. Search date and time: 11/17/2025 3:29:23 PM

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:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/8/2026		
Clerk's File #	OPR 2023-0313		
Cross Ref #			
Project #			
Submitting Dept	INFORMATION TECHNOLOGY	**Bid #**	
Contact Name/Phone	PEGGY LUND X6954	**Requisition #**	CR28241
Contact E-Mail	KLUND@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	PDILLON MCATHCART		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	DLT SOLUTIONS		

Agenda Wording

Contract renewal 3 of 4 with DLT Solutions, LLC. For AutoDesk software products, services and support from March 12, 2026 through March 25, 2027 for the amount of $86,476.86 plus tax.

Summary (Background)

Contract renewal with DLT Solutions for AutoDesk software products and services including AutoCAD, InfoWater Pro, Civil 3D and Priority Support - Telephone support. AutoCAD equips architects and engineers with precision tools for design & annotation, automates drafting tasks and maximizes productivity. Company Quote number 5349248.

What impacts would the proposal have on historically excluded communities?

Not applicable – annual software maintenance

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 – annual software maintenance

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

Not applicable – annual software maintenance

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 service aligns with the Sustainable Resources strategic initiative based on sound financial objectives, and quality customer service.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	$ 94,346.25
Current Year Cost	$ 94,346.25
Subsequent Year(s) Cost	$ NA

Narrative

Amount		**Budget Account**
Expense	$ 48,869.12	# 5300-73300-18850-54820-99999
Expense	$ 21,433.79	# 4100-30210-34141-53104-99999
Expense	$ 24,043.34	# 4250-30210-38141-53104-99999
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	MARTINEZ, LAZ	**PURCHASING**	WAHL, CONNIE
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List	
Shaun Gaffrey; shaun.gaffrey@dlt.com	Accounting - ywang@spokanecity.org
Contract Accounting - ddaniels@spokanecity.org	Legal - mharrington@spokanecity.org
Purchasing - cwahl@spokanecity.org	IT - itadmin@spokanecity.org
Tax & Licenses	

City Clerk's No. OPR 2023-0313

City of Spokane

CONTRACT RENEWAL 3 of 4

Title: AUTODESK SOFTWARE LICENSING AND SUPPORT

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **DLT SOLUTIONS, LLC.,** whose address is 2411 Dulles Corner Park, Suite 800, Herndon, Virginia 20171 as ("Company"), individually hereafter referenced as a "Party", and together as the "Parties".

WHEREAS, the parties entered into a Contract wherein the Company agreed to provide Autodesk Software Licensing and Support; and

WHEREAS, the initial contract provided for four (4) additional one-year renewals, with this being the third of those renewals, therefore the original Contract needs to be formally renewed by this written Contract Renewal document; and

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The original Contract, dated March 21, 2023, and March 24, 2023, any previous amendments, renewals and / or extensions / 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 Renewal shall become effective on March 12, 2026, and shall end March 25, 2027.

3. COMPENSATION.
The City shall pay an additional amount not to exceed **EIGHTY-SIX THOUSAND FOUR HUNDRED SEVENTY-SIX AND 86/100 ($86,476.86)**, plus tax if applicable, for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

4. 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.

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 Renewal by having legally-binding representatives affix their signatures below.

DLT SOLUTIONS, LLC.

By_____
Signature Date

_____
Type or Print Name

_____
Title

CITY OF SPOKANE

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

Attachments that are part of this Agreement:

Attachment A - Certificate of Debarment
Attachment B – Company's Price Quote #5349248 dated December 1, 2025.

25-269

ATTACHMENT 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)

ATTACHMENT B

Price Quotation

Quote: 5349248
Reference: 1960224
Date: 12/01/2025
Expires: 01/30/2026

To: Michael Myers
Spokane City of (WA)
808 W Spokane Falls Blvd
Spokane, WA 99201

Phone: (509) 625-6230
Fax: (509) 625-6349
Email: mmyers@spokanecity.org

From: Amy Gazes
DLT Solutions, LLC
2411 Dulles Corner Park
Suite 800
Herndon, VA 20171

Phone: (703) 708-9600
Fax: (703) 708-9600
Email: amy.gazes@dlt.com

#	DLT Part No.	MFG Part No.	Contract	Qty	Unit Price	Ext. Price
1	9701-1004929	C1RK1-002672-L851	OM	1	$2,057.92	$2,057.92
	AutoCAD - including specialized toolsets Government Single-user Annual Subscription Renewal 110002067742 **PoP:** 3/12/2026 **through** 3/11/2027					
2	9701-1008733	02HI1-009608-L819	OM	19	$1,345.75	$25,569.25
	Architecture Engineering & Construction Collection Government Single-user Annual Subscription Renewal Switched From Maintenance (Switched between May 2019 - May 2020 and Ongoing) 110002067742 **PoP:** 3/12/2026 **through** 3/11/2027					
3	9701-1008749	C1RK1-007978-L879	OM	1	$741.64	$741.64
	AutoCAD - including specialized toolsets Government Single-user Annual Subscription Renewal Switched From Maintenance (Switched between May 2019 - May 2020 and Ongoing) 110002067742 **PoP:** 3/12/2026 **through** 3/11/2027					
4	9701-1008764	057J1-003478-L689	OM	7	$235.75	$1,650.25
	AutoCAD LT Government Single-user Annual Subscription Renewal Switched From Maintenance (Switched between May 2019 - May 2020 and Ongoing) 110002067742 **PoP:** 3/12/2026 **through** 3/11/2027					
5	9701-1454	02HI1-001099-L942	OM	20	$672.88	$13,457.60
	Architecture Engineering & Construction Collection Government Single-user Annual Subscription Renewal Switched From M2S Multi-User 2:1 Trade-In 110003507118 **PoP:** 3/26/2026 **through** 3/25/2027					
6	9701-1470	C1RK1-004100-L346	OM	10	$370.82	$3,708.20
	AutoCAD - including specialized toolsets Government Single-user Annual Subscription Renewal Switched From M2S Multi-User 2:1 Trade-In 110003507118 **PoP:** 3/26/2026 **through** 3/25/2027					

Price Quotation

Quote: 5349248
Reference: 1960224
Date: 12/01/2025
Expires: 01/30/2026

#	DLT Part No.	MFG Part No.	Contract	Qty	Unit Price	Ext. Price
7	9701-4652	C69O1-007376-L183	OM	4	$9,823.00	$39,292.00
	InfoWater Pro Government Single-user Annual Subscription Renewal 110003507118 **PoP:** 3/12/2026 **through** 3/11/2027					
	NOTE					
	****BUDGETARY PRICING****					

Total $86,476.86

Contract Number: OPEN MARKET
DUNS #: 78-646-8199
Federal ID #: 54-1599882
CAGE Code: 0S0H9
FOB: Destination
Terms: Net 30 (On Approved Credit)
DLT accepts VISA/MC/AMEX

UNLESS CONTROLLED BY AN EXISTING RESELLER PARTNER AGREEMENT OR OTHER WRITTEN CONTRACTUAL AGREEMENT BETWEEN YOU AND DLT, THIS QUOTE AND ANY RESULTING AWARD OR ORDER IS SUBJECT TO THE TERMS AND CONDITIONS POSTED AT HTTPS://WWW.DLT.COM/PRODUCTS/CLIENT-COMMERCIAL-LICENSES. THESE TERMS CONTROL THE TERMS OF SALES AS WELL AS THE END USER'S USE OF THE PRODUCTS AND/OR SERVICES INCLUDED IN THIS QUOTE. BUYER IS DIRECTED TO INCORPORATE (BY REFERENCE) THIS QUOTE IN ANY RESULTING AWARD OR ORDER. THE TERMS AND CONDITIONS AT THE ABOVE LINK ARE THE ONLY CONTROLLING TERMS THAT WILL APPLY TO A RESULTING ORDER AND THE USE OF THE PRODUCTS AND/OR SERVICES INCLUDED IN THIS QUOTE. ANY ADDITIONAL OR INCONSISTENT TERMS ON BUYER'S ORDER THAT IN ANY WAY, MODIFY, ALTER OR NEGATE THE TERMS OF SALE OR THE MANUFACTURER'S END USER LICENSE AGREEMENT WILL NOT BE BINDING ON DLT OR ITS MANUFACTURERS AND SHALL NOT APPLY UNLESS SPECIFICALLY AGREED TO IN WRITING BY DLT AND THE MANUFACTURER. NO RETURNS ARE AUTHORIZED OF THE PRODUCTS AND/OR SERVICES INCLUDED IN THIS QUOTE. THE PRODUCTS AND/OR SERVICES INCLUDED IN THIS QUOTE ARE NONRECOURSE, NONCANCELLABLE, AND NON-RETURNABLE UNLESS EXPLICITLY AGREED TO IN WRITING BY DLT.

PLEASE REMIT PAYMENT TO:

ACH: DLT Solutions, LLC
Bank of America
ABA # 111000012
Acct # 4451063799

-OR-

Mail: DLT Solutions, LLC
P.O. Box 743359
Atlanta, GA 30374-3359

Customer orders are subject to all applicable taxes and regulatory fees.

Documentation to be submitted to validate Invoice for payment:
a. Authorized Services shall be invoiced with a corresponding time report for the period of performance identifying names, days, and hours worked.
b. Authorized reimbursable expenses shall be invoiced with a detailed expense report, documented by copies of supporting receipts.
c. Authorized Education or Training shall be invoiced with a Report identifying date and name of class completed, and where applicable the name of attendees.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/21/2025

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.

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
Willis Towers Watson Southeast, Inc.
c/o 26 Century Blvd
P.O. Box 305191
Nashville, TN 372305191 USA

CONTACT NAME: WTW Certificate Center
PHONE (A/C, No, Ext): 1-877-945-7378 **FAX (A/C, No):** 1-888-467-2378
E-MAIL ADDRESS: certificates@wtwco.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Charter Oak Fire Insurance Company	25615
INSURER B : Travelers Indemnity Company of CT	25682
INSURER C : Travelers Property Casualty Company of Ame	25674
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
DLT Solutions, LLC
Attn: Steve McDaneld
2411 Dulles Corner Park
Suite 800
Herndon, VA 20171

COVERAGES **CERTIFICATE NUMBER:** W41869915 **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 [X] PRO-JECT [X] LOC [ ] OTHER:			HC2OGLSA-9P530707-COF- 25	12/01/2025	12/01/2026	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 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			HECAP-9P53069A-TCT-25	12/01/2025	12/01/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
C	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 0			CUP-9P531415-25-I3	12/01/2025	12/01/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: No (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB-0W186076-25-I3-K	12/01/2025	12/01/2026	[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
B	Workers' Compensation and Employer's Liability (AZ, MA & WI) - Per Statute			UB-0W196844-25-I3-R	12/01/2025	12/01/2026	E.L. Each Accident E.L. Disease-pol Lim E.L. Disease-ea Empl	$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)

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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License Information:

New search Back to results

Entity name: DLT SOLUTIONS, LLC

Business name: DLT SOLUTIONS

Entity type: Limited Liability Company

UBI #: 603-384-071

Business ID: 001

Location ID: 0001

Location: Active

Location address:
2411 DULLES CORNER PARK
STE 800
HERNDON VA 20171-6168

Mailing address:
2411 DULLES CORNER PARK
STE 800
HERNDON VA 20171-6168

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				Active	Jun-30-2026	Oct-03-2014

Owners and officers on file with the Department of Revenue

Owners and officers	Title
DONOHUE, JOE	

Registered Trade Names

Registered trade names	Status	First issued
DLT SOLUTIONS	Active	Mar-07-2014

The Business Lookup information is updated nightly. Search date and time: 1/5/2026 7:39:50 AM

Contact us

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Take our survey!

Don't see what you expected?
Check if your browser is supported

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/14/2026		
Clerk's File #	OPR 2026-0060		
Cross Ref #	OPR 2021-0202		
Project #			
Submitting Dept	INFORMATION TECHNOLOGY	**Bid #**	
Contact Name/Phone	PEGGY LUND 6954	**Requisition #**	CR28240
Contact E-Mail	KLUND@SPOKANECITY.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	PDILLON ZZAPPONE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	EUNA SOLUTIONS ANNUAL SOFTWARE SUBSCRIPTION & SUPPORT		

Agenda Wording

Contract with EUNA Solutions Inc. for Subscription and Support of the Financial Planning & Management System from March 22, 2026 through March 21, 2027. Contract amount is $184,624.97 (before sales tax).

Summary (Background)

EUNA Solutions Inc. is the City's Financial Planning and Budgeting system. EUNA Solutions is the only supplier for support of this system. Contract utilizing Sourcewell #060624-GTH Cooperative contract. 2026 contract amount is $184,624.97 (before sales tax).

What impacts would the proposal have on historically excluded communities?

Not applicable – annual software subscription

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 – annual software subscription

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

Not applicable – annual software subscription

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 service aligns with the Sustainable Resources strategic initiative based on sound financial objectives, and quality customer service for our Financial Planning & Budgeting software.

Council Subcommittee Review

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	$ 184,624.97
Current Year Cost	$ 184,624.97
Subsequent Year(s) Cost	$ NA

Narrative

Amount		**Budget Account**
Expense	$ 184,624.97	# 5300-73300-18850-54214-99999
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	MARTINEZ, LAZ	**PURCHASING**	WAHL, CONNIE
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List	
Brian Haney brian.haney@eunasolutions.com	Accounting - ywang@spokanecity.org
Contract Accounting - ddaniels@spokanecity.org	Legal - mharrington@spokanecity.org
Purchasing - cwahl@spokanecity.org	IT - itadmin@spokanecity.org
Tax & Licenses	

City Clerk's No. OPR 2026-0060

City of Spokane

CONTRACT

Title: FINANCIAL PLANNING AND BUDGETING SOFTWARE ANNUAL SUBSCRIPTION

THIS CONTRACT is between the **CITY OF SPOKANE**, a Washington State municipal corporation, as ("City"), and **EUNA SOLUTIONS, INC.**, whose address is 1155 Perimeter Center West, Suite 500, Sandy Springs, GA 30338, as ("Company"), individually hereafter referenced as a “Party”, and together as the “Parties”.

The parties agree as follows:

1. PERFORMANCE. The Company will provide Financial Planning and Budgeting Software Annual Subscription Services, in accordance with Euna Solutions Software Subscription Price Quote under Sourcewell #060624-GTH Cooperative Contract, attached as Exhibit B. In the event of a discrepancy between the documents this City Contract controls.

2. CONTRACT TERMS. The Contract shall begin March 21, 2026, and run through March 20, 2027, unless amended by written agreement or terminated earlier under the provisions. This Agreement may be renewed by written agreement of the parties not to exceed four (4) additional one-year (1) contract periods.

3. COMPENSATION. The City shall pay the Company a maximum amount not to exceed **ONE HUNDRED EIGHTY-FOUR THOUSAND SIX HUNDRED TWENTY-FOUR AND 97/100 DOLLARS ($184,624.97) plus tax if applicable**, for everything furnished and done 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.

4. PAYMENT. The Company shall send its application for payment to Innovation and Technology Services Division, Administration Office, Seventh Floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Contractor's application except as provided by state law.

5. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations.

6. ASSIGNMENTS. If Company experiences a change of control attributable to an asset sale, Company agrees to notify City of such change prior to assignment of this Contract.

7. AMENDMENTS. This Contract may be amended at any time by mutual written agreement.

8. 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 this Contract.

9. TERMINATION. Termination for convenience and for cause are addressed in the Sourcewell Cooperative Contract attached as Exhibit B.

10. 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 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;

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. **Cyber/Technology Errors and Omissions Insurance**, which includes cyber insurance coverage, with limits of at least $5,000,000 per claim and in the aggregate.

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.

11. 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, 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 agreement.

12. 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.

13. SEVERABILITY. In the event any provision of this Contract should become invalid, the rest of the Contract shall remain in full force and effect.

14. STANDARD OF PERFORMANCE. The silence or omission in the Contract regarding any detail required for the proper performance of the work, means that the Company shall perform the best general practice.

15. 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 Company 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 Company.

16. 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 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.

17. AUDIT / RECORDS. The Company 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 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 Contract, the federal law shall prevail.

18. CONFIDENTIALITY/PUBLIC RECORDS. Notwithstanding anything to the contrary, City will maintain the confidentiality of Company's materials and information only to the extent that is

legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Company's materials or information and the City determines there are exemptions only the Company can assert, City will endeavor to give Company notice. Company, at its own expense, will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Company does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

19. 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.

EUNA SOLUTIONS, INC.

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

Attachments that are part of this Agreement:

Exhibit A – Certificate Regarding Debarment
Exhibit B – Euna Solutions Software Subscription Price Quote under Sourcewell #060624-GTH Cooperative Contract

26-002a

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

Euna Solutions, Inc. (USA)
1155 Perimeter Center W, Unit 500
Sandy Springs, GA 30338

Euna Renewal Order Form

Prepared for:

City of Spokane
808 W Spokane Falls Blvd, Spokane, Washington 99201
United States

Prepared by:

Euna Solutions, Inc.
Michael Woods
michael.woods@eunasolutions.com

PRICE QUOTE

Quote Expiry Date: 31 January 2026

This purchase made in accordance with: Sourcewell #060624-GTH cooperative contract»

Subscription Term: 1 years
Subscription Start Date: March 21 2026 – March 20 2027

Annual Subscriptions

Solution	Description	Quantity
	Hosting Annual Fees	1.0
	Operating Budgeting + Capital + Personnel Budgeting + OpenBook + Budget Book	1.0
	Year 1 Total:	$184,624.97

Euna Solutions, Inc. (USA)
1155 Perimeter Center W, Unit 500
Sandy Springs, GA 30338

ORDER NOTES

Fees By Year:

- Year 1 – $184,624.97

Total Contract Value – $184,624.97

Euna Budget Professional Maintenance: $165,374.97

BudgetBook Studio: $19,250.00 (Includes 25% reduction for this renewal term)

Terms of Payment:
NOTE THAT THIS IS NOT AN INVOICE

- Annual Subscriptions
  - Annual subscription begins on subscription start date
  - Due 100% upon in advance subscription start date (Net 30) Order Form Acceptance Date (Net 30) and annually in advance for future years
- One-Time Services
  - Due 100% upon Order Form Acceptance Date (Net 30)
- Applicable sales tax extra

Professional Services Fees Schedule: N/A

Additional Notes:

- Renewal Order made in accordance with Sourcewell Contract #060624-GTH - Sourcewell Account #: City of Spokane #33592

ACCEPTANCE

City of Spokane

Signature: _____

Name: _____

Title: _____

Acceptance Date: _____

Euna Solutions, Inc. (USA)
1155 Perimeter Center W, Unit 500
Sandy Springs, GA 30338

For Customer Invoicing Purposes:

Tax ID # _____

Is this purchase tax exempt? ☐ **Yes** ☐ **No. If Yes, please include your tax exempt form for our records.**

Contact Information for Notices and Invoices:
Name:
Email:

Terms and Conditions

Unless otherwise stipulated in Order Notes and Terms of Payment, the Customer hereby agrees to order the products and/or services outlined above at the prices indicated, and acknowledges it has read, understands and agrees to be bound by the terms and conditions detailed at www.eunasolutions.com/eula/ (the "Agreement").

All remittance advice and invoice inquiries can be directed to billing@eunasolutions.com.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 6/30/2026 | 6/30/2025

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.

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 8110 E Union Ave., Ste. 100 Denver CO 80237 denver-certs@lockton.com	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED 1515101 Euna Solutions, Inc. 1155 Perimeter Center West, Suite 500 Sandy Springs, GA 30338	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Berkley National Insurance Company — 38911 **INSURER B :** Associated Industries Insurance Co, Inc. — 23140 **INSURER C :** Indian Harbor Insurance Company — 36940 **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 19324673 **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 [X] OCCUR X Deductible: $0 GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:	Y	N	TCP 7022821-11	6/30/2025	6/30/2026	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 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	N	TCP 7022821-11	6/30/2025	6/30/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comp./Coll Ded.	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ 1,000
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $ $0	Y	N	TCP 7022821-11	6/30/2025	6/30/2026	EACH OCCURRENCE AGGREGATE $	$ 5,000,000 $ 5,000,000 $ XXXXXXX
A	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	TWC 7022822-13	6/30/2025	6/30/2026	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
B C	Primary Tech E&O/Cyber/PL Excess Tech E&O/Cyber	N	N	AES1234121-02 MTE9049009 00	6/30/2025 6/30/2025	6/30/2026 6/30/2026	$5M Per Claim. SIR: $50K $5,000,000 xs $5,000,000 Per Claim	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Tech E&O refers to Technology Professional Liability. The total Tech E&O and Cyber limits with primary and excess policies are $10M per claim and in the aggregate. City of Spokane WA. is an Additional Insured with respect to the liability arising out of the operations of the insured and to the extent provided by the policy language or endorsement issued or approved by the insurance carrier. 30 Day Notice of Cancellation applies per the applicable policy language or endorsements.

CERTIFICATE HOLDER

19324673
City of Spokane WA
808 W Spokane Falls Bvld
Spokane WA 99201

CANCELLATION See Attachments

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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City of Spokane WA
808 W Spokane Falls Bvld
Spokane WA 99201

To whom it may concern:

In our continuing effort to provide timely certificate delivery, Lockton Companies is transitioning to paperless delivery of Certificates of Insurance, thus this is your final hard-copy delivery.

To ensure electronic delivery for future renewals of this certificate, we need your email address. Please contact us via one of the methods below, referencing Certificate ID **19324673**.

- Email: mountainwestedelivery@lockton.com
- Phone: 303-728-8060

If you received this certificate through an internet link where the current certificate is viewable, we have your email and no further action is needed.

In the event your mailing address has changed, will change in the future, or you no longer require this certificate, please let us know using one of the methods above.

The above inbox and phone number is for automating electronic delivery of certificates only. Please do NOT send future certificate requests *to this inbox or contact the phone number below with email updates.*

Thank you for your cooperation and willingness in reducing our environmental footprint.

Lockton Companies

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

GENERAL LIABILITY EXTENSION FOR TECHNOLOGY COMPANIES ENDORSEMENT

This Endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

This endorsement broadens coverage. The following schedule of coverage extensions is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement along with your entire policy carefully to determine the extent of coverage afforded.

SCHEDULE OF COVERAGE EXTENSIONS

A.	Additional Insured – Lessors of Leased Equipment	L.	Duties in the Event of Occurrence, Offense, Claim or Suit
B.	Additional Insured – Owners, Managers or Lessors of Premises	M.	Expected or Intended Injury or Damage (Property Damage)
C.	Additional Insured - Primary and Non- contributory	N.	Damage to Premises Rented To You
D.	Additional Insured – Vendors	O.	Medical Payments
E.	Additional Insured – Written Contract or Agreement	P.	Non-owned Aircraft
F.	Aggregate Limit Per Location	Q.	Non-owned Watercraft
G.	Amateur Athletic Participants	R.	Newly Acquired or Formed Organizations
H.	Bodily Injury Definition	S.	Supplementary Payments
I.	Broadened Named Insured	T.	Unintentional Omission
J.	Damage to Property – Borrowed Equipment, Customer Goods, Use of Elevators	U.	Waiver of Subrogation - Blanket
K.	Good Samaritan Services		

A. ADDITIONAL INSURED - LESSORS OF LEASED EQUIPMENT

Under **Section II - Who Is An Insured**, the following is added:

Any person or organization that is an equipment lessor is an insured, but only with respect to liability for "bodily injury", "property damage", "personal and advertising injury" caused, in whole or in part, by your acts or omissions in the maintenance, operation or use by you of equipment leased to you by such equipment lessor.

The insurance provided to such equipment lessor does not apply to any "bodily injury" or "property damage" caused by an "occurrence" that takes place, or "personal and advertising injury" caused by an offense that is committed after the equipment lease expires.

B. ADDITIONAL INSURED - OWNERS, MANAGERS OR LESSORS OF PREMISES

Under **Section II - Who Is An Insured**, the following is added:

Any person or organization that is a premises owner, manager or lessor is an insured, but only with respect to liability arising out of the ownership, maintenance or use of that part of any premises leased to you.

The insurance provided to such premises owner, manager or lessor does not apply to:

1. Any "bodily injury" or "property damage" caused by an "occurrence" that takes place, or "personal and advertising injury" caused by an offense that is committed, after you cease to be a tenant in that premises; or
2. Structural alterations, new construction or demolition operations performed by or on behalf of such premises owner, manager or lessor.

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C. ADDITIONAL INSURED - PRIMARY AND NON-CONTRIBUTORY

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

1. The additional insured is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

D. ADDITIONAL INSURED - VENDORS

Under **Section II - Who Is An Insured**, the following is added:

Any person or organization that is a vendor and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury" or "property damage" that:

1. Is caused by an "occurrence" that takes place after you have signed and executed that contract or agreement; and
2. Arises out of "your products" which are distributed or sold in the regular course of such vendor's business.

The insurance provided to such vendor is subject to the following provisions:

1. The limits of insurance provided to such vendor will be the limits which you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.
2. The insurance provided to such vendor does not apply to:
   a. Any express warranty not authorized by you;
   b. Any change in "your products" made by such vendor;
   c. Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of part under instructions from the manufacturer, and then repackaged in the original container;
   d. Any failure to make such inspections, adjustments, tests or servicing as vendors agree to perform or normally undertake to perform in the regular course of business, in connection with the distribution or sale of "your products";
   e. Demonstration, installation, servicing or repair operations, except such operations performed at such vendor's premises in connection with the sale of "your products"; or
   f. "Your 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 on behalf of such vendor.

Coverage under this provision does not apply to:

1. Any person or organization from whom you have acquired "your products", or any ingredient, part or container entering into, accompanying or containing such products; or
2. Any vendor for which coverage as an additional insured specifically is scheduled by endorsement.

E. ADDITIONAL INSURED - WRITTEN CONTRACT OR AGREEMENT

Under **Section II - Who Is An Insured**, the following is added:

Any person or organization that is not otherwise an insured under this Coverage Part and that you have agreed in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only with respect to liability for "bodily injury" or "property damage" that:

1. Is caused by an "occurrence" that takes place after you have signed and executed that contract or agreement; and
2. Is caused, in whole or in part, by your acts or omissions in performance of your ongoing operations to which that contract or agreement applies or the acts or omissions of any person or organization performing such operations on your behalf.

The limits of insurance provided to such insured will be the limits which you agreed to provide in the written contract or agreement, or the limits shown in the Declarations, whichever are less.

F. AGGREGATE LIMIT PER LOCATION

1. Under **Section III - Limits Of Insurance,** the following is added:

The General Aggregate Limit applies separately to each of your "locations" owned by or rented or leased to you.

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2. Under **Section V - Definitions**, the following is added:

"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.

G. AMATEUR ATHLETIC PARTICIPANTS

Under **Section II - Who Is An Insured**, the following is added:

Any person representing you while participating in amateur athletic activities that you sponsor. However, no such person is an insured for:

1. "Bodily injury" to:

a. A co-participant, your "employee" or "volunteer worker" while participating in amateur athletic activities that you sponsor; or

b. You, any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company), or any "executive officer" (if you are an organization other than a partnership, joint venture, or limited liability company); or

2. "Property damage" to property owned by, occupied or used by, rented to, in the care, custody, or control of, or over which physical control is being exercised for any purpose by:

a. A co-participant, your "employee" or "volunteer worker"; or

b. You, any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company), or any "executive officer" (if you are an organization other than a partnership, joint venture, or limited liability company).

H. BODILY INJURY

Under **Section V - Definitions**, the definition of "bodily injury" is deleted and replaced by the following:

"Bodily injury" means physical injury, sickness, or disease sustained by a person, including death resulting from any of these. "Bodily injury" also means mental injury, mental anguish, humiliation, or shock sustained by a person, if directly resulting from physical injury, sickness, or disease sustained by that person.

I. BROADENED NAMED INSURED

Under **Section II - Who Is Insured**, the following is added:

Any person or organization named in the Declarations and any organization you own, newly acquire or form, other than a partnership, joint venture, or limited liability company, and over which you maintain more than 50% of the interests entitled to vote generally in the election of the governing body of such organization will qualify as a Named Insured if there is no other similar insurance available to such organization until the end of the policy period.

Coverage under this provision does not apply to any person or organization for which coverage is excluded by endorsement.

J. BROADENED PROPERTY DAMAGE - BORROWED EQUIPMENT, CUSTOMERS' GOODS AND USE OF ELEVATORS

The insurance for "property damage" liability is subject to the following:

1. Under **Section I - Coverages**, **Coverage A**, **Bodily Injury and Property Damage Liability**, paragraph **2.**, **Exclusions**, item **j.**, **Damage To Property** is amended as follows:

a. The exclusion for personal property in the care, custody or control of the insured does not apply to "property damage" to equipment you borrow while at a job site and provided it is not being used by anyone to perform operations at the time of loss.

b. The exclusions for:

(1) Property loaned to you;

(2) Personal property in the care, custody or control of the insured; and

(3) That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it;

do not apply to "property damage" to "customers' goods" while on your premises nor do they apply to "property damage" arising from the use of elevators at premises you own, rent, lease or occupy.

2. Subject to the Each Occurrence Limit, the most we will pay for "property damage" to "customers' goods" is $25,000 per "occurrence".

3. Under **Section V - Definitions**, the following is added:

"Customers' goods" means goods of your customer on your premises for the purpose of being:

a. Repaired; or

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b. Used in your manufacturing process.

4. Under **Section IV - Commercial General Liability Conditions**, the insurance afforded by this provision is excess over any other valid and collectible property insurance (including any deductible) available to the insured whether such insurance is primary, excess, contingent or on any other basis. Any payments by us will follow the Other Insurance - Excess Insurance provisions.

K. GOOD SAMARITAN SERVICES

1. Under **Section II - Who Is Insured**, paragraph **2.**, item **d.**, the following is added:

   This exclusion does not apply to your employees or volunteer workers, other than an employed or volunteer physician, rendering "Good Samaritan services".

2. Under **Section V - Definitions**, the following definition is added:

   "Good Samaritan services" means any emergency medical services for which no compensation is demanded or received.

L. DUTIES IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT

Under **Section IV - Commercial General Liability Conditions**, paragraph **2.**, **Duties In The Event Of Occurrence, Claim or Suit** is amended to include the following:

1. The requirements that you must:

a. Notify us of an "occurrence" offense, claim or "suit"; and

b. Send us documents concerning a claim or "suit" apply only when such accident claim, "suit" or loss is known to:

(1) You, if you are an individual;

(2) A partner, if you are a partnership;

(3) An executive officer of the corporation or insurance manager, if you are a corporation; or

(4) A manager, if you are a limited liability company.

2. The requirement that you must notify us as soon as practicable of an "occurrence" or an offense that may result in a claim does not apply if you report an "occurrence" to your workers compensation insurer which later develops into a liability claim for which coverage is provided by this policy. However, as soon as you have definite knowledge that the particular "occurrence" is a liability claim rather than a workers' compensation claim, you must comply with the Duties In The Event Of Occurrence, Offense, Claim Or Suit Condition.

M. EXPECTED OR INTENDED INJURY OR DAMAGE (PROPERTY DAMAGE)

Under **Section I - Coverages**, **Coverage A**, **Bodily Injury And Property Damage Liability**, paragraph **2.**, **Exclusions**, item **a.**, **Expected Or Intended Injury**, is deleted and replaced by the following:

a. Expected or Intended Injury

"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.

N. DAMAGE TO PREMISES RENTED TO YOU

If damage to premises rented to you is not otherwise excluded from this policy or coverage part, then the following provisions apply:

1. The last paragraph under **2. Exclusions** of **Section I - Coverage A - Bodily Injury And Property Damage Liability** is deleted and replaced by the following:

   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, including the contents of premises rented to you for a period of seven or fewer consecutive days. A separate limit of insurance applies to this coverage as described in **Section III - Limits Of Insurance.**

2. The paragraph immediately after Sub-paragraph **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.**

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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. $500,000; 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, including the contents of such premises rented to you for a period of seven or fewer consecutive days.

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, or for personal property of others in your care, custody or control;

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 "smoke" does not include smoke from agricultural smudging, industrial operations or a "hostile fire".

O. MEDICAL PAYMENTS

1. Under **Section I - Coverages**, **Coverage C**, **Medical Payments**, paragraph **1.**, **Insuring Agreement**, the requirement that expenses are incurred and reported to us within one year of the date of the accident is changed to three years.
2. The Medical Expense Limit is $15,000 per person or the amount shown in the Declarations as the Medical Expense Limit, whichever is greater.
3. This provision **O.** does not apply if **Coverage C**, **Medical Payments**, is otherwise excluded either by the provisions of the Coverage Form or by endorsement.

P. NON-OWNED AIRCRAFT

1. Under **Section I - Coverages**, **Coverage A**, **Bodily Injury and Property Damage Liability**, item **2.**, **Exclusions**, item **g.**, **Aircraft, Auto Or Watercraft**, does not apply to an aircraft that is:

   a. Hired, chartered or loaned with a paid crew; and

   b. Not owned by any insured.

2. The insurance afforded by this provision **P.** is excess over any other valid and collectible insurance (including any deductible or Self Insured Retention) available to the insured, whether such insurance is primary, excess, contingent or on any other basis. Any payments by us will follow the Other Insurance - Excess Insurance provisions in the Commercial General Liability Conditions.

Q. NON-OWNED WATERCRAFT

1. Under **Section II - Who Is Insured**, is amended as follows:

   To include as an insured for any watercraft that is covered by this policy, any person who, with your expressed or implied consent, either uses or is responsible for the use of a watercraft. However, no person or organization is an insured with respect to:

   a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or

   b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

2. In the exception to the **Aircraft, Auto Or Watercraft** exclusion under **Coverage A**, **Bodily Injury And Property Damage Liability**, the limitation on the length of a watercraft is increased to 75 feet.
3. The insurance afforded by this provision **Q.** is excess over any other valid and collectible insurance (including any deductible or Self Insured Retention) available to the insured, whether such insurance is primary, excess, contingent or on any other basis. Any payments by us will follow the Other Insurance - Excess Insurance provisions in the Commercial General Liability Conditions.

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R. NEWLY ACQUIRED OR FORMED ORGANIZATIONS

Under **Section II - Who Is An Insured**, item **3.a.** is deleted and replaced by the following:

a. Coverage under this provision is afforded only until the end of the current policy period.

S. SUPPLEMENTARY PAYMENTS

Under **Section I - Coverages**, **Supplementary Payments - Coverages A and B** is amended as follows:

1. The limit for the cost of bail bonds is amended to $2,500; and
2. The limit for reasonable expenses incurred by the “insured” is amended to $500 a day.

T. UNINTENTIONAL OMISSION

Under **Section IV - Commercial General Liability Conditions**, paragraph **6.**, **Representations**, the following is added:

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.

U. WAIVER OF SUBROGATION - BLANKET

Under **Section IV - Commercial General Liability Conditions**, paragraph **8.**, **Transfer of Rights of Recovery Against Others to Us** the following is added:

We will 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 done under a written contract or agreement with that person or organization and included in “your work” or the "products-completed operations hazard". This waiver applies only to persons or organizations with whom you have a written contract, executed prior to the “bodily injury” or “property damage”, that requires you to waive your rights of recovery.

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Washington State Department of Revenue

Business Lookup

License Information:

New search Back to results

Entity name: EUNA SOLUTIONS, INC.

Business name: EUNA SOLUTIONS, INC.

Entity type: Profit Corporation

UBI #: 605-631-393

Business ID: 001

Location ID: 0001

Location: Active

Location address:
363 W ERIE ST
FL 7
CHICAGO IL 60654

Mailing address:
603 MICHIGAN DRIVE
UNIT 1
OAKVILLE ON L6L 0G2 CANADA

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
Spokane General Business - Non-Resident				Active	Nov-30-2026	Nov-06-2025

Owners and officers on file with the Department of Revenue

Owners and officers	Title
AMBURGEY, TOM	President
CROCKER, ROB	Treasurer
LENCHAK, BRENNA	Secretary

The Business Lookup information is updated nightly. Search date and time: 1/12/2026 12:25:00 PM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

Docusign Envelope ID: CA390B14-6631-4ABA-87E9-B6E4385CBB84

City of Spokane
Minor Contract Summary

Clerk File #
OPR 2025-0254

Destruct Date
01/01/2042

Cross Ref

Alt File #

Department Name *
CONTRACTS & PURCHASING

Department Project #

CR #

Starting Date

Submitter
LAGA

Primary Contact
THEA PRINCE

Primary Contact Email
TPRINCE@SPOKANECITY.ORG

Contractor/Consultant

Name\Contractor\Firm *
SOURCEWELL

Contact Name

Contact Email

Address

Remittance Address

City, State, Zip

Remittance City, State, Zip

Summary of Services

Description *
Master Intergovernmental Cooperative Purchasing Agreement

Special Instructions for Clerks Office
This agreement is retroactive to 12/30/2019 per Purchasing Dept. Per Legal and Clerks, no signature from vendor needed due to Confirmation document.
Alex Scott is the signer

Contract Cost

Amount

Budget Code

Notes
RUNS UNTIL TERMINATED

Total Amount *
$0.00

Effective Date *
12/30/2019

Expiration Date *
12/30/2035

Contract Type *
OTHER

If new vendor, W-9 and ACH form has been submitted to Accounting *
NO

Quotes (per Purchasing Policy to be kept on file in Dept.) *
NO

Docusign Envelope ID: CA390B14-6631-4ABA-87E9-B6E4385CBB84

Insurance Certificate (attach to the contract) *
NO

City Business Registration (attach verification that a current business license number exists) *
NO

If Public Works Contract, Contractor has been notified of State Law requirements. *
NO

Grant Related (If the contract is grant related, the Accounting – Grants Department must approve) *
NO

Is this a Lease? *
NO

Electronic Approvals

Accountant for Review *
DDANIELS

Additional Review (Optional)

Accountant DANIELS, DERREK	**Date** 03/13/2025
Department Head NECHANICKY, JASON	**Date** 03/13/2025
Division Head	**Date**
Grants (If applicable)	**Date**

Distribution List

Contractor Email

Dept Contact Email
jnechanicky@spokanecity.org

Additional Email
tprince@spokanecity.org

Additional Email
laga@spokanecity.org

Additional Email

Contract Accounting Email
jrhall@spokanecity.org

Taxes and Licenses Email
tax&licenses@spokanecity.org

Additional Email

Additional Email

Additional Email

Docusign Envelope ID: CA390B14-6631-4ABA-87E9-B6E4385CBB84

Sourcewell
Formerly NJPA

SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and City of Spokane (hereinafter referred to as the "Member").

Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).

2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.

3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.

4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.

5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.

6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.

7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

Member Name	**Sourcewell**
By Alex Scott	
Its City Administrator	
TITLE	TITLE
3/16/2025	
DATE	DATE

Rev. 5/2018

Alexander Scott
City Administrator

Docusign Envelope ID: CA390B14-6631-4ABA-87E9-B6E4385CBB84

Approved as to form:

Tim Szambelan

Timothy E. Szambelan Assistant City Attorney

Attest:

City Clerk

CITY OF SPOKANE WASHINGTON

Docusign Envelope ID: CA390B14-6631-4ABA-87E9-B6E4385CBB84

Sourcewell
Formerly NJPA

MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name* City of Spokane

Address* 808 W Spokane Falls Blvd

City Spokane

State/Province Code WA ZIP code* 99201

Country US

Employer Identification Number 91-6001280

Website

Contact person* (First, Last) Thea Prince

Job Title* Senior Procurement Specialist

Job Role*

E-mail* tprince@spokanecity.org

Phone* 509-625-6403

Organization Type:

Government

__ Federal
__ State
__ County
X Municipality
__ Tribal
__ Township
__ Special District

Education

__ Pre-K
__ Public K-12
__ Private K-12
__ Public Higher Ed
__ Private Higher Ed

Docusign Envelope ID: CA390B14-6631-4ABA-87E9-B6E4385CBB84

Non-Profit (Please include documentation demonstrating non-profit status)

__ Church

__ Medical Facility

__ Other

REFERRED BY

__ Advertisement

_X_ Colleague/Friend

__ Vendor Representative

__ Conference/Trade Show_____

__ Search Engine/Web Search

RETURN COMPLETED AGREEMENT TO:

Sourcewell
202 12th Street NE
P.O. Box 219
Staples, MN 56479

877-585-9706
membership@sourcewell-mn.gov

**Denotes required information*

Docusign Envelope ID: CA390B14-6631-4ABA-87E9-B6E4385CBB84

Sourcewell

Thank you for your submission!

Your organization's member ID is **33592**. You can begin using Sourcewell awarded contracts today.

Search Contracts.

Questions? Contact us at membership@sourcewell-mn.gov.

Download completed application (PDF)

Sourcewell for Vendors →

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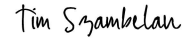
Certificate Of Completion

Envelope Id: CA390B14-6631-4ABA-87E9-B6E4385CBB84
Status: Completed
Subject: OPR 2025-0254 - CONTRACT - SOURCEWELL
Source Envelope:
Document Pages: 7
Signatures: 3
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
Stamps: 1
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Daniel Rose
808 W. Spokane Falls Blvd.
Spokane, WA 99201
drose@spokanecity.org
IP Address: 198.1.39.252

Record Tracking

Status: Original
3/14/2025 2:14:14 PM
Holder: Daniel Rose
drose@spokanecity.org
Location: DocuSign

Signer Events	Signature	Timestamp
Tim Szambelan tszambelan@spokanecity.org Timothy E. Szambelan Assistant City Attorney City of Spokane Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 198.1.39.252	Sent: 3/14/2025 2:20:28 PM Viewed: 3/14/2025 2:27:55 PM Signed: 3/14/2025 2:28:25 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Alexander Scott ascott@spokanecity.org City Administrator Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 174.215.112.255 Signed using mobile	Sent: 3/14/2025 2:28:26 PM Viewed: 3/16/2025 11:16:04 AM Signed: 3/16/2025 11:16:42 AM
Electronic Record and Signature Disclosure: Accepted: 3/16/2025 11:16:04 AM ID: 6ca2afcc-b462-4b13-bf12-a9d9f1337352		
Terri L. Pfister tpfister@spokanecity.org City Clerk City of Spokane Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 73.83.241.58	Sent: 3/16/2025 11:16:44 AM Viewed: 3/17/2025 9:24:43 AM Signed: 3/17/2025 10:32:16 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/14/2025 2:20:28 PM
Envelope Updated	Security Checked	3/17/2025 9:50:26 AM
Certified Delivered	Security Checked	3/17/2025 9:24:43 AM
Signing Complete	Security Checked	3/17/2025 10:32:16 AM
Completed	Security Checked	3/17/2025 10:32:16 AM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact SHI International Corp OBO City of Spokane:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: klund@spokanecity.org

To advise SHI International Corp OBO City of Spokane of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at klund@spokanecity.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from SHI International Corp OBO City of Spokane

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with SHI International Corp OBO City of Spokane

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an e-mail to klund@spokanecity.org and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and

- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify SHI International Corp OBO City of Spokane as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by SHI International Corp OBO City of Spokane during the course of my relationship with you.

Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026		
Clerk's File #	OPR 2011-0535		
Cross Ref #			
Project #			
Submitting Dept	POLICE	**Bid #**	
Contact Name/Phone	DAVE SINGLEY 4171	**Requisition #**	OPR 2011-0535
Contact E-Mail	DSINGLEY@SPOKANEPOLICE.ORG		
Agenda Item Type	Contract Item		
Council Sponsor(s)	ZZAPPONE BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	EXTENSION WITH CENTRAL SQUARE FOR ADMINISTRATION OF FALSE ALARM		

Agenda Wording

No-cost extension of OPR 2011-0535 for 1 year with Central Square (formerly Superion, LLC) for administration of SPD's false alarm program.

Summary (Background)

Central Square is the owner of CryWolf software SPD utilizes for administration of its false alarm program. Spokane Police responds to over 7,000 alarm calls annually with approximately 98% of these being false alarms but resulting in the commitment of over 8,000 department hours. This program helps toward reducing instances of false alarms as well as offsets department costs.

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	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

SPD expects to receive approximately $440K in false alarm fees annually.

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

Funding Source	Recurring
Funding Source Type	Program Revenue

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

Expense Occurrence	N/A

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

Approvals		**Additional Approvals**	
Dept Head	GBYRD	**PS EXEC REVIEW**	YATES, MAGGIE
Division Director	GBYRD	**PURCHASING**	GBYRD
Accounting Manager	GBYRD		
Legal	GBYRD		
For the Mayor	GBYRD		

Distribution List	
stephen.castle@centralsquare.com	spdfinance@spokanepolice.org
eraleigh@spokanepolice.org	

City Clerk's No. OPR 2011-0535

CITY OF SPOKANE
POLICE DEPARTMENT

NO COST EXTENSION

Title: ADMINISTRATION OF THE CITY'S FALSE ALARM PROGRAM

This Contract Extension without additional cost is made and entered into by and between the **CITY OF SPOKANE POLICE DEPARTMENT** as ("City"), a Washington municipal corporation, and **CENTRALSQUARE TECHNOLOGIES, LLC,** whose address is 1000 Business Center Drive, Lake Mary, Florida 32746, as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a contract wherein Consultant agreed to provide for the City a system and Program for the monitoring of False Alarms; and

WHEREAS, the original contract including Extensions has run its Term, and an extension of contract for one (1) year with Central Square for administration of False Alarm Program is required.

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract, dated May 23, 2011 and May 27, 2011, 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 Extension shall become effective on January 31, 2026.

3. EXTENSION.
The contract documents are hereby extended and shall run through January 30, 2027.

4. COMPENSATION.
There is no additional cost associated with this Contract Extension, therefore, it will be considered a "no-cost Contract Extension". Please see the Payment/Revenue section of the original contract.

5. DEBARMENT AND SUSPENSION.
The Consultant 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.

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.

CENTRALSQUARE TECHNOLOGIES, LLC

By_____
Signature Date

_____
Type or Print Name

_____
Title

Attest:

_____
City Clerk

CITY OF SPOKANE
POLICE DEPARTMENT

By_____
Signature Date

_____
Type or Print Name

_____
Title

Approved as to form:

_____
Assistant City Attorney

Attachments that are part of this Agreement:
Exhibit A - Certificate of Debarment

26-028

ATTACHMENT
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)

Business Lookup

License Information:

New search Back to results

Entity name: SUPERION, LLC

Business name: SUPERION, LLC

Entity type: Limited Liability Company

UBI #: 604-099-158

Business ID: 001

Location ID: 0001

Location: Active

Location address: 1000 BUSINESS CENTER DR
LAKE MARY FL 32746-5585

Mailing address: 1000 BUSINESS CENTER DR
LAKE MARY FL 32746-5585

Excise tax and reseller permit status: Click here

Secretary of State information: Click here

Endorsements

Filter

Endorsements held at this lo	License #	Count	Details	Status	Expiration da	First issuance
Bellingham General Business	060669			Active		Apr-11-2017
Bremerton General Business - Non-Resident	32499			Active	Mar-31-2026	Feb-01-2017
Issaquah General Business - Non-Resident				Active	Mar-31-2026	Apr-11-2017
Lacey General Business - Non-Resident	29229			Active	Mar-31-2026	Apr-11-2017
Marysville General Business - Non-Resident	3831RET617			Active	Mar-31-2026	Apr-11-2017
Mercer Island General Business - Non-Resident	180057			Active	Mar-31-2026	Oct-09-2019
Olympia General Business - Non-Resident	33311			Active	Mar-31-2026	Apr-11-2017

Endorsements held at this lo	License #	Count	Details	Status	Expiration da	First issuance
Poulsbo General Business - Non-Resident				Active	Mar-31-2026	Apr-11-2017
Sammamish General Business - Non-Resident				Active	Mar-31-2026	Apr-11-2017
Spokane General Business - Non-Resident				Active	Mar-31-2026	May-11-2020

Owners and officers on file with the Department of Revenue

Owners and officers	Title
CENTRALSQUARE TECHNOLOGIES, LLC	
ZOLET, DAVID	

The Business Lookup information is updated nightly. Search date and time: 12/16/2025 11:35:24 AM

Contact us

How are we doing?
Take our survey!

Don't see what you expected?
Check if your browser is supported

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/16/2025

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.

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 MARSH USA, LLC. TWO ALLIANCE CENTER 3560 LENOX ROAD, SUITE 2400 ATLANTA, GA 30326 CN130114897-8/31-10m-25-26	**CONTACT NAME:** **PHONE (A/C, No, Ext):** **FAX (A/C, No):** **E-MAIL ADDRESS:**
INSURED CentralSquare Technologies, LLC Superion, LLC TriTech Software Systems 1000 Business Center Dr. Lake Mary, FL 32746	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** The Charter Oak Fire Insurance Co. — 25615 **INSURER B :** Phoenix Insurance Company — 25623 **INSURER C :** Travelers Property Casualty Company Of America — 25674 **INSURER D :** Travelers Casualty And Surety Company — 19038 **INSURER E :** AIG Specialty Insurance Company — 26883 **INSURER F :** Indian Harbor Insurance Co. — 36940

COVERAGES **CERTIFICATE NUMBER:** ATL-005306889-17 **REVISION NUMBER:** 4

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: X POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	X		H-660-6S758660-COF-25	08/31/2025	08/31/2026	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 10,000 1,000,000 2,000,000 2,000,000
B	**AUTOMOBILE LIABILITY** [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	X		BA-6S783539-25-I3-G	08/31/2025	08/31/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $	1,000,000
C	X **UMBRELLA LIAB** [ ] OCCUR **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000	X		CUP-6S801390-25-I3	08/31/2025	08/31/2026	EACH OCCURRENCE AGGREGATE	$ $	10,000,000 10,000,000
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? Y/N: N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		UB-6S783668-25-I3-G	08/31/2025	08/31/2026	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
E	E&O/Cyber			01-232-82-99	08/31/2025	08/31/2026	SIR: $1,000,000 Limit:		5,000,000
F	Excess E&O/Cyber			MTE9043949 04	08/31/2025	08/31/2026	xs $5,000,000		5MM XS $5MM

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Spokane, its officers, officials and employees are included as additional insureds with respect to liability arising out of the operations and to the extent provided by the policy language or endorsements issued or approved by the insurance carrier.

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
of Marsh USA LLC

John Whittle

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AGENCY CUSTOMER ID: CN130114897

LOC #: Atlanta

ADDITIONAL REMARKS SCHEDULE

AGENCY MARSH USA, LLC.	**NAMED INSURED** CentralSquare Technologies, LLC Superion, LLC TriTech Software Systems 1000 Business Center Dr. Lake Mary,FL 32746
POLICY NUMBER	
CARRIER / **NAIC CODE**	**EFFECTIVE DATE:**

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

SHORT TERM HIRED AUTO – ADDITIONAL INSURED AND LOSS PAYEE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

SCHEDULE

Additional Insured (Lessor):

Any lessor of a "leased auto" under a leasing or rental agreement of less than 6 months.

Designation Or Description Of "Leased Autos":

Any "leased auto" under a leasing or rental agreement of less than 6 months.

A. Coverage

1. Any "leased auto" designated or described in the Schedule will be considered a covered "auto" you own and not a covered "auto" you hire or borrow for **Covered Autos Liability Coverage**.
2. For a "leased auto" designated or described in the Schedule, the **Who Is An Insured** provision under **Covered Autos Liability Coverage** is changed to include as an "insured" the lessor of such "leased auto". However, the lessor is an "insured" only for "bodily injury" or "property damage" resulting from the acts or omissions by:
   a. You;
   b. Any of your "employees" or agents; or
   c. Any person, except the lessor or any "employee" or agent of the lessor, operating a "leased auto" with the permission of any of the above.
3. Coverage for any "leased auto" described in the Schedule applies until the end of the policy period shown in the Declarations or when the lessor or his or her agent takes possession of the "leased auto", whichever occurs first.

B. Loss Payable Clause

1. We will pay, as interest may appear, you and the lessor, if your policy includes Hired Auto Physical Damage Coverage, for "loss" to a "leased auto".
2. The insurance covers the interest of the lessor unless the "loss" results from fraudulent acts or omissions on your part.
3. If we make any payment to the lessor, we will obtain his or her rights against any other party.

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Includes copyrighted material of Insurance Services Office, Inc. with its permission.

C. The lessor is not liable for payment of your premiums.

D. **Additional Definition**

As used in this endorsement:

"Leased auto" means an "auto" leased or rented to you, including any substitute, replacement or extra "auto" needed to meet seasonal or other needs, under a leasing or rental agreement that requires you to provide direct primary insurance for the lessor.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION OR NONRENEWAL PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:	**Number of Days Notice:** 90
WHEN WE DO NOT RENEW (Nonrenewal):	**Number of Days Notice:** 90

PROVISIONS

A. 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 at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

B. If we do not renew this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for When We Do Not Renew (Nonrenewal) in the Schedule above, we will mail notice of nonrenewal at least the number of days shown for When We Do Not Renew (Nonrenewal) in such Schedule before the effective date of nonrenewal.

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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 – COVERED AUTOS 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 Covered Autos 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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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET WAIVER OF SUBROGATION

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

The following replaces Paragraph **A.5., Transfer of Rights Of Recovery Against Others To Us,** of the **CONDITIONS** Section:

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 executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED
(Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that you agree in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only:

a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and

b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section **III** – Limits Of Insurance.

b. The insurance provided to such additional insured does not apply to:

(1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and

(b) Supervisory, inspection, architectural or engineering activities.

(2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.

c. The additional insured must comply with the following duties:

(1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

(a) How, when and where the "occurrence" or offense took place;

(b) The names and addresses of any injured persons and witnesses; and

(c) The nature and location of any injury or damage arising out of the "occurrence" or offense.

(2) If a claim is made or "suit" is brought against the additional insured:

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(a) Immediately record the specifics of the claim or "suit" and the date received; and

(b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.

(3) Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.

(4) Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph **4.**, Other Insurance, of Section **IV** – Commercial General Liability Conditions.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION OR NONRENEWAL PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 90

WHEN WE DO NOT RENEW (Nonrenewal): **Number of Days Notice:** 90

PROVISIONS

A. 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 at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

B. If we do not renew this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for When We Do Not Renew (Nonrenewal) in the Schedule above, we will mail notice of nonrenewal at least the number of days shown for When We Do Not Renew (Nonrenewal) in such Schedule before the effective date of nonrenewal.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

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TRAVELERS
ONE TOWER SQUARE
HARTFORD CT 06183

**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

ENDORSEMENT WC 99 03 A1 (00)

POLICY NUMBER: UB-68783668-25-I3-G

NOTICE OF CANCELATION

Colorado Revised Statute 8-44-110 requires all insurance carriers to give a 30 day notice of cancelation, except in the case of: Fraud; Material Misrepresentation; Nonpayment of Premium; Other reasons approved by the Commissioner of Insurance.

Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/20/2026
Clerk's File #	OPR 2024-0193
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	PROBATION SERVICES
Contact Name/Phone	MICHAEL 622-5806
Contact E-Mail	MDIAMOND@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Council Sponsor(s)	PDILLON
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	PERSONAL SERVICES AGREEMENT CONTRACT EXTENSION: ELECTRONIC

Agenda Wording

Contract extension with BI Incorporated (Boulder, CO) for Electronic Monitoring service. Beginning March 1, 2026 through February 29, 2028. Total cost $250,000 plus applicable tax.

Summary (Background)

CJS entered into an Electronic Monitoring contract with BI Incorporated beginning March, 2024 for alcohol detection and GPS monitoring. BI Incorporated has provided excellent services and opportunities under the State OMNIA contract we have copied. CJS currently seeks a two-year extension (years 3 and 4 of a 5 year contract) beginning March 1, 2026 and ending February 29, 2028.

What impacts would the proposal have on historically excluded communities?

The Spokane Municipal Court does not control who comes into court but does control how individuals are treated when they come into court. The Court prides itself in working toward the highest level of accessible justice ensuring an equitable, open, and fair service to the citizens and visitors of the City of Spokane. The inclusiveness of the court does not discriminate against race, age, gender, or socio-economic status

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?

Municipal Court will utilize data metrics that will provide regular analysis of the effectiveness and inclusion of community members to ensure racial inequities do not present. If data analysis presents some limitation to access to the EM population or any bias against race, age, gender, or socio-economic status, the court may address the data and alternative methodology of services with the multi-disciplinary team and stakeholders.

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

Data points on all Community Justice Services Department (CJS) programs are continually collected and analyzed to monitor the effectiveness of all CJS functions and programs.

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 funding will provide necessary treatment and reduce criminogenic needs and barriers is a critical element of the City's criminal justice reform efforts, making for a safer community.

Council Subcommittee Review

To be reviewed by public safety committee on February 2, 2026 with legislative session to follow two weeks post-Public Safety Committee meeting

Fiscal Impact	
Approved in Current Year Budget?	YES
Total Cost	$ 250,000
Current Year Cost	$ 250,000
Subsequent Year(s) Cost	$ 250,000

Narrative

$250,000 has been moved from 1910-18100-23200-54101-99999 on a one-time basis into account 0690-16100-23200-54101-99999

Amount		**Budget Account**
Expense	$ 250,000	# 0690-16100-23200-54101-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	Recurring
Funding Source Type	Select

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	GBYRD		
Division Director	GBYRD		
Accounting Manager	GBYRD		
Legal	GBYRD		
For the Mayor	GBYRD		

Distribution List	
Michael Diamond	Kristin O'Sullivan
Derrek Daniels	
cwahl@spokanecity.org	Matthew Johnson <Matthew.Johnson@bi.com>

STATE OF WASHINGTON

BUSINESS LICENSE

Issue Date: Jun 20, 2025

Profit Corporation

Unified Business ID #: 601220280
Business ID #: 001
Location: 0002
Expires: Jun 30, 2026

B. I. INCORPORATED
4955 TECHNOLOGY WAY
BOCA RATON FL 33431-3367

UNEMPLOYMENT INSURANCE - ACTIVE

TAX REGISTRATION - ACTIVE

CITY/COUNTY ENDORSEMENTS:

KELSO GENERAL BUSINESS - NON-RESIDENT #A040114 - ACTIVE
LACEY GENERAL BUSINESS - NON-RESIDENT #11092 - ACTIVE
PORT ORCHARD GENERAL BUSINESS - NON-RESIDENT - ACTIVE
SPOKANE GENERAL BUSINESS - NON-RESIDENT #T13011934BUS - ACTIVE
ABERDEEN GENERAL BUSINESS - NON-RESIDENT #215207 (EXPIRES 04/30/2026) - 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.

Director, Department of Revenue

STATE OF WASHINGTON

UBI: 601220280 001 0002

B. I. INCORPORATED
4955 TECHNOLOGY WAY
BOCA RATON FL 33431-3367

FOLD HERE

UNEMPLOYMENT INSURANCE - ACTIVE
TAX REGISTRATION - ACTIVE
KELSO GENERAL BUSINESS - NON-RESIDENT #A040114 - ACTIVE
LACEY GENERAL BUSINESS - NON-RESIDENT #11092 - ACTIVE
PORT ORCHARD GENERAL BUSINESS - NON-RESIDENT - ACTIVE
SPOKANE GENERAL BUSINESS - NON-RESIDENT #T13011934BUS - ACTIVE
ABERDEEN GENERAL BUSINESS - NON-RESIDENT #215207 (EXPIRES

FOLD HERE

Expires: Jun 30, 2026

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 Clerk's No. OPR 2024-0193

CITY OF SPOKANE

CONTRACT RENEWAL

Title: ELECTRIC MONITORING SERVICE AND EQUIPMENT

This Contract Renewal is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **BI INCORPORATED,** whose address is 6265 Gunbarrel Avenue, Suite B, Boulder Colorado 80301 as ("Company"), individually hereafter referenced as a "party", and together as the "parties". individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Company agreed to provide Electric Monitoring Services and Equipment for the City of Spokane Probation Department; and

WHEREAS, the initial contract provided for one (1) additional one (1) year renewal, with this being the last renewal. The Parties have agreed to a two (2) year renewal.

NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The original Contract, dated March 22, 2023 and March 27, 2023, any previous amendments, renewals and / or extensions / 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 Renewal shall become effective on March 1, 2026 and shall run through February 29, 2028.

3. COMPENSATION.
The City shall pay an annual amount not to exceed **TWO HUNDRED SEVENTY-FIVE THOUSAND AND NO/100 DOLLARS** (**$275,000.00**), plus applicable sales tax, per year, for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

4. 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.

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 Renewal by having legally-binding representatives affix their signatures below.

BI INCORPORATED

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

Attachments that are part of this Agreement:

Attachment A – Certification Regarding Debarment

26-020

ATTACHMENT 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)

Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026
Clerk's File #	OPR 2026-0124
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	DEVELOPMENT SERVICES CENTER
Contact Name/Phone	DERMOTT 6142
Contact E-Mail	DMURPHY@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Council Sponsor(s)	KTELIS
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	4700: DSC INTERLOCAL AGREEMENT WITH AIRWAY HEIGHTS

Agenda Wording

DSC to perform plan review, assist with inspections and Building Official consultation on a limited basis to support the City of Airway Heights.

Summary (Background)

This proposal is from the City of Airway heights requesting help while they advertise for a replacement Building Official due to vacancy. The proposed workload would include part time services at an hourly rate of $150.00 per hour for Building Official duties, Inspection consultation from field staff, and Plan reviews services.

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?	NO
Total Cost	$
Current Year Cost	$
Subsequent Year(s) Cost	$

Narrative

Staff will be reimbursed on an hourly basis for services provided from the City of Air-way Heights through the collection of their permit fees.

Amount		Budget Account
Revenue	$ 150.00 per hour	# 4700-30210-99999-32210-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source

Funding Source Type Select

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

This is a limited service being offered to support Airway Heights until such time they can recruit and fill their open Building Official position.

Expense Occurrence

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

Approvals		Additional Approvals	
Dept Head	PALMQUIST, TAMI		
Division Director	PALMQUIST, TAMI		
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	KAPAUN, MEGAN		
For the Mayor	PICCOLO, MIKE		

Distribution List

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smacdonald@spokanecity.org	dgmurphy@spokanecity.org
akiehn@spokanecity.org	klouden@spokanecity.org
nzollinger@spokanecity.org	

City Clerk's No. OPR 2026-0124

CITY OF SPOKANE

INTERLOCAL AGREEMENT BETWEEN THE CITY OF SPOKANE AND THE CITY OF AIRWAY HEIGHTS FOR BUILDING PLAN REVIEW, PERMIT INTAKE, BUILDING INSPECTION AND RELATED SERVICES

This Interlocal Agreement (this "Agreement") is effective as of the Effective Date set forth below, by and between the City of Spokane, a Washington a first-class city("**Spokane**"), and the City of Airway Heights, a Washington a non-charter code city ("**Airway Heights**") with Spokane and Airway Heights jointly referred to as "**Parties**".

RECITALS

WHEREAS, Spokane enforces the Washington State Building Code Act pursuant to RCW Chapter 19.27, as amended, to include appointment of officials as necessary to perform the functions and duties prescribed in the Spokane Municipal Code and RCW Chapter 19.27.

WHEREAS, Airway Heights enforces the Washington State Building Code Act pursuant to RCW Chapter 19.27, as amended, to include appointment of officials as necessary to perform the functions and duties prescribed in both the Airway Heights Municipal Code and RCW Chapter 19.27.

WHEREAS, Airway Heights is in need of assistance for review of building plans, permit intake, processing and issuance, building inspections, Building Official services and related functions.

WHEREAS, Spokane, through its Development Services Department and other departments has capacity to aid Airway Heights with review of building plans, permit intake, processing, and issuance, building inspections and interpretations, predevelopment reviews, and related functions.

WHEREAS, Airway Heights desires to obtain assistance for building plan review services, permit intake, processing and issuance services, building inspection services, and other related services (the **"Services"**) from Spokane to assist in enforcing the Washington State Building Code Act in Airway Heights in conformance with the Airway Heights Municipal Code, and RCW Chapter 19.27.

WHEREAS, Spokane has proposed to provide Airway Heights with the Services as set forth in this Agreement.

WHEREAS, The Parties are authorized under RCW 39.34 to enter into this Agreement for the provision of the Services, subject to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, it is agreed as follows:

1. Purpose. The purpose of this Agreement is for Spokane to provide the Services to Airway Heights. The scope of the Services is set forth in Exhibit A (the "Scope of Services and Fee Schedule") hereto.

2. Duties of Spokane. Spokane, as a deputy under the authority and direction of the Airway Heights' Building and Planning Department shall provide the Services on an as-needed basis. The scope of the Services is set forth in the Scope of Services and Fee Schedule. Requests for the Services shall be emailed to the Spokane Development Services Department or other applicable department by Airway Heights. Requests for Services shall be completed within the timeframes required by Washington law and/or the Airway Heights Municipal Code.

3. Duties of Airway Heights. Airway Heights shall be responsible for requesting Services from Spokane when needed, to complete all permitting processes not requested from Spokane under Section 2 above, render all final interpretations of the Washington State Building Code Act and/or Airway Heights Municipal Code, and provide Spokane with any resources as reasonably necessary to facilitate the performance of Spokane's duties. In addition, Airway Heights shall provide payment for the Services to Spokane as set forth herein.

4. Duration and Termination. The Agreement shall take effect on February 2, 2026, or as soon thereafter as all of the following events have occurred ("**Commencement Date**"):

(a) Approval of the Agreement by the official action of the governing bodies of each of the Parties;

(b) Execution of the Agreement by the duly authorized representative of each of the Parties; and

(c) Filing or listing a copy of this Agreement as required by RCW 39.34.040.

The term of this Agreement shall be from the Commencement Date to December 31, 2027 ("**Initial Term**") and shall be automatically extended for additional terms of one year (an **"Extension Term"**), unless either party provides written notice to the other by September 30 of the applicable year in which the Initial Term or Extension term is set to expire, expressing an intent not to this extend Agreement. For purposes of clarity, in the absence of notice not to extend sent by September 30 of the applicable year, this Agreement shall be automatically extended for one additional year. In addition, either Party may terminate this Agreement by providing 120 days' written notice to the other Party.

At least one hundred and twenty (120) days prior to expiration of the Initial Term or any Extension Term, the Parties shall meet and confer for the purpose of reviewing and adjusting the Scope of Services and Fee Schedule.

5. Cost of Services and Billing. For the Services, Airway Heights shall pay Spokane as set forth in 'Attachment A' of the Scope of Services and Fee Schedule.

On a project basis and no less than once a month, Spokane shall bill Airway Heights for amounts due under this Agreement. Airway Heights shall pay the amount due within thirty (30) days of receipt of each bill. If Airway Heights has a good faith dispute with any invoice, Airway Heights

shall pay any undisputed amount, and the Parties shall within fifteen (15) days meet and confer to resolve the dispute.

6. Indemnification.

(a) Airway Heights Ordinances, Rules and Regulations. In executing this Agreement, Spokane does not assume liability or responsibility for or release Airway Heights from any liability or responsibility which arises in whole or in part from the existence or effect of Airway Heights ordinances, rules, regulations, policies or procedures. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any Airway Heights ordinance, rule, or regulation is at issue, Airway Heights shall defend the same at its sole expense and if judgment is entered or damages are awarded against Spokane, Airway Heights, or both, Airway Heights shall satisfy the same, including all costs and/or attorney's fees awarded by the court.

(b) Airway Heights Indemnification of Spokane. Airway Heights shall indemnify, defend, and hold harmless Spokane, its officers, agents and employees, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including costs and attorney's fees in defense thereof, for personal injury or death of persons (including employees of Spokane), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Airway Heights' acts, errors or omissions with respect to the subject matter of this Agreement; provided, however,

(i) Airway Heights' obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the sole negligence of Spokane, its officers, agents or employees; and

(ii) Airway Heights' obligation to indemnify, defend, and hold harmless for injuries, sickness, death, damage or civil rights violations caused by or resulting from the concurrent actions or negligence of Airway Heights and Spokane shall apply only to the extent that Airway Heights' actions or negligence caused or contributed thereto.

(c) Spokane Indemnification of Airway Heights. Spokane shall indemnify, defend, and hold harmless Airway Heights, its officers, agents and employees, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including costs and attorney's fees in defense thereof, for personal injury or death of persons (including employees of Spokane), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Spokane's acts, errors or omissions with respect to the subject matter of this agreement; provided, however

(i) Spokane's obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the sole negligence of Airway Heights, its officers, agent or employees; and

(ii) (ii) Spokane's obligation to indemnify, defend and hold harmless for injuries, sickness, death, damage or civil rights violations caused by or resulting from the concurrent actions or negligence of Spokane and Airway Heights shall apply only to the extent that Spokane's actions or negligence caused or contributed thereto.

(d) Indemnification for Events Occurring Prior to Termination of Services. The obligation to indemnify, defend and hold harmless for those injuries provided for in this Section extends to those events occurring prior to the termination of Services under this Agreement. No obligation exists to indemnify for injuries caused by or resulting from events occurring after the last day Services are provided under this Agreement. The obligation of a party to indemnify, defend, and hold harmless under Sections 6(b) and 6(c) shall survive termination of this Agreement for any event that occurred prior to such termination.

7. Actions Contesting Agreement. Each Party shall appear and defend any action or legal proceeding brought to determine or contest: (i) the validity of this Agreement and/or (ii) the legal authority of Airway Heights and/or Spokane to undertake the activities contemplated by this Agreement. If both parties to this Agreement are not named as parties to the action, the party named shall give the other party prompt notice of the action and provide the other an opportunity to intervene. Each party shall bear any costs and expenses taxed by the court against it; any costs and expenses assessed by a court against both parties jointly shall be shared equally.

8. Independent Contractor. Each Party to this Agreement is an independent contractor with respect to the subject matter herein. Nothing in this Agreement shall make any employee of Spokane an Airway Heights employee for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded Airway Heights employees by virtue of their employment. Nothing in this Agreement shall make any employee of Airway Heights a Spokane employee for any purpose, including but not limited to for withholding taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded Spokane employees by virtue of their employment. At all times pertinent hereto, employees of Spokane are acting as Spokane employees and employees of Airway Heights are acting as Airway Heights employees.

9. Notice. Any notice or other communication given hereunder shall be deemed sufficient, if in writing and delivered personally to the addressee, sent by certified or registered mail, return receipt requested, addressed as follows, or to such other address as may be designated by the addressee by written notice to the other party:

To Spokane:	City of Spokane Attn: Alexander Scott, City Administrator 808 W. Spokane Falls Boulevard Spokane, WA 99201 Email: ascott@spokanecity.org Phone: (509) 625-6774
With a copy to:	City of Spokane Attn: Tami Palmquist, Director of Development Services 808 W. Spokane Falls Boulevard Spokane, WA 99201 Email: tpalmquist@spokanecity.org Phone: (509) 625-6157

To Airway Heights: City of Airway Heights
Attn. Heather Trautman,
Director of Building and Planning Department
13120 W 13th Avenue
Airway Heights, WA 99001
htrautman@cawh.org
509-954-1461

With a copy to: City of Airway Heights
Attn. Albert Tripp, City Manager
13120 W 13th Avenue
Airway Heights, WA 99001
atripp@cawh.org
509-244-5578

10. Partial Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect.

11. Assignability. The rights, duties, and obligations of either party to this Agreement may not be assigned to any third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

12. Entire Agreement. This Agreement contains the entire understanding between the parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the parties hereto.

13. Governing Law and Venue. This Agreement shall be governed by the laws of the state of Washington. Any action relating to this Agreement shall be brought only in the Spokane County Superior Court, and the Parties consent to the jurisdiction of such court for such purposes.

14. Attorney's Fees and Costs. In any action relating to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to an award of its reasonable attorney's fees and costs.

15. Construction and Interpretation. The recitals set forth above are hereby incorporated into the substantive provisions of this Agreement. This Agreement shall not be construed more strictly against Airway Heights by virtue of the fact that the same was prepared by Airway Heights or its counsel, it being recognized that Spokane has contributed substantially and materially to the preparation of this Agreement.

16. RCW 39.34.030 Required Clauses.

(a) Purpose. See above.

(b) Duration. See above.

(c) Organization of Separate Entity and its Powers. Each party is duly organized and in existence. No new or separate legal or administrative entity is created to administer this Agreement.

(d) Responsibilities of the Parties. See above.

(e) Agreement to be Filed. This Agreement shall be filed with each City Clerk for both Parties and with the Spokane County Auditor, or listed on each Parties' web site or other electronically retrievable public source as required by RCW 39.34.040.

(f) Financing. Each party shall be responsible for the financing of its obligations through its budgetary process.

(g) Termination. Either party may terminate this Agreement as set forth above.

(h) Property upon Termination. Upon termination, each party retains control of its property. Jointly held property shall be divided in proportion to the amount each party contributed to acquisition.

[SIGNATURE PAGE FOLLOWS]

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.

DATED this _____ day of _____, 2026.

CITY OF AIRWAY HEIGHTS, WASHINGTON	**CITY OF SPOKANE, WASHINGTON**
By_____ Signature Date	By_____ Signature Date
Larry Bowman_____ Type or Print Name	Lisa Brown_____ Type or Print Name
Chair_____ Title	Mayor_____ Title
Approved as to form:	Approved as to form:
_____ Daniel J. Gibbons, City Attorney	_____ Assistant City Attorney
Attest:	Attest:
_____ Tara Moses, Clerk-Treasurer	_____ Terri Pfister, City Clerk

Attachments to this Agreement:

Exhibit A – Certificate Regarding Debarment
Exhibit B – Scope of Services

M26-027

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

SCOPE OF SERVICES

Under this agreement, the City of Spokane through its Building Official agrees to provide the following support, subject to availability and applicable laws, codes, and policies. The services will be provided by the following staff: Dermott Murphy- Building Official, Johnathan Goldsmith - Deputy Building Official and Misty Moore - Plans Examiner.

1.1 Technical Code Consultation by the Building Official and Deputy Building Official

- Serve as an on-call technical resource for questions related to:
  - Occupancy classifications
  - Changes of occupancy or use
  - Building plan submission requirements
  - Code applicability and interpretation

1.2 Field Inspection Support Building Official and Deputy Building Official

- Provide assistance to inspectors when field conditions require interpretation or clarification of code intent or application.
- Offer guidance to support consistent enforcement decisions.

1.3 Pre-Development Conferences Building Official and Plans Examiner

- Participate in Pre-Development or pre-application conferences, when scheduled approximately two (2) weeks in advance, to:
  - Review proposed concept uses
  - Discuss changes of use or occupancy
  - Provide preliminary feedback on new construction or redevelopment proposals
- Such feedback shall be advisory unless otherwise documented as a formal determination.

1.4 Occupancy and Life Safety Determinations Building Official and Deputy Building Official

- Assist with occupancy and life safety issues, including:
  - Support for stop-work orders
  - Do-not-occupy determinations
  - Written documentation or code citations to support Code Compliance actions
- Provide formal determinations when required under adopted codes or local ordinance.

1.5 Rates

1. Hourly rates are $150.00 per hour
2. Items 1.1, 1.2, 1.4 will be a combined base fee for services by hour, there will be no weekly charge if no services are requested. This fee can be adjusted by mutual agreement.

3. Item 1.3, hourly charge per predevelopment conference, includes preparation and consultation time. Pre-development meetings are typically the preparation of comments on site plans and proposed uses and do not include an 'in-person meeting'. If an applicant requests an in-person meeting, it will be a hybrid meeting of both web platform and in person, the Spokane Building Department staff may attend via web platform.
4. Additional: In person meeting, Site meetings, 2-hour min.

Staff Qualifications:

Certified Certified Person	City
Dermott Murphy	Spokane

Certificates
Fire Inspector II (expires 07/14/2027)
Commercial Electrical Inspector (expires 07/14/2027)
Residential Mechanical Inspector (expires 07/14/2027)
Commercial Plumbing Inspector (expires 07/14/2027)
Residential Building Inspector (expires 07/14/2027)
Building Inspector (expires 07/14/2027)
Certified Fire Code Official (expires 07/14/2027)
Residential Electrical Inspector (expires 07/14/2027)
Accessibility Inspector/Plans Examiner (expires 07/14/2027)
Combination Inspector (expires 07/14/2027)
Residential Combination Inspector (expires 07/14/2027)
Commercial Combination Inspector (expires 07/14/2027)
Certified Housing Code Official (expires 07/14/2027)
Master Code Professional (expires 07/14/2027)
Residential Plumbing Inspector (expires 07/14/2027)
Plumbing Inspector (expires 07/14/2027)
Electrical Inspector (expires 07/14/2027)
Fire Plans Examiner (expires 07/14/2027)
Zoning Inspector (expires 07/14/2027)
Residential Plans Examiner (expires 07/14/2027)
Certified Building Official (expires 07/14/2027)
Building Plans Examiner (expires 07/14/2027)
Commercial Mechanical Inspector (expires 07/14/2027)
Property Maintenance and Housing Inspector (expires 07/14/2027)
Fire Inspector I (expires 07/14/2027)
Residential Energy Inspector/Plans Examiner (expires 07/14/2027)
Commercial Building Inspector (expires 07/14/2027)
Mechanical Inspector (expires 07/14/2027)
Fire Code Specialist (expires 07/14/2027)
Building Code Specialist (expires 07/14/2027)
Housing and Zoning Code Specialist (expires 07/14/2027)

Certified Certified Person	City
Johnathan Goldsmith	Spokane

Certificates
Residential Building Inspector (expires 07/01/2028)
Residential Plans Examiner (expires 07/01/2028)
Certified Building Official (expires 07/01/2028)
Commercial Building Inspector (expires 07/01/2028)
Building Inspector (expires 07/01/2028)

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/20/2026
Clerk's File #	ORD C36840
Cross Ref #	RES 2026-0006
Project #	
Bid #	
Requisition #	

Submitting Dept	FINANCE, TREASURY & ADMIN
Contact Name/Phone	MATT BOSTON 6820
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 - PSAP SIP LOAN

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 finance capital needs of the City's public safety answering point (PSAP) system.

Summary (Background)

Subsequent to the adoption of the mid-biennial budget modification Ordinance 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 SIP Debt Fund and the Spokane United 911 Network Fund, which changes could not have been anticipated or known at the time of making such budget Ordinance. INCLUDES UPDATED FISCAL INFORMATION (01-28-26).

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?	NO
Total Cost	$ 6,500,000
Current Year Cost	$ 6,500,000
Subsequent Year(s) Cost	$

Narrative

Use of internal SIP loan to finance capital needs for emergency communications equipment for the Spokane United 911 Network. AGENDA ITEM INCLUDES UPDATED FISCAL INFORMATION (01-28-26).

Amount		Budget Account
Expense	$ 500,000	# 1510-37400-97185-80102-99999
Revenue	$ 500,000	# 5901-79226-99999-39773-99999
Expense	$ 6,000,000	# 5901-79226-94280-56406-XXXXX
Expense	$ 400,000	# 5901-79226-81200-57900-99999
Expense	$ 100,000	# 5901-79226-92180-58200-99999
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	STRATTON, JESSICA	MANAGEMENT &	MILLER, JACOB
Division Director	STRATTON, JESSICA		
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

jstratton@spokanecity.org	jmiller@spokanecity.org
sneal@spokanecity.org	kbustos@spokanecity.org

SBO C36840 (SPONSOR SUBSTITUTION)

ORDINANCE NO C36840

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO FINANCE CAPITAL NEEDS OF THE CITY'S PUBLIC SAFETY ANSWERING POINT (PSAP) SYSTEM, 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 and the SIP Debt 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 Spokane United 911 Network 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 a transfer out to the SIP Debt Fund for debt service payments.

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

1) Increase revenue by $500,000.
A) Of the increased revenue, $500,000 is provided by the Spokane United 911 Network Fund for debt service payments.

2) Increase appropriation by $6,500,000.
A) Of the increased appropriation, $6,000,000 is provided solely for communications equipment for the Spokane United 911 Network.
B) Of the increased appropriation, $500,000 is provided solely for debt service payments for the financed communications equipment.

Section 3. 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 finance capital purchases for the City's PSAP, 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

Approved as to form:

_____
City Attorney

Mayor

Date

Effective Date

Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026
Clerk's File #	ORD C36843
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	FIRE
Contact Name/Phone	TOM WILLIAMS (509)625-7001
Contact E-Mail	TMWILLIAMS@SPOKANECITY.ORG
Agenda Item Type	Special Budget Ordinance
Council Sponsor(s)	KTELIS MCATHCART
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	SPECIAL BUDGET ORDINANCE - ADDITIONAL FIREFIGHTER POSITIONS &

Agenda Wording

Funding for 10 additional firefighter positions and associated supplies to combat high washout rates and bring Fire closer to their optimal staffing levels.

Summary (Background)

The Spokane Fire Department has struggled with high washout rates when holding fire training academies in recent years. Washout refers to a candidate who is selected to participate in the academy, but did not meet the required standards at some point during the academy. Washout also includes voluntary exits from the academy as well. Additional authorized full-time equivalents (FTE) will enable Fire to accept additional candidates into their academies to combat the high washout rates of recent academies. Fire needs additional authorized FTE because a candidate who is accepted into a Fire academy immediately occupies a position within the department. These additional FTE will ensure enough candidates graduate and will bring Fire closer to their optimal staffing level according to a September 2025 Fire Staffing Model. Fire plans on starting by bringing six (6) additional candidates into the 2026 fire academy to start. We expect the additional staffing will bring Fire closer to their optimal relief pool, reducing the need to cover shifts with overtime throughout the year. We also expect many of the employees hired into the additional positions to "washout" during the academy, leaving most of the new positions vacant. Because of these factors, we don't feel it is necessary to increase Fire's budget for personnel expenses. We will need to purchase equipment for each of the six (6) additional recruits as they enter the academy. On average, this costs $41,000 per employee regardless of whether they complete the academy.

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?	NO
Total Cost	$ 246,000
Current Year Cost	$ 246,000
Subsequent Year(s) Cost	$ 0

Narrative

Amount		Budget Account
Neutral	$ 10 FTE	# 1970-35121-22200-09310-99999
Expense	$ 246,000	# 1970-35170-22450-53201-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Reserves

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

No

Expense Occurrence	One-Time

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

Approvals		Additional Approvals	
Dept Head	DAHL, LANCE	PS EXEC REVIEW	YATES, MAGGIE
Division Director	DAHL, LANCE	MANAGEMENT &	MILLER, JACOB
Accounting Manager	BAIRD, CHRISTI		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

Fire Accounting fireaccounting@spokanecity.org	Tom Williams tmwilliams@spokanecity.org
Jacob Miller jmiller@spokanecity.org	

ORDINANCE NO C36843

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ADD TEN ADDITIONAL FIREFIGHTER POSITIONS TO COUNTERACT HIGH ACADEMY WASHOUT RATES, 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 Fire/Emergency Medical Services 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 Fire/Emergency Medical Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Add 10 classified Firefighter positions (from 136 to 146) in the Fire Department.

2) Increase appropriation by $246,000.
A) Of the increased appropriation, $246,000 is solely provided for operating supplies in the Fire Department.

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 add firefighter positions to counteract high academy washout rates, 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

Sponsor Substitution 2-4-2026

Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026
Clerk's File #	ORD C36844
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	FIRE
Contact Name/Phone	TOM WILLIAMS (509)625-7001
Contact E-Mail	TMWILLIAMS@SPOKANECITY.ORG
Agenda Item Type	Special Budget Ordinance
Council Sponsor(s)	KTELIS MCATHCART
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	SPECIAL BUDGET ORDINANCE FOR 4 BEHAVIORAL HEALTH PARAMEDIC

Agenda Wording

Special Budget Ordinance for 4 Behavioral Health Paramedic positions.

Summary (Background)

The Spokane Fire Department entered into an agreement (OPR 2025-0391) with Spokane County Regional Behavioral Health for the Co-Responder Pilot Program. The purpose of this program is for Spokane Fire to provide Behavioral Health Co-Response Services. The agreement entails that Spokane Fire will employ four (4) new Behavioral Health Paramedic (BHP) positions within Fire's budget to provide these services, which will be funded by the Spokane County Mental Health Sales Tax up to an amount not to exceed $650,000. The purpose of this SBO will be to add in the expected revenue from this agreement and the matching expenses associated with this agreement.

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

Sponsor Substitution 2-4-2026

Fiscal Impact

Approved in Current Year Budget?	NO
Total Cost	$ 622,862.00
Current Year Cost	$ 622,862.00
Subsequent Year(s) Cost	$

Narrative

Amount		Budget Account
Neutral	$ 4.0 FTE	# 1970-35137-22200-09340-99999
Revenue	$ 622,862.00	# 1970-35137-99999-34221-99999
Expense	$ 622,862.00	# 1970-35137-22200-5xxxx-99999 (paramedic
Expense	$	# paramedic wages)
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Program Revenue

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

This funding source will continue at the discretion of Spokane County Behavioral Health and has the potential to be recurring.

Expense Occurrence	One-Time

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

Four (4) new Behavioral Health Paramedic FTE's are requested within Fire's budget. If funding isn't renewed, these positions will be removed accordingly.

Approvals		Additional Approvals	
Dept Head	GBYRD	PS EXEC REVIEW	YATES, MAGGIE
Division Director	GBYRD	MANAGEMENT &	STRATTON, JESSICA
Accounting Manager	GBYRD		
Legal	GBYRD		
For the Mayor	GBYRD		

Distribution List

Fire Accounting fireaccounting@spokanecity.org	Tom Williams tmwilliams@spokanecity.org
Jacob Miller jmiller@spokanecity.org	

Sponsor Substitution 2-4-2026

SBO Request

Public Safety & Community Health Committee

Committee Date	February 2, 2026
Submitting Department	Fire - 1970
Fund to Receive Budget (if different from submitting dept)	
Contact Name	Tom Williams
Select Agenda Item Type	☒ Discussion Time Requested: 5min
Agenda Item Name	Special Budget Ordinance -
Grant Item	☐ Yes ☒ No If yes, this SBO should be submitted to the same agenda as the acceptance.
Why is this budget adjustment urgent and can't wait until the 2027-2028 biennium budget? **What are the budget codes? (Accountant-provided)**	The Spokane Fire Department entered into an agreement (OPR 2025-0391) with Spokane County Regional Behavioral Health for the Co-Responder Pilot Program. The purpose of this program is for Spokane Fire to provide Behavioral Health Co-Response Services. The agreement entails that Spokane Fire will employ four (4) new Behavioral Health Paramedic (BHP) positions within Fire's budget to provide these services, which will be funded by the Spokane County Mental Health Sales Tax up to an amount not to exceed $650,000. The purpose of this SBO will be to add in the expected revenue from this agreement and the matching expenses associated with this agreement. 4.0 FTE: 1970-35137-22200-09340-99999 Revenue: $622,862.00 – 1970-35137-99999-34221-99999 Expense: $480,000.00 – 1970-35137-22200-5xxxx-99999 (paramedic wages & benefits.

Fiscal Impact
Revenue: $622,862.00
Appropriation: $622,862.00

Funding Source ☒ One-time ☐ Recurring
Specify funding source: Taxes
Is this funding source sustainable for future years, months, etc? This funding source will continue at the discretion of Spokane County Behavioral Health.

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

Other budget impacts: (FTE related?) Four (4) new Behavioral Health Paramedic FTE's are requested within Fire's budget.

Return to budget@spokanecity.org and allow up to one week for drafting.

Sponsor Substitution 2-4-2026

ORDINANCE NO C36844

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO PROVIDE BEHAVIORAL HEALTH CO-RESPONSE SERVICES WITH SPOKANE COUNTY, 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 Fire/Emergency Medical Services 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 Fire/Emergency Medical Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Add 4.0 classified Behavioral Health Paramedics (from 0 to 4) in the Fire Department.

2) Increase revenue by $622,862.
A) Of the increased revenue, $622,862 is provided solely for Behavioral Health Emergency Medical Services in the Fire Department.

3) Increase appropriation by $622,862.
A) Of the increased appropriation, $622,862 is provided solely for salary and benefits in the Fire Department.

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 provide behavioral health co-response services with Spokane County, 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: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026
Clerk's File #	ORD C36845
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	FIRE
Contact Name/Phone	TOM WILLIAMS (509)625-7001
Contact E-Mail	TMWILLIAMS@SPOKANECITY.ORG
Agenda Item Type	Special Budget Ordinance
Council Sponsor(s)	KTELIS MCATHCART
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	SPECIAL BUDGET ORDINANCE - FIRE TRAINING FACILITY AUDIO EQUIPMENT

Agenda Wording

Replacement of existing failed audio equipment at the Fire Training Center.

Summary (Background)

The Spokane Fire Department's training facility is designated as [one of] the City's emergency operations center (EOC) if a catastrophic event occurs, so it needs audio and communications equipment that is functioning and reliable. It is also utilized daily for training, bargaining sessions, and regional fire, police, and military meetings. The existing audio system has recently failed in all classrooms and auditoriums at the training facility. The system cannot be salvaged and should be replaced entirely to ensure it remains in reliable working condition in case of catastrophic events. Fire has a "cable franchise account" budgeted in this Fund annually for equipment replacement, but it is not enough to pay for the replacement of the entire audio system.

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?	NO
Total Cost	$ 150,000
Current Year Cost	$ 150,000
Subsequent Year(s) Cost	$ 0

Narrative

Amount		**Budget Account**
Expense	$ 150,000	# 1940-37320-18900-56406-99999
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Reserves

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

No

Expense Occurrence	One-Time

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

Approvals		**Additional Approvals**	
Dept Head	DAHL, LANCE	**PS EXEC REVIEW**	YATES, MAGGIE
Division Director	DAHL, LANCE	**MANAGEMENT &**	STRATTON, JESSICA
Accounting Manager	BAIRD, CHRISTI		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

Fire Accounting fireaccounting@spokanecity.org	Tom Williams tmwilliams@spokanecity.org
Jacob Miller jmiller@spokanecity.org	Erin Hut ehut@spokanecity.org

ORDINANCE NO C36845

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO REPLACE COMMUNICATIONS EQUIPMENT IN THE FIRE TRAINING 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 Channel Five Equipment Reserve 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 Channel Five Equipment Reserve Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Increase appropriation by $150,000.
A) Of the increased appropriation, $150,000 is provided solely for communications equipment in the Fire Department.

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 replace communications equipment in the Fire training facility, 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:** 01/26/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/19/2026
Clerk's File #	RES 2026-0006
Cross Ref #	ORD C36840
Project #	
Bid #	
Requisition #	

Submitting Dept	FINANCE, TREASURY & ADMIN
Contact Name/Phone	MATT BOSTON 6820
Contact E-Mail	MBOSTON@SPOKANECITY.ORG
Agenda Item Type	Resolutions
Council Sponsor(s)	BWILKERSON PDILLON
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	5901 - PSAP SIP LOAN

Agenda Wording

City of Spokane, Washington, providing for the issuance and sale of taxable Limited Tax General Obligation Bonds in the aggregate principal amount of not to exceed $6,000,000.

Summary (Background)

City of Spokane, Washington, providing for the issuance and sale of taxable Limited Tax General Obligation Bonds in the aggregate principal amount of not to exceed $6,000,000; establishing interfund loan facilities from the Spokane Investment Pool to finance capital needs for Emergency Communications Services improvements, equipment, and apparatus; fixing the date, form, maturity, interest rate, terms and covenants of the bonds; establishing the provisions for drawing on the interfund loan established thereby; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto.

What impacts would the proposal have on historically excluded communities?

N/A - funding for PSAP transition

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 - funding for PSAP transition

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

N/A - funding for PSAP transition

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 - funding for PSAP transition

Council Subcommittee Review

N/A

Fiscal Impact

Approved in Current Year Budget?	NO
Total Cost	$ 6,000,000
Current Year Cost	$
Subsequent Year(s) Cost	$

Narrative

SIP Loan of $6,000,000 for PSAP to finance capital needs for Emergency Communications Services improvements, equipment, and apparatus

Amount		Budget Account
Revenue	$ 6,000,000	# 5901-79226-99999-38271-84135
Select	$	#
Select	$	#
Select	$	#
Select	$	#
Select	$	#

Funding Source	One-Time
Funding Source Type	Select

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

The debt funding source should not be considered sustainable.

Expense Occurrence	One-Time

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

This loan will purchase capital once.

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

Distribution List

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cbaird@spokanecity.org	

CITY OF SPOKANE, WASHINGTON

EMERGENCY COMMUNICATIONS SERVICES IMPROVEMENTS, EQUIPMENT, AND APPARATUS

LIMITED TAX GENERAL OBLIGATION BONDS SERIES [YEAR] (TAXABLE)

RESOLUTION NO. 2026–0006

A RESOLUTION of the City of Spokane, Washington, providing for the issuance and sale of taxable Limited Tax General Obligation Bonds in the aggregate principal amount of not to exceed $6,000,000; establishing interfund loan facilities from the Spokane Investment Pool to finance capital needs for Emergency Communications Services improvements, equipment, and apparatus; fixing the date, form, maturity, interest rate, terms and covenants of the bonds; establishing the provisions for drawing on the interfund loan established thereby; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto.

ADOPTED FEBRUARY [23], 2026

PREPARED BY:

KUTAK ROCK LLP
Spokane, Washington

CITY OF SPOKANE, WASHINGTON

EMERGENCY COMMUNICATIONS SERVICES IMPROVEMENTS, EQUIPMENT, AND APPARATUS
LIMITED TAX GENERAL OBLIGATION BONDS
SERIES [YEAR] (TAXABLE)
RESOLUTION NO. 2026-[____]

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* This Table of Contents and the cover pages are not a part of the following Resolution and are included only for the convenience of the reader.

CITY OF SPOKANE, WASHINGTON

RESOLUTION NO. 2026 –0006

A RESOLUTION of the City of Spokane, Washington, providing for the issuance and sale of taxable Limited Tax General Obligation Bonds in the aggregate principal amount of not to exceed $6,000,000; establishing interfund loan facilities from the Spokane Investment Pool to finance capital needs for Emergency Communications Services improvements, equipment, and apparatus; fixing the date, form, maturity, interest rate, terms and covenants of the bonds; establishing the provisions for drawing on the interfund loan established thereby; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto.

WHEREAS, the City of Spokane (the "**City**"), Spokane County, and Spokane Regional Emergency Communications ("**SREC**") have collectively approved an interlocal agreement* to safely transition certain emergency communications services to the City over a two-year phased transition period commencing as of January 2026; and

WHEREAS, over the two-year transition period, the City will become responsible for all call-taking and dispatch services for the Spokane Fire Department, Spokane Police Department, and Crime Check calls and report writing within City limits; and

WHEREAS, as responsibilities shift to the City, certain SREC funding, including a portion of certain revenues from a 911 excise tax, a sales tax and user fees ("**SREC Funding**") will be transitioned to the City as more specifically set forth in the interlocal agreement*; and

WHEREAS, to facilitate the transition of emergency communication services, the City has identified certain improvements, equipment, and apparatus that are necessary to help provide a safe and uninterrupted transition of such services from SREC to the City; and

WHEREAS, the City does not presently have funds on hand in an amount necessary to fund such emergency communication services improvements, equipment, and apparatus, and the City Council of the City (the "**City Council**") desires to support a capital funding methodology to provide a long-term, sustainable source of funding to make such purchases; and

WHEREAS, pursuant to chapters 35.22, 39.36 and 39.46 RCW and Article XIII of the City Charter, the City is authorized to issue general obligation bonds for the purpose of financing the acquisition of emergency communications services improvements, equipment, and apparatus; and

WHEREAS, RCW 35.39.030(4) and Sections 5.8.5 and 5.12.1 of the City's Administrative Policy and Procedure for Investments ("**Investment Policy**") authorize the City

* See City Clerk's File No. OPR 2025-0877

Treasurer to invest in general obligation bonds or other bonds issued by the City as defined in Section 4.9 of the Investment Policy; and

WHEREAS, the City now desires to authorize the issuance of a series of one or more limited tax general obligation bonds of the City to the Spokane Investment Pool (the "**SIP**") to be designated the "City of Spokane, Washington, Emergency Communications Services Improvements, Equipment, and Apparatus Limited Tax General Obligation Bonds, Series [YEAR] (Taxable)" in an aggregate principal amount of not to exceed $6,000,000 (the "**Bonds**") to be used to finance the purchase of emergency communications services improvements, equipment, and apparatus and to pay the costs of issuance of the Bonds; and

WHEREAS, the City intends to repay the Bonds with legally available funds, including certain SREC Funding as it becomes available to the City;

NOW THEREFORE, BE IT RESOLVED by the City Council as follows:

SECTION 1. DEFINITIONS. As used in this Resolution the following words shall have the following meanings:

Annual Debt Service for any fiscal year or calendar year means the sum of the interest and principal due in such year on the Bonds. If the interest rate on any such Bonds is other than a fixed rate, the rate applicable at the time of the computation shall be used.

Asset Management Fund means the City's existing special fund of the same name into which all revenues collected for and allocated to the payment of the principal and interest on the Bonds shall be deposited into a separate account for such purpose; and into which the principal proceeds received from the sale and delivery of the Bonds and all Draws thereon shall be paid into a separate account within the Asset Management Fund and used to pay the costs of the Projects.

Bond means the City of Spokane, Washington, Emergency Communications Services Improvements, Equipment, and Apparatus, Limited Tax General Obligation Bonds, Series [YEAR] (Taxable), issued pursuant to this Resolution in the aggregate principal amount of not to exceed $6,000,000.

Bond Owner or ***Registered Owner*** means the City of Spokane, as payee, for the benefit of the Spokane Investment Pool.

Bond Registrar means the Treasurer or any successor appointed by the Treasurer.

Bond Year means the twelve (12) month period beginning on the date of issuance of the Bonds.

City means the City of Spokane, Spokane County, Washington, a first-class city duly organized and existing under the laws of the State of Washington and its City Charter.

City Council means the general legislative authority of the City as the same shall be duly and regularly constituted from time to time.

Draw or Draws means incremental draws on the Bonds as requested by the City.

Draw Period means the period during which the City may draw on the principal loan amount established hereunder, beginning on the date of issuance of the Bonds and ending two and one-half (2.5) years later.

Loan Draw Record means the administrative record kept by the SIP to record the date and dollar amounts of the Draws on the Bonds made by the City.

Maturity Date means a date established by SIP upon purchase of each Term Bond, in conformance with the semi-annual payment dates for each Term Bond, provided, such date shall not exceed the date that is five years from the date of issuance of each Term Bond.

Mayor means the Mayor of the City.

Outstanding Principal Balance of the Bonds means on any particular day the aggregate of all funds that the City has drawn from the SIP under the Bonds to that day, less the aggregate of all principal payments on the Bonds made by the City on or before that day.

Permitted Investments means any investments of City funds permitted under the laws of the State of Washington or the City's Investment Policy as amended from time to time.

Projects means the plan for the acquisition of emergency communications services improvements, equipment, and apparatus as specified and adopted in Section 3 of this Resolution.

Resolution means this Resolution, which authorizes, among other things, the City to issue the Bonds.

SIP means the Spokane Investment Pool.

SIP Internal Lending Rate means an interest rate formula for the interfund lending of funds from the Spokane Investment Pool, calculated as of the first day of the month in which the Draw is made, as follows: a rate equivalent to the United States Treasury Rate of like maturity plus 50 basis points (.50%).

Term Bond means any borrowing outstanding on the multiple draw loan established hereunder that the City converts to a fixed rate term loan pursuant to the provisions of Section 5 of this Resolution.

Treasurer means the Treasurer of the City, or any successor to the functions of the Treasurer.

SECTION 2. RULES OF INTERPRETATION. In this Resolution, unless the context otherwise requires:

(a) The terms "hereby," "hereof," "hereto," "herein," "hereunder" and any similar terms, as used in this Resolution, refer to this Resolution as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this Resolution;

(b) Words of the masculine gender shall mean and include correlative words of the feminine and neutral genders and words importing the singular number shall mean and include the plural number and vice versa;

(c) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) Any headings preceding the text of the several articles and Sections of this Resolution, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this Resolution, nor shall they affect its meaning, construction or effect;

(e) All references herein to "articles," "sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

SECTION 3. PLAN OF CAPITAL ACQUISITIONS.

The City has identified certain capital needs for emergency communication services improvements, equipment, and apparatus, including improvements necessary to establish the City's 911 call center; investments in applications and systems for computer aided call taking and dispatching of public safety resources; and technical infrastructure and physical upgrades to support and secure the 911-related systems and operations, including network design, radio consoles, building improvements and fiber connections – all of which are necessary to safely transition certain emergency communications services from SREC to the City over a two-year phased transition period (the "**Projects**"). The City hereby approves such Projects. The Projects will be undertaken in accordance with specifications and contracts for acquisition approved by the Mayor, City Council or their designees from time to time. The City intends to repay the costs of such Projects, initially financed with the Bonds, with legally available funds, including certain SREC Funding as it becomes available to the City.

SECTION 4. AUTHORIZATION AND DESCRIPTION OF BONDS AND TERM BONDS.

To finance costs of the Projects, the City shall issue a series of Limited Tax General Obligation ("**LTGO**") bonds of the City to the SIP in the aggregate principal amount of not to exceed $6,000,000 (the "**Bonds**") to establish an interfund loan facility with the SIP of not to exceed $6,000,000; provided that the principal amount due and owing thereunder shall be

measured by the total Draws made, as evidenced by the Loan Draw Record attached to the Bonds. The Term Bonds shall be designated the "City of Spokane Emergency Communication Services Improvements, Equipment, and Apparatus Limited Tax General Obligation Bonds, Series [YEAR] (Taxable)."

The Term Bonds shall be dated as of the date of delivery to the SIP, shall be in the denomination of not to exceed the amount of a Draw, shall be fully registered as to principal and interest, shall be numbered in such manner and with any additional identification as the Bond Registrar deems necessary for identification, and shall mature on the Maturity Date.

Each Term Bond shall bear interest at the applicable SIP Internal Lending Rate. Interest on each Term Bond shall be calculated on the basis of a 360-day year consisting of twelve 30-day months. Each Term Bond shall be amortized to create approximately level debt service based on semiannual payments of principal and interest, with final payment of principal and all accrued interest on the applicable Maturity Date.

SECTION 5. SALE OF BONDS; ISSUANCE OF TERM BONDS.

(a) *Approval of Sale.* The City Council hereby approves the SIP's offer to purchase the Bonds and Term Bonds and to establish and secure an interfund loan on the terms set forth in this Resolution. The proper City officials are hereby authorized and directed to do everything necessary for the prompt execution and delivery of the Bond to the City for the benefit of the SIP.

(b) *Draws on the Interfund Loan Facility.* During the Draw Period, requests for Draws on the interfund loan facility established hereunder may be made in writing in a form provided by or acceptable to the Chief Finance Officer of the City and shall provide SIP with no less than thirty (30) days' notice of the intent to draw on the facility.

(c) *Issuance of Term Bonds.* Upon payment of any Draw request, the City shall immediately convert the Draw amount to a Term Bond. Each Term Bond shall specify the principal amount, the issue date (which shall be the date of the Draw), the SIP Internal Lending Rate and the applicable Maturity Date, which shall not exceed five (5) years from the date of issuance of such Term Bond. On or prior to the Draw date, the SIP shall provide the City with an amortization schedule for the Term Bond and the applicable amount remaining available on the Bonds established hereunder.

At no time shall the Outstanding Principal Balance of the Bonds exceed $6,000,000 and only the Outstanding Principal Balance of the Bonds shall be used for purposes of determining compliance with the diversification requirements set forth in Section 5.11 of the City's Investment Policy.

(d) *Prepayment.* At the option of the City, or upon demand of the SIP, the Outstanding Principal Balance of the Bonds may be prepaid, in whole or in part, at any time, with prepayments to apply first to interest and then to principal. At the option of the City, any Term Bond may be prepaid, in whole or in part, at any time, with prepayments to apply first to interest and then to

principal. No notice of prepayment to the Registered Owner is required. Interest on prepaid principal shall cease to accrue on the date of prepayment.

SECTION 6. APPLICATION OF BOND PROCEEDS; DRAWS.

The proceeds of draws on the Bonds shall be expended solely to pay the costs of the Projects and pay the costs of issuing the Bonds, as authorized herein. Following the execution and delivery of the Bonds, the City shall notify the SIP in writing each time that a Draw is required to pay costs of the Project. The SIP will then notify the Treasurer of its intent to transfer a Draw (including the dollar amount of the Draw and the date on which the Draw amount will be transferred to the City). Draws can be made on the Bonds for a period of two and one-half (2.5) years after the effective date of this Resolution.

There has previously been created in the office of the Treasurer a special fund known as the Asset Management Fund. The proceeds of Draws on the Bonds shall be paid into the Asset Management Fund to provide for the payment of costs of the Projects and the payment of expenses incidental thereto. The Treasurer may invest any funds in the Asset Management Fund temporarily in Permitted Investments that will mature prior to the date on which such money shall be needed. Earnings on such investments shall accrue to the benefit of the Asset Management Fund. The proceeds of any Draw shall be expended solely to pay the costs of the Projects or pay costs of issuance of the Bonds.

The Bonds are not intended to be a revolving obligation; the aggregate principal amount outstanding under the Bonds and any Term Bonds may never exceed $6,000,000, and principal amounts repaid may not be reborrowed. The available principal of the Bonds shall be disbursed as borrowings from time to time by the SIP upon request from the City (each such disbursement herein referred to as a "**Draw**"), as provided in this Resolution. Draws shall be recorded on the Loan Draw Record attached to the Bonds, or in such other form as the City and the SIP may agree.

SECTION 7. PLEDGE OF FUNDS AND CREDIT.

To pay principal of and interest on the Bond and Term Bonds as the same shall become due or on demand by the SIP, the City hereby irrevocably covenants that it will deposit legally available funds, including certain SREC Funding as it becomes available to the City, into the Asset Management Fund in amounts sufficient to pay when due the principal of and interest on the Bonds and Term Bonds. The full faith, credit and taxing power of the City are hereby irrevocably pledged for the prompt payment of such principal and interest.

SECTION 8. REGISTRATION AND PAYMENTS.

The Treasurer shall act as authenticating agent, paying agent and registrar for the Bonds and Term Bonds (collectively, the "**Bond Registrar**"). Both principal of and interest on the Bonds and Term Bonds shall be payable in lawful money of the United States of America. Payments of principal of and interest on the Bonds and Term Bonds shall be paid by interfund transfer, check, wire or electronic transfer. Final payment of all principal of and interest on the Bonds and Term

Bonds shall be paid upon presentation and surrender of the Bonds or Term Bonds to the Bond Registrar. The Bonds and Term Bonds are not transferable.

SECTION 9. EXECUTION AND AUTHENTICATION OF BONDS AND TERM BONDS.

The Bonds and Term Bonds shall be executed on behalf of the City with the manual or facsimile signature of the Mayor and attested by the manual or facsimile signature of the City Clerk, and the seal of the City shall be impressed thereon.

Only Bonds and Term Bonds that bear an Authentication and Registration Certificate in the form set forth in Section 10 hereof, manually executed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this Resolution. Such Authentication and Registration Certificate shall be conclusive evidence that the Bonds and Term Bonds so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this Resolution.

In case any of the officers who shall have executed the Bonds or Term Bonds shall cease to be an officer or officers of the City before the Bonds or Term Bonds shall have been authenticated or delivered by the Bond Registrar, or issued by the City, such Bonds or Term Bonds may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the City as though those who signed the same had continued to be such officers of the City. The Bonds and Term Bonds may also be signed and attested on behalf of the City by such persons as at the actual date of execution of the Bonds or Term Bonds shall be the proper officers of the City although at the original date of the Bonds or Term Bonds any such person shall not have been such officer of the City.

SECTION 10. FORM OF BOND.

The Bond shall be in substantially the following form:

UNITED STATES OF AMERICA

NO. R-__ $6,000,000
(or as much thereof as is shown on the attached Loan Draw Record)

STATE OF WASHINGTON
CITY OF SPOKANE
EMERGENCY COMMUNICATIONS SERVICES IMPROVEMENTS, EQUIPMENT, AND APPARATUS
LIMITED TAX GENERAL OBLIGATION BONDS
SERIES [YEAR] (TAXABLE)

INTEREST RATE: SIP Internal Lending Rate, as described in the Bond Resolution, and subject to conversion to fixed rates for Term Bonds, as described in the Bond Resolution

MATURITY DATE: _____

REGISTERED OWNER: CITY OF SPOKANE, WA for the benefit of the SPOKANE INVESTMENT POOL

TAX IDENTIFICATION #: 91-6001280

PRINCIPAL AMOUNT: SIX MILLION AND NO/100 DOLLARS (or as much thereof as is shown on the attached Loan Draw Record)

CITY OF SPOKANE, Spokane County, Washington, a municipal corporation of the State of Washington (the "**City**"), for value received hereby promises to pay to the Registered Owner identified above, the principal amount of this Bond, in an amount not to exceed the Principal Amount indicated above, plus interest.

This Bond is issued under authority of Resolution No. 2026-0006, adopted by the City Council on _____, 2026 (the "**Bond Resolution**"), to document and secure an interfund loan from the Spokane Investment Pool ("**SIP**") to pay a portion of the costs of acquiring Emergency Communications Services Improvements, Equipment, and Apparatus (the "**Projects**") and to pay the costs of issuance of the Bond. Capitalized terms not otherwise defined in this Bond shall have the meanings given such terms in the Bond Resolution.

Interest on a particular principal amount drawn on the interfund loan established hereunder shall be determined from the date the SIP honors the Draw, shall be set at the SIP Internal Lending Rate on that date of such Draw, and shall be calculated on the basis of a 360-day year consisting of twelve 30-day months.

The cumulative total of all Draws on the interfund loan secured by the Bond (including any Term Bonds) may not exceed $6,000,000.

Both principal of and interest on this Bond are payable in lawful money of the United States of America. Upon final payment of all installments of principal and interest thereon, this Bond shall be submitted to the Treasurer of the City (the "**Bond Registrar**") for cancellation and surrender. Installments of principal of and interest on this Bond shall be paid by interfund transfer or by check or draft mailed on the date such principal and interest is due or by electronic funds transfer made on the date such interest is due to the registered owner or nominee at the address appearing on the Bond Register.

This Bond is not transferable. This Bond is prepayable upon demand of the SIP.

The City reserves the right to prepay principal of this Bond in advance of the scheduled payments set forth above, in whole or in part, at any time, with no prepayment penalty in accordance with the terms of the Bond Resolution.

To pay installments of principal of and interest on the Bond as the same shall become due or on demand by the SIP, the City hereby irrevocably covenants that it will deposit legally available funds, including certain SREC Funding as it becomes available, into the Asset Management Fund in amounts sufficient to pay such principal of and interest on the Bond. The full faith, credit and taxing power of the City are hereby irrevocably pledged for the prompt payment of such principal and interest.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Authentication and Registration Certificate hereon shall have been manually signed by the Bond Registrar.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this Bond have happened, been done and performed and that the issuance of this Bond does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Spokane, Washington, has caused this Bond to be signed with the facsimile or manual signature of the Mayor, to be attested by the facsimile or manual signature of the City Clerk, and the corporate seal of the City to be reproduced hereon, as of the ___ day of _____, 2026.

CITY OF SPOKANE, WASHINGTON

By_____*/s/*_____
Mayor

ATTEST:

_____*/s/*_____
City Clerk

(SEAL)

AUTHENTICATION AND REGISTRATION CERTIFICATE

Date of Authentication: _____, 2026

This bond is the Emergency Communications Services Improvements, Equipment, and Apparatus Limited Tax General Obligation Bonds, Series [YEAR] (Taxable) of the City dated _____, 2026 described in the within-mentioned Bond Resolution.

TREASURER of the City of Spokane,
as Bond Registrar

By_____*/s/*_____

The Loan Draw Record shall be in substantially the following form:

CITY OF SPOKANE, WASHINGTON
EMERGENCY COMMUNICATIONS SERVICES IMPROVEMENTS, EQUIPMENT, AND APPARATUS
LIMITED TAX GENERAL OBLIGATION BONDS, SERIES [YEAR] (TAXABLE)

LOAN DRAW RECORD

	Draw Date	Draw Amount	Draw Total
Draw No. 1			
Draw No. 2			
Draw No. 3			
Draw No. 4			
Draw No. 5			

SECTION 11. ONGOING DISCLOSURE.

The Bonds are not subject to Rule 15c2-12 of the Securities and Exchange Commission under the Securities Exchange Act of 1934, and the City makes no undertaking regarding ongoing disclosure with respect to the Bonds.

SECTION 12. PRIOR ACTS.

All acts taken pursuant to the authority of this Resolution but prior to its effective date are hereby ratified and confirmed.

SECTION 13. SEVERABILITY.

If any provision in this Resolution is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provisions of this Resolution and shall in no way affect the validity of the other provisions of this Resolution or of the Bonds.

SECTION 14. EFFECTIVE DATE.

This Resolution shall become effective immediately upon its adoption.

[Remainder of Page Intentionally Left Blank]

Adopted this ____ day of _____, 2026.

CITY OF SPOKANE
Spokane County, Washington

_____
Betsy Wilkerson, City Council President

ATTEST:

_____
Clerk

_____
Mayor Lisa Brown

(SEAL)

APPROVED AS TO FORM:

_____
City Attorney

_____
Tanya L. Lawless, Bond Counsel

Agenda Sheet for City Council: **Committee:** Finance & Administration **Date:** 01/26/2026 **Committee Agenda type:** Discussion		**Date Rec'd**	1/14/2026
		Clerk's File #	RES 2026-0007
		Cross Ref #	
Council Meeting Date: 02/23/2026		**Project #**	
Submitting Dept	MAYOR	**Bid #**	
Contact Name/Phone	MATT 6779	**Requisition #**	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG		
Agenda Item Type	Resolutions		
Council Sponsor(s)	PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	RESOLUTION APPOINTING JACOB MILLER AS THE DIRECTOR OF		

Agenda Wording

A resolution approving the appointment of Jacob Miller as the Director of Management and Budget for the City of Spokane.

Summary (Background)

This resolution approves the appointment of Jacob Miller as the Director of Management and Budget for the City of Spokane.

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?	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	SCOTT, ALEXANDER		
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List	
mboston@spokanecity.org	aadam@spokanecity.org

RESOLUTION 2026 – 0007

A resolution approving the appointment of Jacob Miller as the Director of Management and Budget 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 Jacob Miller as the Director of Management and Budget 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 Jacob Miller as the Director of Management and Budget for the City of Spokane.

ADOPTED BY THE CITY COUNCIL ON _____, 2026.

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/8/2026
Clerk's File #	RES 2026-0008
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	MAYOR
Contact Name/Phone	ADAM 6779
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 STEPHEN WILLIAMS AS THE DIRECTOR OF EMERGENCY

Agenda Wording

A resolution approving the appointment of Stephen Williams as the Director of Emergency Communications for the Spokane United 911 Network.

Summary (Background)

This resolution approves the appointment of Stephen Williams as the Director of Emergency Communications for the Spokane United 911 Network.

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?	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	BUSTOS, KIM		
Legal	PICCOLO, MIKE		
For the Mayor	PICCOLO, MIKE		

Distribution List	
myates@spokanecity.org	aadam@spokanecity.org

RESOLUTION 2026 – 0008

A resolution approving the appointment of Stephen Williams as the Director of Emergency Communications for the Spokane United 911 Network.

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 Stephen Williams as the Director of Emergency Communications for the Spokane United 911 Network.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Spokane that it hereby approves the appointment of Stephen Williams as the Director of Emergency Communications for the Spokane United 911 Network.

ADOPTED BY THE CITY COUNCIL ON _____, 2026.

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/09/2026

Date Rec'd	1/21/2026
Clerk's File #	RES 2026-0009
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY COUNCIL		
Contact Name/Phone	CHRIS WRIGHT 625-6210		
Contact E-Mail	CWRIGHT@SPOKANECITY.ORG		
Agenda Item Type	Resolutions		
Council Sponsor(s)	BWILKERSON KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	RESOLUTION ADOPTING AMENDMENTS TO COUNCIL RULES OF PROCEDURE		

Agenda Wording

A Resolution adopting various amendments to the City Council's Rules of Procedure.

Summary (Background)

Per Section 9 of the City Charter and Section 02.01.050 of the Spokane Municipal Code, the City Council has authority to adopt rules of procedure. The City Council typically adopts new rules of procedure annually, in the form of a resolution adopting rules reflecting agreed amendments. The amendments for 2026 include both technical corrections and modifications as well as substantive changes in procedure, including the following substantive changes: (1) Reducing the number of published agendas to two ("Draft" and "Final") and making corresponding changes throughout the rules. Legislation not appearing on the draft or final agenda will be publicized via a method developed by the Council Office Director and the City Clerk; (2) Provides for change of evening legislative session to Tuesdays on June 1, 2026; (3) Adds special expedited provisions for placing items on legislative agenda relating to emergency declarations and year-end budget matters; (4) Provides formal process for change of sponsorships; (5) Provides formal process for calling of special sessions by majority of council members; (6) Clarifying mechanism for abstentions; (7) Extensive rewrite of Rule 3 to distinguish between legislative hearings and adjudicative hearings; (8) Modifications to procedure for amendments and substitutions, and allowing certain technical changes or additions to legislative items without a formal motion to amend, and adding language to allow items to be rejected if agenda sheet is not complete; (9) Switches meeting days of PIES and Urban Experience Committees; (6) Adds language in Rule 7.3 relating to council staff to conform to new ordinance.

What impacts would the proposal have on historically excluded communities?

The council is always striving to ensure ready access to its proceedings by all persons as well as transparency regarding proposed legislation. The proposed rules for 2026 maintain council's commitment to these principles, which benefit all city residents, including 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?

No specific data will be collected, although council generally hears from constituents when its rules hamper public interaction with the council.

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

See response 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?

Adoption of council rules is consistent with Section 9 of the City Charter and Section 02.01.050 of the Municipal Code.

Council Subcommittee Review

Not applicable

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

Narrative

Not applicable

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

RESOLUTION NO. 2026-0009

A Resolution adopting various amendments to the City Council's Rules of Procedure.

WHEREAS, pursuant Section 9 of the Spokane City Charter and Section 02.01.050 of the Spokane Municipal Code, the city council establishes its rules of procedure; and

WHEREAS, the City Council's Rules of Procedure may be amended by resolution and are amended from time to time, normally on an annual basis; and

WHEREAS, the City Council intends to amend its Rules of Procedure by the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Spokane City Council hereby amends its City Council Rules of Procedure by adopting the attached 2026 City Council Rules of Procedure.

Adopted by the City Council this ____ day of February, 2026.

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

SPOKANE CITY COUNCIL RULES OF PROCEDURE

(2026 revision, adopted XXX by Resolution No. 2026-XXXX)

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RULE 1 - GENERAL PRINCIPLES

Rule 1.1 PURPOSE

The Spokane City Council adopts these rules to govern the conduct of city council business. These rules do not confer upon any person who is not a member of the council any right to a particular procedure, nor do they affect the validity or legality of any council action.

Rule 1.2 DUTY OF MUTUAL RESPECT

During council meetings, it is the duty of each council member to treat each other, city staff, board and commission appointees, and the public with respect, and to uphold both the spirit and letter of these council rules. Likewise, all persons who attend a council meeting or interact with council members or council staff in any type of forum or communication, regardless of the form or format, must act respectfully toward all persons and not commit "Unlawful harassment" as defined by RCW 7.105.010(36). Mutual respect includes, but is not limited to, not intentionally disclosing private information about a council member or staff such as personal telephone numbers or home addresses without the permission of the council member or staff.

Rule 1.3 DUTY OF ETHICAL CONDUCT

A. Each council member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the city including, without limitation, chapter 01.04B, SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a council member have a conflict of interest or become aware that they have or may have a conflict of interest, that council member shall promptly inform the council of the conflict of interest and may abstain from any council action in connection with that matter consistent with Rule 2.17.

B. Confidential information.

   1. No council member may disclose confidential information, including attorney client privileged communications, to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the city council may, upon the affirmative vote of five (5) council members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session. Disclosure of legal advice shall be pursuant to Rule 7.8 (Legal Inquiries).

   2. For purposes of these rules, "confidential information" has the same meaning as the term is defined in SMC 01.04B.020(I) and SMC 01.04B.050(I).

C. No council member may use or authorize the use of facilities of the city, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the purpose of or opposition to a ballot proposition. Council members shall comply with RCW 42.17A.555 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a council meeting, so long as such conduct does not include the display of signs and/or disrupt the council meeting. Further, these rules do not prohibit the city council, acting as a body in an open public meeting, from adopting resolutions supporting or opposing state or local ballot propositions, consistent with RCW 42.17A.555.

Rule 1.4 ROBERT'S RULES OF ORDER

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert's Rules of Order, Newly Revised, 12th Edition*. Any determination by the council president or presiding officer on a rule of procedure may be challenged by a motion as provided in Rule 2.13 (Chair).

Rule 1.5 AMENDMENT OF COUNCIL RULES

These rules may be amended at any time by resolution of the city council. Suspension of the rules shall be pursuant Rule 2.18.

Rule 1.6 EFFECTIVE DATE, EFFECT ON PENDING LEGISLATION.

The effective date of these rules is January 1, 2026. All legislation and supporting materials timely submitted prior to the effective date of these rules shall be deemed timely submitted under these rules.

RULE 2 – MEETINGS

Rule 2.1 PLACE AND TIME OF MEETINGS

A. As provided in SMC 02.01.010, the regular legislative meeting of the city council is at 6:00 p.m. every Monday in the council chambers. If a Monday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

Commencing June 1, 2026, the regular meeting of the city council is at 6:00 p.m. every Tuesday in the council chambers. If a Tuesday is a city holiday, that week's

regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

B. As provided in SMC 02.01.010, in addition to the regular legislative meeting, the City Council shall hold a session titled "agenda review," to consider amendments, deferrals and other changes to published council agendas for the following weeks. Agenda review shall begin at three-thirty (3:30) p.m. each Monday. The agenda review session may also be used to receive staff reports on matters of interest, committee reports, background information from staff regarding matters appearing on the published council agendas. At this time, any council member may make a motion to defer, refer, or withdraw an item on an agenda. Any deferral of an item on the final agenda for the purpose of accommodating future amendments requires at least a two-week deferral. Once the agendas have been reviewed, the city council shall approve the agendas, with any modifications, by motion.

C. If two or more consecutive regular meetings are canceled, the council president has the discretion to cancel the preceding or following agenda review session due to lack of business. Agenda review may be cancelled at the discretion of the Council President to accommodate City holidays.

D. At the conclusion of the agenda review meeting or at other time properly announced, and absent objection from the majority of the council, the council president or presiding officer may call convene an executive session consistent with the Open Public Meetings Act ("OPMA"). Before so doing, the chair shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. The council president determines which person(s) shall attend each executive session, absent an adopted motion by the council to override the council president's determination. However, all council members and city attorneys shall be permitted to attend.

E. The 6:00 p.m. council session is the legislative session, during which the council may take public testimony, discuss, and take action on agenda items, and hold the open forum as provided in Rule 2.2 (Open Forum). The council president may combine specific agenda items for purpose of public comment and voting, absent an objection that is sustained by a majority of council members present.

F. The council members from each district shall have the opportunity to schedule at least one community engagement meeting in their district and, so long as all council members are invited to such meeting, to use council resources and staff to schedule and conduct such meetings.

Rule 2.2 OPEN FORUM

A. After the conclusion of all legislative business, the council may recess briefly and then shall convene for an open forum, unless a majority of council members vote

otherwise. The open forum shall have twenty (20) spaces available. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during that calendar month. The council shall conclude open forum after twenty (20) speakers unless a majority of council members vote to allow additional speakers. The city clerk and other staff shall not be required to remain in attendance during the open forum. Nothing in this Rule 2.2 shall be deemed to require open forum or the legislative session to continue after 10:00 p.m., or to require open forum during a council "Town Hall" meeting contrary to Rule 2.14.F.

B. Members of the public can sign up for open forum beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up for open forum via the virtual testimony form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign themselves in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will be added to the list of speakers at the discretion of the chair, or their designee. The order of the speakers will be determined at the discretion of the chair, taking into account any special accommodations for persons of limited English proficiency as provided in Rule 2.2.F below. Each speaker shall be limited to no more than two (2) minutes unless a majority of the council members in attendance vote on an alternate time limit.

C. No responses from council members, other than a statement of council members' intent to address the matter in the future or points of order will be permitted by council members during an open forum, unless the question is likely to be of concern by the broader community and can be quickly clarified from the dais by the Council President or whomever she recognizes for such purpose.

D. The open forum is a limited public forum and all matters discussed in the open forum shall relate to the affairs of the city. "Affairs of the city" shall include (i) matters within the legislative, fiscal or regulatory purview of the city, (ii) any ordinance, resolution or other official act adopted by the city council, (iii) any rule adopted by the city, (iv) the delivery of city services and operation of city departments, (v) any act of members of the city council, the mayor or members of the administration, or (vi) any other matter deemed by the council president to fall within the affairs of the city, which determination may be overridden by majority vote of the council members present. Absent permission of the chair, which may be overridden by a majority vote of the council members present, no person shall be permitted to speak in open forum regarding items on any published agenda. No person may speak at open forum regarding pending hearing items. No person shall be permitted to speak in open forum regarding candidates, initiatives, or referenda in a pending election. Legal or personal matters between private parties that do

not impact the governance of the City of Spokane are not a permissible topic of open forum testimony.

E. No person shall be permitted to display visual information during open forum, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at citycouncil@spokanecity.org. Individuals speaking during open forum shall address their comments to the council president, and speakers as well as members of the audience shall comply with Rule 2.15 (Participation by Members of the Public in Council Meetings).

F. Participation of individuals with limited English language proficiency in open forum shall be accommodated to the extent set forth in Rule 2.15.J.

Rule 2.3 ADJOURNMENT OF MEETINGS

A. At the conclusion of the legislative session, unless there is further business before the council, the chair shall request a motion to adjourn the meeting until the next regularly scheduled council meeting.

B. Any meeting may be adjourned prior to the completion of the city council's agenda to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.

C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the council president, or in the president's absence any member, or if there are no council members present then the city clerk, shall declare the meeting adjourned to the next regular meeting.

D. If a meeting is adjourned prior to the completion of the city council's agenda, all matters on the agenda not disposed of shall be continued to the next scheduled meeting or to a properly noticed special meeting. The city clerk or other person designated by the city clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the adjournment and shall state the fact of adjournment and the place and time to which the meeting was adjourned.

E. At 10:00 p.m., absent an adopted motion to remain in session to a time certain, the council's regular meeting shall be adjourned by motion and action shall be continued to the next legislative session. If testimony on an item was not completed before the meeting was adjourned, it shall be continued to the next meeting without allowing for additional members of the public to sign up or for those who were able

to testify at the first meeting to give testimony again unless significant changes have been made to the item, per the discretion of the council president or presiding council member.

F. In the event noise, disturbance, indecorum, or other circumstances disrupt council proceedings so as to render the orderly conduct of such meeting unfeasible, or if the removal of the individual(s) causing the disruption will not restore order, the council president or presiding council member may request a motion to adjourn the meeting either to the next regularly scheduled council meeting or to an alternate place and time set by motion. Absent adoption of such a motion by a majority of council members present, the meeting shall continue, subject to the chair's discretion to remove disruptive individuals under Rule 2.13 (The Chair).

Rule 2.4 SPECIAL MEETINGS

Pursuant to Section 10 of the Spokane City Charter, special meetings may be called by the city clerk on the written request of the mayor, council president, or a majority of council members. Special meetings may be called by a majority of council members as follows:

1. An individual council member shall notify the City Clerk of that council member's wish to call a special meeting at a particular day and time to transact particular business;

2. Upon receipt of the request from the individual council member, the city clerk will notify other council members of the request for a special meeting, stating the requested day and time of the meeting and the particular business to be transacted, and shall ask the other council members if they agree to the request for a special meeting;

3. Upon receipt of the consent of at least three other council members to the request for a special meeting, or upon receipt of consent to a request to an alternative day and time and alternative business to be transacted by at least four council members, the city clerk shall notify council members, the media and the public of the scheduling of a special meeting.

Notification under this section may be in writing or via electronic mail. All such special meetings shall be noticed in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules.

Rule 2.5 STUDY SESSIONS

From time to time, after consultation with all council members' offices, the council president may schedule a study session of the city council to receive information on staff matters, staff briefings, and enable discussion among council members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, and

including no council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules. A quorum of the council is not necessary in order to proceed with a study session. Additional study sessions may be scheduled at the discretion of the council president or by a vote of the majority of council members present at a public meeting of the council.

Rule 2.6 QUORUM

A quorum is four (4) or more council members present and qualified to act unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

A. For purposes of these rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these rules. Service animals are permitted to accompany people with disabilities in city council meetings, as well as all areas where members of the public are allowed to go.

B. Service animals must, at all times while present in a city council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.

C. When it is not obvious what service an animal provides, city staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

E. A person with a disability cannot be asked to remove their service animal from the

premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, city staff shall offer the person with the disability the opportunity to be present at the city council meeting without the animal's presence.

F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a city council meeting.

G. City staff and council members shall not be required to provide care or food for a service animal at a city council meeting.

Rule 2.8 FUNCTIONS OF MEETING AGENDA

A. The council, with the assistance of the city clerk, shall publish two agendas each week for regular council meetings, the "final agenda" and the "draft agenda." The approved draft agenda becomes the final agenda for the next council meeting. The agendas serve to introduce items to the council, to establish the order of business and to give notice to the public as required under RCW 35.22.288. The notice of a special meeting is the agenda for such meeting.

B. In addition to the final and draft agenda, the Council Office Director shall work with the City Clerk to regularly publicize legislative items scheduled for future council consideration on a date beyond those reflected in the final and draft agendas.

Rule 2.9 INTRODUCTION OF ITEMS

A. Legislation shall only be placed on a regular legislative meeting agenda by the council president or any council member through the process established in Rule 2.10 (Agenda Process), except as otherwise provided by Rule 2.18 (Suspension of Rules). Except as provided elsewhere in these rules, no resolution or ordinance may appear for consideration on a legislative agenda for consideration by the full council unless (1) it has first been presented in a committee or study session, (2) is sponsored by at least two (2) council members, and (3) is in final (or close to final) form.

B. Items that need consideration on a compressed timeline due to an unforeseen urgency or emergency may be added to a draft legislative agenda prior to being presented at a committee or study session with either (i) prior written permission from all the council sponsor(s) or (ii) the council president. Notwithstanding the accelerated placement on a draft legislative agenda, the matter must still be heard in committee and sponsored by at least two (2) council members, absent suspension of the rules by the council.

C. Regular meeting agendas are prepared by the city clerk in the manner and format prescribed by the city council and consistent with council administrative policies

and procedures and these council rules.

D. The term “legislation” in these rules means any ordinance, resolution, contract approval, approval of claims, board and commission appointments, and special considerations.

E. Resolutions to ratify, reject or modify an emergency declaration pursuant to Section 02.04.060 SMC may be placed on the next council agenda at any time with two (2) council sponsors and without appearing in committee.

F. Special budget ordinances necessary to comply with year-end budget reporting or reconciliation (e.g., carryover special budget ordinances) need not be reviewed in committee before placement on the council agenda, and may be placed on the council agenda the Friday prior to scheduled council action after presentation to the Finance Committee Chair, Finance Committee Vice-Chair and the Council Budget Director at least one week prior to submission to the council agenda.

Rule 2.10 AGENDA PROCESS

A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control.

B. Except as otherwise provided in Rule 2.9 (Introduction of Items), no agenda item, other than weekly reports of the mayor of pending claims and payments, payroll claims, board/commission/committee appointments, initiative and referendum matters, and letters appearing under special considerations, may appear on a council legislative agenda without (i) first appearing on a standing committee agenda and (ii) meeting the requirements to emerge from the standing committee, as provided in paragraph F of Rule 6.2 (Committee Process). Mayoral nominations and appointments do not require council sponsors, and shall appear on the council agenda upon submission by the Mayor in the manner provided under the City Charter.

C. Agenda items submitted to a standing committee’s agenda must be submitted to the standing committee associated with the division from which the agenda item originates, as illustrated in Attachment A. For purposes of this rule, special budget ordinances (SBO) are assigned either to the committee of the underlying department whose appropriation(s) are affected by the SBO, or the Finance & Administration Committee.

D. Agenda items may be submitted to a standing committee other than the committee ordinarily assigned with the permission of the chair of the appropriate standing committee and the permission of the chair of the committee to which the item is

being submitted. Items uploaded by the Mayor's office shall be submitted to the committee to which the division most affected by the item is ordinarily assigned. The Council President shall have the power to resolve any dispute or uncertainty regarding application of this rule.

E. Proposed agenda items are added to a final committee agenda after securing confirmation from at least one council member that they will sponsor the item for committee.

F. To move out of a standing committee and onto a legislative agenda, resolutions and ordinances must secure two (2) council sponsors.

G. At any time before the draft agenda is approved as the final agenda, a council member may remove or add their sponsorship of an agenda item by notifying all council members and the city clerk by email. Change of sponsorship after approval of the draft agenda, or more than two days after any amendment of the legislative item, whichever is later, shall be by a motion approved by a majority of council members. If removal of the sponsorship deprives the legislation of requisite sponsors, and no additional council member(s) add their name as a sponsor, the matter is referred back to the committee of origin.

H. The timeline and process for formalizing standing committee meeting agendas is as follows:

    1. No later than 5:00 p.m. on the Wednesday immediately preceding the desired committee meeting, suggested agenda items (for both consent and discussion items) shall be uploaded into OnBase.

        a. At that time, the agenda sheet template should be filled out completely and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.

        b. Supporting attachments, including ordinances, resolutions and contracts, are due at this time except with express permission by the committee chair.

    2. By 9:00 a.m. on the Thursday immediately preceding the desired committee meeting, items submitted into OnBase must receive all OnBase approvals and arrive in the committee queue. Items that do not receive all OnBase approvals by the above deadline may be added to the final committee agenda at the discretion of the committee chair or their designee.

    3. Items originating from the council office are not required to gain administration OnBase approvals to be added to a committee agenda.

4. If administration staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.

5. After the final committee agenda is created, council staff circulates the final committee agenda by no later than close of business on the Friday immediately preceding the committee meeting.

6. Any deviation from the timeline for submitting agenda items (submitting agenda items past the deadlines, for example) must be approved by the committee chair or their designee.

I. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Where indicated, a plain language summary shall be provided to accurately describe the item to make it easily understood by the public. The council president or their designee shall decide any disputes over wording unless verbiage is determined by a majority vote of the council. The council director or designee, the city clerk and city attorney's office staff may edit agenda items for technical, grammatical or typographical errors.

J. Regardless of adherence to the submission deadlines set forth in Rule 2.10 (Agenda Process), the committee chair may allow or exclude from a committee agenda any item not containing a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Any council member may object to appearance of a legislative item on a published draft agenda that lacks a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Such objection, when made, shall be recognized by the council president or presiding officer, who shall rule on the objection and whose ruling is subject to appeal.

K. Each council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every council member, council staff, the mayor, the city attorney, and to all parties who have on file with the city clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The council shall not consider or make final

disposition of any matter not included in the notice. Notices of special meetings are prepared by the city council office staff and issued by the city clerk's office. Submission of legislative items for consideration at a special session need not conform to Rule 2.9 (Introduction of Items).

Rule 2.13 THE CHAIR

A. The council president, or in their absence or incapacity, the council member selected by the council to serve as council president *pro tem* pursuant to SMC 02.005.020 (each of whom is referred to in these rules as "the chair") shall preside over meetings of the council and cause the business of the council to be transacted in accordance with these rules. The presiding officer may yield the chair to another council member to conduct a portion of the meeting. If the council president *pro tem* is unavailable, the council member with seniority of tenure on the council shall preside.

B. The chair shall determine all questions of parliamentary procedure, subject to appeal as provided in this Rule 2.13(B), but shall liberally grant leave to the city council's policy advisor and/or a city attorney to speak to the question. A ruling of the chair can be appealed, before the ruling is acted on, by any council member's announcement of an appeal, which appeal is perfected by receiving a second. The chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. Then, when the appeal is debatable per Roberts Rules of Order, the member appealing has the floor to open debate on the appeal. Upon the close of debate, the council shall vote on whether to sustain the chair's ruling.

C. The chair may not make a motion. The chair may second a motion. The chair may vote as any other council member.

D. The chair has the authority to declare the council at ease or to declare a recess of any council meeting in the appropriate circumstances, including when noise, disturbance, indecorum, or other circumstances warrant a recess. In the event disturbance, indecorum, or other circumstances disrupt council meeting, the chair may request a motion to adjourn pursuant Rule 2.3 (Adjourned Meetings). The chair may direct any person or persons disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption. In administering this rule, the chair will be guided by the council's intent to support robust public, peaceful participation by the public.

Rule 2.14 ORDER OF BUSINESS

A. Agenda Review.

The council will meet each week on Monday to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting

is as follows.

1. Roll call;

2. Council or staff reports of matters of interest;

3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;

4. Discussion of and any adjustments to the final or draft agenda;

5. Approval by motion of the draft agenda as final and the final agenda as amended.

B. Executive Session.

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

C. Legislative Session.

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;

2. Pledge of Allegiance;

3. “Poetry at the Podium,“ words of inspiration, and special introductions;

4. Roll call to establish the presence of a quorum;

5. Reading of proclamations and salutations;

6. Reports from community organizations;

7. Announcement of adjustments to the agenda;

8. Council appointments and consideration of mayoral appointments;
    a. Testimony from members of the public concerning the appointments;

b. Request(s) by an individual council member, if any, to consider any specific appointments separately;

c. Action on the appointments;

9. Consent Agenda;

a. Testimony from members of the public concerning the consent agenda;

b. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the consent agenda;

c. Action on the consent agenda;

10. Reading of each legislative item by the city clerk;

a. Testimony from members of the public concerning the agenda item;

b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and

c. Vote.

11. Special Considerations, Public Hearings;

12. Open Forum; and

13. Adjournment.

D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent the objection of a majority of the council.

E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear, see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

A. Members of the public may address the council regarding the following items during the council's legislative session: board and commission appointments, the consent agenda as a whole, all first reading ordinances together (with the exception of first reading ordinances associated with hearings, which shall be taken separately), final readings of regular and special budget ordinances, emergency ordinances, hearing items, special considerations, review of mayoral vetoes, and other items before the city council requiring council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the final or draft agendas.

B. No member of the public may speak without first being recognized for that purpose by the chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.

C. Each person speaking in a public council meeting shall verbally identify themselves by name and, if appropriate, representative capacity.

D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.

E. Those who wish to provide commentary but do not wish to give verbal comments at the podium may provide written comments to the council via letter or electronic mail.

F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.

G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the

Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.

H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.

I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.

J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:

1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.

K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order, Newly Revised*, shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.

L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council

pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to arrange translation or interpretation assistance.

M. City council legislative sessions are regularly video and audio recorded and available online (https://vimeo.com/spokanecitycouncil). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted.

N. RCW 42.17A.555 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term "facilities" includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

A. Members of the public can sign up to give testimony beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.

B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be limited to the final council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for hearings and legislative items under consideration. For the consent agenda, first reading of ordinances or special consideration testimony is limited to two (2) minutes per speaker. The

chair, absent a majority vote of the council, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President.

C. No public testimony shall be taken on oral amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the council.

D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at *citycouncilspokanecity.org.*

E. For public hearings required by state law, the chair may institute special rules for testimony.

F. Testimony at council committee meetings shall be governed by Rule 6.2.

G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to *testimony@spokanecity.org*. To be included in the final agenda packet, written testimony on an agenda item must met the following criteria:

    1. Be delivered to the council via email at testimony@spokanecity.org;
    2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. “Written Testimony on Resolution 2025-0001”);
    3. Include the name of the submitter;
    4. Does not include photographs, presentations, videos, or other media; and
    5. Be received in the testimony@spokanecity.org inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

Rule 2.17 VOTING, EFFECT OF DEFERRAL; ABSTENTION

A. Except where a majority plus one vote is required, (*e.g.*, Charter section 19, RCW 35.33.081, RCW 35.33.091), and unless otherwise provided herein, all motions must receive at least four (4) affirmative votes to pass.

B. If a motion receives less than the required number of affirmative votes, it shall be declared that the motion failed and the status quo shall prevail.

C. Upon a tie vote, the status quo prevails on the matter upon which the vote was cast.

D. Any legislative item may be deferred indefinitely or to a specific future legislative session date by motion. Any legislative item deferred indefinitely may be returned to a draft council agenda by a motion by a council member who was on the prevailing side of the original vote to defer the item. A motion to return the item to the council agenda must be presented within six (6) months of the initial deferral and adopted by four affirmative votes. Any item not returned to the council agenda within six months after the initial deferral shall be considered not adopted and may only be returned to the council agenda after introduction pursuant to Rule 2.10 (Agenda Process). Legislative items governed by Section 24 of the City Charter may only by deferred in a manner consistent with the charter.

E. Any legislative item may be referred to a specific future standing committee meeting by motion. Items referred to committee are automatically included on the agenda of the committee to which the item is referred. To move out of the committee and onto a legislative agenda, the item must secure the minimum number of sponsors pursuant to Rule 2.10 (Agenda Process).

F. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the council chambers.

G. In all cases of voting by other than voice vote, the city clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, the chair shall announce, and the record shall reflect, the vote. Regardless of method of voting, each council member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.

H. A council member may abstain from deliberating and voting on any matter before the council if they have a direct personal or financial interest in the matter before the council which is not held in common with other members of the council. In order to abstain from deliberation and voting, a council member must describe to the council the basis for the abstention in an open public meeting prior to the vote. A member who abstains from deliberation and voting on a matter may participate in any procedural vote related to the same matter, other than a motion to amend the item or to postpone it indefinitely.

Rule 2.18 SUSPENSION OF THE RULES

These rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of five council members. Motions to suspend the rules must specify the general purpose of the suspension and, if adopted, shall apply only to the next pending question. No debate on a motion to suspend the rules shall be allowed. Following an adopted motion to suspend the rules, the companion main motion prompting the need for a rules suspension may be presented and disposed of by council. A motion to suspend the rules shall not be combined with any other motion.

Rule 2.19 RECONSIDERATION

All legislative decisions of the city council, including consent items, ordinances, resolutions, veto overrides, and hearing items are final, except that a council member on the prevailing side of a vote or who had an excused absence during the vote may move for reconsideration of all legislative decisions, other than veto overrides and mayoral appointments, within 15 days of council consideration or prior to the mayor's action on an ordinance, whichever occurs first. Nothing in this rule shall be deemed to prevent any council member from otherwise submitting an ordinance or resolution to repeal or modify a prior city council legislative action so long as such repeal or modification is added to the committee and council agenda as provided in these rules.

Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS

A. A council member may participate telephonically and/or virtually in all or part of a council meeting if:

   1. Prior approval is given by the council president or committee chair, as applicable, whose approval shall not be unreasonably withheld;

   2. All persons participating in the meeting, including the public, are able to hear each other at the same time, such as by the use of a speaker phone; and

   3. The council member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the council meeting related to the topic to which the council member is voting on.

B. Any technical prohibitions or difficulties that prevent all parties present at the council meeting from adequately communicating with one another will negate any authorization previously given by the council president.

Rule 2.21 COUNCIL MEMBER PARTICIPATION IN MEETINGS; DEBATE.

A. Debate shall be governed by Robert's Rules of Order, Newly Revised (12th Ed.) except as set forth under this rule. During committee meetings, legislative sessions, and agenda review, council members may only speak to any pending question after being recognized by the chair or presiding officer. Absent permission from the chair or presiding officer, no council member may speak to any pending question more than twice, and on each occasion shall be limited to 10 minutes.

B. During commentary, discussion and debate, council members shall confine all remarks to the question under debate.

C. Committee meetings are an opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Discussion shall be regulated by the chair, who shall ensure all council members have an equal opportunity to participate and ask questions. At committee meetings, council members are permitted to engage in debate regarding any legislative item subject to the general rules of debate above.

D. Agenda review meetings are an additional opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Any council member wishing to have an item on a draft agenda briefed by staff at agenda review shall submit the request in writing to the City Administrator and Council Office Director by 5:00 p.m. the day immediately preceding the agenda review session. Other than questions directed to staff, discussion at agenda review sessions shall be confined to debate on motions to adjust the agenda or to amend or substitute legislative items.

RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS

A. Council conducts two types of hearings: (1) legislative hearings and (2) adjudicative hearings. Where procedures for legislative hearings and adjudicative hearings have been established by ordinance or statute, the council shall follow those procedures. If a conflict arises between the ordinance or statute, on the one hand, and these council rules, on the other hand, the ordinance or statute shall prevail. Where there are no established or statutory procedures for an adjudicative hearing or legislative hearing, the council shall implement the following procedures.

B. Legislative Hearings. "Legislative hearings" are hearings where the city council, sitting as the legislative body of the City, is required to conduct one or more public hearings prior to taking legislative action. Examples of legislative hearings include, but are not limited to, hearings required under RCW 35.13.182 (annexation), RCW 35.34.090 (biennial budget); RCW 35.79.030 (street vacations); and RCW

36.70A.390 (interim zoning).[1]

1. For legislative hearings, the following procedure shall be observed to the extent consistent with the matter before the council:

    a) Reading of the legislative matter by the Clerk;
    b) Announcement and opening of the hearing by Council President or presiding officer;
    c) Receipt of staff reports, if any;
    d) Receipt of public testimony (3 minutes per speaker);
    e) Motion to close or continue hearing; and
    f) Motion to approve, modify , reject or adopt the legislative item.

2. Motions to close, re-open or continue a legislative hearing shall be approved by majority vote.
3. Oral public testimony on the item shall not be accepted or solicited by the council as a whole outside of the legislative hearing; provided, individual council members may communicate with members of the public on any legislative hearing matter. All public testimony shall be provided consistent with Rule 2.16 (Public Testimony Regarding Legislative Agenda Items).
4. Individual council member conduct with respect to any matter subject to a legislative hearing shall be the same as any other legislative matter and shall be governed by Rule 1.3 (Conflicts of Interest).

C. Adjudicative Hearings. "Adjudicative hearings" are quasi-judicial hearings involving named parties, and council is often sitting in an appellate capacity. Examples of adjudicative hearings include, but are not limited to, appeals under SMC 17G.061 (land use applications) and appeals under SMC 13.02.0246 (solid waste collection rates). For adjudicative hearings, the following procedure shall be observed, to the extent consistent established or statutory procedures:

1. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. No person shall be allowed to discuss any matter pending hearing with any member or members of the council except in the council chambers in the regular course of a council meeting. Each council member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the council member shall immediately make a note of the contact and shall at the beginning of the council's hearing on the matter announce the fact of the contact, the

[1] A complete list of municipal actions requiring a hearing can be found in "Local Ordinances for Washington Cities and Counties," Appendix C, published by the Municipal Research and Services Center (MRSC) (2016).

identity of the person, and the substance of the communication. If the communication be in written form, the council member shall as soon as possible file it with the city clerk.

2. When the council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every council member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A council member shall not be briefed by anyone except in an open meeting.

3. Council members shall disqualify themselves from participating in an adjudicative hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.

4. Council members who become aware of circumstances which might appear to disqualify them in a matter pending an adjudicative hearing can either disqualify themselves or explain the circumstances before the hearing and let the rest of the council, by majority vote, decide whether they can participate. Should any council be aware of circumstances which might appear to disqualify another council member, that council member may request by motion that the other council be disqualified from participating in the matter, which motion must be approved by at least four (4) council members). The council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the adjudicative hearing and during discussion and voting.

5. In all adjudicatory appeals, council members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).

6. Adjudicatory Appeal Hearing Procedures.

   At the hearing on the appeal, the following rules apply:

   a) Oral argument on appeal is limited to parties of record.

b) Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the city council is not deducted from the time allowed for argument.

c) Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.

d) No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.

e) The city council may not consider any new facts or evidence on appeal. The city council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the city council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.

f) Supplemental documents.

g) The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.

h) Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.

i) The city clerk distributes such memoranda and responsive documents to all parties to the appeal, the city council, the city attorney, the planning director, and the hearing examiner.

j) Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.

7. The city council may supplement these rules in a case-by-case situation in order to provide due process to all participants in an adjudicative hearing.

RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS

Rule 4.1 UPLOADING ITEMS FOR COUNCIL CONSIDERATION

A. All council agenda items, including ordinances and resolutions shall be uploaded into OnBase as provided in Rule 2.10 (Agenda Process).

B. After presentation at committee, so long as council sponsorship requirements are met as provided in Rule 2.10 (Agenda Process), the council office director, or their designee, will approve items to move forward to the city clerk for consideration at a future council legislative session. All items, whether discussion or consent, will remain in the council queue and will not advance toward a legislative agenda until having gone through committee unless granted permission to be considered on a compressed timeline as established in Rule 2.9 (Introduction of Items).

C. To accommodate narrow construction or procurement windows, engineering construction contract items may be submitted to committee prior to bid opening as long as the item includes the engineer's cost estimate and estimated construction timeline. When final construction contract information is received, these items may be re-submitted to the council office director, or their designee, for submission to the city clerk for consideration at a future council legislative session.

D. An ordinance or resolution must have been filed with the city clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the city clerk for at least three (3) business days, including the day of the council meeting.

E. If an ordinance or resolution, or an amendment to an ordinance or resolution, has not been on file with the city clerk for at least three (3) business days, a council member may request that the ordinance, resolution or amendment be read in full prior to consideration by the council. Absent a request by a council member for a full reading, any ordinance or resolution (including any amendments) that has been submitted to the agenda as provided under these rules may be considered after reading of the title or a summary.

F. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. The agenda sheet for every item shall, when filing the same with the city clerk, specify the committee of origin for the ordinance or resolution and the names of the council members who are sponsoring the ordinance or resolution. Subject to Rule 2.18 (Suspension of rules), every ordinance or resolution must be first presented in a committee before it may appear on the council's agenda for first reading (for ordinances) or for council consideration (for resolutions).

G. Each ordinance or resolution which would have an impact on the fiscal condition of the city must note that fact on the agenda sheet and be accompanied by a brief

description of the fiscal impact of the ordinance or resolution on the current year's budget.

H. At the time of submission of a legislative discussion item to the council agenda, the record relating to the item must reflect compliance with Rule 2.10.K (Public Comment).

Rule 4.2 AMENDMENT AND SUBSTITUTION

A. "Amendment" of legislation pertains only to legislation on the agenda and occurs at the time proposed legislation is under debate by the council, and may be offered by motion by any council member. "Substitution" of legislation occurs prior to debate of proposed legislation and may only be made by sponsors of the ordinance or resolution. Board, commission and mayoral appointments are not subject to amendment or substitution. Amendments and substitutions are permitted only as provided in this Rule 4.2.

B. Every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on the Wednesday immediately preceding the item appearing on the updated draft agenda; provided, amendments making clerical or technical corrections may be articulated orally during debate. Any amendment submitted after the 5:00 p.m. Wednesday deadline, if adopted by council on the Monday immediately following the deadline, shall result in that legislative item being deferred to the next regular council legislative agenda. The purpose of this rule is to ensure, to the extent possible, publication of a final agenda without legislative items that are subject to pending amendments or substitutions.

C. Proposed amendments shall be included in the draft agenda packet for the benefit of public review and council consideration and shall be identified by the city clerk file number and the council member proposing them (e.g., "ORD CXXXXX (SMITH Amendment"). Every proposed amendment must include a brief "purpose statement" at the top of the first page explaining the reasons for the amendment and/or changes associated with the amendment. In addition, each amendment must be circulated in "clean" and "redline" format, with the redline version showing changes from the version of the legislation as it currently appears in the agenda. The Clerk shall include only the "redline" version of the proposed amendment in the draft agenda, and, if the amendment is adopted, shall include the "clean" version in the final agenda.

D. A substitution of all or a portion of the wording of an ordinance or resolution which is to be listed on a draft council agenda may be submitted by the majority of sponsors of the ordinance or resolution without council approval, so long as the substitution is in writing and circulated by the proposing council member or their legislative assistant to all council members and the city clerk by no later than 5:00 p.m. on the Wednesday immediately preceding the meeting at which the ordinance

or resolution is to appear on a draft agenda.

E. A portion or all of any consent, grant or contract agenda legislative item may be updated with current documents and materials without a motion for amendment or substitution with the approval of the Office Director or his designee if (1) the substitution is intended to make technical corrections in contract or grant materials and (2) the substitution does not result in a material increase in the amount or the term of the contract. Upon approval to make changes, the submitting department shall arrange for the agenda sheet to be updated in OnBase as "revised" and corresponding changes to be highlighted.

F. Proposed amendments to the biennial budget or mid-biennial budget modification may be considered and adopted by a simple majority vote if (1) circulated no later than noon on the Friday prior to final council consideration of the biennial budget or mid-biennial budget modification and (2) will not be subject to automatic deferral upon adoption.

G. Any motion to amend an ordinance or resolution shall require four (4) affirmative votes to pass. Any motion to suspend the requirements in this Rule 4.2 shall require five (5) affirmative votes to pass.

H. Amendments and substitute versions not timely filed with the city clerk before the meeting, whenever reasonably possible, shall be posted for public viewing on the city council Facebook page or other similar channels so that interested members of the public may review during council's consideration of the matter.

I. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause by amendment requires the ordinance to be deferred to allow public hearing.

Rule 4.3 SUBJECT MATTER

The council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the city council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any city policy or practice.

RULE 5 – PROCESSING ORDINANCES

Rule 5.1 PUBLICATION, SIGNATURE AND RECORDING

A. An ordinance passed by the city council shall, within five (5) days thereafter, be presented to the mayor.

B. An ordinance:

1. Making the annual tax levy,

2. Adopting the original annual budget,

3. Making appropriations,

4. Implementing a local improvement district or confirming the assessments therefor,

5. Which is an emergency or special budget ordinance,

6. Which is an emergency ordinance, or

7. Which has been approved by the electors by referendum or initiative

shall become effective immediately upon passage.

C. Ordinances signed by the mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the city clerk for recording and publication if not already published.

D. Ordinances not signed by the mayor after ten (10) days will be filed with the city clerk for signature, recording and publication as necessary.

Rule 5.2 VETO

If, within ten (10) days of presentment, the mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the city council, which shall provide a copy to the city clerk. The city clerk shall schedule the matter for reconsideration for the next available council meeting, if requested by a city council member. If, within thirty (30) days of the mayor's veto or partial veto, the city council overrides the veto, the ordinance shall be considered enacted on the date that the override occurs and shall take effect 30 days after enactment. Such ordinance will be signed by the council president, council president pro tem, or two council members and filed with the city clerk for publication and recording. Any ordinance vetoed by the mayor, and for which no veto override has been passed by the council, may be resubmitted for council approval as provided in Rule 2.19 (Reconsideration).

RULE 6 – COMMITTEES

Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP

A. There shall be four (4) standing committees, as follows:

1. Public Safety and Community Health;

2. Public Infrastructure, Environment and Sustainability;

3. Urban Experience;

4. Finance and Administration.

B. All council members shall be members of each standing committee. Standing committee meetings shall be noticed as meetings of the council where no legislative action shall occur.

C. The council president shall chair each study session, agenda review, and legislative session of the city council. All committee chairs and vice-chairs shall be determined by majority vote of the council and shall preside over the meetings of their respective committees.

D. Each standing committee shall have one (1) chair and one (1) vice chair. The council shall confirm chairs and vice chairs of each standing committee by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.

Rule 6.2 COMMITTEE PROCESS

A. The purposes of standing committee meetings are to provide council members an opportunity to discuss potential legislation publicly, to receive public testimony on items included on the committee's agenda, and to provide the city administration and city staff an opportunity to update council members regarding department programs, plans, and other administrative activities and future City council administrative items. Council members should also utilize standing committees to update each other on their board, committee, and commission assignments. At the chair's discretion, committee agendas may include presentations from community groups, or from administrative staff, on city issues or initiatives germane to the committee's ordinary business, so long as the topic is not related to any legislative item listed on a draft or final council agenda.

B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. Public testimony is taken during standing committee meetings, and speaker conduct shall be governed by Rule 2.15 (Public Participation). Notwithstanding the public testimony section of the meeting, participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Administrative support for each committee will be provided by council office staff.

C. Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair, in the following order:

1. Public Safety and Community Health: First Monday of each month.

2. Public Infrastructure, Environment, and Sustainability: Second Monday of each month.

3. Urban Experience: Third Monday of each month.

4. Finance and Administration: Fourth Monday of each month.

5. If there is a fifth Monday in a month, that date is reserved for a study session as convened by the council president pursuant to Rule 2.5 (Study Session).

D. Committee meeting agenda are formalized pursuant to Rule 2.10 (Agenda Process). The regular order of business for committee meetings shall be as follows, unless modified by the committee chair in his or her discretion:

1. Briefing by administration and staff
2. Public testimony on committee agenda
3. Council discussion and confirmation of sponsors

E. Testimony sign-up for committee meetings shall open no later than 5:00 p.m. on the Friday immediately preceding the meeting. The maximum number of public speakers at committee shall be fifteen (15). In the event that more than fifteen (15) speakers have signed up to speak, preference will be given to those who signed up first. Each speaker shall be limited to two (2) minutes to speak to the entire committee agenda. A majority of the council members in attendance may vote to alter the time limit or number of speakers.

F. Each item presented in committee must have a fully completed agenda sheet when uploaded into OnBase, and any additional briefing or research documents necessary. Items not meeting this requirement are subject to removal from the council calendar pursuant to Rule 2.10.J (Agenda Process).

G. Absent an exception under Rule 2.9.B, each ordinance or resolution must be presented by the council sponsor or their designee in the appropriate committee as set forth under Rule 2.10 before it may move forward for inclusion on the council's legislative agenda. With written permission from the council president, this requirement may be met by conducting a presentation of the item in a council study session which has been noticed as a public meeting.

H. By motion of the council, any matter before the council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the council take independent action on, any pending or contemplated adjudicated matters.

Rule 6.3 INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of council members to inter-governmental committees or boards shall be made by the council president, subject to confirmation by a majority of the city council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee. The council president shall appoint proxies to attend meetings when the assigned council member is unable to attend a meeting.

Rule 6.4 AD HOC COMMITTEES AND WORK GROUPS

Council ad hoc committees (also known as work groups) with specified functions may be established for a designated term or for a specific task or to advise the council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself. Council ad hoc committees and work groups shall not include more than three council members unless the meetings of such a working group publishes notices of its meetings consistent with the OPMA.

Rule 6.5 BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The city council shall interview mayoral nominees for appointment to boards and commissions prior to considering their appointment and shall take action on each such nomination in an open public meeting. Re-appointments do not require an interview unless requested by a council member.

RULE 7 – MISCELLANEOUS

Rule 7.1 COUNCIL POSITION VACANCY

A. Upon receipt of a written notice of a vacancy or an impending vacancy of a city council position other than that of council president, the council president or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the council president set with concurrence of the council.

B. Upon the close of the deadline, each council member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the council president a prioritized list of who they believe should be interviewed by the entire city council.

C. The council president shall compile the council members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire city council. Additional candidates may be selected for interviews by a majority vote of the council. Once the slate of candidates to be interviewed by the entire council is announced, no council member may communicate with any candidate outside of the formal interview by the entire council.

D. The council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such public meetings.

E. After conducting interview of the individual candidates, the council shall hold at least one public hearing during a regular legislative session to accept testimony from the public regarding potential candidates.

F. Upon completion of the interviews and public hearing, the council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.

G. The council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.

H. Provisions regarding the selection of a candidate for a city council vacancy not set forth by these rules shall be determined by the city council by motion during an open public meeting.

I. If the council president position becomes vacant, the city council may elect to appoint one of the existing council members to fill the position of council president without following the selection procedure set forth above. If, upon a motion of the city council, the city council decides to consider someone other than an existing council member to fill the vacant position of council president, the city council shall follow the selection procedure set forth above.

Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the council, taken in an open public meeting. Disciplinary action may be based on violation of these rules, the City Ethics Code (SMC 01.04B), or any standards of behavior expected of elected officials, including apparent conflicts of interest, and may include, without limitation, censure, removal from

membership on a standing committee, or removal from membership on an intergovernmental board or commission. Nothing in this rule shall be deemed to prevent the council from adopting a non-binding resolution formally admonishing, rebuking or denouncing any other elected official, to the extent otherwise permitted by law.

Rule 7.3 COUNCIL STAFF

A. Each council member has the sole authority to hire, direct, and discharge one legislative assistant, subject to limitations under Section 02.005.030 of the Spokane Municipal Code.

B. Responsibilities with respect to council central staff are set forth in Section 02.005.030 of the Spokane Municipal Code. The city council delegates to the council president the power to hire, supervise, discipline and discharge central office staff, subject to the following requirements:

   1. Prior to taking any formal action to hire, formally discipline or discharge a central staff member, the council president shall notify each member of the council, at which time any council member may request an executive session be convened at the next regular meeting (or a special meeting called for that purpose) to discuss the matter.

   2. Following notice to council members and any requested executive session, the council president may proceed with formal action or take no action, in his or her discretion.

   Nothing in this subsection shall permit the council president to hire or discharge central office staff in a manner inconsistent with Section 02.005.030 of the Spokane Municipal Code.

Rule 7.4 COUNCIL OFFICE BUDGET

A. Any council member may propose to the council president allocation of funding from the approved council office budget beyond that which is reserved for the salaries of council members, personal staff, and approved shared council office staff. The council president has the authority to either approve or deny any expenditure request of $10,000 or less.

B. All council office budget allocation proposals over $10,000 that differ from the adopted council budget must be approved by the affirmative vote of four (4) council members at an open public meeting.

C. On at least a quarterly basis, the council's budget manager shall make available to all council members a report on the status of and balances of all individual line items in the council office budget. The budget manager will also work with the Administration to pursue dashboard capability for public and council review of all

city budget line items.

Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

A. New council members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.

B. Orientation materials shall be generated by the council office director in consultation with the central staff and shall consist of at least the following:

1. City Charter and Spokane Municipal Code overview;

2. Overview of the city's budget process and statutory budget requirements;

3. Overview of the council rules of procedure and meeting process, including the sign-up process for public testimony;

4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.);

5. Overview of all standing and outside boards and commissions to which council members are appointed, including their functions, history, and composition;

6. Overview of policies and procedures relating to the publication of council materials and use of social media; and

7. Completion of open government training as set forth in Administrative Policy No. 0520-17-06 and RCW 42.30.205.

Nothing in this section precludes the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of city council member.

B. Unless excused by the council president or committee chair, as applicable, council members must attend the following recurring engagements:

1. City council agenda review and legislative sessions;

2. Standing committee meetings as scheduled;

3. Study sessions, as scheduled by the council president;

4. Ad hoc working groups as assigned;

5. Outside boards and commissions as assigned (typically between 6-9);

6. Neighborhood council meetings from their respective council district on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);

7. Constituent meetings as necessary;

8. Staff meetings as necessary;

9. Other council member meetings as necessary; and

10. Community events as time permits.

C. Council member absences shall be deemed unexcused unless (1) prior notice of the absence has been provided to the council president or committee chair, as applicable, when it was practical to do so, and (2) the council president or committee chair approves the absence, which approval shall be liberally granted in instances of illness or medical necessity, family emergency or other unforeseen circumstance.

Rule 7.7 CITY COUNCIL PLANNING

A. Council shall consider annual council member appointment to boards, commissions, and committees by resolution no later than the second council meeting of each calendar year.

B. Council shall consider the Plan Commission's annual work program by resolution no later than February 28 of each calendar year.

C. Council shall consider and adopt changes to the council rules by resolution no later than February 28 of each calendar year. Additional adjustments to the rules may be made by resolution.

D. The council president shall schedule a council retreat annually. Additional retreats may be scheduled throughout the year at the council president's discretion.

Rule 7.8 LEGAL INQUIRIES

All inquiries by council members and council staff to the city legal department regarding City Charter provisions, any proposed or existing ordinance, any proposed or existing resolution, or any rule or procedure shall be directed to the appropriate attorney and the city attorney with a copy sent to the city council policy advisor, who shall forward the legal department's response to the inquiry to the full council when (a) any related legislation appears on a committee or council agenda, (b) upon the request of any council member, or (c) if the policy advisor deems the communication relevant matters of interest to council members. All other inquiries may be directed to the city attorney alone, and the response from the legal department to the individual council member's inquiries shall not be forwarded to the city council policy advisor. All inquiries to and responses from the legal department, regardless how originated, shall remain confidential privileged communication unless the privilege is waived by the full council pursuant to Rule 1.3.B. During legislative debate or other public meetings, council members shall refrain from disclosing the content of legal advice provided by the city legal department or outside counsel, except to disclose (a) the fact that the city legal department was consulted on a matter, and (b) that based on said legal advice, the council member is adopting a particular position regarding the matter discussed with the city legal department. For example, the following statements would comply with this rule:

> "I consulted with city legal on this legislation, and I think the proposal needs more work before we adopt it."
>
> "This resolution was forwarded to city legal. Based on their review of this resolution, I am not supporting it."
>
> "City legal reviewed this contract. Therefore, from a legal standpoint I see no reason not to approve it."

Adopted by Resolution 2026-_____(00/00/26)

Attachment:

A. Division Standing Committee Assignments (Rule 2.10.C)

SPOKANE CITY COUNCIL RULES OF PROCEDURE

(~~2025~~2026 revision, adopted ~~12/09/24~~XXX by Resolution No. ~~2024-0119~~2026-XXXX)

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RULE 1 - GENERAL PRINCIPLES

Rule 1.1 PURPOSE

The Spokane City Council adopts these rules to govern the conduct of city council business. These rules do not confer upon any person who is not a member of the council any right to a particular procedure, nor do they affect the validity or legality of any council action.

Rule 1.2 DUTY OF MUTUAL RESPECT

During council meetings, it is the duty of each council member to treat each other, city staff, board and commission appointees, and the public with respect~~.~~, and to uphold both the spirit and letter of these council rules. Likewise, all persons who attend a council meeting or interact with council members or council staff in any type of forum or communication, regardless of the form or format, must act respectfully toward all persons and not commit "Unlawful harassment" as defined by RCW 7.105.010(36). Mutual respect includes, but is not limited to, not intentionally disclosing private information about a council member or staff such as personal telephone numbers or home addresses without the permission of the council member or staff.

Rule 1.3 DUTY OF ETHICAL CONDUCT

A. Each council member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the city including, without limitation, chapter 01.04B, SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a council member have a conflict of interest or become aware that they have or may have a conflict of interest, that council member shall promptly inform the council of the conflict of interest and may abstain from any council action in connection with that matter consistent with Rule 2.17.

B. Confidential information.

1. No council member may disclose confidential information, including attorney client privileged communications, to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the city council may, upon the affirmative vote of five (5) council members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session. Disclosure of legal advice shall be pursuant to Rule 7.8 (Legal Inquiries).

2. For purposes of these rules, "confidential information" has the same meaning as the term is defined in SMC 01.04B.020(I) and SMC 01.04B.050(I).

C. No council member may use or authorize the use of facilities of the city, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the purpose of or opposition to a ballot proposition. Council members shall comply with RCW 42.17A.555 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a council meeting, so long as such conduct does not include the display of signs and/or disrupt the council meeting. Further, these rules do not prohibit the city council, acting as a body in an open public meeting, from adopting resolutions supporting or opposing state or local ballot propositions, consistent with RCW 42.17A.555.

Rule 1.4 ROBERT'S RULES OF ORDER

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert's Rules of Order, Newly Revised, 12th Edition*. Any determination by the council president or presiding officer on a rule of procedure may be challenged by a motion as provided in Rule 2.13 (Chair).

Rule 1.5 AMENDMENT OF COUNCIL RULES

These rules may be amended at any time by resolution of the city council. Suspension of the rules shall be pursuant Rule 2.18.

Rule 1.6 EFFECTIVE DATE, EFFECT ON PENDING LEGISLATION.

The effective date of these rules is January 1, ~~2025~~2026. All legislation and supporting materials timely submitted prior to the effective date of these rules shall be deemed timely submitted under these rules.

RULE 2 – MEETINGS

Rule 2.1 PLACE AND TIME OF MEETINGS

A. As provided in SMC 02.01.010, the regular legislative meeting of the city council is at ~~3:30~~6:00 p.m. every Monday in the council chambers. If a Monday is a city holiday, that week's regular meeting ~~shall~~may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

~~The 3:30 p.m. council session is an agenda review in which the council~~

~~receives~~Commencing June 1, 2026, the regular meeting of the city council is at 6:00 p.m. every Tuesday in the council chambers. If a Tuesday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

B. As provided in SMC 02.01.010, in addition to the regular legislative meeting, the City Council shall hold a session titled "agenda review," to consider amendments, deferrals and other changes to published council agendas for the following weeks. Agenda review shall begin at three-thirty (3:30) p.m. each Monday. The agenda review session may also be used to receive staff reports on matters of interest, committee reports, background information from staff regarding matters appearing on the ~~draft~~published council agendas~~, and during which council makes any adjustments to draft agendas and agrees as to any issues of procedure for impending council meetings.~~. At this time, any council member may make a motion to defer, refer, or withdraw an item on ~~the final~~an agenda. Any deferral of an item on the final agenda for the purpose of accommodating future amendments requires at least a two-week deferral. Once the ~~draft~~ agendas have been reviewed, the city council shall approve the agendas, with any modifications, by motion. ~~The council president may call a recess after the agenda review until the 6:00 p.m. council session.~~

C. If two or more consecutive regular meetings are canceled, the council president has the discretion to cancel the ~~initial 3:30 p.m.~~preceding or following agenda review session due to lack of business. Agenda review may be cancelled at the discretion of the Council President to accommodate City holidays.

D. At the conclusion of the agenda review~~,~~ meeting or at other time properly announced, and absent objection from the ~~city~~ majority of the council, the council president or presiding officer may ~~adjourn into~~call convene an executive session consistent with the Open Public Meetings Act ("OPMA"). ~~Adjournment into executive session shall be by motion, which shall be adopted by a majority of council members present.~~ Before so doing, the chair shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. The council president determines which person(s) shall attend each executive session, absent an adopted motion by the council ~~determining which person(s) other than~~to override the council president's determination. However, all council members and city attorneys shall be permitted to attend.

E. The 6:00 p.m. council session is the legislative session, during which the council may take public testimony, discuss, and take action on agenda items, and hold the open forum as provided in Rule 2.2 (Open Forum). The council president may combine specific agenda items for purpose of public comment and voting ~~if there~~, absent an objection that is ~~no objection~~sustained by ~~attending~~a majority of council members~~, and if there is an objection, by majority vote~~ present.

F. The council members from each district shall have the opportunity to schedule at least one community engagement meeting in their district and, so long as all council members are invited to such meeting, to use council resources and staff to schedule and conduct such meetings.

Rule 2.2 OPEN FORUM

A. After the conclusion of all legislative business, the council may recess briefly and then shall convene for an open forum, unless a majority of council members vote otherwise. The open forum shall have twenty (20) spaces available. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during that calendar month. The council shall conclude open forum after twenty (20) speakers unless a majority of council members vote to allow additional speakers. The city clerk and other staff shall not be required to remain in attendance during the open forum. Nothing in this Rule 2.2 shall be deemed to require open forum or the legislative session to continue after 10:00 p.m., or to require open forum during a council "Town Hall" meeting contrary to Rule 2.14.F.

B. Members of the public can sign up for open forum beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up for open forum via the virtual testimony form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign themselves in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will be added to the list of speakers at the discretion of the chair, or their designee. The order of the speakers will be determined at the discretion of the chair, taking into account any special accommodations for persons of limited English proficiency as provided in Rule 2.2.F below. Each speaker shall be limited to no more than two (2) minutes unless a majority of the council members in attendance vote on an alternate time limit.

C. No responses from council members, other than a statement of council members' intent to address the matter in the future or points of order will be permitted by council members during an open forum, unless the question is likely to be of concern by the broader community and can be quickly clarified from the dais by the Council President or whomever she recognizes for such purpose.

D. The open forum is a limited public forum and all matters discussed in the open forum shall relate to the affairs of the city. "Affairs of the city" shall include (i) matters within the legislative, fiscal or regulatory purview of the city, (ii) any ordinance, resolution or other official act adopted by the city council, (iii) any rule adopted by the city, (iv) the delivery of city services and operation of city departments, (v) any act of members of the city council, the mayor or members of

the administration, or (vi) any other matter deemed by the council president to fall within the affairs of the city, which determination may be overridden by majority vote of the council members present. Absent permission of the chair, which may be overridden by a majority vote of the council members present, no person shall be permitted to speak in open forum regarding items on ~~that week's~~any published agenda~~ or the next week's draft agenda, or~~. No person may speak at open forum regarding pending hearing items. No person shall be permitted to speak in open forum regarding candidates, initiatives, or referenda in a pending election. Legal or personal matters between private parties that do not impact the governance of the City of Spokane are not a permissible topic of open forum testimony.

E. No person shall be permitted to display visual information during open forum, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at ~~citycouncil2~~citycouncil@spokanecity.org. Individuals speaking during open forum shall address their comments to the council president, and speakers as well as members of the audience shall comply with Rule 2.15 (Participation by Members of the Public in Council Meetings).

F. Participation of individuals with limited English language proficiency in open forum shall be accommodated to the extent set forth in Rule 2.15.J.

Rule 2.3 ADJOURNMENT OF MEETINGS

A. At the conclusion of the legislative session, unless there is further business before the council, the chair shall request a motion to adjourn the meeting until the next regularly scheduled council meeting.

B. Any meeting may be adjourned prior to the completion of the city council's agenda to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.

C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the council president, or in the president's absence any member, or if there are no council members present then the city clerk, shall declare the meeting adjourned to the next regular meeting.

D. If a meeting is adjourned prior to the completion of the city council's agenda, all matters on the agenda not disposed of shall be continued to the ~~adjourned~~next scheduled meeting or to a properly noticed special meeting. The city clerk or other person designated by the city clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the

adjournment and shall state the fact of adjournment and the place and time to which the meeting was adjourned.

E. At 10:00 p.m., absent an adopted motion to remain in session to a time certain, the council's regular meeting shall be adjourned by motion and action shall be continued to the next legislative session. If testimony on an item was not completed before the meeting was adjourned, it shall be continued to the next meeting without allowing for additional members of the public to sign up or for those who were able to testify at the first meeting to give testimony again unless significant changes have been made to the item, per the discretion of the council president or presiding council member.

F. In the event noise, disturbance, indecorum, or other circumstances disrupt council proceedings so as to render the orderly conduct of such meeting unfeasible, or if the removal of the individual(s) causing the disruption will not restore order, the council president or presiding council member may request a motion to adjourn the meeting either to the next regularly scheduled council meeting or to an alternate place and time set by motion. Absent adoption of such a motion by a majority of council members present, the meeting shall continue, subject to the chair's discretion to remove disruptive individuals under Rule 2.13 (The Chair).

Rule 2.4 SPECIAL MEETINGS

~~Special~~Pursuant to Section 10 of the Spokane City Charter, special meetings may be called by the city clerk on the written request of the mayor, council president, or~~, if by~~ a majority of council members~~, by passage of a motion made during~~. Special meetings may be called by a ~~regular~~ majority of council members as follows:

1. An individual council member shall notify the City Clerk of that council member's wish to call a special meeting~~.~~ at a particular day and time to transact particular business;

2. Upon receipt of the request from the individual council member, the city clerk will notify other council members of the request for a special meeting, stating the requested day and time of the meeting and the particular business to be transacted, and shall ask the other council members if they agree to the request for a special meeting;

3. Upon receipt of the consent of at least three other council members to the request for a special meeting, or upon receipt of consent to a request to an alternative day and time and alternative business to be transacted by at least four council members, the city clerk shall notify council members, the media and the public of the scheduling of a special meeting.

Notification under this section may be in writing or via electronic mail. All such special meetings shall be noticed in compliance with the OPMA and Rule 2.12 (Special Meeting

Notices) of these rules.

Rule 2.5 STUDY SESSIONS

From time to time, after consultation with all council members' offices, the council president may schedule a study session of the city council to receive information on staff matters, staff briefings, and enable discussion among council members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, and including no council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules. A quorum of the council is not necessary in order to proceed with a study session. Additional study sessions may be scheduled at the discretion of the council president or by a vote of the majority of council members present at a public meeting of the council.

Rule 2.6 QUORUM

A quorum is four (4) or more council members present and qualified to act unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

A. For purposes of these rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these rules. Service animals are permitted to accompany people with disabilities in city council meetings, as well as all areas where members of the public are allowed to go.

B. Service animals must, at all times while present in a city council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.

C. When it is not obvious what service an animal provides, city staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

E. A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, city staff shall offer the person with the disability the opportunity to be present at the city council meeting without the animal's presence.

F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a city council meeting.

G. City staff and council members shall not be required to provide care or food for a service animal at a city council meeting.

Rule 2.8 FUNCTIONS OF MEETING AGENDA

A. The council, with the assistance of the city clerk, shall publish ~~three~~two agendas each week for regular council meetings, the "final agenda" and ~~two~~the "draft ~~agendas~~agenda." The ~~final agenda is the~~ approved draft agenda becomes the final agenda for the next council meeting. ~~The draft agendas are the agendas for each of the next two council meetings thereafter.~~ The agendas serve to introduce items to the council, to establish the order of business and to give notice to the public as required under RCW 35.22.288. The notice of a special meeting is the agenda for such meeting.

B. In addition to the final and draft agenda, the Council Office Director shall work with the City Clerk to regularly publicize legislative items scheduled for future council consideration on a date beyond those reflected in the final and draft agendas.

Rule 2.9 INTRODUCTION OF ITEMS

A. Legislation shall only be placed on a regular legislative meeting agenda by the council president or any council member through the process established in Rule 2.10 (Agenda Process), except as otherwise provided by Rule 2.18 (Suspension of Rules). ~~No~~Except as provided elsewhere in these rules, no resolution or ordinance may appear for consideration on a legislative agenda for consideration by the full council unless (1) it has first been presented in a committee or study session ~~and~~, (2) is sponsored by at least two (2) council members. ~~Legislative agenda items for which six (6) months have elapsed since the discussion of the~~

~~item at a committee meeting should be returned~~, and (3) is in final (or close to ~~committee for an additional discussion before appearing for consideration on the legislative agenda.~~ final) form.

~~A.~~B. Items that need consideration on a compressed timeline due to an unforeseen urgency or emergency may be added to a draft legislative agenda prior to being presented at a committee or study session with either (i) prior written permission from all ~~of~~ the council sponsor(s) or (ii) the council president. Notwithstanding the accelerated placement on ~~the~~a draft legislative agenda, the matter must still be heard in committee and sponsored by at least two (2) council members, absent suspension of the rules by the council.

~~B.~~C. Regular meeting agendas are prepared by the city clerk in the manner and format prescribed by the city council and consistent with council administrative policies and procedures and these council rules.

~~C.~~D. The term "legislation" in these rules means any ordinance, resolution, contract approval, approval of claims, board and commission appointments, and special considerations.

E. ~~Any proposed ordinance intended to be enforced through a current, revised or new public rule shall include a copy of the current, revised or new public rule for consideration by the city council, along with a proposed resolution adopting said current, revised or new public rule. For purposes of this Section 2.9.D., the term "public rule" shall have the meaning set forth in Section 4.4 of that Administrative Policy and Procedure numbered Admin 0325-18-1 /LGL 2004-0021 and adopted December 3, 2018.~~ Resolutions to ratify, reject or modify an emergency declaration pursuant to Section 02.04.060 SMC may be placed on the next council agenda at any time with two (2) council sponsors and without appearing in committee.

F. Special budget ordinances necessary to comply with year-end budget reporting or reconciliation (e.g., carryover special budget ordinances) need not be reviewed in committee before placement on the council agenda, and may be placed on the council agenda the Friday prior to scheduled council action after presentation to the Finance Committee Chair, Finance Committee Vice-Chair and the Council Budget Director at least one week prior to submission to the council agenda.

Rule 2.10 AGENDA PROCESS

A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control.

B. Except as otherwise provided in Rule 2.9 (Introduction of Items), no agenda item, other than weekly reports of the mayor of pending claims and payments, payroll claims, board/commission/committee appointments, initiative and referendum matters, and letters appearing under special considerations, may appear on a council legislative agenda without (i) first appearing on a standing committee agenda and (ii) meeting the requirements to emerge from the standing committee, as provided in paragraph F of Rule 6.2 (Committee Process). Mayoral nominations and appointments do not require council sponsors, and shall appear on the council agenda upon submission by the Mayor in the manner provided under the City Charter.

C. Agenda items submitted to a standing committee's agenda must be submitted to the standing committee associated with the division from which the agenda item originates, as illustrated in Attachment A. For purposes of this rule, special budget ordinances (SBO) are assigned either to the committee of the underlying department whose appropriation(s) are affected by the SBO, or the Finance & Administration Committee.

D. Agenda items may be submitted to a standing committee ~~unrelated to the subject matter of the item~~other than the committee ordinarily assigned with the permission of the chair of the appropriate standing committee and the permission of the chair of the ~~unrelated~~ committee to which the item is being submitted. Items uploaded by the Mayor's office shall be submitted to the committee to which the division most affected by the item is ordinarily assigned. The Council President shall have the power to resolve any dispute or uncertainty regarding application of this rule.

E. Proposed agenda items are added to a final committee agenda after securing confirmation from at least one council member that they will sponsor the item for committee.

F. To move out of a standing committee and onto a legislative agenda, resolutions and ordinances must secure two (2) council sponsors.

G. ~~A~~ At any time before the draft agenda is approved as the final agenda, a council member may remove or add their sponsorship ~~from~~of an agenda item ~~at any time prior to final consideration~~ by notifying all council members and the city clerk~~.~~ by email. Change of sponsorship after approval of the draft agenda, or more than two days after any amendment of the legislative item, whichever is later, shall be by a motion approved by a majority of council members. If removal of ~~their~~the sponsorship deprives the legislation of requisite sponsors, and no additional council ~~members adds~~member(s) add their name as a sponsor, the matter is referred back to the committee of origin.

H. The timeline and process for formalizing standing committee meeting agendas is as follows:

1. No later than 5:00 p.m. on the Wednesday immediately preceding the desired committee meeting, suggested agenda items (for both consent and discussion items) shall be uploaded into OnBase.

    a. At that time, the agenda sheet template should be filled out completely and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.

    b. Supporting attachments, including ordinances, resolutions and contracts, are due at this time except with express permission by the committee chair.

2. By 9:00 a.m. on the Thursday immediately preceding the desired committee meeting, items submitted into OnBase must receive all OnBase approvals and arrive in the committee queue. Items that do not receive all OnBase approvals by the above deadline may be added to the final committee agenda at the discretion of the committee chair or their designee.

3. Items originating from the council office are not required to gain administration OnBase approvals to be added to a committee agenda.

4. If administration staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.

5. After the final committee agenda is created, council staff circulates the final committee agenda by no later than close of business on the ~~Thursday~~Friday immediately preceding the committee meeting.

6. Any deviation from the timeline for submitting agenda items (submitting agenda items past the deadlines, for example) must be approved by the committee chair or their designee.

I. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Where indicated, a plain language summary shall be provided to accurately describe the item to make it easily understood by the public. The council president or their designee shall decide any disputes over wording unless verbiage is determined by a majority vote of the council. The council director or designee, the city clerk and city attorney's office staff may edit agenda items for technical, grammatical or typographical errors.

J. Regardless of adherence to the submission deadlines set forth in Rule 2.10 (Agenda Process), the committee chair may allow or exclude from a committee agenda any item not containing a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Any council member may object to appearance of a legislative item on a published draft agenda that lacks a

fully completed agenda sheet, including items containing incomplete answers or fiscal information. Such objection, when made, shall be recognized by the council president or presiding officer, who shall rule on the objection and whose ruling is subject to appeal.

~~J.~~K. Each council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every council member, council staff, the mayor, the city attorney, and to all parties who have on file with the city clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The council shall not consider or make final disposition of any matter not included in the notice. Notices of special meetings are prepared by the city council office staff and issued by the city clerk's office. Submission of legislative items for consideration at a special session need not conform to Rule 2.9 (Introduction of Items).

Rule 2.13 THE CHAIR

A. The council president, or in their absence or incapacity, the council member selected by the council to serve as council president *pro tem* pursuant to SMC 02.005.020 (each of whom is referred to in these rules as "the chair") shall preside over meetings of the council and cause the business of the council to be transacted in accordance with these rules. The presiding officer may yield the chair to another council member to conduct a portion of the meeting. If the council president *pro tem* is unavailable, the council member with seniority of tenure on the council shall preside.

B. The chair shall determine all questions of parliamentary procedure, subject to appeal as provided in this Rule 2.13(B), but shall liberally grant leave to the city council's policy advisor and/or a city attorney to speak to the question. A ruling of the chair can be appealed, before the ruling is acted on, by any council member's announcement of an appeal, which appeal is perfected by receiving a second. The chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. ~~Then~~Then, when the appeal is debatable per Roberts Rules of Order, the member appealing has the floor to open debate on the appeal. Upon the close of debate, the council shall vote on whether to sustain the chair's

ruling.

C. The chair may not make a motion. The chair may second a motion. The chair may vote as any other council member.

D. The chair has the authority to ~~recess~~declare the council at ease or to declare a recess of any council meeting in the appropriate circumstances, including when noise, disturbance, indecorum, or other circumstances warrant a recess. In the event disturbance, indecorum, or other circumstances disrupt council meeting, the chair may request a motion to adjourn pursuant Rule 2.3 (Adjourned Meetings). The chair may direct any person or persons disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption. In administering this rule, the chair will be guided by the council's intent to support robust public, peaceful participation by the public.

Rule 2.14 ORDER OF BUSINESS

A. Agenda Review.

The council will meet each week on Monday to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting is as follows.

1. Roll call;

2. Council or staff reports of matters of interest;

3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;

4. Discussion of and any adjustments to ~~either of~~ the final or draft ~~agendas~~agenda;

~~5.~~ Approval by motion of the ~~next week's~~ draft agenda~~;~~

5. ~~Consideration of any requests for deferral of items on~~ as final and the final agenda~~.~~ as amended.

B. Executive Session.

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as

the time that executive session began and ended.

C. Legislative Session.

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;
2. Pledge of Allegiance;
3. “Poetry at the Podium,“ words of inspiration, and special introductions;
4. Roll call to establish the presence of a quorum;
5. Reading of proclamations and salutations;
6. Reports from community organizations;
7. Announcement of adjustments to the agenda;
8. Council appointments and consideration of mayoral appointments;
    a. Testimony from members of the public concerning the appointments;
    b. Request(s) by an individual council member, if any, to consider any specific appointments separately;
    c. Action on the appointments;
9. Consent Agenda;
    a. Testimony from members of the public concerning the consent agenda;
    b. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the consent agenda;
    c. Action on the consent agenda;
10. Reading of each legislative item by the city clerk;
    a. Testimony from members of the public concerning the agenda item;
    b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and

c. Vote.

11. Special Considerations, Public Hearings;

12. Open Forum; and

13. Adjournment.

D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent the objection of a majority of the council.

E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

~~F. Pursuant to SMC 02.01.010, the council may hold a legislative session of a council meeting outside of City Hall in a "Town Hall" format. Town Hall legislative sessions should be held at least once a year in each council district. The purpose of the Town Hall meetings is to offer a time for city council to hear from residents and neighborhood councils at a meeting held outside of City Hall and more convenient to residents of each council district. The order of business at the legislative session of a Town Hall meeting shall be as set forth in Rule 2.14.C above, provided:~~

~~1. The "Town Hall" portion of the agenda shall be after council appointments and approval of mayoral appointments, and before reading of consent agenda items;~~

~~2. The specific agenda and number of presenters at the Town Hall portion of the legislative agenda shall be determined by the council president, with preference given to the neighborhood councils of the district where the council meeting is held; and~~

~~3. No open forum will be commenced or continued after 8:30 p.m.~~

Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear,

see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

A. Members of the public may address the council regarding the following items during the council's legislative session: board and commission appointments, the consent agenda as a whole, all first reading ordinances together (with the exception of first reading ordinances associated with hearings, which shall be taken separately), final readings of regular and special budget ordinances, emergency ordinances, hearing items, special considerations, review of mayoral vetoes, and other items before the city council requiring council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the final ~~or the most imminent public draft agenda during open forum~~ or draft agendas.

B. No member of the public may speak without first being recognized for that purpose by the chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide ~~their city of residence~~a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.

C. Each person speaking in a public council meeting shall verbally identify themselves by name~~, city of residence,~~ and, if appropriate, representative capacity.

D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.

E. Those who wish to provide commentary but do not wish to give verbal comments at the podium may provide written comments to the council via letter or electronic mail.

F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.

G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.

H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.

I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.

J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:

1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.

K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order, Newly Revised*, shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.

L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to

arrange translation or interpretation assistance.

M. City council legislative sessions are regularly video and audio recorded and available online (https://vimeo.com/spokanecitycouncil). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted. ~~.~~

N. RCW 42.17A.555 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term "facilities" includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

A. Members of the public can sign up to give testimony beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.

B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be limited to the final council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for hearings and legislative items under consideration. For the consent agenda, first reading of ordinances or special consideration testimony is limited to two (2) minutes per speaker. The chair, absent a majority vote of the council, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative

item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President.

C. No public testimony shall be taken on oral amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the council.

D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at ~~*citycouncil2spokanecity*~~*citycouncilspokanecity.org.*

E. For public hearings required by state law, the chair may institute special rules for testimony.

F. Testimony at council committee meetings shall be governed by Rule 6.2.

G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to *testimony@spokanecity.org*. To be included in the final agenda packet, written testimony on an agenda item must met the following criteria:

    1. Be delivered to the council via email at testimony@spokanecity.org;
    2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. "Written Testimony on Resolution 2025-0001");
    3. Include the name of the submitter;
    4. ~~Be limited to 250 total words, excluding the email sender name, recipient, date and subject line; and~~
    4. Does not include photographs, presentations, videos, or other media; and
    5. Be received in the testimony@spokanecity.org inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

Rule 2.17 VOTING, EFFECT OF DEFERRAL; ABSTENTION

A. Except where a majority plus one vote is required, (*e.g.*, Charter section 19, RCW 35.33.081, RCW 35.33.091), and unless otherwise provided herein, all motions must receive at least four (4) affirmative votes to pass.

B. If a motion receives less than the required number of affirmative votes, it shall be declared that the motion failed and the status quo shall prevail.

C. Upon a tie vote, the status quo prevails on the matter upon which the vote was cast.

D. Any legislative item may be deferred indefinitely or to a specific future legislative session date by motion. Any legislative item deferred indefinitely may ~~only~~ be returned to ~~an advance~~a draft council agenda by a motion by a council member who was on the prevailing side of the original vote to defer the item. A motion to return the item to the council agenda must be presented within six (6) months of the initial deferral and adopted by four affirmative votes. ~~Proposed amendments to items after deferral shall be by separate motion.~~ Any item not returned to the council agenda within six months after the initial deferral shall be considered not adopted and may only be returned to the council agenda after introduction pursuant to Rule 2.10 (Agenda Process). Legislative items governed by Section 24 of the City Charter may only by deferred in a manner consistent with the charter.

E. Any legislative item may be referred to a specific future standing committee meeting by motion. Items referred to committee are automatically included on the agenda of the committee to which the item is referred. To move out of the committee and onto a legislative agenda, the item must secure the minimum number of sponsors pursuant to Rule 2.10 (Agenda Process).

F. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the council chambers.

G. In all cases of voting by other than voice vote, the city clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, ~~it shall be sufficient for~~ the chair ~~to~~shall announce, and the record ~~to~~shall reflect, ~~whether~~ the ~~motion carried or failed~~vote. Regardless of method of voting, each council member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.

H. A council member may abstain from deliberating and voting on any matter before the council if they have a direct personal or financial interest in the matter before the council which is not held in common with other members of the council. In order to abstain from deliberation and voting, a council member must describe to the council the basis for the abstention in an open public meeting prior to the vote. A member who abstains from deliberation and voting on a matter may participate in any procedural vote related to the same matter, other than a motion to amend the item or to postpone it indefinitely.

Rule 2.18 SUSPENSION OF THE RULES

These rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of five council members. Motions to suspend the rules must specify ~~both~~ the general purpose of the suspension and, if adopted, shall apply only to the next pending question. No debate on a motion to suspend the rules shall be allowed. Following an adopted motion to suspend the rules, the companion main motion prompting the need for a rules suspension~~, thus allowing for the main motion to be considered in the same action as the rule suspension (*e.g.*, "Motion~~ may be presented and disposed of by council. A motion to suspend the rules ~~for the purpose of adding three items to the agenda").~~ shall not be combined with any other motion.

Rule 2.19 RECONSIDERATION

All legislative decisions of the city council, including consent items, ordinances, resolutions, veto overrides, and hearing items are final, except that a council member on the prevailing side of a vote or who had an excused absence during the vote may move for reconsideration of all legislative decisions, other than veto overrides and mayoral appointments, within 15 days of council consideration or prior to the mayor's action on an ordinance, whichever occurs first. Nothing in this rule shall be deemed to prevent any council member from otherwise submitting an ordinance or resolution to repeal or modify a prior city council legislative action so long as such repeal or modification is added to the committee and council agenda as provided in these rules.

Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS

A. A council member may participate telephonically and/or virtually in all or part of a council meeting if:

   1. Prior approval is given by the council president or committee chair, as applicable, whose approval shall not be unreasonably withheld;

   2. All persons participating in the meeting, including the public, are able to hear each other at the same time, such as by the use of a speaker phone; and

   3. The council member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the council meeting related to the topic to which the council member is voting on.

B. Any technical prohibitions or difficulties that prevent all parties present at the council meeting from adequately communicating with one another will negate any authorization previously given by the council president.

Rule 2.21 COUNCIL MEMBER PARTICIPATION IN MEETINGS; DEBATE.

A. Debate shall be governed by Robert's Rules of Order, Newly Revised (12th Ed.) except as set forth under this rule. During committee meetings, legislative sessions, and agenda review, council members may only speak to any pending question after being recognized by the chair or presiding officer. Absent permission from the chair or presiding officer, no council member may speak to any pending question more than twice, and on each occasion shall be limited to 10 minutes.

B. During commentary, discussion and debate, council members shall confine all remarks to the question under debate.

C. Committee meetings are an opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Discussion shall be regulated by the chair, who shall ensure all council members have an equal opportunity to participate and ask questions. At committee meetings, council members are permitted to engage in debate regarding any legislative item subject to the general rules of debate above.

D. Agenda review ~~sessions~~meetings are an additional opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Any council member wishing to have an item on a draft agenda briefed by staff at agenda review shall submit the request in writing to the City Administrator and Council Office Director by 5:00 p.m. the day immediately preceding the agenda review session. Other than questions directed to staff, discussion at agenda review sessions shall be confined to debate on motions to adjust the agenda or to amend or substitute legislative items.

RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS

A. ~~Adjudicative~~ Council conducts two types of hearings~~ are quasi-judicial: (1)~~ legislative hearings ~~involving named parties. Testimony during~~and (2) adjudicative hearings~~ is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings.~~. Where procedures for ~~appeals and~~legislative hearings and adjudicative hearings have been established by ordinance or statute, the council shall follow those procedures. If a conflict arises between the ordinance ~~and~~ or statute, on the one hand, and these council rules, on the other hand, the ordinance or statute shall prevail. Where there are no established or statutory procedures for an adjudicative ~~appeal~~hearing or legislative hearing, the council shall implement the following procedures.

B. Legislative Hearings. "Legislative hearings" are hearings where the city council, sitting as the legislative body of the City, is required to conduct one or more public hearings prior to taking legislative action. Examples of legislative hearings include,

but are not limited to, hearings required under RCW 35.13.182 (annexation), RCW 35.34.090 (biennial budget); RCW 35.79.030 (street vacations); and RCW 36.70A.390 (interim zoning).[1]

1. For legislative hearings, the following procedure~~:~~ shall be observed to the extent consistent with the matter before the council:

    a) Reading of the legislative matter by the Clerk;

    b) Announcement and opening of the hearing by Council President or presiding officer;

    c) Receipt of staff reports, if any;

    d) Receipt of public testimony (3 minutes per speaker);

    e) Motion to close or continue hearing; and

    f) Motion to approve, modify , reject or adopt the legislative item.

2. Motions to close, re-open or continue a legislative hearing shall be approved by majority vote.

3. Oral public testimony on the item shall not be accepted or solicited by the council as a whole outside of the legislative hearing; provided, individual council members may communicate with members of the public on any legislative hearing matter. All public testimony shall be provided consistent with Rule 2.16 (Public Testimony Regarding Legislative Agenda Items).

4. Individual council member conduct with respect to any matter subject to a legislative hearing shall be the same as any other legislative matter and shall be governed by Rule 1.3 (Conflicts of Interest).

C. Adjudicative Hearings. "Adjudicative hearings" are quasi-judicial hearings involving named parties, and council is often sitting in an appellate capacity. Examples of adjudicative hearings include, but are not limited to, appeals under SMC 17G.061 (land use applications) and appeals under SMC 13.02.0246 (solid waste collection rates). For adjudicative hearings, the following procedure shall be observed, to the extent consistent established or statutory procedures:

1. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. No person shall be allowed to discuss any matter pending hearing with any member or members of the council except in the council chambers in the regular course of a council meeting. Each council member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the council

[1] A complete list of municipal actions requiring a hearing can be found in "Local Ordinances for Washington Cities and Counties," Appendix C, published by the Municipal Research and Services Center (MRSC) (2016).

member shall immediately make a note of the contact and shall at the beginning of the council's hearing on the matter announce the fact of the contact, the identity of the person, and the substance of the communication. If the communication be in written form, the council member shall as soon as possible file it with the city clerk.

2. When the council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every council member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A council member shall not be briefed by anyone except in an open meeting.

3. Council members shall disqualify themselves from participating in ~~a~~an adjudicative hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.

4. ~~Should a council member be~~Council members who become aware of circumstances which might appear to disqualify them~~, they~~ in a matter pending an adjudicative hearing can either disqualify themselves or explain the circumstances before the hearing and let the rest of the council, by majority vote, decide whether they can participate. Should ~~the~~any council be aware of circumstances which might appear to disqualify ~~a~~ another council member, ~~the~~that council ~~may, by majority vote, disqualify the~~ member~~.~~ may request by motion that the other council be disqualified from participating in the matter, which motion must be approved by at least four (4) council members). The council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the adjudicative hearing and during discussion and voting.

5. In all adjudicatory appeals ~~and hearings~~, council members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).

6. Adjudicatory Appeal Hearing Procedures.

At the hearing on the appeal, the following rules apply:

a) Oral argument on appeal is limited to parties of record.

b) Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the city council is not deducted from the time allowed for argument.

c) Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.

d) No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.

e) The city council may not consider any new facts or evidence on appeal. The city council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the city council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.

f) Supplemental documents.

g) The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.

h) Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.

i) The city clerk distributes such memoranda and responsive documents to all parties to the appeal, the city council, the city attorney, the planning director, and the hearing examiner.

j) Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.

7. The city council may supplement these rules in a case-by-case situation in order

to provide due process to all participants in ~~a~~an adjudicative hearing.

RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS

Rule 4.1 UPLOADING ITEMS FOR COUNCIL CONSIDERATION

A. All council agenda items, including ordinances and resolutions shall be uploaded into OnBase as provided in Rule 2.10 (Agenda Process).

B. After presentation at committee, so long as council sponsorship requirements are met as provided in Rule 2.10 (Agenda Process), the council office director, or their designee, will approve items to move forward to the city clerk for consideration at a future council legislative session. All items, whether discussion or consent, will remain in the council queue and will not advance toward a legislative agenda until having gone through committee unless granted permission to be considered on a compressed timeline as established in Rule 2.9 (Introduction of Items).

C. To accommodate narrow construction or procurement windows, engineering construction contract items may be submitted to committee prior to bid opening as long as the item includes the engineer's cost estimate and estimated construction timeline. When final construction contract information is received, these items may be re-submitted to the council office director, or their designee, for submission to the city clerk for consideration at a future council legislative session.

D. An ordinance or resolution must have been filed with the city clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the city clerk for at least three (3) business days, including the day of the council meeting.

E. If an ordinance or resolution, or an amendment to an ordinance or resolution, has not been on file with the city clerk for at least three (3) business days, a council member may request that the ordinance, resolution or amendment be read in full prior to consideration by the council. Absent a request by a council member for a full reading, any ordinance or resolution (including any amendments) that has been submitted to the agenda as provided under these rules may be considered after reading of the title or a summary.

F. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. The agenda sheet for every item shall, when filing the same with the city clerk, specify the committee of origin for the ordinance or resolution and the names of the council members who are sponsoring the ordinance or resolution. Subject to Rule 2.18 (Suspension of rules), every ordinance or resolution must be first presented in a committee before it may appear on the council's agenda for first reading (for ordinances) or for council consideration (for resolutions).

G. Each ordinance or resolution which would have an impact on the fiscal condition of the city must note that fact on the agenda sheet and be accompanied by a brief description of the fiscal impact of the ordinance or resolution on the current year's budget.

H. At the time of submission of a legislative discussion item to the council agenda, the record relating to the item must reflect compliance with Rule 2.10.K (Public Comment).

Rule 4.2 AMENDMENT AND SUBSTITUTION

A. "Amendment" of legislation pertains only to legislation on the agenda and occurs at the time proposed legislation is under debate by the council, and may be offered by motion by any council member. "Substitution" of legislation occurs prior to debate of proposed legislation and may only be made by sponsors of the ordinance or resolution. Board, commission and mayoral appointments are not subject to amendment or substitution. Amendments and substitutions are permitted only as provided in this Rule 4.2.

B. Every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on the Wednesday immediately preceding the item appearing on ~~a~~the updated draft agenda; provided, amendments making clerical or technical corrections may be articulated orally during debate. Any amendment submitted after the 5:00 p.m. Wednesday deadline, if adopted by council on the Monday immediately following the deadline, shall result in that legislative item being deferred to the next regular council legislative agenda. The purpose of this rule is to ensure, to the extent possible, publication of a final agenda without legislative items that are subject to pending amendments or substitutions.

C. Proposed amendments shall be included in the draft agenda packet for the benefit of public review and council consideration and shall be identified by the city clerk file number and the council member proposing them (e.g., ~~"ORD CXXXXX SMITH Amendment").~~"ORD CXXXXX (SMITH Amendment"). Every proposed amendment must include a brief "purpose statement" at the top of the first page explaining the reasons for the amendment and/or changes associated with the amendment. In addition, each amendment must be circulated in "clean" and "redline" format, with the redline version showing changes from the version of the legislation as it currently appears in the agenda. The Clerk shall include only the "redline" version of the proposed amendment in the draft agenda, and, if the amendment is adopted, shall include the "clean" version in the final agenda.

D. A substitution of all or a portion of the wording of an ordinance or resolution which is to be listed on a draft council agenda may be submitted by the majority of sponsors of the ordinance or resolution without council approval, so long as the substitution is in writing and circulated by the proposing council member or their

legislative assistant to all council members and the city clerk by no later than 5:00 p.m. on the Wednesday immediately preceding the meeting at which the ordinance or resolution is to appear on a draft agenda.

E. A portion or all of any consent, grant or contract agenda legislative item may be updated with current documents and materials without a motion for amendment or substitution with the approval of the Office Director or his designee if (1) the substitution is intended to make technical corrections in contract or grant materials and (2) the substitution does not result in a material increase in the amount or the term of the contract. Upon approval to make changes, the submitting department shall arrange for the agenda sheet to be updated in OnBase as "revised" and corresponding changes to be highlighted.

F. Proposed amendments to the biennial budget or mid-biennial budget modification may be considered and adopted by a simple majority vote if (1) circulated no later than noon on the Friday prior to final council consideration of the biennial budget or mid-biennial budget modification and (2) will not be subject to automatic deferral upon adoption.

~~E.~~G. Any motion to amend an ordinance or resolution shall require four (4) affirmative votes to pass. Any motion to suspend the requirements in this Rule 4.2 shall require five (5) affirmative votes to pass.

~~F.~~H. Amendments and substitute versions not timely filed with the city clerk before the meeting, whenever reasonably possible, shall be posted for public viewing on the city council Facebook page or other similar channels so that interested members of the public may review during council's consideration of the matter.

~~G.~~I. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause by amendment requires the ordinance to be deferred to allow public hearing.

Rule 4.3 SUBJECT MATTER

The council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the city council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any city policy or practice.

RULE 5 – PROCESSING ORDINANCES

Rule 5.1 PUBLICATION, SIGNATURE AND RECORDING

A. An ordinance passed by the city council shall, within five (5) days thereafter, be presented to the mayor.

B. An ordinance:

1. Making the annual tax levy,

2. Adopting the original annual budget,

3. Making appropriations,

4. Implementing a local improvement district or confirming the assessments therefor,

5. Which is an emergency or special budget ordinance,

6. Which is an emergency ordinance, or

7. Which has been approved by the electors by referendum or initiative

shall become effective immediately upon passage.

C. Ordinances signed by the mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the city clerk for recording and publication if not already published.

D. Ordinances not signed by the mayor after ten (10) days will be filed with the city clerk for signature, recording and publication as necessary.

Rule 5.2 VETO

If, within ten (10) days of presentment, the mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the city council, which shall provide a copy to the city clerk. The city clerk shall schedule the matter for reconsideration for the next available council meeting, if requested by a city council member. If, within thirty (30) days of the mayor's veto or partial veto, the city council overrides the veto, the ordinance shall be considered enacted on the date that the override occurs and shall take effect 30 days after enactment. Such ordinance will be signed by the council president, council president pro tem, or two council members and filed with the city clerk for publication and recording. Any ordinance vetoed by the mayor, and for which no veto override has been passed by the council, may be resubmitted for council approval as provided in Rule 2.19 (Reconsideration).

RULE 6 – COMMITTEES

Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP

A. There shall be four (4) standing committees, as follows:

1. Public Safety and Community Health;

2. ~~Urban Experience;~~Public Infrastructure, Environment and Sustainability;

3. Urban Experience;

4. Finance and Administration.

B. All council members shall be members of each standing committee. Standing committee meetings shall be noticed as meetings of the council where no legislative action shall occur.

C. The council president shall chair each study session, agenda review, and legislative session of the city council. All committee chairs and vice-chairs shall be determined by majority vote of the council and shall preside over the meetings of their respective committees.

D. Each standing committee shall have one (1) chair and one (1) vice chair. The council shall confirm chairs and vice chairs of each standing committee by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.

Rule 6.2 COMMITTEE PROCESS

A. The purposes of standing committee meetings are to provide council members an opportunity to discuss potential legislation publicly, to receive public testimony on items included on the committee's agenda, and to provide the city administration and city staff an opportunity to update council members regarding department programs, plans, and other administrative activities and future City council administrative items. ~~Standing committee meetings are also a venue to brief the council on future legislative agenda items, and to discuss strategic initiatives with the city administration and measuring progress of these initiatives. Legislative agenda items should be in final or close to final draft form at the committee presentation.~~ Council members should also utilize standing committees to update each other on their board, committee, and commission assignments. At the chair's discretion, committee agendas may include presentations from community groups, or from administrative staff, on city issues or initiatives germane to the committee's ordinary business, so long as the topic is not related to any legislative item listed on a draft or final council agenda.

B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. Public testimony is taken during standing committee meetings, and speaker conduct shall be governed by Rule 2.15 (Public Participation). Notwithstanding the public testimony section of the meeting, participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Administrative support for each committee will be provided by council office staff.

C. Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair, in the following order:

1. Public Safety and Community Health: First Monday of each month.

~~2. Urban Experience: Second Monday of each month.~~

2. Public Infrastructure, Environment, and Sustainability: Second Monday of each month.

3. Urban Experience: Third Monday of each month.

4. Finance and Administration: Fourth Monday of each month.

5. If there is a fifth Monday in a month, that date is reserved for ~~an additional~~a study session ~~if needed and~~ as convened by the council president~~.~~ pursuant to Rule 2.5 (Study Session).

~~6. If a committee meeting falls on a scheduled city holiday, the meeting will be rescheduled to the next available Monday at a time determined by the chair.~~

D. Committee meeting agenda are formalized pursuant to Rule 2.10 (Agenda Process). The regular order of business for committee meetings shall be as follows, unless modified by the committee chair in his or her discretion:

1. Briefing by administration and staff
2. Public testimony on committee agenda
3. Council discussion and confirmation of sponsors

E. Testimony sign-up for committee meetings shall open no later than 5:00 p.m. on the Friday immediately preceding the meeting. The maximum number of public speakers at committee shall be fifteen (15). In the event that more than fifteen (15)

speakers have signed up to speak, preference will be given to those who signed up first. Each speaker shall be limited to two (2) minutes to speak to the entire committee agenda. A majority of the council members in attendance may vote to alter the time limit or number of speakers.

F. Each item presented in committee must have a fully completed agenda sheet when uploaded into OnBase, and any additional briefing or research documents necessary~~, unless waived in the particular case by the committee chair.~~. Items not meeting this requirement are subject to removal from the council calendar pursuant to Rule 2.10.J (Agenda Process).

G. ~~Each~~Absent an exception under Rule 2.9.B, each ordinance or resolution must be presented by the council sponsor or their designee in the appropriate committee ~~which corresponds to the subject matter of the ordinance or resolution~~as set forth under Rule 2.10 before it may move forward for inclusion on the council's legislative agenda. With written permission from the council president, this requirement may be met by conducting a presentation of the item in a council study session which has been noticed as a public meeting.

H. By motion of the council, any matter before the council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the council take independent action on, any pending or contemplated adjudicated matters.

Rule 6.3 INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of council members to inter-governmental committees or boards shall be made by the council president, subject to confirmation by a majority of the city council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee. The council president shall appoint proxies to attend meetings when the assigned council member is unable to attend a meeting.

Rule 6.4 AD HOC COMMITTEES AND ~~WORKING~~WORK GROUPS

Council ad hoc committees~~,~~ (also known as ~~working~~work groups~~,~~) with specified functions may be established for a designated term or for a specific task or to advise the council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself. ~~Working~~Council ad hoc committees and work groups shall not include more than three council members unless the meetings of such a working group publishes notices of its meetings consistent with the OPMA.

Rule 6.5 BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The city council shall interview mayoral nominees for appointment to boards and commissions prior to considering their appointment and shall take action on each such nomination in an open public meeting. Re-appointments do not require an interview unless requested by a council member.

RULE 7 – MISCELLANEOUS

Rule 7.1 COUNCIL POSITION VACANCY

A. Upon receipt of a written notice of a vacancy or an impending vacancy of a city council position other than that of council president, the council president or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the council president set with concurrence of the council.

B. Upon the close of the deadline, each council member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the council president a prioritized list of who they believe should be interviewed by the entire city council.

C. The council president shall compile the council members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire city council. Additional candidates may be selected for interviews by a majority vote of the council. Once the slate of candidates to be interviewed by the entire council is announced, no council member may communicate with any candidate outside of the formal interview by the entire council.

D. The council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such public meetings.

E. After conducting interview of the individual candidates, the council shall hold at least one public hearing during a regular legislative session to accept testimony from the public regarding potential candidates.

F. Upon completion of the interviews and public hearing, the council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.

G. The council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.

H. Provisions regarding the selection of a candidate for a city council vacancy not set forth by these rules shall be determined by the city council by motion during an open public meeting.

I. If the council president position becomes vacant, the city council may elect to appoint one of the existing council members to fill the position of council president without following the selection procedure set forth above. If, upon a motion of the city council, the city council decides to consider someone other than an existing council member to fill the vacant position of council president, the city council shall follow the selection procedure set forth above.

Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the council, taken in an open public meeting. Disciplinary action may be based on violation of these rules, the City Ethics Code (SMC 01.04B), or any standards of behavior expected of elected officials, including apparent conflicts of interest, and may include, without limitation, censure, removal from membership on a standing committee, or removal from membership on an intergovernmental board or commission. Nothing in this rule shall be deemed to prevent the council from adopting a non-binding resolution formally admonishing, rebuking or denouncing any other elected official, to the extent otherwise permitted by law.

Rule 7.3 COUNCIL STAFF

~~A.~~ Each council member has the sole authority to hire, direct, and discharge one legislative assistant~~.~~

A. ~~While all council members have the authority to direct a member of shared council office staff, pursuant to Charter~~, subject to limitations under Section ~~9 and SMC~~ 02.005.030~~,~~ of the Spokane Municipal Code.

B. Responsibilities with respect to council central staff are set forth in Section 02.005.030 of the Spokane Municipal Code. The city council delegates to the council president the power to hire, supervise, discipline and discharge central office staff, subject to the ~~provisions of SMC 02.005.~~following requirements:

1. Prior to taking any formal action to hire, formally discipline or discharge a central staff member, the council president shall notify each member of the council, at which time any council member may request an executive session be convened at the next regular meeting (or a special meeting called for that purpose) to discuss the matter.

2. Following notice to council members and any requested executive session, the council president may proceed with formal action or take no action, in his or her

discretion.

Nothing in this subsection shall permit the council president to hire or discharge central office staff in a manner inconsistent with Section 02.005.030 of the Spokane Municipal Code.

Rule 7.4 COUNCIL OFFICE BUDGET

A. Any council member may propose to the council president allocation of funding from the approved council office budget beyond that which is reserved for the salaries of council members, personal staff, and approved shared council office staff. The council president has the authority to either approve or deny any expenditure request of $10,000 or less.

B. All council office budget allocation proposals over $10,000 that differ from the adopted council budget must be approved by the affirmative vote of four (4) council members at an open public meeting.

C. On at least a quarterly basis, the council's budget manager shall make available to all council members a report on the status of and balances of all individual line items in the council office budget. The budget manager will also work with the Administration to pursue dashboard capability for public and council review of all city budget line items.

Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

A. New council members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.

B. Orientation materials shall be generated by the council office director in consultation with the central staff and shall consist of at least the following:

1. City Charter and Spokane Municipal Code overview;

2. Overview of the city's budget process and statutory budget requirements;

3. Overview of the council rules of procedure and meeting process, including the sign-up process for public testimony;

4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.);

5. Overview of all standing and outside boards and commissions to which

council members are appointed, including their functions, history, and composition;

6. Overview of policies and procedures relating to the publication of council materials and use of social media; and

7. Completion of open government training as set forth in Administrative Policy No. 0520-17-06 and RCW 42.30.205.

~~Notwithstanding the provisions of this rule, nothing in these council rules preclude~~Nothing in this section precludes the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of city council member.

B. Unless excused by the council president or committee chair, as applicable, council members must attend the following recurring engagements:

1. City council agenda review and legislative sessions;

2. Standing committee meetings as scheduled;

3. Study sessions, as scheduled by the council president;

4. Ad hoc working groups as assigned;

5. Outside boards and commissions as assigned (typically between 6-9);

6. Neighborhood council meetings from their respective council district on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);

7. Constituent meetings as necessary;

8. Staff meetings as necessary;

9. Other council member meetings as necessary; and

10. Community events as time permits.

C. Council member absences shall be deemed unexcused unless (1) prior notice of

the absence has been provided to the council president or committee chair, as applicable, when it was practical to do so, and (2) the council president or committee chair approves the absence, which approval shall be liberally granted in instances of illness or medical necessity, family emergency or other unforeseen circumstance.

Rule 7.7 CITY COUNCIL PLANNING

A. Council shall consider annual council member appointment to boards, commissions, and committees by resolution no later than the second council meeting of each calendar year.

B. Council shall consider the Plan Commission's annual work program by resolution no later than February 28 of each calendar year.

C. Council shall consider and adopt changes to the council rules by resolution no later than February 28 of each calendar year. Additional adjustments to the rules may be made by resolution.

D. The council president shall schedule a council retreat annually. Additional retreats may be scheduled throughout the year at the council president's discretion.

Rule 7.8 LEGAL INQUIRIES

All inquiries by council members and council staff to the city legal department regarding City Charter provisions, any proposed or existing ordinance, any proposed or existing resolution, or any rule or procedure shall be directed to the appropriate attorney and the city attorney with a copy sent to the city council policy advisor, who shall forward the legal department's response to the inquiry to the full council when (a) any related legislation appears on a committee or council agenda, (b) upon the request of any council member, or (c) if the policy advisor deems the communication relevant matters of interest to council members. All other inquiries may be directed to the city attorney alone, and the response from the legal department to the individual council member's inquiries shall not be forwarded to the city council policy advisor. All inquiries to and responses from the legal department, regardless how originated, shall remain confidential privileged communication unless the privilege is waived by the full council pursuant to Rule 1.3.B. During legislative debate or other public meetings, council members shall refrain from disclosing the content of legal advice provided by the city legal department or outside counsel, except to disclose (a) the fact that the city legal department was consulted on a matter, and (b) that based on said legal advice, the council member is adopting a particular position regarding the matter discussed with the city legal department. For example, the following statements would comply with this rule:

> "I consulted with city legal on this legislation, and I think the proposal needs more work before we adopt it."

"This resolution was forwarded to city legal. Based on their review of this resolution, I am not supporting it."

"City legal reviewed this contract. Therefore, from a legal standpoint I see no reason not to approve it."

Adopted by Resolution ~~2024-0119 (12/09/2024~~2026-_____(00/00/26)

Attachment:

A. Division Standing Committee Assignments (Rule 2.10.C)

COUNCIL RULES / OVERVIEW OF PROPOSED CHANGES FOR 2026
(Updated 01-22 -26)

Rule No	Topic	Change
1.2	Duty of Mutual Respect	• Adds to the duty of mutual respect the duty to uphold the "spirit and letter " of the council rules
1.3	Duty of Ethical Conduct	• Clarifies that any abstention must be consistent with Rule 2.17 (Deferral, Abstention)
1.4	Robert's Rules	• Adds provision that presiding officer's ruling on procedure may be challenged by motion per Rule 2.13 (Chair)
2.1	Place / Time of Meetings	• Clarifies language regarding agenda review to conform to current practice • Provides that the evening legislative session will be changed to Tuesday effective June 1, 2026 • Clarifies that executive session may be convened by the Council President rather than council "adjourning" to executive session • Clarifies the council president can combine agenda items for purposes of public testimony and voting absent objection from the council • Adds new language to allow council members to schedule district meetings (in lieu of Town Hall)
2.2	Open Forum	• Clarifies that Open Forum testimony shall not relate to "any published agenda"
2.3	Adjournment	• Clarifies that council may adjourn to the next regular meeting or to "properly noticed special meeting"
2.4	Special Meetings	• Adds additional provisions to provide a mechanism for a special meeting to be called by a majority of council members, per Section 10 of the Charter
2.8	Functions of Agenda	• Reduces the number of published agendas to two: "Draft" and "Final." • Provides for Office Director and Clerk to develop a method for publicizing future legislative items
2.9	Introduction of Items	• Requires legislation to be in final or close to final form • Conforms rule to current practice for draft agendas • Clarifies that approval of claims is "legislation" • Adds special provision for council consideration of emergency declarations • Allows end-of-year SBOs to be added to council agenda without committee review and on Friday prior to final consideration if submitted first to Finance chair, vice-chair and Council Budget Director • Deletes rule 2.9.F (Public Rule) now that SMC 3.14 is enacted

Rule No	Topic	Change
2.10	Agenda Process	• Clarifies that items uploaded by Mayor's office must go to relevant committee and not F & A • Provides new procedure for removal and addition of sponsors • Provides that committee agendas are to be circulated on Fridays (versus Thursdays) • Adds new section providing means for chairs and council members to enforce rule on submission of complete agenda sheets and items
2.13	The Chair	• Clarifies that any appeal of presiding officer decision is only debatable if debatable under Robert's Rules • Clarifies presiding officer can declare the council is "at ease" or declare a "recess"
2.14	Order of Business	• Technical changes to recognize final and draft agendas • Deletes section on Town Hall meetings (see change to Rule 2.1)
2.15	Public Participation	• Minor changes to reflect change of published agendas
2.16	Public Testimony	• Prohibits written testimony submitted under subsection G from including any "photographs, presentations, videos or other media"
2.17	Voting, Deferral	• Adds word "Abstention" to the title of rule • Clarifies when 6-month timeline for deferrals commences • Clarifies that an abstaining council member may vote on certain procedural matters relating to a legislative item
2.18	Suspension of Rules	• Requires that motion to suspend rules must be followed by a separate main motion (no combining the two motions) • Provides that no debate is permitted on a motion to suspend the rules
2.19	Reconsideration	• Technical change to clarify the motion only applies to legislative items
2.21	Council Member Participation In Meetings; Debate	• Minor change to wording
Rule 3	Adjudicative Appeals / Hearings	• Extensive revision to distinguish between legislative hearings and adjudicative hearings
4.2	Amendment and Substitution	• Clarifies that deadline to submit amendments is Wednesday prior to the item appearing on draft agenda • Adds intent language regarding adoption of amendments and "clean agendas" • Allows updating of contract or grant items without formal motion upon certain conditions • Provides special amendment deadline for budget amendments • Requires all amendments to be circulated in clean and redline format, and instructs clerks on how to publish them

Rule No	Topic	Change
6.1	Committees	• Switches meeting days of PIES and Urban Experience
6.2	Committee Process	• Adds language clarifying chair's prerogative to include presentations at committee "germane to the committee's ordinary business" and not otherwise on the council legislative agenda • Adds clarifying language that appearance of legislation must be in the assigned committee • Deletes language preventing committee meetings on Thursdays • Adds language reinforcing obligation to submit fully completed agenda sheets and materials
6.4	Ad Hoc Committees	• Technical changes to add clarity
7.3	Council Staff	• Changes rule to conform to Ordnance C36774 concerning central staff
7.5	Council members and Staff Orientation	• Minor wording change

PURPOSE OF AMENDMENT: This amendment, if adopted, would (1) update the proposed council rules changes with several technical corrections, (2) change the effective date to March 1, 2026; (3) establish agenda review and committee meetings to occur on Tuesdays at 11 am and 1 pm respectively, effective September 10; (4) sets forth a legislative timeline for items; (5) clarifies a council member right to object to consolidation of items; (6) clarifies right of council members to insist on separate votes for legislative items; and (7) adds special provision for adding BID items to council agenda.

1. **Strike the attachment to Resolution 2026-0009 and substitute this document in its place:**

SPOKANE CITY COUNCIL RULES OF PROCEDURE

(2026 revision, adopted XXX by Resolution No. 2026-0009)

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RULE 1 - GENERAL PRINCIPLES

Rule 1.1 PURPOSE

The Spokane City Council adopts these rules to govern the conduct of city council business. These rules do not confer upon any person who is not a member of the council any right to a particular procedure, nor do they affect the validity or legality of any council action.

Rule 1.2 DUTY OF MUTUAL RESPECT

During council meetings, it is the duty of each council member to treat each other, city staff, board and commission appointees, and the public with respect, and to uphold both the spirit and letter of these council rules. Likewise, all persons who attend a council meeting or interact with council members or council staff in any type of forum or communication, regardless of the form or format, must act respectfully toward all persons and not commit "Unlawful harassment" as defined by RCW 7.105.010(37). Mutual respect includes, but is not limited to, not intentionally disclosing private information about a council member or staff such as personal telephone numbers or home addresses without the permission of the council member or staff.

Rule 1.3 DUTY OF ETHICAL CONDUCT

A. Each council member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the city including, without limitation, chapter 01.04B, SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a council member have a conflict of interest or become aware that they have or may have a conflict of interest, that council member shall promptly inform the council of the conflict of interest and may abstain from any council action in connection with that matter consistent with Rule 2.17.

B. Confidential information.

   1. No council member may disclose confidential information, including attorney client privileged communications, to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the city council may, upon the affirmative vote of five (5) council members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session. Disclosure of legal advice shall be pursuant to Rule 7.8 (Legal Inquiries).

   2. For purposes of these rules, "confidential information" has the same meaning as the term is defined in SMC 01.04B.020(I) and SMC 01.04B.050(I).

C. No council member may use or authorize the use of facilities of the city, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the purpose of or opposition to a ballot proposition. Council members shall comply with RCW 42.17A.555 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a council meeting, so long as such conduct does not include the display of signs and/or disrupt the council meeting. Further, these rules do not prohibit the city council, acting as a body in an open public meeting, from adopting resolutions supporting or opposing state or local ballot propositions, consistent with RCW 42.17A.555.

Rule 1.4 ROBERT'S RULES OF ORDER

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert's Rules of Order, Newly Revised, 12th Edition (*hereafter "Robert's Rules*")*. Any determination by the council president or presiding officer on a rule of procedure may be challenged by a motion as provided in Rule 2.13 (Chair).

Rule 1.5 AMENDMENT OF COUNCIL RULES

These rules may be amended at any time by resolution of the city council. Suspension of the rules shall be pursuant Rule 2.18 (Suspension of the Rules).

Rule 1.6 EFFECTIVE DATE, EFFECT ON PENDING LEGISLATION.

The effective date of these rules is March 1, 2026. All legislation and supporting materials timely submitted prior to the effective date of these rules shall be deemed timely submitted under these rules.

RULE 2 – MEETINGS

Rule 2.1 PLACE AND TIME OF MEETINGS

A. As provided in SMC 02.01.010, the regular legislative meeting of the city council is at 6:00 p.m. every Monday in the council chambers. If a Monday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

Commencing September 10, 2026, the regular meeting of the city council is at 6:00

p.m. every Wednesday in the council chambers. If a Wednesday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

B. As provided in SMC 02.01.010, in addition to the regular legislative meeting, the City Council shall hold a session titled "agenda review," to consider amendments, deferrals and other changes to published council agendas. Agenda review shall begin at three-thirty (3:30) p.m. each Monday. The agenda review session may also be used to receive staff reports on matters of interest, committee reports, background information from staff regarding matters appearing on the published council agendas. At this time, any council member may make a motion to defer, refer, or withdraw an item on an agenda. Any deferral of an item on the final agenda for the purpose of accommodating future amendments requires at least a two-week deferral. Once the agendas have been reviewed, the city council shall approve the agendas, with any modifications, by motion.

   Commencing September 10, 2026, Agenda Review shall begin at 11:00 a.m. each Tuesday. If a Tuesday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

C. If two or more consecutive regular legislative meetings are canceled, the council president has the discretion to cancel the preceding or following agenda review sessions due to lack of business. Agenda review may be cancelled at the discretion of the Council President to accommodate City holidays.

D. At the conclusion of any committee meeting, agenda review session or legislative meeting, or at other time properly announced, the council president or presiding officer may convene an executive session consistent with the Open Public Meetings Act ("OPMA"). Before so doing, the council president or presiding officer shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. Any council member may then object to convening of an executive session, which decision to convene executive session will be resolved by a majority vote of council members present. The council president determines which person(s) shall attend each executive session, absent an adopted motion by the council to override the council president's determination. However, all council members and city attorneys shall be permitted to attend.

E. The 6:00 p.m. council session is the legislative session, during which the council may take public testimony, discuss, and take action on agenda items, and hold the open forum as provided in Rule 2.2 (Open Forum). The council president may combine specific agenda items for purpose of public comment and voting, absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).

F. The council members from each district shall have the opportunity to schedule at least one community engagement meeting in their district and, so long as all council members are invited to such meeting, to use council resources and staff to schedule and conduct such meetings.

Rule 2.2 OPEN FORUM

A. After the conclusion of all legislative business, the council may recess briefly and then shall convene for an open forum, unless a majority of council members vote otherwise. The open forum shall have twenty (20) spaces available. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during that calendar month. The council shall conclude open forum after twenty (20) speakers unless a majority of council members vote to allow additional speakers. The city clerk and other staff shall not be required to remain in attendance during the open forum. Nothing in this Rule 2.2 shall be deemed to require open forum or the legislative session to continue after 10:00 p.m.

B. Members of the public can sign up for open forum beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up for open forum via the virtual testimony form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign themselves in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will be added to the list of speakers at the discretion of the chair, or their designee. The order of the speakers will be determined at the discretion of the chair, taking into account any special accommodations for persons of limited English proficiency as provided in Rule 2.2.F below. Each speaker shall be limited to no more than two (2) minutes unless a majority of the council members in attendance vote on an alternate time limit.

C. No responses from council members, other than a statement of council members' intent to address the matter in the future or points of order will be permitted by council members during an open forum, unless the question is likely to be of concern by the broader community and can be quickly clarified from the dais by the Council President or whomever she recognizes for such purpose.

D. The open forum is a limited public forum and all matters discussed in the open forum shall relate to the affairs of the city. "Affairs of the city" shall include (i) matters within the legislative, fiscal or regulatory purview of the city, (ii) any ordinance, resolution or other official act adopted by the city council, (iii) any rule adopted by the city, (iv) the delivery of city services and operation of city departments, (v) any act of members of the city council, the mayor or members of the administration, or (vi) any other matter deemed by the council president to fall

within the affairs of the city, which determination may be overridden by majority vote of the council members present. Absent permission of the chair, which may be overridden by a majority vote of the council members present, no person shall be permitted to speak in open forum regarding items on any published agenda. No person may speak at open forum regarding pending hearing items. No person shall be permitted to speak in open forum regarding candidates, initiatives, or referenda in a pending election. Legal or personal matters between private parties that do not impact the governance of the City of Spokane are not a permissible topic of open forum testimony.

E. No person shall be permitted to display visual information during open forum, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at citycouncil@spokanecity.org. Individuals speaking during open forum shall address their comments to the council president, and speakers as well as members of the audience shall comply with Rule 2.15 (Participation by Members of the Public in Council Meetings).

F. Participation of individuals with limited English language proficiency in open forum shall be accommodated to the extent set forth in Rule 2.15.J.

Rule 2.3 ADJOURNMENT OF MEETINGS

A. At the conclusion of the legislative session, unless there is further business before the council, the chair shall request a motion to adjourn the meeting until the next regularly scheduled council meeting.

B. Any meeting may be adjourned prior to the completion of the city council's agenda to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.

C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the council president, or in the president's absence any member, or if there are no council members present then the city clerk, shall declare the meeting adjourned to the next regular meeting.

D. If a meeting is adjourned prior to the completion of the city council's agenda, all matters on the agenda not disposed of shall be continued to the next scheduled meeting or to a properly noticed special meeting. The city clerk or other person designated by the city clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the adjournment and shall state the fact of adjournment and the place and time to

which the meeting was adjourned.

E. At 10:00 p.m., absent an adopted motion to remain in session to a time certain, the council's regular meeting shall be adjourned by motion and action shall be continued to the next legislative session. If testimony on an item was not completed before the meeting was adjourned, it shall be continued to the next meeting without allowing for additional members of the public to sign up or for those who were able to testify at the first meeting to give testimony again unless significant changes have been made to the item, per the discretion of the council president or presiding council member.

F. In the event noise, disturbance, indecorum, or other circumstances disrupt council proceedings so as to render the orderly conduct of such meeting unfeasible, or if the removal of the individual(s) causing the disruption will not restore order, the council president or presiding council member may request a motion to adjourn the meeting either to the next regularly scheduled council meeting or to an alternate place and time set by motion. Absent adoption of such a motion by a majority of council members present, the meeting shall continue, subject to the chair's discretion to remove disruptive individuals under Rule 2.13 (The Chair).

Rule 2.4 SPECIAL MEETINGS

Pursuant to Section 10 of the Spokane City Charter, special legislative meetings may be called by the city clerk on the written request of the mayor, council president, or a majority of council members. Special legislative meetings may be called by a majority of council members as follows:

1. An individual council member shall notify the city clerk of that council member's wish to call a special meeting at a particular day and time to transact particular business. Prior to making any request, the council member shall consult with the Council Office Director about suitable date and time to ensure, where possible, all council members can attend at the chosen time and date.

2. Upon receipt of the request from the individual council member, the city clerk will notify other council members of the request for a special legislative meeting, stating the requested day and time of the meeting and the particular business to be transacted, and shall ask the other council members if they agree to the request for a special legislative meeting.

3. Upon receipt of the consent of at least three other council members to the request for a special legislative meeting, or upon receipt of consent to a request to an alternative day and time and alternative business to be transacted by at least four council members, the city clerk shall notify council members, the media and the public of special legislative meeting.

Notification under this section may be in writing or via electronic mail. All such special

meetings shall be noticed in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules.

Rule 2.5 STUDY SESSIONS

From time to time, after consultation with all council members' offices, the council president may schedule a study session of the city council to receive information on staff matters, staff briefings, and enable discussion among council members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, and including no council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules. A quorum of the council is not necessary in order to proceed with a study session. Additional study sessions may be scheduled at the discretion of the council president or by a vote of the majority of council members present at a public meeting of the council.

Rule 2.6 QUORUM

A quorum is four (4) or more council members present and qualified to act unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

A. For purposes of these rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these rules. Service animals are permitted to accompany people with disabilities in city council meetings, as well as all areas where members of the public are allowed to go.

B. Service animals must, at all times while present in a city council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.

C. When it is not obvious what service an animal provides, city staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog

demonstrate its ability to perform the work or task.

D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

E. A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, city staff shall offer the person with the disability the opportunity to be present at the city council meeting without the animal's presence.

F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a city council meeting.

G. City staff and council members shall not be required to provide care or food for a service animal at a city council meeting.

Rule 2.8 FUNCTIONS OF MEETING AGENDA

A. The council, with the assistance of the city clerk, shall publish two agendas each week for regular council meetings, the "final agenda" and the "draft agenda." The approved draft agenda becomes the final agenda for the next council meeting. The agendas serve to introduce items to the council, to establish the order of business and to give notice to the public as required under RCW 35.22.288. The notice of a special meeting is the agenda for such meeting.

B. In addition to the final and draft agenda, the Council Office Director shall work with the City Clerk to regularly publicize legislative items scheduled for future council consideration on a date beyond those reflected in the final and draft agendas.

Rule 2.9 INTRODUCTION OF ITEMS

A. Legislation shall only be placed on a regular legislative meeting agenda by the council president or any council member through the process established in Rule 2.10 (Agenda Process), except as otherwise provided by Rule 2.18 (Suspension of Rules). Except as provided elsewhere in these rules, no resolution or ordinance may appear for consideration on a legislative agenda for consideration by the full council unless (1) it has first been presented in a committee or study session, (2) is sponsored by at least two (2) council members, and (3) is in final (or close to final) form.

B. Items that need consideration on a compressed timeline due to an unforeseen urgency or emergency may be added to a draft legislative agenda prior to being presented at a committee or study session with either (i) prior written permission from all the council sponsor(s) or (ii) the council president. Notwithstanding the accelerated placement on a draft legislative agenda, the matter must still be heard in committee and sponsored by at least two (2) council members, absent suspension of the rules by the council.

C. Regular meeting agendas are prepared by the city clerk in the manner and format prescribed by the city council and consistent with council administrative policies and procedures and these council rules.

D. The term “legislation” in these rules means any ordinance, resolution, contract approval, approval of claims, board and commission appointments, and special considerations.

E. Resolutions to ratify, reject or modify an emergency declaration pursuant to Section 02.04.060 SMC may be placed on the next council agenda at any time with two (2) council sponsors and without appearing in committee.

F. Special budget ordinances necessary to comply with year-end budget reporting or reconciliation (e.g., carryover special budget ordinances) need not be reviewed in committee before placement on the council agenda, and may be placed on the council agenda the Friday prior to scheduled council action after presentation to the Finance Committee Chair, Finance Committee Vice-Chair and the Council Budget Director at least one week prior to submission to the council agenda.

Rule 2.10 AGENDA PROCESS

A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control. Absent expedited placement on the council calendar pursuant to Rule 2.9 (Introduction of Items), the expectation of council is that legislative items will follow the following schedule:

    1. Contract items will receive final council consideration fourteen (14) days after appearance in committee.

    2. Emergency ordinances, resolutions and special considerations will receive final council consideration twenty-one (21) days after appearance in committee.

    3. All other ordinances will have First Reading twenty-one (21) days after

appearance in committee and Final Reading twenty-eight (28) days after appearance in committee.

4. Following the above timeline, when final consideration for an item lands on a day when a regular legislative session is canceled, the item will be automatically scheduled for the next available regular legislative session.[1]

B. Except as otherwise provided in Rule 2.9 (Introduction of Items), no agenda item, other than weekly reports of the mayor of pending claims and payments, payroll claims, board/commission/committee appointments, initiative and referendum matters, and letters appearing under special considerations, may appear on a council legislative agenda without (i) first appearing on a standing committee agenda and (ii) meeting the requirements to emerge from the standing committee, as provided in paragraph F of Rule 6.2 (Committee Process). Mayoral nominations and appointments do not require council sponsors, and shall appear on the council agenda upon submission by the Mayor in the manner provided under the City Charter.

C. Agenda items submitted to a standing committee's agenda must be submitted to the standing committee associated with the division from which the agenda item originates, as illustrated in Attachment A. For purposes of this rule, special budget ordinances (SBO) are assigned either to the committee of the underlying department whose appropriation(s) are affected by the SBO, or the Finance & Administration Committee.

D. Agenda items may be submitted to a standing committee other than the committee ordinarily assigned with the permission of the chair of the appropriate standing committee and the permission of the chair of the committee to which the item is being submitted. Items uploaded by the Mayor's office shall be submitted to the committee to which the division most affected by the item is ordinarily assigned. The Council President shall have the power to resolve any dispute or uncertainty regarding application of this rule.

E. Proposed agenda items are added to a final committee agenda after securing confirmation from at least one council member that they will sponsor the item for committee.

F. To move out of a standing committee and onto a legislative agenda, resolutions and ordinances must secure two (2) council sponsors.

G. At any time before the draft agenda is approved as the final agenda, a council member may remove or add their sponsorship of an agenda item by notifying all council members and the city clerk by email. Change of sponsorship after approval of the draft agenda, or more than two days after any amendment of the legislative

[1] When the council meeting day changes effective September 10, 2026, this timeline will be extended by one day.

item, whichever is later, shall be by a motion approved by a majority of council members. If removal of the sponsorship deprives the legislation of requisite sponsors, and no additional council member(s) add their name as a sponsor, the matter is referred back to the committee of origin.

H. The timeline and process for formalizing standing committee meeting agendas is as follows:

    1. No later than 5:00 p.m. on the Wednesday immediately preceding the desired committee meeting, suggested agenda items (for both consent and discussion items) shall be uploaded into OnBase.

        a. At that time, the agenda sheet template should be filled out completely and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.

        b. Supporting attachments, including ordinances, resolutions and contracts, are due at this time except with express permission by the committee chair.

    2. By 9:00 a.m. on the Thursday immediately preceding the desired committee meeting, items submitted into OnBase must receive all OnBase approvals and arrive in the committee queue. Items that do not receive all OnBase approvals by the above deadline may be added to the final committee agenda at the discretion of the committee chair or their designee.

    3. Items originating from the council office, except for contract-related items, are not required to gain administration OnBase approvals to be added to a committee agenda.

    4. If administration staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.

    5. After the final committee agenda is created, council staff circulates the final committee agenda by no later than close of business on the Friday immediately preceding the committee meeting.

    6. Any deviation from the timeline for submitting agenda items (submitting agenda items past the deadlines, for example) must be approved by the committee chair or their designee.

I. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Where indicated, a plain language summary shall be provided to accurately describe the item to make it easily understood by the public. The council president or their designee shall decide any disputes over wording unless verbiage is determined by

a majority vote of the council. The council director or designee, the city clerk and city attorney's office staff may edit agenda items for technical, grammatical or typographical errors.

J. Regardless of adherence to the submission deadlines set forth in Rule 2.10 (Agenda Process), the committee chair may allow or exclude from a committee agenda any item not containing a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Any council member may object to appearance of a legislative item on a published draft agenda that lacks a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Such objection, when made, shall be recognized by the council president or presiding officer, who shall rule on the objection and whose ruling is subject to appeal.

K. Each council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every council member, council staff, the mayor, the city attorney, and to all parties who have on file with the city clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The council shall not consider or make final disposition of any matter not included in the notice. Notices of special meetings are prepared by the city council office staff and issued by the city clerk's office. Submission of legislative items for consideration at a special session need not conform to Rule 2.9 (Introduction of Items).

Rule 2.13 THE CHAIR

A. The council president, or in their absence or incapacity, the council member selected by the council to serve as council president *pro tem* pursuant to SMC 02.005.020 (each of whom is referred to in these rules as "the chair") shall preside over meetings of the council and cause the business of the council to be transacted in accordance with these rules. The presiding officer may yield the chair to another council member to conduct a portion of the meeting. If the council president *pro tem* is unavailable, the council member with seniority of tenure on the council shall preside.

B. The chair shall determine all questions of parliamentary procedure, subject to

appeal as provided in this Rule 2.13(B), but shall liberally grant leave to the city council's policy advisor and/or a city attorney to speak to the question. A ruling of the chair can be appealed, before the ruling is acted on, by any council member's announcement of an appeal, which appeal is perfected by receiving a second. The chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. Then, when the appeal is debatable per Robert's Rules, the member appealing has the floor to open debate on the appeal. Upon the close of debate, the council shall vote on whether to sustain the chair's ruling.

C. The chair may not make a motion. The chair may second a motion. The chair may vote as any other council member.

D. The chair has the authority to declare the council at ease or to declare a recess of any council meeting in the appropriate circumstances, including when noise, disturbance, indecorum, or other circumstances warrant a recess. In the event disturbance, indecorum, or other circumstances disrupt council meeting, the chair may request a motion to adjourn pursuant Rule 2.3 (Adjourned Meetings). The chair may direct any person or persons disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption. In administering this rule, the chair will be guided by the council's intent to support robust public, peaceful participation by the public.

Rule 2.14 ORDER OF BUSINESS

A. Agenda Review.

The council will meet each week to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting is as follows.

1. Roll call;

2. Council or staff reports of matters of interest;

3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;

4. Discussion of and any adjustments to the final or draft agenda;

5. Approval by motion of the draft agenda as final and the final agenda as amended.

B. Executive Session.

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

C. Legislative Session.

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;
2. Pledge of Allegiance;
3. “Poetry at the Podium,“ words of inspiration, and special introductions;
4. Roll call to establish the presence of a quorum;
5. Reading of proclamations and salutations;
6. Reports from community organizations;
7. Announcement of adjustments to the agenda;
8. Council appointments and consideration of mayoral appointments;
    a. Testimony from members of the public concerning the appointments;
    b. Request(s) by an individual council member, if any, to consider any specific appointments separately;
    c. Action on the appointments;
9. Consent Agenda;
    a. Testimony from members of the public concerning the consent agenda;
    b. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the consent agenda;
    c. Action on the consent agenda;
10. Reading of each legislative item by the city clerk;
    a. Testimony from members of the public concerning the agenda item;

b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and

c. Vote.

11. Special Considerations, Public Hearings;

12. Open Forum; and

13. Adjournment.

D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).

E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear, see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

A. Members of the public may address the council regarding the following items during the council's legislative session: board and commission appointments, the consent agenda as a whole, all first reading ordinances together (with the exception of first reading ordinances associated with hearings, which shall be taken separately), final readings of regular and special budget ordinances, emergency ordinances, hearing items, special considerations, review of mayoral vetoes, and other items before the city council requiring council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the final or draft

agendas.

B. No member of the public may speak without first being recognized for that purpose by the chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.

C. Each person speaking in a public council meeting shall verbally identify themselves by name and, if appropriate, representative capacity.

D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.

E. Those who wish to provide commentary but do not wish to give verbal comments at the podium may provide written comments to the council via letter or electronic mail.

F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.

G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.

H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.

I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.

J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:

    1. Announce at the beginning of their testimony that they are there in their

personal capacity or their capacity as a member of a relevant board, commission, committee or community group;

2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.

K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules* shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.

L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to arrange translation or interpretation assistance.

M. City council legislative sessions are regularly video and audio recorded and available online (https://vimeo.com/spokanecitycouncil). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted.

N. RCW 42.17A.555 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for

the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term "facilities" includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

A. Members of the public can sign up to give testimony beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.

B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be limited to the final council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for hearings and legislative items under consideration. For the consent agenda, first reading of ordinances or special consideration testimony is limited to two (2) minutes per speaker. The chair, absent a majority vote of the council, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President.

C. No public testimony shall be taken on oral amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the council.

D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at *citycouncilspokanecity.org.*

E. For public hearings required by state law, the chair may institute special rules for testimony.

F. Testimony at council committee meetings shall be governed by Rule 6.2.

G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to *testimony@spokanecity.org*. To be included in the final agenda packet, written testimony on an agenda item must met the following criteria:

1. Be delivered to the council via email at testimony@spokanecity.org;
2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. "Written Testimony on Resolution 2025-0001");
3. Include the name of the submitter;
4. Does not include photographs, presentations, videos, or other media; and
5. Be received in the testimony@spokanecity.org inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

Rule 2.17 VOTING, EFFECT OF DEFERRAL; ABSTENTION

A. Except where a majority plus one vote is required, (*e.g.*, Charter section 19, RCW 35.33.081, RCW 35.33.091), and unless otherwise provided herein, all motions must receive at least four (4) affirmative votes to pass.

B. If a motion receives less than the required number of affirmative votes, it shall be declared that the motion failed and the status quo shall prevail.

C. Upon a tie vote, the status quo prevails on the matter upon which the vote was cast.

D. Any legislative item may be deferred indefinitely or to a specific future legislative session date by motion. Any legislative item deferred indefinitely may be returned to a draft council agenda by a motion by a council member who was on the prevailing side of the original vote to defer the item. A motion to return the item to the council agenda must be presented within six (6) months of the initial deferral and adopted by four affirmative votes. Any item not returned to the council agenda within six months after the initial deferral shall be considered not adopted and may only be returned to the council agenda after introduction pursuant to Rule 2.10 (Agenda Process). Legislative items governed by Section 24 of the City Charter may only by deferred in a manner consistent with the charter.

E. Any legislative item may be referred to a specific future standing committee meeting by motion. Items referred to committee are automatically included on the agenda of the committee to which the item is referred. To move out of the committee and onto a legislative agenda, the item must secure the minimum number of sponsors pursuant to Rule 2.10 (Agenda Process).

F. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the council chambers.

G. In all cases of voting by other than voice vote, the city clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, the chair shall announce, and the record shall reflect, the vote. Regardless of method of voting, each council member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.

H. A council member may abstain from deliberating and voting on any matter before the council if they have a direct personal or financial interest in the matter before the council which is not held in common with other members of the council. In order to abstain from deliberation and voting, a council member must describe to the council the basis for the abstention in an open public meeting prior to the vote. A member who abstains from deliberation and voting on a matter may not participate in any procedural vote related solely to the same matter.

I. Notwithstanding any rule to the contrary, any council member may demand an individual vote on any matter presented to the city council for approval or adoption.

Rule 2.18 SUSPENSION OF THE RULES

These rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of five council members. Motions to suspend the rules must specify the general purpose of the suspension and, if adopted, shall apply only to the next pending question. No debate on a motion to suspend the rules shall be allowed. Following an adopted motion to suspend the rules, the companion main motion prompting the need for a rules suspension may be presented and disposed of by council. A motion to suspend the rules shall not be combined with any other motion.

Rule 2.19 RECONSIDERATION

All legislative decisions of the city council, including consent items, ordinances, resolutions, veto overrides, and hearing items are final, except that a council member on the prevailing side of a vote or who had an excused absence during the vote may move

for reconsideration of all legislative decisions, other than veto overrides and mayoral appointments, within 15 days of council consideration or prior to the mayor's action on an ordinance, whichever occurs first. Nothing in this rule shall be deemed to prevent any council member from otherwise submitting an ordinance or resolution to repeal or modify a prior city council legislative action so long as such repeal or modification is added to the committee and council agenda as provided in these rules.

Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS

A. A council member may participate telephonically and/or virtually in all or part of a council meeting if:

   1. Prior approval is given by the council president or committee chair, as applicable, whose approval shall not be unreasonably withheld;

   2. All persons participating in the meeting, including the public, are able to hear each other at the same time, such as by the use of a speaker phone; and

   3. The council member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the council meeting related to the topic to which the council member is voting on.

B. Any technical prohibitions or difficulties that prevent all parties present at the council meeting from adequately communicating with one another will negate any authorization previously given by the council president.

Rule 2.21 COUNCIL MEMBER PARTICIPATION IN MEETINGS; DEBATE.

A. Debate shall be governed by Robert's Rules except as set forth under this rule. During committee meetings, legislative sessions, and agenda review, council members may only speak to any pending question after being recognized by the chair or presiding officer. Absent permission from the chair or presiding officer, no council member may speak to any pending question more than twice, and on each occasion shall be limited to 10 minutes.

B. During commentary, discussion and debate, council members shall confine all remarks to the question under debate.

C. Committee meetings are an opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Discussion shall be regulated by the chair, who shall ensure all council members have an equal opportunity to participate and ask questions. At committee meetings, council members are permitted to engage in debate regarding any legislative item subject to the general rules of debate above.

D. Agenda review meetings are an additional opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Any council member wishing to have an item on a draft agenda briefed by staff at agenda review shall submit the request in writing to the City Administrator and Council Office Director by 5:00 p.m. the day immediately preceding the agenda review session. Other than questions directed to staff, discussion at agenda review sessions shall be confined to debate on motions to adjust the agenda or to amend or substitute legislative items.

RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS

A. Council conducts two types of hearings: (1) legislative hearings and (2) adjudicative hearings. Where procedures for legislative hearings and adjudicative hearings have been established by ordinance or statute, the council shall follow those procedures. If a conflict arises between the ordinance or statute, on the one hand, and these council rules, on the other hand, the ordinance or statute shall prevail. Where there are no established or statutory procedures for an adjudicative hearing or legislative hearing, the council shall implement the following procedures.

B. Legislative Hearings. "Legislative hearings" are hearings where the city council, sitting as the legislative body of the City, is required to conduct one or more public hearings prior to taking legislative action. Examples of legislative hearings include, but are not limited to, hearings required under RCW 35.13.182 (annexation), RCW 35.34.090 (biennial budget); RCW 35.79.030 (street vacations); and RCW 36.70A.390 (interim zoning).[2]

1. For legislative hearings, the following procedure shall be observed to the extent consistent with the matter before the council:

    a) Reading of the legislative matter by the Clerk;
    b) Announcement and opening of the hearing by Council President or presiding officer;
    c) Receipt of staff reports, if any;
    d) Receipt of public testimony (3 minutes per speaker);
    e) Motion to close or continue hearing; and

[2] A complete list of municipal actions requiring a hearing can be found in "Local Ordinances for Washington Cities and Counties," Appendix C, published by the Municipal Research and Services Center (MRSC) (2016).

f) Motion to approve, modify, reject or adopt the legislative item.

2. Motions to close, re-open or continue a legislative hearing shall be approved by majority vote.

3. Oral public testimony on the item shall not be accepted or solicited by the council as a whole outside of the legislative hearing; provided, individual council members may communicate with members of the public on any legislative hearing matter. All public testimony shall be provided consistent with Rule 2.16 (Public Testimony Regarding Legislative Agenda Items).

4. Individual council member conduct with respect to any matter subject to a legislative hearing shall be the same as any other legislative matter and shall be governed by Rule 1.3 (Conflicts of Interest).

C. Adjudicative Hearings. "Adjudicative hearings" are quasi-judicial hearings involving named parties, and council is often sitting in an appellate capacity. Examples of adjudicative hearings include, but are not limited to, appeals under SMC 17G.061 (land use applications) and appeals under SMC 13.02.0246 (solid waste collection rates). For adjudicative hearings, the following procedure shall be observed, to the extent consistent established or statutory procedures:

1. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. No person shall be allowed to discuss any matter pending hearing with any member or members of the council except in the council chambers in the regular course of a council meeting. Each council member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the council member shall immediately make a note of the contact and shall at the beginning of the council's hearing on the matter announce the fact of the contact, the identity of the person, and the substance of the communication. If the communication be in written form, the council member shall as soon as possible file it with the city clerk.

2. When the council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every council member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A council member shall not be briefed by anyone except in an open meeting.

3. Council members shall disqualify themselves from participating in an adjudicative hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment

of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.

4. Council members who become aware of circumstances which might appear to disqualify them in a matter pending an adjudicative hearing can either disqualify themselves or explain the circumstances before the hearing and let the rest of the council, by majority vote, decide whether they can participate. Should any council member be aware of circumstances which might appear to disqualify another council member, that council member may request by motion that the other council member be disqualified from participating in the matter, which motion must be approved by at least four (4) council members). The council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the adjudicative hearing and during discussion and voting.

5. In all adjudicatory appeals, council members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).

6. Adjudicatory Appeal Hearing Procedures.

   At the hearing on the appeal, the following rules apply:

   a) Oral argument on appeal is limited to parties of record.

   b) Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the city council is not deducted from the time allowed for argument.

   c) Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.

   d) No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.

   e) The city council may not consider any new facts or evidence on appeal. The

city council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the city council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.

f) Supplemental documents.

g) The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.

h) Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.

i) The city clerk distributes such memoranda and responsive documents to all parties to the appeal, the city council, the city attorney, the planning director, and the hearing examiner.

j) Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.

7. The city council may supplement these rules in a case-by-case situation in order to provide due process to all participants in an adjudicative hearing.

RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS

Rule 4.1 UPLOADING ITEMS FOR COUNCIL CONSIDERATION

A. All council agenda items, including ordinances and resolutions shall be uploaded into OnBase as provided in Rule 2.10 (Agenda Process).

B. After presentation at committee, so long as council sponsorship requirements are met as provided in Rule 2.10 (Agenda Process), the council office director, or their designee, will approve items to move forward to the city clerk for consideration at a future council legislative session. All items, whether discussion or consent, will remain in the council queue and will not advance toward a legislative agenda until having gone through committee unless granted permission to be considered on a compressed timeline as established in Rule 2.9 (Introduction of Items).

C. To accommodate narrow construction or procurement windows, engineering construction contract items may be submitted to committee prior to bid opening as long as the item includes the engineer's cost estimate and estimated construction timeline. When final construction contract information is received,

these items may be re-submitted to the city clerk for inclusion on a future council legislative agenda without council action.

D. An ordinance or resolution must have been filed with the city clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the city clerk for at least three (3) business days, including the day of the council meeting.

E. If an ordinance or resolution, or an amendment to an ordinance or resolution, has not been on file with the city clerk for at least three (3) business days, a council member may request that the ordinance, resolution or amendment be read in full prior to consideration by the council. Absent a request by a council member for a full reading, any ordinance or resolution (including any amendments) that has been submitted to the agenda as provided under these rules may be considered after reading of the title or a summary.

F. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. The agenda sheet for every item shall, when filing the same with the city clerk, specify the committee of origin for the ordinance or resolution and the names of the council members who are sponsoring the ordinance or resolution. Subject to Rule 2.18 (Suspension of rules), every ordinance or resolution must be first presented in a committee before it may appear on the council's agenda for first reading (for ordinances) or for council consideration (for resolutions).

G. Each ordinance or resolution which would have an impact on the fiscal condition of the city must note that fact on the agenda sheet and be accompanied by a brief description of the fiscal impact of the ordinance or resolution on the current year's budget.

H. At the time of submission of a legislative discussion item to the council agenda, the record relating to the item must reflect compliance with Rule 2.10.I (Public Comment).

Rule 4.2 AMENDMENT AND SUBSTITUTION

A. "Amendment" of legislation pertains only to legislation on the agenda and occurs at the time proposed legislation is under debate by the council, and may be offered by motion by any council member. "Substitution" of legislation occurs prior to debate of proposed legislation and may only be made by sponsors of the ordinance or resolution. Board, commission and mayoral appointments are not subject to amendment or substitution. Amendments and substitutions are permitted only as provided in this Rule 4.2.

B. Every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on the Wednesday immediately preceding

the item appearing on the draft agenda; provided, amendments making clerical or technical corrections may be articulated orally during debate. Any amendment submitted after the 5:00 p.m. Wednesday deadline, if adopted by council at the next agenda review session following the deadline, shall result in that legislative item being deferred to the next regular council legislative agenda. The purpose of this rule is to ensure, to the extent possible, publication of a final agenda without legislative items that are subject to pending amendments or substitutions.

C. Proposed amendments shall be included in the draft agenda packet for the benefit of public review and council consideration and shall be identified by the city clerk file number and the council member proposing them (e.g., "ORD CXXXXX (SMITH Amendment"). Every proposed amendment must include a brief "purpose statement" at the top of the first page explaining the reasons for the amendment and/or changes associated with the amendment. In addition, each amendment must be circulated in "clean" and "redline" format, with the redline version showing changes from the version of the legislation as it currently appears in the agenda. The Clerk shall include only the "redline" version of the proposed amendment in the draft agenda, and, if the amendment is adopted, shall include the "clean" version in the final agenda.

D. A substitution of all or a portion of the wording of an ordinance or resolution which is to be listed on a draft council agenda may be submitted by the majority of sponsors of the ordinance or resolution without council approval, so long as the substitution is in writing and circulated by the proposing council member or their legislative assistant to all council members and the city clerk by no later than 5:00 p.m. on the Wednesday immediately preceding the meeting at which the ordinance or resolution is to appear on a draft agenda.

E. A portion or all of any consent, grant or contract agenda legislative item may be updated with current documents and materials without a motion for amendment or substitution with the approval of the Council Office Director or his designee if (1) the substitution is intended to make technical corrections in contract or grant materials and (2) the substitution does not result in a material increase in the amount or the term of the contract.

F. Amendments necessary to incorporate updated assessment rolls for business improvement districts may be considered and adopted by a simple majority vote if circulated no later than noon on the Friday prior to final council consideration, and, if adopted, will not be subject to automatic deferral.

G. Proposed amendments to the biennial budget or mid-biennial budget modification may be considered and adopted by a simple majority vote if circulated no later than noon on the Friday prior to final council consideration of the biennial budget or mid-biennial budget modification and, if adopted, will not be subject to automatic deferral.

H. Any motion to amend an ordinance or resolution shall require four (4) affirmative votes to pass. Any motion to suspend the requirements in this Rule 4.2 shall require five (5) affirmative votes to pass.

I. Amendments and substitute versions not timely filed with the city clerk before the meeting, whenever reasonably possible, shall be posted for public viewing on the city council Facebook page or other similar channels so that interested members of the public may review during council's consideration of the matter.

J. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause by amendment requires the ordinance to be deferred to allow public hearing.

Rule 4.3 SUBJECT MATTER

The council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the city council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any city policy or practice.

RULE 5 – PROCESSING ORDINANCES

Rule 5.1 PUBLICATION, SIGNATURE AND RECORDING

A. An ordinance passed by the city council shall, within five (5) days thereafter, be presented to the mayor.

B. An ordinance:

1. Making the annual tax levy,

2. Adopting the original annual budget,

3. Making appropriations,

4. Implementing a local improvement district or confirming the assessments therefor,

5. Which is an emergency or special budget ordinance,

6. Which is an emergency ordinance, or

7. Which has been approved by the electors by referendum or initiative

shall become effective immediately upon passage.

C. Ordinances signed by the mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the city clerk for recording and publication if not already published.

D. Ordinances not signed by the mayor after ten (10) days will be filed with the city clerk for signature, recording and publication as necessary.

Rule 5.2 VETO

If, within ten (10) days of presentment, the mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the city council, which shall provide a copy to the city clerk. The city clerk shall schedule the matter for reconsideration for the next available council meeting, if requested by a city council member. If, within thirty (30) days of the mayor's veto or partial veto, the city council overrides the veto, the ordinance shall be considered enacted on the date that the override occurs and shall take effect 30 days after enactment. Such ordinance will be signed by the council president, council president pro tem, or two council members and filed with the city clerk for publication and recording. Any ordinance vetoed by the mayor, and for which no veto override has been passed by the council, may be resubmitted for council approval as provided in Rule 2.19 (Reconsideration).

RULE 6 – COMMITTEES

Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP

A. There shall be four (4) standing committees, as follows:

1. Public Safety and Community Health;

2. Public Infrastructure, Environment and Sustainability;

3. Urban Experience;

4. Finance and Administration.

B. All council members shall be members of each standing committee. Standing committee meetings shall be noticed as meetings of the council where no legislative action shall occur.

C. The council president shall chair each study session, agenda review, and legislative session of the city council. All committee chairs and vice-chairs shall be determined by majority vote of the council and shall preside over the meetings of their respective committees.

D. Each standing committee shall have one (1) chair and one (1) vice chair. The council shall confirm chairs and vice chairs of each standing committee by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.

Rule 6.2 COMMITTEE PROCESS

A. The purposes of standing committee meetings are to provide council members an opportunity to discuss potential legislation publicly, to receive public testimony on items included on the committee's agenda, and to provide the city administration and city staff an opportunity to update council members regarding department programs, plans, and other administrative activities and future City council administrative items. Council members should also utilize standing committees to update each other on their board, committee, and commission assignments. At the chair's discretion, committee agendas may include presentations from community groups, or from administrative staff, on city issues or initiatives germane to the committee's ordinary business, so long as the topic is not related to any legislative item listed on a draft or final council agenda.

B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. Public testimony is taken during standing committee meetings, and speaker conduct shall be governed by Rule 2.15 (Public Participation). Notwithstanding the public testimony section of the meeting, participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Administrative support for each committee will be provided by council office staff.

C. Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair, in the following order:

1. Public Safety and Community Health: First Monday of each month.[3]

2. Public Infrastructure, Environment, and Sustainability: Second Monday of each month.

3. Urban Experience: Third Monday of each month.

4. Finance and Administration: Fourth Monday of each month.

[3] Commencing September 10, 2026, all committee meetings will be held on Tuesdays at 1:00 p.m. and this section 6.2.C shall be deemed revised accordingly.

5. If there is a fifth Monday in a month, that date is reserved for a study session as convened by the council president pursuant to Rule 2.5 (Study Session).

D. Committee meeting agenda are formalized pursuant to Rule 2.10 (Agenda Process). The regular order of business for committee meetings shall be as follows, unless modified by the committee chair in his or her discretion:

1. Briefing by administration and staff
2. Public testimony on committee agenda
3. Council discussion and confirmation of sponsors

E. Testimony sign-up for committee meetings shall open no later than 5:00 p.m. on the Friday immediately preceding the meeting. The maximum number of public speakers at committee shall be fifteen (15). In the event that more than fifteen (15) speakers have signed up to speak, preference will be given to those who signed up first. Each speaker shall be limited to two (2) minutes to speak to the entire committee agenda. A majority of the council members in attendance may vote to alter the time limit or number of speakers.

F. Each item presented in committee must have a fully completed agenda sheet when uploaded into OnBase, and any additional briefing or research documents necessary. Items not meeting this requirement are subject to removal from the council calendar pursuant to Rule 2.10.J (Agenda Process).

G. Absent an exception under Rule 2.9.B, each ordinance or resolution must be presented by the council sponsor or their designee in the appropriate committee as set forth under Rule 2.10 before it may move forward for inclusion on the council's legislative agenda. With written permission from the council president, this requirement may be met by conducting a presentation of the item in a council study session which has been noticed as a public meeting.

H. By motion of the council, any matter before the council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the council take independent action on, any pending or contemplated adjudicated matters.

Rule 6.3 INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of council members to inter-governmental committees or boards shall be made by the council president, subject to confirmation by a majority of the city council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee. The council president shall appoint proxies to attend meetings when the assigned council member is unable to attend a meeting.

Rule 6.4 AD HOC COMMITTEES AND WORK GROUPS

Council ad hoc committees (also known as work groups) with specified functions may be established for a designated term or for a specific task or to advise the council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself. Council ad hoc committees and work groups shall not include more than three council members unless the meetings of such a working group publishes notices of its meetings consistent with the OPMA.

Rule 6.5 BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The city council shall interview mayoral nominees for appointment to boards and commissions prior to considering their appointment and shall take action on each such nomination in an open public meeting. Re-appointments do not require an interview unless requested by a council member.

RULE 7 – MISCELLANEOUS

Rule 7.1 COUNCIL POSITION VACANCY

A. Upon receipt of a written notice of a vacancy or an impending vacancy of a city council position other than that of council president, the council president or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the council president set with concurrence of the council.

B. Upon the close of the deadline, each council member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the council president a prioritized list of who they believe should be interviewed by the entire city council.

C. The council president shall compile the council members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire city council. Additional candidates may be selected for interviews by a majority vote of the council. Once the slate of candidates to be interviewed by the entire council is announced, no council member may communicate with any candidate outside of the formal interview by the entire council.

D. The council shall conduct interviews of each individual candidate selected for

interviews in an open public meeting. No public comment is permitted in such public meetings.

E. After conducting interview of the individual candidates, the council shall hold at least one public hearing during a regular legislative session to accept testimony from the public regarding potential candidates.

F. Upon completion of the interviews and public hearing, the council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.

G. The council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.

H. Provisions regarding the selection of a candidate for a city council vacancy not set forth by these rules shall be determined by the city council by motion during an open public meeting.

I. If the council president position becomes vacant, the city council may elect to appoint one of the existing council members to fill the position of council president without following the selection procedure set forth above. If, upon a motion of the city council, the city council decides to consider someone other than an existing council member to fill the vacant position of council president, the city council shall follow the selection procedure set forth above.

Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the council, taken in an open public meeting. Disciplinary action may be based on violation of these rules, the City Ethics Code (SMC 01.04B), or any standards of behavior expected of elected officials, including apparent conflicts of interest, and may include, without limitation, censure, removal from membership on a standing committee, or removal from membership on an intergovernmental board or commission. Nothing in this rule shall be deemed to prevent the council from adopting a non-binding resolution formally admonishing, rebuking or denouncing any other elected official, to the extent otherwise permitted by law.

Rule 7.3 COUNCIL STAFF

A. Each council member has the sole authority to hire, direct, and discharge one legislative assistant, subject to limitations under Section 02.005.030 of the Spokane Municipal Code.

B. The Council Office Operations Workgroup shall develop procedures for assignment of central staff to ensure efficient operation of the council office and uniform support for council members.

C. Responsibilities with respect to council central staff are set forth in Section 02.005.030 of the Spokane Municipal Code. The city council delegates to the council president the power to hire, supervise, discipline and discharge central office staff, subject to the following requirements:

1. Prior to initiating, authorizing, or approving any formal action to hire a temporary or full-time central staff member at an annual cost above $10,000, the Council President shall first refer the proposal to the Council Budget Committee for review and recommendation, which shall be shared with each Councilmember. Any Councilmember may request an executive session be convened at the next regular meeting (or a special meeting called for that purpose) to discuss the matter.

2. Prior to initiating, authorizing, or directing any formal disciplinary action or discharge of a central staff member, the Council President shall convene an executive session of the City council for the purpose of notifying each Councilmember of the decision and to review all material information supporting the proposed action. If the Council President determines that alleged conduct is sufficiently egregious to warrant immediate removal, the Council President may place the staff member on paid administrative leave pending the executive session.

3. Following notice to council members and any requested executive session, the council president may proceed with formal action or take no action, in his or her discretion.

Nothing in this subsection shall permit the council president to hire or discharge central office staff in a manner inconsistent with Section 02.005.030 of the Spokane Municipal Code.

Rule 7.4 COUNCIL OFFICE BUDGET

A. Any council member may propose to the council president allocation of funding from the approved council office budget beyond that which is reserved for the salaries of council members, personal staff, and approved shared council office staff. The council president has the authority to either approve or deny any expenditure request of $10,000 or less.

B. All council office budget allocation proposals over $10,000 that differ from the adopted council budget must be approved by the affirmative vote of four (4) council members at an open public meeting.

C. On at least a quarterly basis, the council's budget manager shall make available to all council members a report on the status of and balances of all individual line items in the council office budget. The budget manager will also work with the

Administration to pursue dashboard capability for public and council review of all city budget line items.

Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

A. New council members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.

B. Orientation materials shall be generated by the council office director in consultation with the central staff and shall consist of at least the following:

1. City Charter and Spokane Municipal Code overview;

2. Overview of the city's budget process and statutory budget requirements;

3. Overview of the council rules of procedure and meeting process, including the sign-up process for public testimony;

4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.);

5. Overview of all standing and outside boards and commissions to which council members are appointed, including their functions, history, and composition;

6. Overview of policies and procedures relating to the publication of council materials and use of social media; and

7. Completion of open government training as set forth in Administrative Policy No. 0520-17-06 and RCW 42.30.205.

Nothing in this section precludes the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of city council member.

B. Unless excused by the council president or committee chair, as applicable, council members must attend the following recurring engagements:

1. City council agenda review and legislative sessions;

2. Standing committee meetings as scheduled;

3. Study sessions, as scheduled by the council president;

4. Ad hoc working groups as assigned;

5. Outside boards and commissions as assigned (typically between 6-9);

6. Neighborhood council meetings from their respective council district on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);

7. Constituent meetings as necessary;

8. Staff meetings as necessary;

9. Other council member meetings as necessary; and

10. Community events as time permits.

C. Council member absences shall be deemed unexcused unless (1) prior notice of the absence has been provided to the council president or committee chair, as applicable, when it was practical to do so, and (2) the council president or committee chair approves the absence, which approval shall be liberally granted in instances of illness or medical necessity, family emergency or other unforeseen circumstance.

Rule 7.7 CITY COUNCIL PLANNING

A. Council shall consider annual council member appointment to boards, commissions, and committees by resolution no later than the second council meeting of each calendar year.

B. Council shall consider the Plan Commission's annual work program by resolution no later than February 28 of each calendar year.

C. Council shall consider and adopt changes to the council rules by resolution no later than February 28 of each calendar year. Additional adjustments to the rules may be made by resolution.

D. The council president shall schedule a council retreat annually. Additional retreats may be scheduled throughout the year at the council president's discretion.

Rule 7.8 LEGAL INQUIRIES

All inquiries by council members and council staff to the city legal department regarding City Charter provisions, any proposed or existing ordinance, any proposed or existing resolution, or any rule or procedure shall be directed to the appropriate attorney and the city attorney with a copy sent to the city council policy advisor, who shall forward the legal department's response to the inquiry to the full council when (a) any related legislation appears on a committee or council agenda, (b) upon the request of any council member, or (c) if the policy advisor deems the communication relevant matters of interest to council members. All other inquiries may be directed to the city attorney alone, and the response from the legal department to the individual council member's inquiries shall not be forwarded to the city council policy advisor. All inquiries to and responses from the legal department, regardless how originated, shall remain confidential privileged communication unless the privilege is waived by the full council pursuant to Rule 1.3.B (Duty of Ethical Conduct). During legislative debate or other public meetings, council members shall refrain from disclosing the content of legal advice provided by the city legal department or outside counsel, except to disclose (a) the fact that the city legal department was consulted on a matter, and (b) that based on said legal advice, the council member is adopting a particular position regarding the matter discussed with the city legal department. For example, the following statements would comply with this rule:

> "I consulted with city legal on this legislation, and I think the proposal needs more work before we adopt it."
>
> "This resolution was forwarded to city legal. Based on their review of this resolution, I am not supporting it."
>
> "City legal reviewed this contract. Therefore, from a legal standpoint I see no reason not to approve it."

Adopted by Resolution 2026-_____(00/00/26)

Attachment:

A. Division Standing Committee Assignments (Rule 2.10.C)

COUNCIL RULES / OVERVIEW OF PROPOSED CHANGES FOR 2026
WILKERSON / KLITZKE AMENDMENT
(Updated 02-04-26)

Rule No	Topic	Change
1.2	Duty of Mutual Respect	• Adds to the duty of mutual respect the duty to uphold the "spirit and letter " of the council rules
1.3	Duty of Ethical Conduct	• Clarifies that any abstention must be consistent with Rule 2.17 (Deferral, Abstention)
1.4	Robert's Rules	• Clarifies reference to Robert's Rules • Adds provision that presiding officer's ruling on procedure may be challenged by motion per Rule 2.13 (Chair)
1.6	Effective Date	• Establishes effective date of March 1, 2026
2.1	Place / Time of Meetings	• Clarifies language regarding agenda review to conform to current practice • Effective June 1, provides that the evening legislative session will be changed to Tuesday • Effective June 1, agenda review and committee meetings will be on Tuesdays at 11:00 and 1:00 respectively • Clarifies that executive session may be convened by the Council President rather than council "adjourning" to executive session • Clarifies the council president can combine agenda items for purposes of public testimony and voting absent objection from the council • Adds new language to allow council members to schedule district meetings (in lieu of Town Hall)
2.2	Open Forum	• Clarifies that Open Forum testimony shall not relate to "any published agenda"
2.3	Adjournment	• Clarifies that council may adjourn to the next regular meeting or to "properly noticed special meeting"
2.4	Special Meetings	• Adds additional provisions to provide a mechanism for a special legislative meeting to be called by a majority of council members, per Section 10 of the Charter
2.8	Functions of Agenda	• Reduces the number of published agendas to two: "Draft" and "Final." • Provides for Office Director and Clerk to develop a method for publicizing future legislative items
2.9	Introduction of Items	• Requires legislation to be in final or close to final form • Conforms rule to current practice for draft agendas • Clarifies that approval of claims is "legislation" • Adds special provision for council consideration of emergency declarations • Allows end-of-year SBOs to be added to council agenda without committee review and on Friday prior to final consideration if submitted first to Finance chair, vice-chair and Council Budget Director • Deletes rule 2.9.F (Public Rule) now that SMC 3.14 is enacted

Rule No	Topic	Change
2.10	Agenda Process	• Sets forth expected legislative timeline for items • Clarifies that items uploaded by Mayor's office must go to relevant committee and not F & A • Provides new procedure for removal and addition of sponsors • Provides that committee agenda are to be circulated on Fridays (versus Thursdays) • Adds new section providing means for chairs and council members to enforce rule on submission of complete agenda sheets and items
2.13	The Chair	• Clarifies that any appeal of presiding officer decision is only debatable if debatable under Robert's Rules • Clarifies presiding officer can declare the council is "at ease" or declare a "recess"
2.14	Order of Business	• Technical changes to recognize final and draft agendas • Clarifies right to object to consolidate agenda items • Deletes section on Town Hall meetings (see change to Rule 2.1)
2.15	Public Participation	• Minor changes to reflect change of published agendas
2.16	Public Testimony	• Prohibits written testimony submitted under subsection G from including any "photographs, presentations, videos or other media"
2.17	Voting, Deferral	• Adds word "Abstention" to the title of rule • Clarifies when 6-month timeline for deferrals commences • Clarifies that an abstaining council member may vote on certain procedural matters relating to a legislative item • Clarifies right of council members to demand separate vote on individual items
2.18	Suspension of Rules	• Requires that motion to suspend rules must be followed by a separate main motion (no combining the two motions) • Provides that no debate is permitted on a motion to suspend the rules
2.19	Reconsideration	• Technical change to clarify the motion only applies to a legislative items
2.21	Council Member Participation In Meetings; Debate	• Minor change to wording
Rule 3	Adjudicative Appeals / Hearings	• Extensive revision to distinguish between legislative hearings and adjudicative hearings

Rule No	Topic	Change
4.2	Amendment and Substitution	• Clarifies that deadline to submit amendments is Wednesday prior to the item appearing on the draft agenda • Adds intent language regarding adoption of amendments and "clean agendas" • Allows updating of contract or grant items without formal motion upon certain conditions • Adds provision for amendments of BID legislation • Provides special amendment deadline for budget amendments • Requires all amendments to be circulated in clean and redline format, and instructs clerks on how to publish them
6.1	Committees	• Switches meeting days of PIES and Urban Experience
6.2	Committee Process	• Adds language clarifying chair's prerogative to include presentations at committee "germane to the committee's ordinary business" and not otherwise on the council legislative agenda • Adds clarifying language that appearance of legislation must be in the assigned committee • Deletes language preventing committee meetings on Thursdays • Adds language reinforcing obligation to submit fully completed agenda sheets and materials • Confirms 1:00 p.m. committee meeting time commencing June 1
6.4	Ad Hoc Committees	• Technical changes to add clarity
7.3	Council Staff	• Changes rule to conform to Ordnance C36774 concerning central staff
7.5	Council members and Staff Orientation	• Minor wording change

RES 2026-0009 (ZAPPONE/KLITZKE AMENDMENT)(02-04-26)

PURPOSE OF AMENDMENT: This amendment, if adopted, will modify the rules on public testimony to permit each speaker one opportunity to speak to all listed legislative items, allowing separate testimony only on hearing items and when at the preceding agenda review session, a majority of council members authorizes separate testimony and allows speakers to request an additional two minutes if they wish to speak on multiple legislative items.

Strike Rules 2.14, 2.15. and 2.16 of the attachment and substitute the following in their place.

Rule 2.14 ORDER OF BUSINESS

A. Agenda Review.

The council will meet each week to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting is as follows.

1. Roll call;

2. Council or staff reports of matters of interest;

3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;

4. Discussion of and any adjustments to the final or draft agenda;

5. Approval by motion of the draft agenda as final and the final agenda as amended.

B. Executive Session.

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

C. Legislative Session.

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;

2. Pledge of Allegiance;

3. “Poetry at the Podium,” words of inspiration, and special introductions;

4. Roll call to establish the presence of a quorum;

5. Reading of proclamations and salutations;

6. Reports from community organizations;

7. Announcement of adjustments to the agenda;

8. Subject to Rule 2.16.B (Public Testimony Regarding Legislative Agenda Items) testimony from members of the public concerning items on the legislative agenda for three minutes. Speakers may request two additional minutes from the Council President or presiding officer if they wish to testify on multiple agenda items;

9. Council appointments and consideration of mayoral appointments;
    a. Request(s) by an individual council member, if any, to consider any specific appointments separately;

    b. Action on the appointments;

10. Consent Agenda;

    a. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the consent agenda;

    b. Action on the consent agenda;

11. Reading of each legislative item by the city clerk;

    a. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item;

    b. Testimony, if any, on separate legislative items pursuant to Rule 2.16.B;

    c. Action on the legislative agenda.

12. Special Considerations, Public Hearings;

13. Open Forum; and

14. Adjournment.

D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).

E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear, see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

A. Members of the public are permitted to testify on legislative items as provided in Rule 2.16. Council review of mayoral vetoes and adjudicatory proceedings shall not be open to public testimony, nor any items that are administrative in nature.

B. No member of the public may speak without first being recognized for that purpose by the chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.

C. Each person speaking in a public council meeting shall verbally identify themselves by name and, if appropriate, representative capacity.

D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.

E. Those who wish to provide commentary but do not wish to give verbal comments

at the podium may provide written comments to the council via letter or electronic mail.

F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.

G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.

H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.

I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.

J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:

1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.

K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate

set forth in *Robert's Rules* shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.

L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to arrange translation or interpretation assistance.

M. City council legislative sessions are regularly video and audio recorded and available online (https://vimeo.com/spokanecitycouncil). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted.

N. RCW 42.17A.555 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term "facilities" includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

A. Members of the public can sign up to give testimony beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on

the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.

B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be limited to the final council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for all items on the legislative agenda, except as follows:

    1. Testimony associated with hearing items will be taken separately, and each speaker at a hearing will be allowed up to three (3) minutes to testify.

    2. At Agenda Review session, a council member may request separate testimony on a specific legislative item, which request is subject to approval by a majority vote of the council members present.

    3. A speaker may speak to the same legislative item only once each session, whether or not separate public testimony is allowed on a legislative item.

C. The presiding officer, absent objection, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the presiding officer.

D. No public testimony shall be taken on council review of mayoral vetoes, adjudicatory proceedings, oral amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the council.

E. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at *citycouncil@spokanecity.org.*

F. For public hearings required by state law, the chair may institute special rules for testimony.

G. Testimony at council committee meetings shall be governed by Rule 6.2.

H. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering

it to the city clerk at a regular meeting of the council, or emailing comments to *testimony@spokanecity.org*. To be included in the final agenda packet, written testimony on an agenda item must met the following criteria:

1. Be delivered to the council via email at testimony@spokanecity.org;
2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. "Written Testimony on Resolution 2025-0001");
3. Include the name of the submitter;
4. Does not include photographs, presentations, videos, or other media; and
5. Be received in the testimony@spokanecity.org inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

RES 2026-0009 (DILLON, KLITZKE, CATHCART AMENDMENT 1)(02-04-26)(RULE 7.3 COUNCIL STAFF)

PURPOSE OF AMENDMENT: This amendment, if adopted, would update the proposed rules section 7.3 entitled Council Staff. It adds procedural direction and responsibility for management of council staff.

In the attachment "Spokane City Council Rules of Procedure," insert the following into Rule 7.3:

Rule 7.3 COUNCIL STAFF

D. Council Operations shall provide direction to the Council Director regarding day-to-day operations, including the creation, maintenance and implementation of an employee handbook.

E. The Council Office Director will manage the workflow of policy projects requested by Council Members or Central Staff. Projects may be initiated/requested by communicating directly with the Council Office Director or by working directly with the central staff member who will coordinate with the Council Office Director.

F. The Council delegates full supervisory authority to the Council Office Director to manage central staff workflow on a day-to-day basis and accommodating changes as needed.

G. The Council Office Director shall be responsible for advancing the LA II position in consultation with the Council Operations committee.

H. Council Members shall have full supervisory of legislative aides.

I. All staff overtime must have prior written approval by the Council Office Director and Council President in consultation with the Council Budget Director.

RES 2026-0009 (CATHCART AMENDMENT NO 3)(02-04-26)(ORDER OF BUSINESS - MEETING DAY)

In the attachment "Spokane City Council Rules of Procedure," strike Section 2.14 and insert the following:

2.14 ORDER OF BUSINESS

A. Agenda Review.

The council will meet each week on Tuesday to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting is as follows.

1. Roll call;
2. Council or staff reports of matters of interest;
3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;
4. Discussion of and any adjustments to the final or draft agenda;
5. Approval by motion of the draft agenda as final and the final agenda as amended.

B. Executive Session.

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

C. Legislative Session.

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;
2. Pledge of Allegiance;

3. “Poetry at the Podium,“ words of inspiration, and special introductions;

4. Roll call to establish the presence of a quorum;

5. Reading of proclamations and salutations;

6. Reports from community organizations;

7. Announcement of adjustments to the agenda;

8. Council appointments and consideration of mayoral appointments;
    a. Testimony from members of the public concerning the appointments;

    b. Request(s) by an individual council member, if any, to consider any specific appointments separately;

    c. Action on the appointments;

9. Consent Agenda;

    a. Testimony from members of the public concerning the consent agenda;

    b. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the consent agenda;

    c. Action on the consent agenda;

10. Reading of each legislative item by the city clerk;

    a. Testimony from members of the public concerning the agenda item;

    b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and

    c. Vote.

11. Special Considerations, Public Hearings;

12. Open Forum; and

13. Adjournment.

D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair’s

discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).

E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

Purpose of amendment: indicates Tuesday as the day of the week for reviewing final and draft agendas by Council.

RES 2026-0009 (CATHCART AMENDMENT NO 4)(02-04-26)(COMMITTEE PROCESS)

In the attachment "Spokane City Council Rules of Procedure," strike Section 6.2 and insert the following:

Rule 6.2 COMMITTEE PROCESS

A. The purposes of standing committee meetings are to provide council members an opportunity to discuss potential legislation publicly, to receive public testimony on items included on the committee's agenda, and to provide the city administration and city staff an opportunity to update council members regarding department programs, plans, and other administrative activities and future City council administrative items. Council members should also utilize standing committees to update each other on their board, committee, and commission assignments. At the chair's discretion, but subject to an objection by a Councilmember that when made, shall be recognized by the Committee Chair, who shall rule on the objection and whose ruling is subject to appeal, committee agendas may include presentations from community groups, or from administrative staff, on city issues or initiatives germane to the committee's ordinary business, so long as the topic is not related to any legislative item listed on a draft or final council agenda.

B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. Public testimony is taken during standing committee meetings, and speaker conduct shall be governed by Rule 2.15 (Public Participation). Notwithstanding the public testimony section of the meeting, participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Administrative support for each committee will be provided by council office staff.

C. Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair, in the following order:

    1. Public Safety and Community Health: First Monday of each month.[1]

    2. Public Infrastructure, Environment, and Sustainability: Second Monday of each month.

    3. Urban Experience: Third Monday of each month.

[1] Commencing September 10, 2026, all committee meetings will be held on Tuesdays at 3:00 p.m. and this section 6.2.C shall be deemed revised accordingly.

4. Finance and Administration: Fourth Monday of each month.

5. If there is a fifth Monday in a month, that date is reserved for a study session as convened by the council president pursuant to Rule 2.5 (Study Session).

D. Committee meeting agenda are formalized pursuant to Rule 2.10 (Agenda Process). The regular order of business for committee meetings shall be as follows, unless modified by the committee chair in his or her discretion:

1. Briefing by administration and staff
2. Public testimony on committee agenda
3. Council discussion and confirmation of sponsors

E. Testimony sign-up for committee meetings shall open no later than 5:00 p.m. on the Friday immediately preceding the meeting. The agenda items to be addressed shall be indicated by the speaker on the sign-up form. The maximum number of public speakers at committee shall be fifteen (15). In the event that more than fifteen (15) speakers have signed up to speak, preference will be given to those who signed up first. Each speaker shall be limited to two (2) minutes to speak to the entire committee agenda. A majority of the council members in attendance may vote to alter the time limit or number of speakers.

F. Each item presented in committee must have a fully completed agenda sheet when uploaded into OnBase, and any additional briefing or research documents necessary. Items not meeting this requirement are subject to removal from the council calendar pursuant to Rule 2.10.J (Agenda Process).

G. Absent an exception under Rule 2.9.B, each ordinance or resolution must be presented by the council sponsor or their designee in the appropriate committee as set forth under Rule 2.10 before it may move forward for inclusion on the council's legislative agenda. With written permission from the council president, this requirement may be met by conducting a presentation of the item in a council study session which has been noticed as a public meeting.

H. By motion of the council, any matter before the council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the council take independent action on, any pending or contemplated adjudicated matters.

Purpose of amendment: creates a process for Councilmember objections

RES 2026-0009 (CATHCART AMENDMENT NO 5)(02-04-26)(EXTRA FISCAL ANALYSIS)

In the attachment "Spokane City Council Rules of Procedure," strike Section 2.10 and insert the following:

2.10 Agenda Process

A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control. Absent expedited placement on the council calendar pursuant to Rule 2.9 (Introduction of Items), the expectation of council is that legislative items will follow the following schedule:

    1. Contract items will receive final council consideration fourteen (14) days after appearance in committee.

    2. Emergency ordinances, resolutions and special considerations will receive final council consideration twenty-one (21) days after appearance in committee.

    3. All other ordinances will have First Reading twenty-one (21) days after appearance in committee and Final Reading twenty-eight (28) days after appearance in committee.

    4. Following the above timeline, when final consideration for an item lands on a day when a regular legislative session is canceled, the item will be automatically scheduled for the next available regular legislative session.[1]

B. Except as otherwise provided in Rule 2.9 (Introduction of Items), no agenda item, other than weekly reports of the mayor of pending claims and payments, payroll claims, board/commission/committee appointments, initiative and referendum matters, and letters appearing under special considerations, may appear on a council legislative agenda without (i) first appearing on a standing committee agenda and (ii) meeting the requirements to emerge from the standing committee, as provided in paragraph F of Rule 6.2 (Committee Process). Mayoral nominations and appointments do not require council sponsors, and shall appear on the council agenda upon submission by the Mayor in the manner provided under the City Charter.

C. Agenda items submitted to a standing committee's agenda must be submitted to the standing committee associated with the division from which the agenda item

[1] When the council meeting day changes effective September 10, 2026, this timeline will be extended by one day.

originates, as illustrated in Attachment A. For purposes of this rule, special budget ordinances (SBO) are assigned either to the committee of the underlying department whose appropriation(s) are affected by the SBO, or the Finance & Administration Committee.

D. Agenda items may be submitted to a standing committee other than the committee ordinarily assigned with the permission of the chair of the appropriate standing committee and the permission of the chair of the committee to which the item is being submitted. Items uploaded by the Mayor's office shall be submitted to the committee to which the division most affected by the item is ordinarily assigned. The Council President shall have the power to resolve any dispute or uncertainty regarding application of this rule.

E. Proposed agenda items are added to a final committee agenda after securing confirmation from at least one council member that they will sponsor the item for committee.

F. To move out of a standing committee and onto a legislative agenda, resolutions and ordinances must secure two (2) council sponsors.

G. At any time before the draft agenda is approved as the final agenda, a council member may remove or add their sponsorship of an agenda item by notifying all council members and the city clerk by email. Change of sponsorship after approval of the draft agenda, or more than two days after any amendment of the legislative item, whichever is later, shall be by a motion approved by a majority of council members. If removal of the sponsorship deprives the legislation of requisite sponsors, and no additional council member(s) add their name as a sponsor, the matter is referred back to the committee of origin.

H. The timeline and process for formalizing standing committee meeting agendas is as follows:

1. No later than 5:00 p.m. on the Wednesday immediately preceding the desired committee meeting, suggested agenda items (for both consent and discussion items) shall be uploaded into OnBase.

    a. At that time, the agenda sheet template should be filled out completely and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.

    b. Supporting attachments, including ordinances, resolutions and contracts, are due at this time except with express permission by the committee chair.

2. By 9:00 a.m. on the Thursday immediately preceding the desired committee meeting, items submitted into OnBase must receive all

OnBase approvals and arrive in the committee queue. Items that do not receive all OnBase approvals by the above deadline may be added to the final committee agenda at the discretion of the committee chair or their designee.

3. Items originating from the council office, except for contract-related items, are not required to gain administration OnBase approvals to be added to a committee agenda.

4. If administration staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.

5. After the final committee agenda is created, council staff circulates the final committee agenda by no later than close of business on the Friday immediately preceding the committee meeting.

6. Any deviation from the timeline for submitting agenda items (submitting agenda items past the deadlines, for example) must be approved by the committee chair or their designee.

I. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Where indicated, a plain language summary shall be provided to accurately describe the item to make it easily understood by the public. The council president or their designee shall decide any disputes over wording unless verbiage is determined by a majority vote of the council. The council director or designee, the city clerk and city attorney's office staff may edit agenda items for technical, grammatical or typographical errors.

J. Regardless of adherence to the submission deadlines set forth in Rule 2.10 (Agenda Process), the committee chair may allow or exclude from a committee agenda any item not containing a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Any council member may object to appearance of a legislative item on a published draft agenda that lacks a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Such objection, when made, shall be recognized by the council president or presiding officer, who shall rule on the objection and whose ruling is subject to appeal. By majority vote of a committee, an agenda item may be referred to the Finance and Administration committee and/or be remanded to the Council Budget Director or designee for additional fiscal review as the committee determines is warranted prior to inclusion on a legislative agenda.

K. Each council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

RES 2026-0009 (CATHCART AMENDMENT NO 5)(02-04-26)(EXTRA FISCAL ANALYSIS)

Purpose of amendment: this language gives the Council the ability to be more nimble, when necessary, relative to the financial requirements of various pieces of legislation.

RES 2026-0009 (CATHCART AMENDMENT NO 6)(02-04-26)(COUNCIL VACANCIES)

In the attachment "Spokane City Council Rules of Procedure," strike Section 7.1 and insert the following:

Rule 7.1 COUNCIL POSITION VACANCY

A. Upon receipt of a written notice of a vacancy or an impending vacancy of a city council position other than that of council president, the council president or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the council president set with concurrence of the council.

B. Upon the close of the deadline, each council member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the council president a prioritized list of who they believe should be interviewed by the entire city council. Each Councilmember shall have the opportunity to advance at least one prospective candidate forward in the process.

C. The council president shall compile the council members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire city council. Additional candidates may be selected for interviews by a majority vote of the council. Once the slate of candidates to be interviewed by the entire council is announced, no council member may communicate with any candidate outside of the formal interview by the entire council.

D. The council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such public meetings.

E. After conducting interview of the individual candidates, the council, Pursuant to RCW 42.30.1101 H, may go into executive session to evaluate the qualifications of each candidate.

F. Following this evaluation comma the council may narrow the field of potential candidates to no fewer than two Candidates in an open public meeting.

G. The City Council shall then host at least one public meeting where members of the public will have the ability to pose the same question to each candidate remaining under consideration.

H. Upon completion of the public meeting(s), the council, pursuant to RCW

42.30.110(1)(h), may go into executive session again to further evaluate the qualifications of each candidate.

I. The council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.

J. Provisions regarding the selection of a candidate for a city council vacancy not set forth by these rules shall be determined by the city council by motion during an open public meeting.

K. If the council president position becomes vacant, the city council may elect to appoint one of the existing council members to fill the position of council president without following the selection procedure set forth above. If, upon a motion of the city council, the city council decides to consider someone other than an existing council member to fill the vacant position of council president, the city council shall follow the selection procedure set forth above.

Purpose of amendment: creates opportunity for public input and participation in vacancy process and extends timeline for Council discussions.

RES 2026-0009 (DIXIT AMENDMENT) (02-03-26) (Consent Agenda)

PURPOSE OF AMENDMENT: If adopted, this amendment will (1) revise rule 2.8 to add a new section to specify the formatting of the council agenda, (2) deletes a duplicative section in Rule.2.10, (3) revises rule 2.14. relating to order of business, and (4) strikes all remaining references in the rules to "consent agenda" and inserts in their place the phrase "Contracts Agenda."

1. In Rule 2.8, insert the following new section C:

C. Regular meeting agendas are prepared by the city clerk in the manner and format prescribed by the city council and consistent with council administrative policies and procedures and these council rules. The agenda for the council legislative session will reflect the order of business set forth in Rule 2.14.

2. In Rule 2.9, strike section C and re-letter remaining sections accordingly.

3. Strike Rule 2.14 and substitute the following in its place:

C. Legislative Session

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Pledge of Allegiance;
2. "Poetry at the Podium," words of inspiration, and special introductions;
3. Roll call to establish the presence of a quorum;
4. Reading of proclamations and salutations;
5. Reports from community organizations;
6. Announcement of adjustments to the agenda;
7. Council appointments and consideration of mayoral appointments;
    a. Testimony from members of the public concerning the appointments;
    b. Request(s) by an individual council member, if any, to consider any specific appointments separately;
    c. Action on the appointments;

8. Reports, Contracts and Claims (“Contracts Agenda”)

    a. Referrals from Public Safety and Community Health;

    b. Referrals from Public Infrastructure, Environment and Sustainability;

    c. Referrals from Urban Experience;

    d. Referrals from Finance and Administration;

    e. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately from the Contracts Agenda;

    f. Action on the Contracts Agenda;

9. Reading of each legislative item by the city clerk;

    a. Testimony from members of the public concerning the agenda item;

    b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and

    c. Vote.

10. Special Considerations, Public Hearings;

11. Open Forum; and

12. Adjournment.

4. In Rules 2.10, 2.15, 2.16, 2.19, 4.1 and 4.2, strike all references to “consent agenda” and insert in their place “Contracts Agenda.”

Strike Rules numbered 2.14, 2.15, 2.16, and 4.2 of Council Rules and substitute in place the following:

Rule 2.14 ORDER OF BUSINESS

A. Agenda Review.

The council will meet each week to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting is as follows.

1. Roll call;

2. Council or staff reports of matters of interest;

3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;

4. Discussion of and any adjustments to the final or draft agenda;

5. Requests by any individual councilmember to move a consent item to the City Council's legislative agenda for separate consideration, thereby allowing individual public testimony and requiring a recorded vote. Any such request may be overridden by a motion approved by five (5) affirmative votes

((~~5~~)) 6. Approval by motion of the draft agenda as final and the final agenda as amended.

B. Executive Session.

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

C. Legislative Session.

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;

2. Pledge of Allegiance;

3. “Poetry at the Podium,“ words of inspiration, and special introductions;

4. Roll call to establish the presence of a quorum;

5. Reading of proclamations and salutations;

6. Reports from community organizations;

7. Announcement of adjustments to the agenda;

8. Council appointments and consideration of mayoral appointments;
    a. Testimony from members of the public concerning the appointments;

    b. Request(s) by an individual council member, if any, to consider any specific appointments separately;

    c. Action on the appointments;

9. Consent Agenda;

    a. Testimony from members of the public concerning the consent agenda;

    b. Request(s) by an individual council member, if any, to consider any specific consent agenda items separately ((~~from the consent agenda;~~))

    c. Action on the consent agenda;

10. Reading of each legislative item by the city clerk;

    a. Testimony from members of the public concerning the agenda item;

    b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and

    c. Vote.

11. Special Considerations, Public Hearings;

12. Open Forum; and

13. Adjournment.

D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).

E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear, see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

A. Members of the public may address the council regarding the following items during the council's legislative session: board and commission appointments, the consent agenda as a whole, all first reading ordinances with no amendment pending will be taken together (((~~with the exception of first reading ordinances associated with hearings, which shall be taken separately~~))), first reading ordinances with an amendment pending, final readings of regular and special budget ordinances, emergency ordinances, hearing items, special considerations, review of mayoral vetoes, and other items before the city council requiring council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the final or draft agendas. First reading ordinances associated with hearings will be taken separately.

B. No member of the public may speak without first being recognized for that purpose by the chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.

C. Each person speaking in a public council meeting shall verbally identify themselves by name and, if appropriate, representative capacity.

D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.

E. Those who wish to provide commentary but do not wish to give verbal comments at the podium may provide written comments to the council via letter or electronic mail.

F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.

G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.

H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.

I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.

J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:

    1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
    2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
    3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.

K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules* shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.

L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to arrange translation or interpretation assistance.

M. City council legislative sessions are regularly video and audio recorded and available online (https://vimeo.com/spokanecitycouncil). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted.

N. RCW 42.17A.555 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term "facilities" includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

Rule 2.16 PUBLIC TESTIMONY/REGISTERING POSITION REGARDING LEGISLATIVE AGENDA ITEMS

A. Members of the public can sign up to give testimony beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.

Commencing no later than September 10, 2026, the testimony form shall include the following:

1. Name and jurisdiction
2. The agenda item being addressed (if consent or first reading, without amendment pending, multiple items may be selected)
3. Pro, con or neutral on the issue
4. For agenda items with amendment(s) pending, an option to speak to either/both the underlying measure and pending amendment
5. Whether the individual is testifying in person, remotely or not at all (just registering position).

B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be ((~~allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for hearings and legislative items under consideration. For the consent agenda, first reading of ordinances or special consideration testimony is limited to two (2) minutes per speaker.~~)) Restricted to the following time limits:

1. Two (2) minutes: Consent Agenda as a whole, Board/Commission appointments, first reading ordinances without amendment pending as a whole.
2. Three (3) minutes: first reading ordinances with amendment pending, special consideration items, final readings of regular ordinances, emergency ordinances, special budget ordinances, resolutions, and hearing items.

The chair, absent a majority vote of the council, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President.

C. No public testimony shall be taken on any motions made by Councilmembers from the dais, including oral amendments ((~~to consent or legislative agenda items,~~)) or solely procedural, parliamentary, or administrative matters of the council.

D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at *citycouncil@spokanecity.org.*

E. For public hearings required by state law, the chair may institute special rules for testimony.

F. Testimony at council committee meetings shall be governed by Rule 6.2.

G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to *testimony@spokanecity.org*. To be included in the final agenda packet, written testimony on an agenda item must met the following criteria:

    1. Be delivered to the council via email at testimony@spokanecity.org;
    2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. “Written Testimony on Resolution 2025-0001”);
    3. Include the name of the submitter;
    4. ~~Does not include~~ Only text that is included in the body of the email will be included on the record. Any attachments, including documents and its content, photographs, presentations, videos, or other media~~; and~~ will not be published on the record.
    5. Be received in the testimony@spokanecity.org inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

Rule 4.2 AMENDMENT AND SUBSTITUTION

A. Amendment" of legislation pertains only to legislation on the agenda and ((~~occurs at the time proposed legislation is under debate by the council, and may be~~)) may not be acted upon until after the public has had the opportunity to provide testimony on either/both the underlying measure and the proposed amendment. To be considered, the amendment shall be offered by motion by any councilmember. "Substitution" of legislation occurs prior to ((~~debate~~)) the item appearing on any draft or final Council agenda ((~~of proposed legislation~~)) and may only be made by sponsors of the ordinance or resolution.

B. Every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on the ((~~Wednesday~~)) Thursday immediately preceding the item appearing on the ((draft)) final agenda for first reading (ordinances and resolutions) and final consideration (all other items); provided, amendments making clerical or technical corrections may be articulated orally during debate. ((~~Any amendment submitted after the 5:00 p.m. Wednesday deadline, if adopted by council at the next agenda review session following the deadline, shall result in that legislative item being deferred to the next regular council legislative agenda. The purpose of this rule is to ensure, to the extent possible, publication of a final agenda without legislative items that are subject to pending amendments or substitutions.~~))

C. Amendments submitted prior to 5:00 pm on the Thursday immediately preceding the item appearing on the final agenda for first reading (ordinances and resolutions) and final consideration (all other items) will appear on the final agenda alongside the first reading ordinance or resolution and will not be acted upon until after public comment on the amendment has been taken.

D. At the subsequent agenda review meeting the council will then consider the adoption of the proposed amendments. Further amendments may be submitted prior to 5:00 p.m. on the Thursday immediately preceding the item appearing for second reading but will only move forward for public comment at second reading by consent of the majority.

E. At final reading, ordinances and resolution will appear on the legislative agenda under a council deliberation section on the agenda, which is strictly reserved for council deliberations and final action. Written testimony will be included in the record for these items up until the deadline established in Rule 2.16 G (Public Testimony Regarding Legislative Items).

((~~C~~)) F. Proposed amendments shall be included in the ((~~draft~~)) agenda packet for the benefit of public review and council consideration and shall be identified by the city clerk file number and the council member proposing them (e.g., "ORD CXXXXX (SMITH Amendment"). Every proposed amendment must include a brief "purpose statement" at the top of the first page explaining the reasons for the amendment and/or changes associated with the amendment. In addition, each amendment

must be circulated in “clean” and “redline” format, with the redline version showing changes from the version of the legislation as it currently appears in the agenda. The Clerk shall include only the “redline” version of the proposed amendment in the draft agenda, and, if the amendment is adopted, shall include the “clean” version in the final agenda.

((~~D~~)) G. A substitution of all or a portion of the wording of an ordinance or resolution which is to be listed on a draft council agenda may be submitted by the majority of sponsors of the ordinance or resolution without council approval, so long as the substitution is in writing and circulated by the proposing council member or their legislative assistant to all council members and the city clerk by no later than 5:00 p.m. on the Wednesday immediately preceding the meeting at which the ordinance or resolution is to appear on a draft agenda.

((~~E~~)) H. A portion or all of any consent, grant or contract agenda legislative item may be updated with current documents and materials without a motion for amendment or substitution with the approval of the Council Office Director or his designee if (1) the substitution is intended to make technical corrections in contract or grant materials and (2) the substitution does not result in a material increase in the amount or the term of the contract.

I. Proposed amendments to a resolution ratifying or modifying an emergency declaration may be considered and adopted by a simple majority vote if submitted in writing no later than three hours prior to Council consideration.

((~~F~~)) J. Amendments necessary to incorporate updated assessment rolls for business improvement districts may be considered and adopted by a simple majority vote if circulated no later than noon on the Friday prior to final council consideration, and, if adopted, will not be subject to automatic deferral.

((~~G~~)) K. Proposed amendments to the biennial budget or mid-biennial budget modification may be considered and adopted by a simple majority vote if circulated no later than noon on the Friday prior to final council consideration of the biennial budget or mid-biennial budget modification and, if adopted, will not be subject to automatic deferral.

((~~H~~)) L. Any motion to amend an ordinance or resolution shall require four (4) affirmative votes to pass. Any motion to suspend the requirements in this Rule 4.2 shall require five (5) affirmative votes to pass.

((~~I~~)) M. Amendments and substitute versions not timely filed with the city clerk before the meeting, whenever reasonably possible, shall be posted for public viewing on the city council Facebook page or other similar channels so that interested members of the public may review during council’s consideration of the matter.

((~~J~~)) N. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of

an emergency clause by amendment requires the ordinance to be deferred to allow public hearing.

PURPOSE OF AMENDMENT: This amendment, if adopted, would move the deadline for timely amendments to be Thursday at 5pm.

Strike reference of Wednesday at 5 p.m., **only** as it relates to submission of timely amendments, and replace it with: **Thursday at 5 p.m.**

PURPOSE OF AMENDMENT: This amendment, if adopted, would move Standing Committees to 11 a.m. on Tuesdays and Agenda Review Meetings to Tuesdays starting July 10, 2026.

Strike Rule 2.1 and Footnote #3 and replace them with the following:

Rule 2.1 PLACE AND TIME OF MEETINGS

A. As provided in SMC 02.01.010, the regular legislative meeting of the city council is at 6:00 p.m. every Monday in the council chambers. If a Monday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

Commencing September 10, 2026, the regular meeting of the city council is at 6:00 p.m. every Wednesday in the council chambers. If a Wednesday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

B. As provided in SMC 02.01.010, in addition to the regular legislative meeting, the City Council shall hold a session titled "agenda review," to consider amendments, deferrals and other changes to published council agendas. Agenda review shall begin at three-thirty (3:30) p.m. each Monday. The agenda review session may also be used to receive staff reports on matters of interest, committee reports, background information from staff regarding matters appearing on the published council agendas. At this time, any council member may make a motion to defer, refer, or withdraw an item on an agenda. Any deferral of an item on the final agenda for the purpose of accommodating future amendments requires at least a two-week deferral. Once the agendas have been reviewed, the city council shall approve the agendas, with any modifications, by motion.

Commencing July 10, 2026, Agenda Review shall begin at 11:00 a.m. each Tuesday. If a Tuesday is a city holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

C. If two or more consecutive regular legislative meetings are canceled, the council president has the discretion to cancel the preceding or following agenda review sessions due to lack of business. Agenda review may be cancelled at the discretion of the Council President to accommodate City holidays.

D. At the conclusion of any committee meeting, agenda review session or legislative meeting, or at other time properly announced, the council president or presiding officer may convene an executive session consistent with the Open Public Meetings Act ("OPMA"). Before so doing, the council president or presiding officer shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. Any council member may then object to convening of an executive session, which decision to convene executive session will be resolved by a majority vote of council members present. The council president determines which person(s) shall attend each executive session, absent an adopted motion by the council to override the council president's determination. However, all council members and city attorneys shall be permitted to attend.

E. The 6:00 p.m. council session is the legislative session, during which the council may take public testimony, discuss, and take action on agenda items, and hold the open forum as provided in Rule 2.2 (Open Forum). The council president may combine specific agenda items for purpose of public comment and voting, absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).

F. The council members from each district shall have the opportunity to schedule at least one community engagement meeting in their district and, so long as all council members are invited to such meeting, to use council resources and staff to schedule and conduct such meetings.

Footnote #3:

Commencing July 10, 2026, all committee meetings will be held on Tuesdays at 1:00 p.m. and this section 6.2.C shall be deemed revised accordingly.

Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026		
Clerk's File #	RES 2026-0010		
Cross Ref #			
Project #			
Submitting Dept	TRANSPORTATION &	**Bid #**	
Contact Name/Phone	JON 6889	**Requisition #**	
Contact E-Mail	JSNYDER@SPOKANECITY.ORG		
Agenda Item Type	Resolutions		
Council Sponsor(s)	BWILKERSON SDIXIT		
Sponsoring at Administrators Request	YES		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	AUTHORIZING THE CITY TO EXECUTE ANY NECESSARY AGREEMENTS TO		

Agenda Wording

A resolution authorizing the City to execute any necessary agreements to formalize the City's participation in the Community Participatory Budgeting program administered through the Washington Department of Commerce.

Summary (Background)

This resolution authorizes the City to execute any necessary agreements to formalize the City's participation in the Community Participatory Budgeting program administered through the Washington Department of Commerce.

What impacts would the proposal have on historically excluded communities?

Participatory Budgeting is a democratic process in which community members decide where to spend part of a public budget. Through participatory budgeting, communities have the flexibility to design how ideas will be generated and feasible proposals are developed. As part of this process, the City will conduct extensive outreach using a variety of methods to reach different segments of the community including youth, the elderly, communities of color, and other communities impacted by environmental harms.

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?

See above.

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

The City will provide quarterly progress reports and a final report that includes successes, barriers encountered, and lessons learned. Commerce will be submitting a report to the legislature that will include what you share.

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?

Sustainability Action Plan - Environmental Justice

Council Subcommittee Review

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

Narrative

Conduct participatory budgeting = $650,000 (March 2026 - June 30, 2026) ' For selected projects = $1,600,500 (Once projects are selected). There are no match requirements.

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	

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

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

Distribution List	
	jsnyder@spokanecity.org
jhaynes@spokanecity.org	nzollinger@spokanecity.org

RESOLUTION 2026 – 0010

A resolution authorizing the City to execute any necessary agreements to formalize the City's participation in the Community Participatory Budgeting program administered through the Washington Department of Commerce.

WHEREAS, Participatory Budgeting is a democratic process in which community members decide where to spend part of a public budget; and

WHEREAS, Participatory Budgeting was championed by the Environmental Justice Council and the legislature approved a budget proviso to fund participatory budgeting for projects that promote decarbonization and/or resiliency; and

WHEREAS, eligible decarbonization projects aim to reduce greenhouse gas emissions in areas such as buildings, transportation, and industry. Examples include switching to renewable energy, electrification, improving energy efficiency, and developing clean hydrogen or other alternative fuels; and

WHEREAS, eligible resiliency projects aim to strengthen the ability of communities to withstand and recover from challenges. These projects may focus on climate adaptation, community support systems, and building individual and emotional resilience; and

WHEREAS, the budget proviso called for the Department of Health to identify at least five geographically diverse communities in which to conduct a participatory budgeting process; and

WHEREAS, portions of the city of Spokane were identified as a community to conduct a participatory budget process; and

WHEREAS, the City of Spokane, as an eligible community, intends to join the Community Participatory Budgeting program.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Spokane that it hereby authorizes the City to execute any necessary agreements to formalize the City's participation in the Community Participatory Budgeting program administered through the Washington Department of Commerce.

ADOPTED BY THE CITY COUNCIL ON _____, 2026.

City Clerk

Approved as to form:

Assistant City Attorney

Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026
Clerk's File #	RES 2026-0011
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	TRANSPORTATION &
Contact Name/Phone	JON SNYDER 6779
Contact E-Mail	JSNYDER@SPOKANECITY.ORG
Agenda Item Type	Resolutions
Council Sponsor(s)	KKLITZKE BWILKERSON
Sponsoring at Administrators Request	YES
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	LIMITED EXCEPTION TO THE COMPLETE STREETS ORDINANCE FOR THE

Agenda Wording

A resolution to approve a limited exception to the Complete Streets ordinance for the Rowan Maple/Ash stoplights projects based on the availability of parallel routes.

Summary (Background)

This resolution approves a limited exception to the Complete Streets ordinance for the Rowan Maple/Ash stoplights projects based on the availability of parallel routes as recommended by the Transportation Commission.

What impacts would the proposal have on historically excluded communities?

The purpose of the Complete Streets Program is the integration of transportation and land use planning in order to ensure all users are accommodated in the construction of all City transportation improvement projects as outlined in the Comprehensive Plan and detailed in the adopted Bicycle Master Plan, Bicycle Priority Network, Pedestrian Master Plan, and the American with Disabilities Act (ADA) Transition Plan. Implementation of complete streets planning will create a balanced transportation system that provides safe, accessible, and efficient routes among priority destinations for walking, bicycling, and public transport, that

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?

Performance measures monitoring the progress of Complete Streets implementation will be included with the Transportation Commission's annual report to the City Council. Performance measures established through the Complete Streets program utilize existing reporting done for concurrency certification and state and federal grant programs. Performance measures include, but are not limited to annual fatalities and serious injuries of all modes of travel, measurements of vehicle miles travelled in the city of Spokane, transit boardings in the city of Spokane, annual micromobility trips with a provider under contract with the City of

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

See 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?

Complete Streets Program - SMC 17H.020

Council Subcommittee Review

This exception was reviewed and recommended by the City's Transportation Commission.

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	GBYRD		
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	GBYRD		

Distribution List	
	jsnyder@spokanecity.org
nzollinger@spokanecity.org	

RESOLUTION 2026 – 0011

A resolution to approve a limited exception to the Complete Streets ordinance for the Rowan Maple/Ash stoplights projects based on the availability of parallel routes.

WHEREAS, the Council approved a new process that narrowed the exceptions to the Complete Streets ordinance in 2025, and;

WHEREAS, the Rowan Maple/Ash stoplight project is designed to increase safety crossing the Maple/Ash couplet by narrowing the roadway, adding a new stoplight cycle, creating better connections for the Rowan bike lane, and improving ADA curb ramps, and;

WHEREAS, the Bicycle Master Plan calls for north/south bike lanes at the Rowan intersections on the Maple/Ash couplet but such facilities would have much higher level of traffic stress and likely get less use that parallel routes on Belt/Elm/Cannon to the west and Cedar to the east, and;

WHEREAS, the Transportation Commission unanimously voted to recommend that the City Council approve a limited Complete Streets ordinance exception based on the availability of nearby parallel routes on Belt/Elm/Cannon and Cedar that would provide alternate north/south bicycle facilities, such that the Rowan intersection would not need to be redesigned in a way that could introduce conflicts between people biking and walking.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves a limited exception to the Complete Streets ordinance for the Rowan Maple/Ash stoplights projects based on the availability of parallel routes.

ADOPTED BY THE CITY COUNCIL ON _____, 2026.

_____
City Clerk

Approved as to form:

_____
Assistant City Attorney

Agenda Sheet for City Council: **Committee:** Urban Experience **Date:** 02/10/2025 **Committee Agenda type:** Discussion		**Date Rec'd**	1/31/2025
		Clerk's File #	ORD C36642
		Cross Ref #	RES 2025-0013
Council Meeting Date: 04/14/2025		**Project #**	
Submitting Dept	DEVELOPMENT SERVICES CENTER	**Bid #**	
Contact Name/Phone	ELDON BROWN 6305	**Requisition #**	
Contact E-Mail	EBROWN@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	JBINGLE LNAVARRETE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** YES	
Agenda Item Name	4700 – RIGHT-OF-WAY VACATION ORDINANCE (ALLEY BTWN MISSION &		

Agenda Wording

Vacation of the west 150 feet of the alley between Mission & Sinto, from Ruby to Pearl.

Summary (Background)

Adjacent property owners have applied to vacate a portion of an existing alleyway in order to accommodate a Chick-Fil-A Restaurant. City staff has collected comments from franchised private utility companies and City departments. If City Council decides to vacate this alley, Engineering recommends that the alley be vacated subject to the conditions that are listed at the bottom of the Staff Report.

FIRST READING OF THE ABOVE
ORDINANCE HELD ON
4/14/2025
AND FURTHER ACTION WAS DEFERRED
CITY CLERK

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?	N/A
Total Cost	**$**
Current Year Cost	**$**
Subsequent Year(s) Cost	**$**

Narrative

Amount		**Budget Account**
Revenue	**$** 44,240.00	**#** 3200-49199-
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**
Select	**$**	**#**

Funding Source	N/A
Funding Source Type	Select

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

Expense Occurrence	One-Time

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

one time revenue generation of $44,240.00

Approvals		**Additional Approvals**	
Dept Head	PALMQUIST, TAMI		
Division Director	MACDONALD, STEVEN		
Accounting Manager	BAIRD, CHRISTI		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List	
	ebrown@spokanecity.org
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edjohnson@spokanecity.org	akiehn@spokanecity.org
smacdonald@spokanecity.org	

TRANSMITTAL OF FIRST READING ORDINANCE

DATE: April 23, 2025

RECEIVED
JAN 2 6 2026
CITY CLERK'S OFFICE

Clerk's File No.
ORD C36642

TO: Eldon Brown
Engineering Services

FROM: Terri Pfister, City Clerk

RE: Vacation of a portion of the alley between Mission Avenue and Sinto Avenue and east of Ruby Street.

Attached is a copy of Ordinance C36642 for the vacation of:

a portion of the alley between Mission Avenue and Sinto Avenue and east of Ruby Street.

This ordinance was read for the first time on April 14, 2025, and will be read for the final time when the necessary conditions have been met and this transmittal, signed and dated by the Engineering Services Director, is returned to the City Clerk's Office.

Lisa Hofstetter
City Clerk

4/23/2025
Date

Precedent conditions have been met and Ordinance C36642 is hereby returned for Final Reading.

Eldon Brown
Principal Engineer – Developer Services

Dated: 1/26/2026

City of Spokane
Development Services Center
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6300

ORDINANCE NO. C36642

An ordinance vacating a portion of the alley between Mission Avenue and Sinto Avenue and east of Ruby Street and more particularly described below,

WHEREAS, a petition for the vacation a portion of the alley between Mission Avenue and Sinto Avenue and east of Ruby Street has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

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

The City of Spokane does ordain:

Section 1. That portion of the alley in Block 2 of the Plat of Sinto Addition directly adjacent to Lots 1-3 and 10-12 of Block 2 of said Sinto Addition Plat and located within the Northwest Quarter of Section 17, Township 25 North, Range 43 East, Willamette Meridian, is hereby vacated. Parcel number not assigned.

Section 2. An easement is reserved and retained over and through the entire vacated area for the utility services of Avista Utilities, Lumen, Zayo, and the City of Spokane to protect existing and future utilities.

Passed the City Council _____

_____
Council President

Attest: _____
City Clerk

Approved as to Form:

_____
Assistant City Attorney

_____ Date: _____
Mayor

Effective Date:_____

CITY OF SPOKANE
DEVELOPMENT SERVICES
808 West Spokane Falls Blvd, Spokane WA 99201-3343
(509) 625-6300 FAX (509) 625-6822

STREET VACATION REPORT
January 17, 2025

LOCATION: The west 150 feet of the alley between Mission & Sinto, from Ruby to Pearl.

PROPONENT: Chick-Fil-A

PURPOSE: To accommodate a new restaurant built across the site.

HEARING: March 24, 2025

REPORTS:

PRIVATE UTILITY COMPANIES

AVISTA UTILITIES – Avista has existing utilities through the entire alley between Ruby and Pearl. Please reserve a utility easement therein.

COMCAST - No comments

EXTENET – Per your request, attached pleast find a map of our assets in your designated design area. Note that we have no assets in the area.

Extenet - Mission_Sinto



FATBEAM FIBER – No comments

INLAND POWER – No comments

INTERMOUNTAIN INFRASTRUCTURE GROUP – No comments

LIGHT SPEED NETWORKS – No comments

LUMEN – Lumen has both buried and aerial facilities within the south side of the vacate zone running east west. We would need to retain some sort of easement for those facilities.

PORT OF WHITMAN – No comments

TDS TELECOM - No comments

VERIZON/MCI Metro - No comments

YELLOWSTONE PIEPLINE – Based on the location of the project, there is no impact to the YPL ROW or pipeline and we do not have any questions or comments.

WHOLESAIL NETWORKS – No comments

ZAYO COMMUNICATIONS – Zayo has facilities that proceed through the area from Ruby proceeding east in the alley on the existing utility poles. We would need to maintain an easement within the requested ROW Vacation area. As we know, we could move and or place our facilities underground with incurred costs. Zayo would expect those cost to be covered for that relocation.

CITY DEPARTMENTS & E911

ADDRESSING - No comments

BICYCLE ADVISORY BOARD – No comments

DEVELOPER SERVICES – CURRENT PLANNING – No comments

DEVELOPER SERVICES - TRAFFIC – No comments

FIRE DEPARTMENT - No comments

INTEGRATED CAPITAL MANAGEMENT – ICM doesn't have any comments o0ther than there is existing sewer in the alley. Sewer will definitely need to comment about easements or abandonment.

INTEGRATED CAPITAL MANAGEMENT 2 – No concerns

NEIGHBORHOOD SERVICES – No comments

PARKS DEPARTMENT - No comments

PLANNING & ECONOMIC DEVELOPMENT – No comments

POLICE DEPARTMENT - No comments

SOLID WASTE MANAGEMENT – Solid Waste Collection has no concerns with this vacation.

SPOKANE REGIONAL EMERGENCY COMMUNICATIONS – No comments

STREET DEPARTMENT - Does 118 E. Mission require alley access for refuse collection?
Install curb. Refer to project B2400230 as driveways should be removed along Ruby, and curb replaced as well. Replace asphalt per pavement policy.
Remove alley returns at Ruby and install curb and gutter along Ruby across the vacated alley.

WASTEWATER MANAGEMENT - I have attached a diagram showing our assets in GIS with the site map overlayed.

Due to the material type and age of the existing 8" sewer main under this proposed alley vacation, as well as the new proposed improvements (asphalt, concrete and landscaping) that will make any needed future repair more difficult, costly and disruptive to the proposed business, this pipe should be either replaced with standard PVC or lined with structural CIPP from the manhole in Ruby (4252208CD) to the next manhole east (4252308CD). Replacement of the main should include reinstatement of the side sewer pipe for the property at 118 E Mission located approximately 40' from the upstream manhole. Provided all other structures are removed as indicated in the site plan, no other side sewer taps need to be reinstated. Wastewater Management inspectors will need to have access to the main and side sewer for inspection and approval prior to any other construction.

The city should retain a 30' no-build easement centered on the pipe.

As usual, all on-site runoff must be maintained and treated on site.

Provided these conditions are met, Wastewater Management has no objection to the vacation.



WATER DEPARTMENT - No comments

RECOMMENDATION: If the petition is approved by City Council then the following conditions should apply:

1. An easement as requested by Lumen/Century Link, Zayo, Avista, and the City of Spokane shall be retained to protect existing and future utilities.

   An additional 7' of easement on either side of the vacation area (for an overall total of 30') must be dedicated to the City of Spokane for future maintenance of the sewer main.

2. The existing sewer main in this alley must be replaced with PVC or lined with structural CIPP from the manhole in Ruby to the next manhole to the east. Any stubs will need to be re-opened after the re-liner if this is the chosen option.

3. Plans for termination and closure of the existing right-of-way must be accepted by the City of Spokane Developer Services Department and must either be completed or bonded for prior to final reading of the ordinance.

   This closure work must include the removal of the curb returns on the west side of the alley and full height curb and sidewalk must be placed across the entrance to the right-of-way. If access

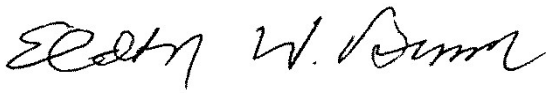
is still desired/approved, a driveway approach must be installed in lieu of full height sidewalk.

4. A public turn-around must be established for westbound traffic from Pearl St. Traffic must have a way to turn-around within the public RW and head back east. Additional RW will need to be dedicated in order to accommodate this turn-around.

5. The proponent shall pay to the City of Spokane the assessed valuation for the vacated land as defined by the latest information from the County Assessor's Office. This is calculated to be $44,240.00 and is to be deposited to Budget Account #3200 49199 99999 39510.

6. That the final reading of the vacation be held in abeyance until all of the above conditions are met and that the above conditions are met by December 1, 2026.

Eldon Brown, P.E.
Principal Engineer – Developer Services



Proposed Chick-fil-A In-Line Restaurant

104 E. Mission Ave., Spokane WA.

Street Vacation Narrative

January 2024

The proposed right-of-way street vacation at 104 E. Mission Ave., Spokane, WA, is envisioned as a strategic move to enhance the accessibility and functionality of the Chick-fil-A restaurant. The vacation aims to optimize the use of the 1.52-acre site, consisting of 8 commercially zoned parcels, by allowing for a well-designed layout that accommodates a 5,028-sf building with a dual-lane drive-thru. The vacated area will be integrated into the restaurant's footprint, providing additional space for an efficient drive-thru operation capable of stacking 26 cars. This thoughtful utilization of space aligns with the community's needs and contributes to the public's benefit by minimizing traffic congestion, improving circulation, and fostering a positive economic impact. Moreover, the site proposes a new ingress and egress from the two adjacent streets (East Sinto Ave and East Mission Ave) for improved vehicle flow, further optimizing the overall traffic management and accessibility in the area. The proposed Chick-fil-A restaurant, with its 74 interior seats and 32 outdoor seats, coupled with extended hours of operation from 6:00 am to 11:30 pm Monday through Saturday, is poised to become a valuable asset to the City of Spokane, creating a welcoming space for the community to gather and enjoy quality dining experiences.



CITY OF SPOKANE

Right-of-way Description:
That portion of the alley in Block 2, Sinto Addition that lies directly adjacent to Lots 1-3 and 10-12

Legend

Proposed Vacation

THIS IS NOT A LEGAL DOCUMENT: The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.

Geographic Information System

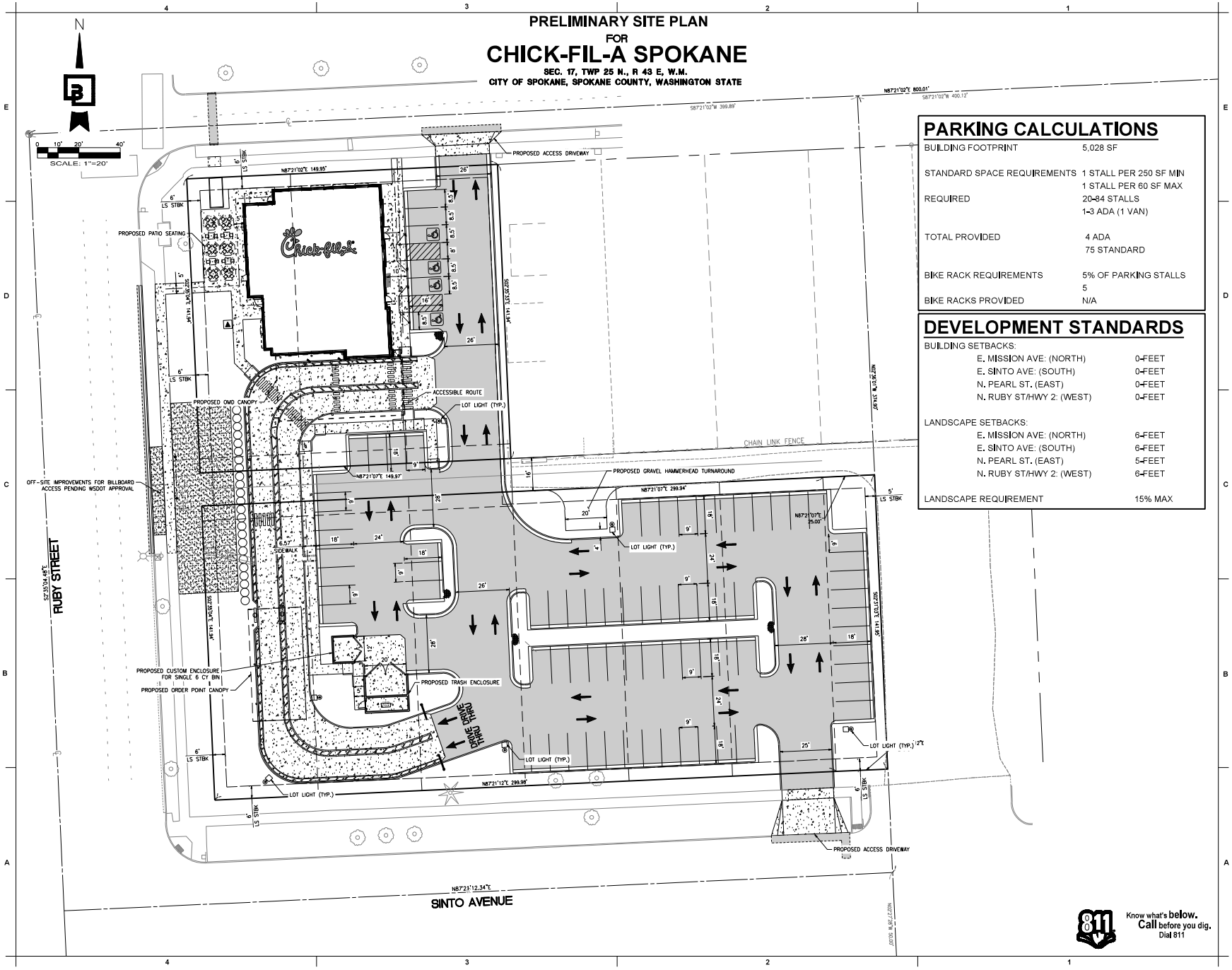
Printed by: edjohnson Print date: 1/18/2024

Street Vacation, see our responses in RED below:

- Is the ROW no longer required for public use or access
  - The portion of the alley bound on both sides by the proposed Chick-fil-A (Lots 1, 2, 3, 10, 11, 12) will no longer require public access as it will be a part of the proposed Chick-fil-A.
- How will the use of the ROW change after it becomes private property?
  - The ROW will be covered by landscape and paving. The paved areas would be used for the drive-thru and parking lot.
- Will the vacation result in any parcel of land being denied sole access to a public ROW?
  - The above mentioned lots will be consolidated to a single project, and proposes access to both Sinto and Mission. Lots 3, 4 and 5 will still have access to them from Mission as well as the alley remaining South of them to Pearl St.
- Are there any utilities in the ROW and if so, do you plan to relocate them? (If the utilities are not relocated, the city will retain no-build easements in the final vacation ordinance for the purveyors
  - There is an existing 8" sanitary sewer main crossing the alley. The project does not intend to relocate the line and understands it will be encompassed in a new no-build easement. The currently proposed site plan does not have any structures shown within the current alley extents.

Chase Heath, EIT| Design Engineer
Office: 425-251-6222 | Ext: 7358
Barghausen Consulting Engineers, Inc.
18215 72nd Avenue South, Kent, WA 98032
www.barghausen.com

PRELIMINARY SITE PLAN
FOR
CHICK-FIL-A SPOKANE
SEC. 17, TWP 25 N., R 43 E, W.M.
CITY OF SPOKANE, SPOKANE COUNTY, WASHINGTON STATE



PARKING CALCULATIONS

BUILDING FOOTPRINT	5,028 SF
STANDARD SPACE REQUIREMENTS	1 STALL PER 250 SF MIN 1 STALL PER 60 SF MAX
REQUIRED	20-84 STALLS 1-3 ADA (1 VAN)
TOTAL PROVIDED	4 ADA 75 STANDARD
BIKE RACK REQUIREMENTS	5% OF PARKING STALLS 5
BIKE RACKS PROVIDED	N/A

DEVELOPMENT STANDARDS

BUILDING SETBACKS:	
E. MISSION AVE: (NORTH)	0-FEET
E. SINTO AVE: (SOUTH)	0-FEET
N. PEARL ST. (EAST)	0-FEET
N. RUBY ST/HWY 2: (WEST)	0-FEET
LANDSCAPE SETBACKS:	
E. MISSION AVE: (NORTH)	6-FEET
E. SINTO AVE: (SOUTH)	6-FEET
N. PEARL ST. (EAST)	5-FEET
N. RUBY ST/HWY 2: (WEST)	6-FEET
LANDSCAPE REQUIREMENT	15% MAX

811 Know what's below. Call before you dig. Dial 811

Chick-fil-A
5200 Buffington Road
Atlanta, Georgia 30349-2998

Berghausen Consulting Engineers, Inc.
18215 72nd Avenue South
Kent, WA 98032
425.251.6222
berghausen.com

CHICK-FIL-A
SPOKANE, WA
EAST SINTO AVENUE
SPOKANE, WA 99202

FSR# 05536

BUILDING TYPE / SIZE: P145E LRG / 5,028 SF
RELEASE: PCR

REVISION SCHEDULE

NO.	DATE	DESCRIPTION

CONSULTANT PROJECT #	22784
PRINTED FOR	PRELIMINARY
DATE	2/10/25
DRAWN BY	WHO

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SHEET
PRELIMINARY SITE PLAN

SHEET NUMBER
1

P:\22000s\22784\preliminary\Entitlements & PCR\22784- PCR-A.dwg 2/12/2025 9:51 AM WOLDARY

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 08/25/2025

Committee Agenda type: Discussion

Council Meeting Date: 10/06/2025

Date Rec'd	6/10/2025		
Clerk's File #	ORD C36738		
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	First Reading Ordinance		
Council Sponsor(s)	BWILKERSON ZZAPPONE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	ORDINANCE AMENDING COUNCIL MEETING DAY		

Agenda Wording

An ordinance changing the day of regular meetings of the Spokane City Council and amending section 02.01.010 of the Spokane Municipal Code, and setting an effective date.

Summary (Background)

Pursuant to Section 10 of the City Charter, the City Council designates the time and place of its regular weekly meetings by ordinance. Regular council meetings have been held on Mondays of each week since at least 1960. On December 9, 2024, the City Council adopted Resolution 2024-0119 which, in addition to adopting council rules for the year 2025, also stated the council's intent to consider changing the regular meeting date starting in year 2026 and recognizing such a change should not occur without ample opportunity for public input. The ordinance currently leaves the meeting day blank and allows for council discussion and amendment prior to adoption of the ordinance.

What impacts would the proposal have on historically excluded communities?

None identified, although it is believed that moving the regular council meeting day will be in the best interests of city employees, council members and their staff, and the citizens of Spokane, including 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?

See response above. The council expects that, if approved, the ordinance will generate considerable community conversation after its adoption and during its implementation in year 2026. That community input will inform council decision whether to continue with a new regular meeting day.

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

See response 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?

Section 10 of the City Charter provides that the city council establishes its regular meeting days.

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			
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor			

Distribution List

ORDINANCE NO. C36738

An ordinance changing the day of regular meetings of the Spokane City Council and amending section 02.01.010 of the Spokane Municipal Code, and setting an effective date of June 1, 2026.

WHEREAS, pursuant to Section 9.B of the City Charter, the City Council is authorized to adopt its own rules of procedures; and

WHEREAS, pursuant to Section 10 of the City Charter, the City Council designates the time and place of its regular weekly meetings by ordinance; and

WHEREAS, regular council meetings have been held on Mondays of each week since at least 1960; and

WHEREAS, in Resolution 2024-0119, adopted on December 9, 2024, the City Council recognized there was merit in moving regular council meetings from Monday night, but also expressed its view that such a significant change should not occur without ample opportunity for public input; and

WHEREAS, in Resolution 2024-0119 the City Council further stated that implementing any change in council meeting days should be scheduled for 2026, after sufficient planning to ensure the transition from Monday nights is smooth and accompanied by corresponding changes to the Spokane Municipal Code; and

WHEREAS, the City Council has reviewed the relative merits of moving council meeting days, and finds that moving the regular legislative session to Wednesday evenings is in the best interests of city employees, council members and their staff, and the citizens of Spokane; and

WHEREAS, the City Council finds that moving committee meetings and agenda review sessions to Tuesdays, combined with the change of day for the legislative session to Wednesday evenings, will allow more time for council action at agenda review session to be reflected in council agendas;

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

Section 1. Section 02.01.010 of the Spokane Municipal Code is amended as follows:

Section 02.01.010 Time & Place

A. Regular legislative meetings of the City Council shall be held at ((~~three-thirty~~)) six p.m. on ((~~Monday~~)) Wednesday each week in the City Council Chambers located in the lower level of City Hall at 808 West Spokane Falls Boulevard. When a ((~~Monday~~)) Wednesday is a legal holiday according to City ordinance, then the meeting may be held on the next succeeding day which is not a City holiday, or may be cancelled at the discretion of the Council President.

B. ((~~The regular legislative meeting shall consist of an agenda review followed by an executive session, if necessary, followed by a recess until six p.m., followed by a legislative and hearings session~~)). In addition to the regular legislative meeting, the City Council shall hold a session titled "agenda review," to consider amendments, deferrals and other changes to published council agendas for the following weeks. Agenda review shall begin at eleven (11:00) a.m. each Tuesday or may be cancelled or rescheduled at the discretion of the Council President to accommodate City holidays.

C. The City Council may hold a study session(s) intended to provide the Council with background information and briefing from the Mayor or the Mayor's designee and selected other persons regarding forthcoming agenda matters or other items as necessary, when proper notice of the meetings has been given.

D. An executive session may be called at any time during a regular or special meeting, committee meeting, or agenda review session of the City Council as provided in RCW 42.30.110.

E. The City Council may conduct a regular City Council meeting as a "town hall" meeting, which shall be cablecast on Channel 5 or online through the City of Spokane website and may be held outside of the regular meeting location at City Hall. Legislative business may be minimized or suspended during town hall meetings.

Section 2. 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.

Section 3. Effective Date. This ordinance shall go into effect on June 1, 2026 or the effective date set by Section 19 of the City Charter, whichever is later.

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: Urban Experience **Date:** 01/15/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/09/2026

Date Rec'd	12/11/2025		
Clerk's File #	ORD C36832		
Cross Ref #			
Project #			
Submitting Dept	DEVELOPMENT SERVICES CENTER	**Bid #**	
Contact Name/Phone	ELDON BROWN 625-6305	**Requisition #**	
Contact E-Mail	EBROWN@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	PDILLON BWILKERSON		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** YES	
Agenda Item Name	AMENDING ORDINANCE C-16154 TO RELEASE EASEMENTS		

Agenda Wording

First reading of new ordinance amending Ordinance C-16154

Summary (Background)

The owner of the property located at 321 N Helena is planning on building an addition to the existing structure located on that property. They will be attending a Pre-Development Conference at the City of Spokane and during the review, leading up to that meeting, City Staff noticed that the existing building, to be expanded, is currently built over some easements that were reserved within vacation Ordinances C-221136 and C-16154. The easements are no longer needed and City Staff wishes to release them by passing amending ordinances.

What impacts would the proposal have on historically excluded communities?

NA

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?

NA

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

NA

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

Funding Source Type Select

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

NA

Expense Occurrence

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

NA

Approvals		**Additional Approvals**	
Dept Head	MACDONALD, STEVEN		
Division Director	MACDONALD, STEVEN		
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	KAPAUN, MEGAN		
For the Mayor	PICCOLO, MIKE		

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akiehn@spokanecity.org	erivera@spokanecity.org

City of Spokane
Development Services Center
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6300

ORDINANCE NO. C36832

An ordinance amending Ordinance C-16154 that vacated a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane.

The City of Spokane does ordain:

Section 1. That the portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, Spokane, Washington, lying between the extended south boundary lines of Lots 1 and 8, said Block 17, and the northern boundary line of the Greet Northern Railway Company right of way, be, and the same is hereby vacated: ~~**Provided, however, that the city retains an easement or the right to exercise and grant easements in respect to the vacated land for electrical transmission lines and facilities and a telephone plant as the same now exist.**~~

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

Passed the City Council _____

_____
Council President

Attest: _____
City Clerk

Approved as to Form:

_____
Assistant City Attorney

_____ Date: _____
Mayor

Effective Date:_____

ORDINANCE NO. C16154 (By McKenna)

An ordinance vacating a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane.

The City of Spokane does ordain:

Section 1. That that portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, Spokane, Washington, lying between the extended south boundary lines of Lots 1 and 8, said Block 17, and the northern boundary line of the Great Northern Railway Company right of way, be, and the same is hereby vacated: Provided, however, that the city retains an easement or the right to exercise and grant easements in respect to the vacated land for electrical transmission lines and facilities and a telephone plant as the same now exist.

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

Passed the City Council September 14, 1959.

F. G. SUTHERLIN, Mayor.

Attest: A. A. BROWN, City Clerk.

Easement Map



CITY OF SPOKANE

Legend

- Existing Easement Reserved in Ord C-22138 to be released
- Easements reserved in Ord C-16154 to be released

THIS IS NOT A LEGAL DOCUMENT:
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.

Printed by: edjohnson Print date: 12/10/2025

Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 01/15/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/09/2026

Date Rec'd	12/11/2025		
Clerk's File #	ORD C36833		
Cross Ref #			
Project #			
Submitting Dept	DEVELOPMENT SERVICES CENTER	**Bid #**	
Contact Name/Phone	ELDON BROWN 625-6305	**Requisition #**	
Contact E-Mail	EBROWN@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?** YES	
Agenda Item Name	AMENDING ORDINANCE C-22136 TO RELEASE EASEMENTS		

Agenda Wording

First reading of new ordinance amending Ordinance C-22136

Summary (Background)

The owner of the property located at 321 N Helena is planning on building an addition to the existing structure located on that property. They will be attending a Pre-Development Conference at the City of Spokane and during the review, leading up to that meeting, City Staff noticed that the existing building, to be expanded, is currently built over some easements that were reserved within vacation Ordinances C-221136 and C-16154. The easements are no longer needed and City Staff wishes to release them by passing amending ordinances

What impacts would the proposal have on historically excluded communities?

NA

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?

NA

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

NA

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	MACDONALD, STEVEN		
Division Director	MACDONALD, STEVEN		
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	KAPAUN, MEGAN		
For the Mayor	PICCOLO, MIKE		

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erivera@spokanecity.org	

City of Spokane
Development Services Center
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6300

ORDINANCE NO. C36833

An ordinance amending ordinance C-22138 that vacated designated portions of a certain street and alleys in the City and County of Spokane, Washington, ~~and declaring an emergency.~~

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

NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That the following street and alleys:

1. Hogan Street from the south line of Front Avenue to a line drawn from the southeast corner of Lot 7 in Block 12 to the southwest corner of Lot 5 in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.M.;

2. All the unvacated portions of the Alley in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.N.; and

3. The south 80 feet of the Alley between ivory Street and Denver Street lying north of Front Avenue (being the remaining open portion of the Alley in Block 20 of Dennis and Bradley's Addition);

~~in the City and County of Spokane, Washington, be, and the same are hereby vacated, subject to the reservation of easement for the construction, repair and maintenance of public and private utilities and services.~~

~~Section 2. An urgency and emergency for the passage of this ordinance is herby declared to, and does, exist, and the same shall take effect and be in force from and after its passage.~~

Passed the City Council _____

_____
Council President

Attest: _____
City Clerk

Approved as to Form:

_____
Assistant City Attorney

_____ Date: _____
Mayor

Effective Date:_____

THE CITY OF SPOKANE DOES ORDAIN:

Section 1. That the grade of Sierra Way from a point 94.8 feet westerly from the west curb line of Maple Street to the west curb line of Panorama Drive is hereby established at the following elevations above the datum plane:

	SOUTH	NORTH
Beginning at a point 94.8 feet westerly from the west curb line of Maple Street	2374.00	2374.00
thence easterly to the west curb line of Maple Street	2375.40	2375.40
thence easterly to the east curb line of Maple Street	2375.40	———
thence easterly 47 feet to a point	2375.69	2375.77
thence easterly 50 feet along a vertical curve to a point	2375.68	2375.70
thence easterly 50 feet along a vertical curve to a point	2375.04	2375.04
thence easterly to the west curb line of Panorama Drive	2372.80	2372.80

Section 2. All ordinances and parts of ordinances in conflict herewith, are hereby repealed.

Section 3. This ordinance shall take effect and be in force from and after its passage, as an urgency and emergency for the passage of this ordinance is hereby declared to exist and does exist.

Passed the City Council September 4, 1973.

DAVID H. RODGERS, Mayor.

Attest: A. G. ESPE, City Clerk.

ORDINANCE NO. C-22136

An Ordinance to establish the grade of Sierra Way from a point 94.8 feet westerly from the west curb line of Maple Street to the west curb line of Panorama Drive and declaring an emergency.

ORDINANCE NO. C-22138

An ordinance vacating designated portions of a certain street and alleys in the City and County of Spokane, Washington, and declaring an emergency.

WHEREAS, the City Council of the City of Spokane having found that the public use and benefit will be served; —Now, Therefore,

The City of Spokane does ordain:

Section 1. That the following street and alleys:

1. Hogan Street from the south line of Front Avenue to a line drawn from the southeast corner of Lot 7 in Block 12 to the southwest corner of Lot 5 in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.M.;

2. All the unvacated portions of the Alley in Block 17, in Subdivision of School Section 16, Township 25 North, Range 43 E.W.M.; and

3. The south 80 feet of the Alley between Ivory Street and Denver Street lying north of Front Avenue (being the remaining open portion of the Alley in Block 20 of Dennis and Bradley's Addition);

in the City and County of Spokane, Washington, be, and the same are hereby vacated, subject to the reservation of easements for the construction, repair and maintenance of public and private utilities and services.

Section 2. An urgency and emergency for the passage of this ordinance is hereby declared to, and does, exist,

and the same shall take effect and be in force from and after its passage.

Passed the City Council September 4, 1973.

DAVID H. RODGERS, Mayor.

Attest: A. G. ESPE, City Clerk

Easement Map



CITY OF SPOKANE

Legend

- Existing Easement Reserved in Ord C-22138 to be released
- Easements reserved in Ord C-16154 to be released

THIS IS NOT A LEGAL DOCUMENT:
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.

Printed by: edjohnson Print date: 12/10/2025

Agenda Sheet for City Council:

Committee: PIES **Date:** 11/17/2025

Committee Agenda type: Discussion

Council Meeting Date: 12/08/2025

Date Rec'd	9/10/2025		
Clerk's File #	ORD C36782		
Cross Ref #	ORD C36708		
Project #			
Submitting Dept	CITY COUNCIL	**Bid #**	
Contact Name/Phone	JACKSON DEESE 625-6718	**Requisition #**	
Contact E-Mail	JDEESE@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	ZZAPPONE KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	ORDINANCE AMENDING SPOKANE MUNICIPAL CODE RELATING TO		

Agenda Wording

An ordinance relating to designated festival streets; amending Section 12.08.060 of the Spokane Municipal Code.

Summary (Background)

This ordinance amends the list of designated Festival Streets table in SMC 12.08.060 to expand the Garland Avenue designation and add a designation for Sprague Avenue.

What impacts would the proposal have on historically excluded communities?

Removes some barriers for neighborhoods and event organizers to host events on public streets.

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?

Allows for easier access to community events in neighborhoods and provides regular traffic modifications to submit for permit review.

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

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			
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor			

Distribution List

ORDINANCE NO. C36782

An ordinance relating to designated festival streets; amending Section 12.08.060 of the Spokane Municipal Code.

WHEREAS, on July 14, 2025 City Council passed Ordinance C36708, which created a “festival streets” designation, which ordinance became effective on August 24, 2025; and

WHEREAS, events such as festivals are essential for strengthening the quality of life for residents in our community and attracting visitors to Spokane; and

WHEREAS, the City’s Comprehensive Plan class for the City to “support celebrations that enhance the community’s identity and sense of place”; and

WHEREAS, the Spokane Downtown Plan calls for the City to “identify and reduce barriers to cultural events Downtown”; and

WHEREAS, the City seeks to continuously identify and designate certain segments of streets that have historically facilitated closures for large pedestrian-oriented activities as “festival streets” to provide options to special events sponsors, identify and standardize general traffic control requirements and procedures, and reduce potential costs to event organizers and to the City; and

WHEREAS, the City would like to amend the designated “festival streets” to the extent practicable to allow for the widest variety of events to occur;

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That Section 12.08.060 is amended to read as follows:

Section 12.08.060 Festival Streets Designated

A. It is a priority of the City of Spokane that special events primarily occur within Spokane Parks, however, the City may designate certain portions of City streets as "festival streets" to facilitate recurring temporary closure of vehicular traffic for large pedestrian-oriented festivals and special events that take place outside of Spokane Parks.

B. The following streets shall be considered festival streets to facilitate the recurring temporary closure of vehicle traffic for large pedestrian-oriented festivals and special events:

Street	Direction
Garland Avenue	from Monroe Street to ((~~Post Street~~)) <u>Howard Street</u>
Howard Street	from the entrance of Riverfront Park to Cataldo Avenue
Howard Street	From Riverside Avenue to Main Avenue
Lincoln Street	from Garland Avenue to Walton Avenue

Main Avenue	from Browne Street to Division Street
Main Avenue	from Lincoln Street to Wall Street
Manito Boulevard	from Manito Park to Division Street
Market Street	from Broad Avenue to Bismarck Avenue
Perry Street	from 9th Avenue to 12th Avenue
Post Street	from Sprague Avenue to Main Avenue
Post Street Bridge	from Spokane Falls Boulevard to Lincoln Street and Bridge Avenue
Pacific Avenue	from Chestnut Street to Elm Street
Spokane Falls Boulevard	from Lincoln Street to Wall Street
Spokane Falls Boulevard	from Post Street to Wall Street
Sprague Avenue	from Bernard Street to Division Street
Summit Parkway	from Jefferson Lane to Cedar Street
Wall Street	from Main Avenue to Spokane Falls Boulevard

C. Nothing in this section shall be construed to require the City to permit any special event or the closure of any designated festival street.

D. City staff shall develop policies and procedures to standardize the temporary closure of festival streets, including but not limited to coordination with Spokane Transit Authority.

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: Public Safety **Date:** 12/01/2025

Committee Agenda type: Discussion

Council Meeting Date: 01/12/2026

Date Rec'd	11/26/2025		
Clerk's File #	ORD C36820		
Cross Ref #			
Project #			
Submitting Dept	MAYOR	**Bid #**	
Contact Name/Phone	ADAM 6779	**Requisition #**	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	PDILLON ZZAPPONE		
Sponsoring at Administrators Request	YES		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	ORDINANCE PROHIBITING THE SALE AND DISTRIBUTION OF KRATOM		

Agenda Wording

An ordinance prohibiting the sale and distribution of kratom products in the city of Spokane; adopting a new Chapter 10.83 of the Spokane Municipal Code.

Summary (Background)

Kratom is a psychoactive plant containing alkaloids including mitragynine and 7-hydroxymitragynine (7-OH) at low levels that can have stimulant and opioid-like effects. The U.S. Food and Drug Administration (FDA) has warned consumers not to use products containing 7-hydroxymitragynine because of the risk of "serious adverse events, including liver toxicity, seizures, and substance use disorder (SUD)". The Washington Poison Center has seen a "vertical spike" in kratom-related calls, including more calls related to 7-hydroxymitragynine and children. Kratom products and synthetic products containing 7-hydroxymitragynine (7-OH) concentrate can be found at local gas stations, smoke shops, and convenience stores. This ordinance prohibits the sale and distribution of kratom products in the city of Spokane.

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?	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	BUSTOS, KIM		
Legal	HARRINGTON,		
For the Mayor	PICCOLO, MIKE		

Distribution List	

ORDINANCE NO. C36820

An ordinance prohibiting the sale and distribution of kratom products in the city of Spokane; adopting a new Chapter 10.83 of the Spokane Municipal Code.

WHEREAS, kratom is a psychoactive plant containing alkaloids including mitragynine and 7-hydroxymitragynine (7-OH) at low levels that can have stimulant and opioid-like effects; and

WHEREAS, the U.S. Food and Drug Administration (FDA) has warned consumers not to use products containing 7-hydroxymitragynine because of the risk of "serious adverse events, including liver toxicity, seizures, and substance use disorder (SUD)"; and

WHEREAS, the University of Washington Addictions, Drug & Alcohol Institute reports 7-hydroxymitragynine (7-OH) as an emerging drug with a higher risk of overdose and use disorder than kratom; and

WHEREAS, the FDA reports kratom-related substance use disorder where individuals have cravings for kratom, use kratom for longer or more than intended, and experience withdrawal symptoms when kratom use is stopped; and

WHEREAS, the Washington Poison Center has seen a "vertical spike" in kratom-related calls, including more calls related to 7-hydroxymitragynine and children; and

WHEREAS, kratom products and synthetic products containing 7-hydroxymitragynine (7-OH) concentrate can be found online and at local gas stations, smoke shops, and convenience stores; and

WHEREAS, the sale and distribution of kratom products have been regulated or prohibited in many states and municipalities, but are not yet regulated in Washington state; and

WHEREAS, based on the public health data, prohibiting the sale and distribution of kratom products containing 7-hydroxymitragynine until regulated by the state or federal government may reduce the risk of accidental overdose, substance misuse, and long-term health impacts, and protect the public health, safety, and welfare of residents and visitors to Spokane.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. There is enacted a new chapter 10.83 to Title 10 of the Spokane Municipal Code to read as follows:

Chapter 10.83 Sale or Distribution of Kratom Products Prohibited

10.83.010 Purpose and Intent
10.83.020 Definitions
10.83.030 Prohibition on Sale or Distribution of Kratom Products
10.83.040 Sunset Upon State or Federal Regulation

Section 10.83.010 Purpose and Intent

It is the purpose and intent of this ordinance to protect the public health and safety of Spokane residents by prohibiting the sale and distribution of kratom (Mitragyna speciosa) products to all individuals, including any products containing 7-hydroxymitragynine, mitragynine, or an extract, synthetic alkaloid, or synthetically derived compound.

Section 10.83.020 Definitions

Term	Definition
Distribute	Distribute means to furnish, give away, exchange, transfer, deliver or supply, whether or not for monetary gain.
Kratom Product	Kratom product means any kratom analogue, food product, food ingredient, dietary ingredient, dietary supplement, or beverage intended for human consumption which contains any part of the leaf of the plant Mitragyna speciosa or an extract, synthetic alkaloid, or synthetically derived compound of such plant and is manufactured as a powder, capsule, pill, beverage, or other edible form.
Kratom Retailer	Kratom retailer means any person that sells or distributes kratom products or that advertises, represents, or holds itself out as selling or maintaining kratom products within the city of Spokane.

Section 10.83.030 Prohibition on Sale or Distribution of Kratom Products

A. A person shall not distribute, sell, or permit to be sold a kratom product to any person.

B. Any person violating this section shall be guilty of a civil infraction and shall be subject to the escalating penalties and repeat offender provisions prescribed in SMC 01.05.151.

C. Any kratom retailer found guilty of violating this section may have its business license revoked or denied under the procedures prescribed in SMC 08.01.321.

Section 10.83.040 Sunset Upon State or Federal Regulation

This chapter shall be effective until preempted by the State of Washington or the federal government.

Section 2. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 3. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

_____
Council President

Attest:

_____
City Clerk

Approved as to form:

_____
City Attorney

_____
Mayor

_____
Date

_____
Effective Date

U.S. FOOD & DRUG ADMINISTRATION

7-Hydroxymitragynine (7-OH):

An Assessment of the Scientific Data and Toxicological Concerns Around an Emerging Opioid Threat

7-Hydroxymitragynine (7-OH):

An Assessment of the Scientific Data and Toxicological Concerns Around an Emerging Opioid Threat

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EXECUTIVE SUMMARY

Recent reports indicate increased availability and marketing of 7-hydroxymitragynine (7-OH) in the U.S., raising public health concerns due to its pharmacology. This report provides an overview on the chemical, pharmacological, and epidemiological data on 7-OH. It focuses on the characterization of 7-OH-containing products in the marketplace, the evidence of increasing human exposures, and the extensive body of preclinical studies in the scientific literature that indicate the predominant mu opioid agonist pharmacology of 7-OH. These data sources indicate that 7-OH is a potent opioid that poses an emerging public health threat, especially when considering the increasing availability of enhanced or concentrated 7-OH products in the marketplace.

7-OH is a naturally occurring substance in the kratom plant (*Mitragyna speciosa*), but only a minor constituent that comprises less than 2% of the total alkaloid content in natural kratom leaves. However, 7-OH demonstrates substantially greater mu-opioid receptor potency than kratom's primary alkaloid constituent mitragynine, as well as other classical opioids such as morphine. In vitro studies reveal 7-OH exhibits high binding affinity for mu-opioid receptors (Ki = 7.2-70 nM), with functional activity as a mu agonist. Animal behavioral studies demonstrate its rewarding effects from self-administration and conditioned place preference methods, consistent with its opioid properties. Critically, 7-OH produces respiratory depression, physical dependence, and withdrawal symptoms characteristic of classical opioids, such as morphine, fentanyl, oxycodone, and hydrocodone.

Recently, there has been a concerning proliferation of concentrated 7-OH products that are sold over the counter and online. The enhanced amount of 7-OH in these products is likely synthetically derived through oxidate chemical conversion of mitragynine isolates or kratom extracts. Given the trace amounts of 7-OH that are naturally present in kratom, direct extraction of 7-OH from plant material would simply be unfeasible economically.

Surveillance data from multiple sources, including America's Poison Centers National Poison Data System (NPDS), Drug Enforcement Administration toxicology testing programs, and social media monitoring, suggest increasing human exposure to these concentrated 7-OH products. Clinical presentations include euphoria, sedation, respiratory depression, and opioid-like withdrawal syndromes, with users acknowledging its significant addiction potential.

The pharmacological profile, abuse liability, and emerging patterns of non-medical use establish 7-OH as a dangerous substance. Current regulatory gaps have enabled widespread availability of these products despite their opioid-like properties and necessitate immediate policy intervention to address this emerging threat to American public health.

INTRODUCTION

The Context for 7-OH Concerns

7-Hydroxymitragynine (7-OH) is a component of the plant kratom (*Mitragyna speciosa*), a tropical evergreen tree in the Rubiaceae family that grows in the wetlands of Southeast Asia (Brown et al., 2017). Kratom leaves contain over 50 alkaloids, with mitragynine and 7-OH being the primary psychoactive constituents (Warner et al., 2016). Its leaves, consumed as a tea or in dry leaf form, have been used for centuries in both medicinal and recreational settings, largely due the properties of its alkaloids mitragynine and 7-OH. Typically, 7-OH occurs in botanical kratom in amounts no more than ~.01-.04 percent by dry weight (Heywood et al., 2024). Medicinally, kratom has been used to treat headaches, diarrhea, insomnia, anxiety, opioid use withdrawal, and more, while in recreational use cases, it has been associated with feelings of euphoria (Hill et al., 2025). Currently, there are no FDA-approved drugs containing kratom or kratom-derived drug substances such as 7-OH for any therapeutic indications.

Kratom products have grown in popularity since the mid-2000's; however, kratom, mitragynine, and 7-OH have faced regulatory scrutiny in the United States due to concerns about their safety and potential for abuse. None of these substances are lawful when added to conventional foods, as dietary supplements, or as ingredients in any FDA-approved drug, and yet, these substances are still sold in various markets. At the state level, some jurisdictions have implemented restrictions on their sale and use. Until now, 7-OH has not been the sole target of a regulatory response but has always been addressed alongside the kratom plant and mitragynine.

FDA issued its first import alert for kratom in 2012. At the time, kratom was being marketed in various forms for human consumption despite a lack of approved drug uses or established safety as a dietary ingredient. In the years since, additional import alerts have been issued by the Agency. The Drug Enforcement Administration (DEA) and the Department of Health and Human Services (HHS) had given consideration to kratom, as well as its constituents, mitragynine and 7-OH, to determine whether these substances should be recommended for control under the Controlled Substances Act (CSA). Those actions were ultimately suspended in 2018, with the Assistant Secretary for Health at that time stating that the science was incomplete, and the available data were not adequate to support a recommendation to control these substances under the CSA.

Contemporary Outlook

Given the concerning trends with 7-OH and other kratom-related products, FDA has now determined that a more comprehensive assessment of available scientific and medical data on 7-OH is warranted. Many of the products available today, which are often associated with or advertised as kratom, no longer resemble botanical kratom. Instead, they contain "enhanced" or concentrated amounts of 7-OH and are formulated as powders, capsules, and liquid extracts designed to generate a stronger effect on users. Other products are explicitly advertised as 7-OH-containing products. One analysis of websites selling 7-OH products found that most (82.2 %) were formulated as chewable/sublingual tablets, shots, or gummies and marketed specifically as 7-OH only products (92%). The mean cost per recommended dose/serving was $3.97 (Hill et al., 2025).

As described below, research has shown that 7-OH is a potent mu-opioid receptor agonist, demonstrating pharmacological characteristics that define classical opioids like morphine and fentanyl. Based on its opioid pharmacology, there is significant potential for abuse of 7-OH. In fact, in various preclinical studies it has demonstrated greater potency than classical opioids. For example, 7-OH produces respiratory depression with more than 3-fold greater potency than morphine. Since the substance's therapeutic and psychoactive effects are mediated through the same mu-opioid receptor pathways as classical opioids, it can be considered to have opioid properties warranting similar regulatory consideration (Hill et al., 2025; Obeng et al., 2021).

In this report, FDA presents its new assessment of the available scientific data and literature on 7-OH, as well as more recent law enforcement data and the rapidly evolving trends in kratom-related products. FDA still has concerns about the safety of kratom products more broadly and the unlawful marketing of them under several regulated product categories in the Federal Food, Drug, and Cosmetic Act. However, there is a recognized need for more immediate action to address 7-OH because it is a substance with potent mu opioid agonist properties and significant abuse liability.

ANALYSIS OF DATA ON 7-HYDROXYMITRAGYNINE (7-OH)

7-OH Sources and Products vs. Kratom

The alkaloid 7-hydroxymitragynine (7-OH) is a naturally occurring substance in the kratom plant (*Mitragyna speciosa*), but only a minor constituent, described as early as 1994, when it was reported to comprise about 1.6% of the total alkaloid content of kratom leaves (Ponglux et al., 1994). This early reported value is in agreement with more recent assessments that have consistently demonstrated 7-OH as comprising less than 2% of the total alkaloid content in natural kratom as noted below.

7-OH has the chemical structure shown in Figure 1. Its IUPAC name is methyl (E)-2-[(2S,3S,7aS,12bS)-3-ethyl-7a-hydroxy-8-methoxy-2,3,4,6,7,12b-hexahydro-1H-indolo[2,3-a]quinolizin-2-yl]-3-methoxyprop-2-enoate, and it has the molecular formular $C_{23}H_{30}N_2O_5$, with a molecular weight of 414.40 amu.

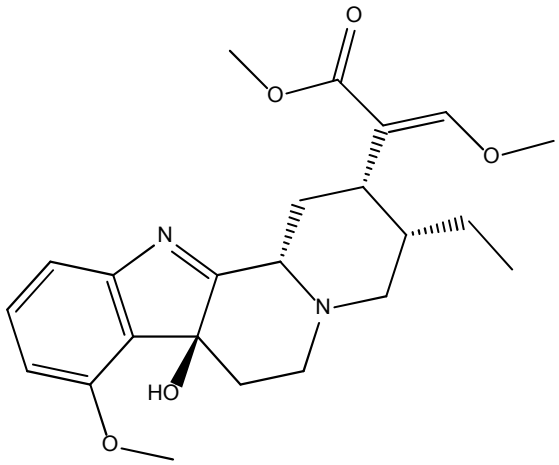


Figure 1. 7-Hydroxymitragynine Chemical Structure

Although details are not well-known, 7-OH is present in some products in amounts far exceeding its natural levels in the kratom plant. The 7-OH in these products is likely derived from the kratom plant. These 7-OH-enhanced products likely involve additional chemical synthetic steps by the producers of these products, converting the more abundant plant alkaloid mitragynine into 7-OH via chemical oxidation.

Data are available regarding 7-OH as a percentage of the total alkaloid content in kratom, and also as a percentage of dried botanical kratom leaf material and other kratom-derived products in the U.S. marketplace. One recent review reports 7-OH as comprising 2% of the total alkaloid content in kratom (Hossain et al., 2023) and this result can be extended to samples of kratom grown in the U.S. (Leon et al., 2009). In another analysis of 13 commercial products purported to contain kratom, the 7-OH content by weight ranged from 0.01-0.04% (Kikura-Hanajiri et al., 2009) a finding in agreement with others that have reported 7-OH to account for less than 0.05% by weight, substantially lower than reported mitragynine amounts (Kruegel et al., 2019). A more

recent study used ecological momentary assessment to evaluate the motivations and patterns of use of adult U.S. kratom consumers (Smith, Panlilio, Feldman, et al., 2024; Smith, Panlilio, Sharma, et al., 2024). As part of the study, subjects provided samples for quantitative testing of their own kratom products that they obtained and were self-administering. Across the 341 samples, the 7-OH content (expressed as a percentage by weight/weight or weight/volume, as indicated) ranged from below the limit of quantitation (< 0.005%) to a maximum of 0.21% with a mean of 0.01% (Sharma et al., 2025). These data suggest 7-OH is present in botanical kratom (i.e., leaf) at relatively low or trace amounts and may be a postharvest oxidative derivative of mitragynine (Karunakaran et al., 2024).

Common forms of kratom sold online include powders, capsules, resin extracts, crushed leaves, and tablets, although loose powder and prepared capsules have been reported to be the most frequently used formulations (Garcia-Romeu et al., 2020; Smith, Panlilio, et al., 2024). While kratom use characteristics are complicated by the diversity of products in the marketplace, survey studies have reported on consumption patterns. Garcia-Romeu collected data from regular kratom users and found that most users reported using 1-3g (49%) or 4-6g (33.4%) of botanical kratom per consumption (Garcia-Romeu et al., 2020). In other survey studies, the self-reported average consumption of kratom powder was 4-5 g per serving with serving sizes ranging between 2.6- 7.5 g (Rogers et al., 2024; Smith et al., 2022). When quantifying the amount of mitragynine consumed through the use of kratom, individuals self-reported consuming an average of 31.3 mg of mitragynine/serving and a range of 78.3 – 134.6 mg of mitragynine per day (Sharma et al., 2025).

Mitragynine, as the most abundant alkaloid in kratom, accounts for about 66% of the *total alkaloid content* of kratom and less than 2% of dried leaf content *by weight*, although there are reports of regional and seasonal variability in the tree's alkaloid composition (Arndt et al., 2011; Leon et al., 2009; Sengnon et al., 2023). For example, Chear and colleagues collected fresh kratom leaves from different locations in Peninsular Malaysia and determined their alkaloid profiles. The mitragynine concentration ranged from 9.38 to 18.85 mg/g or 0.38% to 1.89% of dried leaf weight while the 7-OH concentration ranged from 0.05 to 0.15 mg/g or 0.005% to 0.015% (Chear et al., 2021).

Despite the low amounts of 7-OH in botanical kratom, there are reports of its more-enhanced presence in commercial kratom-related products (Grundmann et al., 2024), although some products have been identified in reports from nearly a decade ago. For example, Lydecker and colleagues tested eight commercially available kratom products for their alkaloid content(s). In seven of the eight products tested, they found levels of 7-OH to be 109-509% higher than expected, based on naturally occurring levels of 7-OH reported in the kratom plant (Lydecker et al., 2016). More recently, the Tampa Bay Times purchased twenty kratom-derived products from local stores. One of those products consisted of pressed pills and contained 15 mg/pill of 7-OH, an amount far greater than observed in any botanical kratom preparation to date (Ogozalek, 2023). In addition to the verified amounts of 7-OH in the products obtained by Lydecker et al. and the Tampa Bay Times, other products *labeled* and/or *purported* to have high levels of 7-OH appear to be readily available for purchase online.

In summary, the low amounts of 7-OH in natural botanical kratom products is well-established as a percentage of alkaloid content, as a percentage of dried kratom leaf material, and in products representing other dosage forms made from natural kratom and consistent with its natural

composition. However, there are also a concerning and increasing number of products being sold that have unexpectedly and unnaturally high levels of 7-OH. This poses a threat to public health that is more clearly understood based on the pharmacological properties and effects of 7-OH, discussed in the preclinical data section below, and also in the limited information available on known patterns of human use and resulting harms discussed below. These sections will present and discuss the evidence in the available data that establishes the mu opioid agonist pharmacology associated with 7-OH in particular.

Patterns of 7-OH Use, Human Exposures, and Law Enforcement Data

There are several sources of information to characterize the current patterns of 7-OH use and the resulting harms to individuals who knowingly or unknowingly are exposed to 7-OH at significant doses from 7-OH-enhanced products, as described in the subsections below.

National Drug Early Warning System (NDEWS)

The National Drug Early Warning System (NDEWS) provides real-time surveillance from sentinel sites across U.S. to detect early signals of potential drug epidemics using novel (e.g., street reporting, web monitoring) and traditional data sources (e.g., OD deaths, treatment admissions).

NDEWS analyzed Reddit posts mentioning 7-OH during January to September 2024 and found that posts increased over this time. These posts are broad and can vary in content but have included warnings from Reddit users about respiratory depression, potency, dependence and long-lasting withdrawal (NDEWS, 2024).

Social Media

A variety of social media outlets were assessed for mentions and/or discussions of 7-OH. Websites included:

- erowid.org - a member-supported organization providing access to information about psychoactive plants, chemicals, and related issues;
- bluelight.org - an international message board that educates the public about responsible drug use by promoting free discussion, advocating harm reduction, and attempting to eliminate misinformation;
- reddit.com - online forum that functions as a vast collection of user-driven communities, known as sub-Reddits, each centered around specific topics.

It is important to note that all considerations of these social media sources are, at best, anecdotal in considering the risks and abuse potential associated with 7-OH products. However, it is clear that there is fairly widespread understanding of the availability of products specifically targeting high levels of the substance 7-OH, distinct from kratom products generally. In analyzing these social media posts, some relevant themes have been identified and include mention of the following: euphoria and an opioid-like “buzz”/high as motivation for consuming 7-OH; availability of “candy-like” formulations which users acknowledge as having a risk of overconsumption to their own detriment; perceptions of therapeutic value of 7-OH in self-treating pain and anxiety; concerns over loss of access to these products if they were to be banned; acknowledgement that use of these products could lead to overdose and serious

outcomes including death; and acknowledgement that use could lead to addiction and has caused users to experience withdrawal symptomology much like that produced by other commonly abused opioids.

Drug Enforcement Administration Toxicology Testing Program (DEA TOX)

The Drug Enforcement Administration Toxicology Testing program (DEA TOX) conducts analyses of voluntarily submitted leftover or previously collected biological samples from drug overdose victims to identify novel psychoactive substances (NPS) and other drugs of abuse in subjects with fatal and nonfatal overdose. The DEA TOX database was queried for reports of mitragynine, 7-OH, or mitragynine pseudoindoxyl from 2019-2025. A total of 103 cases, some fatal and some non-fatal, were identified in this selected sample; this database does not include all overdose cases, and the number of samples voluntarily submitted for analysis may vary year to year based on unknown factors.

It is notable that the utility of the DEA TOX data is limited because it generally cannot be discerned whether deaths are related to mitragynine, 7-OH, or mitragynine pseudoindoxyl, or some combination thereof. In addition, although 7-OH and mitragynine pseudoindoxyl are not typically found in appreciable amounts in fresh kratom leaves (Hill et al., 2025), both are metabolites of mitragynine, complicating forensic assessments of causality (Kamble et al., 2020). These are significant limitations in making inferences from these data; however, the number of fatal overdose cases in which one or more of these substances were detected for 2023 to 2025 are approximately three-fold higher than for the years 2019 through 2022, coinciding with the more recent entry of more-concerning kratom-related products in the marketplace, such as 7-OH.

Human Exposures in Pharmacokinetic Studies

Pharmacokinetic (PK) data for 7-OH are sparse, as to our knowledge, no clinical studies have been performed using isolated or purified 7-OH. Nonetheless, there are 7-OH PK data derived from a small number of studies using botanical kratom. Most available clinical PK data for 7-OH are variable, which may be for several reasons such as genetic differences in kratom plants, different formulations (e.g., teas, capsules, etc.), and methods of analysis. Much of the data is also from non-controlled studies making it difficult to interpret the results. Huestis and colleagues conducted a randomized, between-subject, double-blind, placebo-controlled dose escalation study of 500-4000 mg encapsulated dried kratom leaf powder corresponding to mitragynine doses of 6.65-53.2 mg. Twelve subjects enrolled in the study (n=12). Blood plasma levels of mitragynine and 7-OH were assessed after a single dose, and then again after 15 days of continuous dosing. According to the study authors, peak plasma levels of 7-OH (i.e., C_{max}values) and exposure (i.e., area under the curve, (AUC)) were lower than mitragynine but increased in a dose proportional manner and ranged from 3.6 to 22.7 ng/mL while the time to peak plasma levels (i.e.,T_{max} values) ranged from 1.2 – 1.8 h. The half-life of 7-OH increased with increasing dose and ranged from a mean of 1.7 to 4.7 hours. During the multiple dose phase of the study, 7-OH steady state was reached in about 7 days (Huestis et al., 2024).

In another study examining the PK properties of 7-OH, sixteen healthy subjects (n=16) received kratom tea containing 23.6 mg of mitragynine. Subjects were administered tea in two sessions: once with tea alone, and in a second session following pretreatment with itraconazole, a

CYP3A4 inhibitor. The 7-OH C_{max} was 12.81±3.39 ng/mL which occurred 1.7 h after administration (T_{max}). In the second session after pretreatment with itraconazole (200 mg), the C_{max} decreased 56% with a concomitant 43% decrease in AUC. These data describe the PK of 7-OH and demonstrate that the metabolism of mitragynine to 7-OH is heavily dependent on CYP3A4 (Mongar et al., 2024).

Tanna et. al., assessed the PK of a single orally administered dose of kratom (2 g), in the form of a tea, to healthy adult subjects (n = 5 completers). According to the authors, there were only trace amounts of 7-OH (< LOQ) in the starting product, therefore, the assumption was made that 7-OH was generated from the metabolism of mitragynine *in vivo.* The authors identified a PK difference between enantiomers of kratom alkaloids in either the 3S or 3R configuration. 7-OH has a 3S configuration which, according to the authors, leads to a shorter T_{max}, lower exposure (AUC), longer terminal half-life, and a higher volume of distribution during the terminal phase compared to the 3R alkaloids. Measured 7-OH in plasma samples demonstrated that 7-OH had a C_{max} = 16.1 nM, T_{max} = 1h, half-life = 5.67h, and an AUC0-120h = 103nM x h.(Tanna et al., 2022).

Epidemiological Data Sources

Limitations with the Epidemiological Data Sources

Because 7-OH appears to be a novel, emerging public health threat, the ability of public health surveillance systems to monitor 7-OH specific risks may be limited. For example, large national surveys such as the National Survey on Drug Use and Health include questions about use of kratom, but not 7-OH. Additionally, there may be a lack of awareness among consumers of kratom-related products that they are obtaining 7-OH enhanced products, and thus use of 7-OH would likely be underreported in data collected using self-report. Many forensic laboratories test for mitragynine as a marker of kratom use. In these cases, 7-OH overdose cases and fatalities may incorrectly be classified as kratom and/or mitragynine-related (Smith, Boyer, et al., 2024). Furthermore, toxicology reports documenting presence of 7-OH are difficult to interpret, because 7-OH is a known metabolite of mitragynine in humans. All of these issues complicate the real-world assessment of risks associated with use of 7-OH containing products as distinct from risks associated with kratom and other mitragynine-containing products.

FDA's Adverse Event Reporting System

Although FDA's Adverse Event Reporting System (FAERS) has documented cases reporting adverse events (13 cases, including 2 deaths) suspected to involve 7-OH, ambiguity about the contributory role of 7-OH from uncharacterized products or concomitant medications and underlying disease limits interpretation. Therefore, we do not include further analysis of these FAERS cases here.

America's Poison Centers, National Poison Data System

National Poison Data System (NPDS) receives near real-time data from the nation's poison centers (PC), providing information and assistance to callers on exposures to prescription drugs, over-the-counter medications, unapproved products, and other substances. PC healthcare professionals systematically follow up on exposure cases to document medical and clinical effects. Quality control measures are used to ensure data accuracy and completeness. Notably, 7-OH specific NPDS codes were only recently added (Feb-May 2025), and therefore the NPDS reporting period is limited to 2/1/2025-4/30/2025. As shown below, there were a total of 53 exposure cases involving 7-OH during this time period, the majority of which involved abuse-related reasons for use (i.e., "intentional abuse"). Most single-substance 7-OH exposure cases resulted in minor or moderate clinical outcomes, with several documented has having major clinical outcomes.

Table 1. National Poison Data System Closed Human Exposure Cases*, 2/1/2025-4/30/2025

	Number of exposure cases**	Number of abuse cases**	Single substance exposure cases	Single substance abuse cases
Total cases involving 7-OH	53	24	37	16
Reason				
Adverse drug reaction	4		2	
Intentional- abuse	24		16	
Intentional- misuse	4		3	
Intentional - Suspected suicide	2		0	
Other – Withdrawal	8		6	
Unintentional – general	4		4	
Unintentional- misuse	1		1	
Unintentional therapeutic error	4		3	
Unknown reason	2		2	
Related clinical outcomes				
Minor			6	3
Moderate			13	6
Major			3	1
Not followed, minimal clinical effects possible			5	3
Unable to follow, judged as potentially toxic exposure			1	0
Age				
<18 years	6	1	5	0
≥ 18 years	46	23	32	16
Unknown age	1	0	0	0

*Excludes cases classified as 'confirmed non-exposure'
**Cases may involve other substances, besides 7-OH
Related clinical outcomes include cases with clinical effects deemed "related" to exposure based on timing, severity, and assessment of clinical effects by Poison Center Specialists. Definitions available from America's Poison Centers: NPDS Full Report 2023. Page 235.

Note: This analysis used the case listing data in NPDS to identify and characterize cases documented as involving 7-OH. As of July 2025, an in-depth review NPDS case narrative data was ongoing; this further review may yield different numbers from those presented here.

Summary of Epidemiological Data and 7-OH Concerns

Available surveillance data indicate that abuse of 7-OH is occurring and is associated with serious harms; however, as noted previously, it is difficult to quantify the public health burden because surveillance systems do not provide estimates for the prevalence of 7-OH use and are only beginning to track the specific involvement of 7-OH enhanced products in exposure cases and overdoses. The current epidemiologic data on 7-OH exposures often lack sufficient detail to distinguish with confidence involvement of botanical kratom products from 7-OH enhanced products.

Preclinical Data Characterizing 7-OH Pharmacology

Although there are limited data from human studies to characterize effects of 7-OH in humans, as noted above, there is a large body of in vitro and animal studies that provide extensive evidence of 7-OH as a potent mu opioid agonist, as described in below subsections.

In Vitro Data

Receptor Binding Studies

7-OH has been shown to have affinity and activity at mu opioid receptors. In a study using human embryonic kidney (HEK) cells with cloned, human opioid receptors, 7-OH demonstrated high affinity for the mu opioid receptor (Ki = 47 nM) relative to kappa (Ki = 188 nM) and delta opioid receptors (Ki = 219 nM) (Kruegel et al., 2016). In a second study using HEK 293 cells expressing human mu and other opioid receptors, 7-OH demonstrated high affinity for mu opioid receptors (Ki = 16 ± 1 nM) and its affinity was greater than mitragynine (Ki = 238 ± 28 nM) and lower than morphine (Ki = 1.50 ± 0.04 nM) (Todd et al., 2020). Using an in vitro radioligand binding assay with CHO cells expressing murine-derived opioid receptors, 7-OH demonstrated relatively high affinity for mu-opioid receptors (Ki = 37 ± 4 nM), relative to mitragynine (Ki = 230 ± 47 nM), although its affinity was lower than morphine (Ki = 4.6 ± 1.8 nM) (Varadi et al., 2016). Other studies conducted using whole brain homogenates of guinea pig brain tissue have also demonstrated that 7-OH has high affinity at mu opioid receptors (Ki = 8.0 nM) relative to kappa (Ki = 6.7 nM) and delta opioid receptors (Ki = 6.8 nM) (Matsumoto et al., 2004). Obeng and colleagues evaluated the binding affinity of 7-OH using human recombinant HEK 293 cells expressing mu opioid receptors. Their results are in agreement with the data presented above where the authors found that 7-OH binds with high affinity (Ki = 7.2 nM) to mu opioid receptors relative to delta (Ki = 236 nM) and kappa (Ki = 74.1 nM) receptor subtypes (Obeng et al., 2020). A number of additional binding studies are in keeping with the data described above, demonstrating the affinity of 7-OH for mu opioid receptors across a variety of binding assays (Chakraborty et al., 2021; Matsumoto et al., 2008; Obeng et al., 2021; Takayama et al., 2002).

The results of the receptor binding studies with 7-OH are in keeping with *in silico* receptor binding models that suggest 7-OH has high affinity for the mu opioid receptor. The *in silico* modeling results were subsequently confirmed with a radioligand binding assay where 7-OH demonstrated high affinity for cloned, human mu opioid receptors (K_i = 70 nM). (Ellis et al.,

2020). Collectively, the available receptor binding data demonstrate the affinity and binding of 7-OH to mu opioid receptors.

Functional Studies

Many of the studies referenced above performed additional assessments of 7-OH to determine its functional activity after binding (i.e., agonist or antagonist effects). These studies have consistently demonstrated that 7-OH produces mu-opioid agonist effects. For example, Kruegel and colleagues examined the functional activity of 7-OH and mitragynine in HEK cells expressing opioid receptors using a bioluminescence resonance energy transfer (BRET) assay. Both mitragynine and 7-OH functioned as partial agonists, producing Emax values of 34% and 47% respectively and EC_{50} values of 339 ± 178 nM and 34.5 ± 4.5 nM (Kruegel et al., 2016). Activation of the mu opioid receptor pathway was also investigated using forskolin-stimulated cyclic adenosine monophosphate (cAMP) accumulation in Chinese Hamster Ovary (CHO) cells expressing mu opioid receptors. In this assay, 7-OH produced a maximal activation (Emax) of 85.9%, a value similar to that produced by the positive control comparators DAMGO (86.2%) and morphine (86.9%). These data suggest 7-OH acts a full mu opioid agonist (Todd et al., 2020). Similarly, Matsumoto and colleagues concluded that 7-OH was "found to have an opioid agonist property on μ- and/or κ-opioid receptors" based on its ability to inhibit contraction of isolated guinea pig ileum. In this assay, 7-OH displayed approximately 13-fold greater potency than morphine and 46-fold greater potency than mitragynine. The inhibition was reversed by naloxone, suggesting the effects are mediated via mu opioid receptors (Matsumoto et al., 2004). Other functional assays produced results that are aligned with Matsumoto and colleagues. For example, using a cAMP mobilization assay as a measure of functional effects, 7-OH acted as a full agonist with an EC_{50} of 7.6 nM, and was more potent than mitragynine (EC_{50} 307.5 nM) (Obeng et al., 2020). Likewise, when evaluating the agonist activity of 7-OH in an electrically stimulated guinea pig ileum, 7-OH acted as a full agonist and was more potent than morphine (Takayama et al., 2002). Finally, using a [^{35}S] GTPγS functional assay, 7-OH produced an Emax of 77% with an EC_{50} of 53.4 nM, further demonstrating its agonist effects (Varadi et al., 2016).

<u>Animal Data on Behavioral and Physiological Effects</u>

Conditioned Place Preference

Conditioned place preference (CPP) is a commonly utilized animal model to study the rewarding effects of drugs. In this paradigm, an animal is conditioned to associate a particular environment with a drug treatment, and an alternative environment with a non-drug condition. After repeated sessions, the animal is then observed under non-drug conditions to determine which environment the animal prefers. CPP is established if the animal spends more time in the drug-paired compartment vs. the vehicle-paired compartment (Mombelli, 2022; Prus et al., 2009). Many drugs of abuse produce CPP, though notably, it is not a direct measure of reinforcing effects.

Using the CPP paradigm, several studies have demonstrated the ability of 7-OH to produce rewarding effects and that it does so more potently than morphine. Gutridge and colleagues employed C57BL/6 mice and demonstrated the development of CPP after 3 mg/kg 7-OH. CPP was observed after both doses although 7-OH required more sessions (4 sessions) whereas morphine (6 mg/kg) was able to establish CPP in two sessions (Gutridge et al., 2020). Similarly,

other studies have demonstrated the ability of 7-OH (2 mg/kg) to produce CPP, and that it does so with greater potency than morphine (Matsumoto et al., 2008).

Drug Discrimination

Drug discrimination is an experimental method in which animals identify whether a test drug produces interoceptive effects similar to those produced by a drug to which the animals are trained to differentiate from placebo, and which has known pharmacological properties. If the known drug is one with abuse potential, drug discrimination methods can be used to predict if a test drug will have abuse potential in humans (Balster & Bigelow, 2003; Solinas et al., 2006).

For abuse assessment purposes, an animal is trained to press one bar when it receives a known drug of abuse (the training drug) and another bar when it receives placebo. A challenge session with the test drug determines which of the two bars the animal presses more often as an indicator of whether the test drug is more like the known drug of abuse or more like placebo. A test drug is said to have "full generalization" to the training drug when the test drug produces bar pressing >80% on the bar associated with the training drug (Ator & Griffiths, 2003; Swedberg, 2016; Walker, 2018; Young, 2009). A test drug that generalizes to a known drug of abuse will likely be abused by humans (Balster and Bigelow, 2003).

Male Sprague Dawley rats were trained to discriminate morphine (5.0 mg/kg i.p.) from saline using a 30 min pretreatment time and FR10 schedule of reinforcement. After successful training, substitution tests with 7-OH (0.3, 1.0 and 3.0 mg/kg) were performed. The highest dose of 7-OH (3.0 mg/kg) produced complete substitution for the morphine stimulus cue. Moreover, pretreatment with naloxone significantly reversed the 7-OH substitution and resulted in saline-like responding. Notably, in this study, 7-OH was more potent than morphine (Harun et al., 2015).

In a second study, the discriminative stimulus effects of 7-OH were examined in separate groups of rats trained to discriminate either morphine (3.2 mg/kg i.p., 15 min pretreatment) or mitragynine (32 mg/kg i.p., 30 min pretreatment) from saline. After successful acquisition of discrimination training 7-OH was administered in substitution tests. 7-OH was administered i.p., with a 15 min pretreatment time in a dose range of 0.1-17.8 mg/kg. In the morphine-trained rats, 7-OH produced complete substitution at doses above 0.56 mg/kg, with the 1.0 mg/kg dose producing 100% drug-lever-appropriate responding and a resultant ED_{50} of 0.28 mg/kg. Notably, the dose-response curve was shifted to the left, demonstrating an increased potency of 7-OH relative to morphine. In addition, pretreatment with 0.032 mg/kg naltrexone shifted the dose-response curve to the right suggesting substitution was mediated via mu-opioid receptors (Obeng et al., 2021). Taken together, the drug discrimination data demonstrate the ability of 7-OH to substitute and mimic the stimulus effects of morphine, and that 7-OH is more potent in doing so. These data are a strong indication that 7-OH produces subjective effects in humans that are similar to opioids, along with an associated abuse potential.

Self-Administration

Self-administration is a method that assesses whether a drug produces reinforcing effects that increase the likelihood of behavioral responses in order to obtain additional drug (i.e., whether an animal will press a lever for a drug injection). Drugs that are self-administered by animals are

likely to produce rewarding effects in humans, which is indicative of abuse potential. Generally, a good correlation exists between those drugs that are self-administered by animals and those that are abused by humans (Balster & Bigelow, 2003; Brady et al., 1987; Johanson & Schuster, 1981; Panlilio & Goldberg, 2007). It is notable that self-administration is a behavior that is produced by drugs that have been placed into every schedule of the CSA. Additionally, rates of self-administration for a particular drug will go up or down if the available drug dose or the work requirement (bar pressing for drug) is altered. Positive results from a self-administration study provide an abuse potential signal, suggesting that a drug has rewarding properties, but not necessarily that it produces more rewarding effects than another drug in humans.

7-OH produces reinforcing effects and is self-administered by rodents. In the study, rodents were trained to self-administer morphine (100 µg/infusion) and faded to 50 µg/infusion once stable responding was achieved. Thereafter, extinction sessions were performed to confirm acquisition of the self-administration training prior to substitution tests. Substitution tests were performed with 7-OH doses of 2.5, 5, 10 and 20 µg/infusion. In the substitution tests, 7-OH produced an inverted U-shaped curve and the number of infusions for 5 and 10 µg/infusion of 7-OH were significantly greater than vehicle, demonstrating the reinforcing effects of 7-OH (Hemby et al., 2019).

The self-administration of 7-OH was blocked by both a mu opioid antagonist (naloxonazine) and a delta opioid antagonist (naltrindole), suggesting its reinforcing effects are mediated via opioid receptors. In addition, peak morphine self-administration occurred at 50 µg/infusion while peak 7-OH infusions occurred at 5 µg/infusion, demonstrating a substantially increased potency of 7-OH relative to morphine.

There are some pharmacokinetic (PK) data available from animal studies involving the administration of isolated, i.e., single entity, 7-OH. Following a single oral dose (1 mg/kg 7-OH) to beagle dogs, absorption was rapid, with a peak plasma concentration (i.e., Cmax) of 56 ± 1.6 ng/mL 15 minutes post-dose. The elimination half-life was slower, producing a mean of 3.6 ± 0.5 h. No AEs were observed, and no abnormal laboratory findings were reported (Maxwell et al., 2021). In adult male and female mice, the PK parameters of 7-OH were investigated after a single oral dose of 50 mg/kg 7-OH. The tissue distribution of 7-OH was observed in descending order: liver > kidney > spleen > lung > brain. Plasme C_{max} values were 0.6 and 09 µg/mL in males and females with a T max value of 0.5 hr. Area under the curve (AUC) values over 48 hours (AUC_{0-48} hr* µg/mL) were 1.4 and 2.9 in male and female mice (Berthold et al., 2022).

Antinociceptive Effects

The antinociceptive effects of 7-OH were investigated in mice using the tail flick and hot plate tests. These tests are commonly used to examine pain and analgesic effects in rodents (D'Amour & Smith, 1941). In these tests, rodents are subject to a heat stimulus and timed for the duration it takes to move their tail (i.e., tail flick) or produce a response such as jumping, licking, or shaking of limbs (i.e., hot plate).

In the tail flick test, subcutaneous administration of 7-OH (2.5 – 10 mg/kg) produced both time and dose-related antinociceptive effects. Notably, the dose-effect curve for 7-OH was shifted to the left, indicating a greater potency than the positive control comparator, morphine. Similar results were observed in the hot plate test, and when morphine and 7-OH were administered

orally. Naloxone (2 mg/kg s.c.) inhibited the effects of 7-OH and morphine in both tests (Matsumoto et al., 2004; Matsumoto et al., 2008). Concurrent results were observed by Obeng and colleagues using the hot plate test. In their study, 7-OH (0.0032 – 3.2 mg/kg, i.v.) produced maximum antinociceptive effects and was more potent morphine but less potent than fentanyl when administered intravenously. Likewise, naltrexone (0.1 mg/kg) reversed the antinociceptive effects of 7-OH suggesting the antinociception was mediated via mu opioid receptors (Obeng et al., 2020).

Respiratory Depression

A major risk of opioid exposure and cause of opioid-induced death is respiratory depression (Baldo & Rose, 2022; Bateman et al., 2023). To examine the respiratory effects of 7-OH in rodents, whole body plethysmography was used in freely moving, awake rats. Both morphine (10 and 32 mg/kg, i.v.) and 7-OH (1, 3.2, and 10 mg/kg, i.v.) induced significant respiratory depression as assessed by minute volume, tidal volume, and breathing frequency. The mu-opioid agonist naloxone (1.0 mg/kg i.v.) reversed these effects, a finding consistent with the mu opioid effects of 7-OH (Zuarth Gonzalez et al., 2025). These data highlight a potential risk factor of 7-OH exposure and suggest 7-OH may expose individuals to similar risks as classic opioids, including respiratory depression.

Physical Dependence and Withdrawal

It is well-established that chronic administration of opioids leads to the development of tolerance and physical dependence that may culminate into a withdrawal syndrome. In parallel with some of the hot plate tests described above, the ability of 7-OH to produce physical dependence and withdrawal was examined. Mice were treated with subcutaneous 7-OH (10 mg/kg b.i.d.) or morphine (10 mg/kg b.i.d.) for five days. Tolerance was assessed as a reduction of analgesia in the hot plate test. After five days of treatment, both morphine and 7-OH showed a decreased analgesic response on the hot plate test, demonstrating the development of tolerance. In addition, cross-tolerance was also observed between morphine and 7-OH suggesting a similar mechanism of action between the drugs. Finally, after five days of escalating doses of 7-OH and morphine (8-45 mg/kg b.i.d.) the development of withdrawal was assessed with a 3 mg/kg s.c., dose of naloxone injected two hours after 7-OH administration. Both morphine and 7-OH treatment produced signs of withdrawal such as jumping, rearing, urination, ptosis, forepaw tremor, and diarrhea (Matsumoto et al., 2005).

Summary of Preclinical Data

From the studies described above, 7-OH has high affinity for mu opioid receptors and functional activity as an agonist at these receptors. Consistent with this pharmacological activity, 7-OH is self-administered by animals, substitutes for morphine in drug discrimination studies, produces antinociception, and physical dependence leading to withdrawal when administered to rodents. Moreover, 7-OH has consistently demonstrated an increased potency relative to morphine in preclinical rodent studies. These observations suggest 7-OH has pharmacological properties representative of a full mu opioid agonist and an associated high potential for abuse.

CONCLUSIONS

The data described in this report indicate that 7-OH has a significant potential for abuse and associated harms. Conclusively, 7-OH has high affinity and agonist activity at mu opioid receptors. Consistent with this pharmacological mechanism of action, 7-OH demonstrates rewarding effects in that it is self-administered by animals and also produces conditioned place preference, two well-established animal behavioral models measuring rewarding effects as a predictor of abuse potential in humans. In animal drug discrimination studies, 7-OH substitutes for morphine with full generalization. 7-OH is also demonstrated to produce antinociception consistent with opioid pharmacology, and to produce physical dependence when administered to rodents, as evidenced by a classic set of withdrawal signs associated with opioid withdrawal upon discontinuation of opioid administration. Moreover, 7-OH in all above models has consistently demonstrated an increased potency relative to morphine.

Due to the fact that 7-OH is both a metabolite of mitragynine and naturally present in low amounts in botanical kratom, using toxicology results to identify 7-OH as a primary or sole contributor in human exposures is challenging. There is also a need for improved clinical awareness and population surveillance to better characterize patterns of 7-OH use, the products that people are obtaining, and individual treatment needs following 7-OH exposure. Additionally, questions on 7-OH are not generally included in national surveys, and other data sources that rely on self-reported use of 7-OH likely underestimate the number of 7-OH exposure cases, as individuals may be unaware of the distinction from kratom products. Nonetheless, since specific codes were added earlier this year to document 7-OH exposure cases, U.S. poison centers have identified multiple single-substance cases of 7-OH exposure resulting in serious adverse clinical outcomes. Also, although anecdotal, social media and online forums indicate growing awareness and use of 7-OH, and many testimonials of the negative opioid-mediated effects users have experienced, including 7-OH dependence, associated withdrawal syndrome, and addiction.

In the current marketplace in the U.S., 7-OH is increasingly being marketed over-the-counter and online, in concentrated forms or sufficient doses to cause harms to those individuals engaging, knowingly or unknowingly, in use of 7-OH. Based on demonstrated pharmacology, repeated or prolonged use of 7-OH would lead to tolerance, physical dependence, and potentially to opioid addiction— typical of mu opioid agonist drugs of abuse. This public health threat is troubling and requires immediate and impactful policies to educate consumers and take regulatory action that limits access to 7-OH containing products.

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Kratom & 7-OH: What do we know about use, safety, and overdose risk?

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Key Points

- Kratom is a plant from Southeast Asia. Two of its primary psychoactive components are mitragynine and 7-hydroxymitragynine (7-OH). These compounds have opioid-like properties.
- Data and reports suggest kratom use is relatively low in Washington State among those seeking subtance use dirorder treatment, with some cases of kratom physical dependence and use disorder.
- Kratom offers potential benefits to relieve pain, improve mood, ease opioid withdrawal, and manage symptoms of other substance use disorders, but its effects and safety profile are not fully understood.
- The most commonly reported side effects of kratom are typically mild, but it can also cause serious health issues like respiratory depression, seizures, liver toxicity, and arrythmias.
- The number of overdose deaths involving kratom in WA State has increased but remain low. Most of these deaths involve other substances as well.
- 7-OH is present at low levels (about 2%) in kratom, however 7-OH is increasingly sold as a stand-alone and more potent product. Concerns about 7-OH's health impacts were expressed by the FDA on July 29, 2025.
    - Preliminary data indicate that 7-OH is much stronger than kratom and can cause severe respiratory depression leading to overdose, which *can* be reversed with naloxone.
    - Opioid use disorder involving 7-OH has been reported by WA State substance use treatment providers and has been successfully treated with buprenorphine.
    - Data on morbidity and mortality associated with 7-OH is very limited; however, treatment providers and the Washington Poison Center report increases in 2025.
- Kratom and kratom-related products such as 7-OH have not been approved by the Food and Drug Administration. More research is needed to evaluate their safety and efficacy and potential consumers should be cautious.
- Contact the Washington Poison Center or WA State Recovery Help Line for for additional information and support.

Introduction

Kratom is a psychoactive substance made from the leaves of the *Mitragyna speciosa* tree, native to Southeast Asia. Use and impacts of kratom are not well understood. Advertisements at gas stations are common, and there are occasional media reports of its involvement in deaths, leading to questions like: *What is kratom? Why do people use it? Is it dangerous? Can you be addicted to kratom?* We answer these common questions below.



Photo credit: Caleb Banta-Green.

Background

Kratom is reported to be used, and sometimes advertised, for its potential to relieve pain, increase energy, improve mood, and alleviate opioid withdrawal (opioids include substances such as morphine, oxycodone, heroin, and fentanyl). Kratom's components tend to produce stimulant-like effects at lower doses and depressant effects at higher doses.[1] The primary compounds in kratom, mitragynine and 7-hydroxymitragynine (7-OH), partially activate opioid receptors to relieve pain and induce mild euphoria. These compounds act on several neurotransmitter systems, suggesting potential antidepressant, anxiety-relieving, and antipsychotic effects.[1]

While there are potential therapeutic benefits of kratom, there are also safety concerns. More research is needed to better understand kratom's effects, which may vary greatly depending on the amount taken, how it's processed, and varying quality and consistency of products.[2] Kratom is typically sold as dried leaves, commonly brewed into tea, or in capsules. It is more recently available as extracts or edibles, which may be considerably more potent.[2] The use of 7-OH as an isolated compound, typically available in tablet and liquid forms, has increased, and users report that it is much stronger than kratom. The FDA reports that 7-OH binds to opioid receptors three times stronger than morphine, indicating it has strong opioid effects.[3] High potency kratom products and polysubstance use including kratom has been linked to deaths.

Kratom and 7-OH are not currently federally scheduled, meaning they are not illegal nor is a prescription required, but kratom has been banned in some states and local municipalities. These products are widely available and commonly sold online, at smoke shops,at gas stations, and in some bars. The Food and Drug Administration (FDA) has not fully evaluated or approved kratom or any kratom-related products and warns against their use.[4]

Common questions about kratom

How common is kratom use?

The number of people using kratom in the United States is difficult to determine. National surveys likely underestimate its use, with studies suggesting that 1-6 million Americans have tried kratom at some point. The American Kratom Association estimates significantly higher numbers, with 10-15 million people in the U.S. having tried kratom and about 5 million current regular users.[2] Evidence suggests kratom is most often used by current and former opioid users to manage pain, opioid withdrawal, and opioid cravings.[5]

How often do people in treatment for opioid use disorder report using kratom? How do they do in treatment?

Local data from Washington State's opioid treatment programs (OTPs) suggest kratom is rarely reported by clients as their primary substance of use; only 12 patients statewide among 19,162 individulas in care reported kratom as their primary substance used upon entering treatment (*Personal communication, Lauren Kula, Washington State Health Care*

Authority, August 4, 2025). However, improved data collection methods are needed to better understand local rates of use and use disorder.

Washington State health care and substance use disorder (SUD) treatment providers report low prevalence of kratom use among their patients, although most settings do not commonly or systematically screen for kratom. Consistent with existing research, these providersfrom across WA State find that patients typically use kratom to manage opioid withdrawal symptoms but then find that they become dependent on kratom or 7-OH as well. Health care providers report that the medications for opioid use disorder (OUD), methadone and buprenorphine, have worked well with people with OUD who are physically dependent on kratom or 7-OH.

We have two patients who were using heroin and then switched to exclusively using kratom for the next two years. It kept them from going into opioid withdrawal[,] so they were able to successfully get off heroin. They would feel withdrawal symptoms, however, if they didn't use the kratom for several days and came to us because they were afraid that if kratom ever became banned by the FDA, they would return to heroin (or now fentanyl). We placed them on Suboxone [a brand name for oral buprenorphine] as they dropped the kratom, and just recently they switched to Sublocade [a brand name for long-acting injectable buprenorphine]. They are doing fantastic. – Physician

I have treated one patient for kratom dependence. They started opioids with oxycodone pills, did not like being hooked on that and found kratom kept withdrawal away…until they tried to stop that as well. [They] came to our clinic [and] did well on… [buprenorphine]. For a few years after that I would specifically ask about kratom use, including a question on our preliminary assessment form. No one else endorsed using [kratom]. I have since stopped asking. –Physician

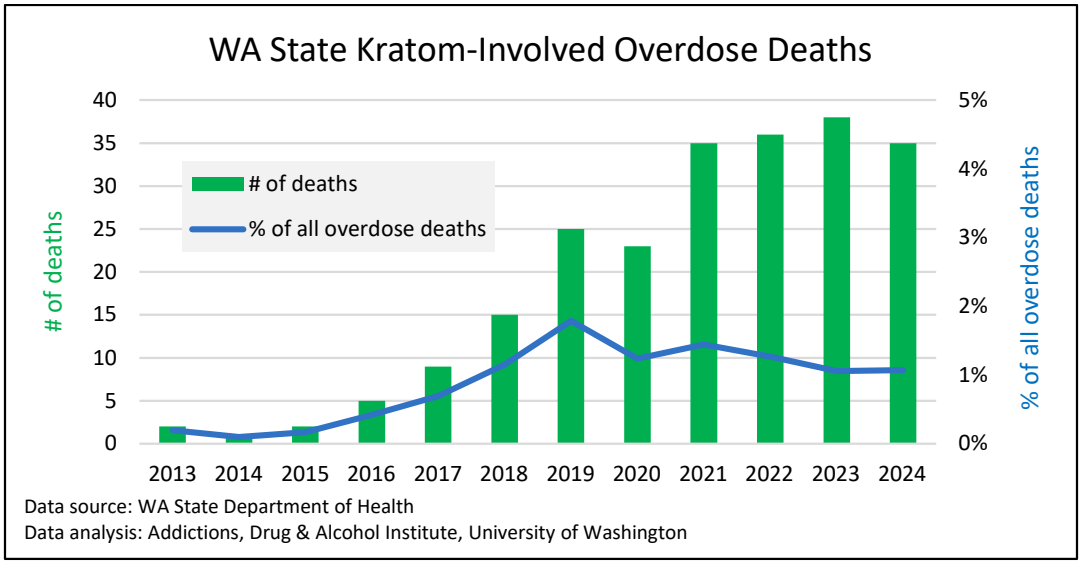
We have been testing for kratom but rarely see it… I think it's a group that is used to 'harder' drugs and kratom just doesn't clear the bar. We have had 3-4 people come to us for medications for OUD for kratom dependence and have had fine outcomes with both buprenorphine and methadone. [In] my inpatient work we frequently see kratom dependence as a secondary problem to other use disorders and maybe one primary kratom dependence case in [about] 2 years. – Physician and OTP medical director

It's [7-OH] so much stronger than regular Kratom. Withdrawal is seriously difficult. We have treated 5 people with buprenophine (which] works well.. – Substance use disorder professional

How often is kratom involved in overdose deaths?

The figure below shows the number of overdose deaths (also known technically as "poisoning") in Washington State in which kratom was detected. Since 2013, when the first two deaths involving kratom were reported, the number of deaths has increased to 35 in 2024. The percent of all overdose deaths in which kratom was detected has been very low overall and only 1% in 2024. In comparison, in 2024 there were 2,275 overdose deaths in WA State involving "other synthetic opioids," predominantly non-pharmaceutical fentanyl, representing 70% of all overdose deaths.[6]

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Most drug overdoses involve multiple drugs. However, because of inconsistent coding of kratom in multiple drug categories, it is not possible to use International Classification of Diseases (ICD) coding to analyze death certificate data to identify all of the substances detected in a death. Therefore, to explore the presence of other drugs in kratom-involved overdose deaths, ADAI staff manually analyzed the "cause of death" text field from death certificate data for deaths in which kratom/mitragynine was reported in WA State for 2024. These data indicated that among the 35 kratom-involved deaths in 2024:

- 83% (n=29) involved at least one other drug
- 69% (n=24) involved at least one opioid
- 63% (n=22) involved fentanyl with or without other substances
- 17% (n=6) involved only kratom

For comparison, among 4,853 deaths in WA State in 2023 and 2024 that involved "other synthetic opioids" (mostly non-pharmaceutical fentanyl) and in which heroin was not present, 23% had no other drug detected.[6] That is, there were many more deaths involving fentanyl than kratom, and a larger proportion of fentanyl deaths involved no other drug, suggesting kratom is a less lethal substance despite its widespread availability. It may be difficult to identify 7-OH involved overdose deaths, as it is unclear whether 7-OH would specifically be recorded on death certificates

A detailed analysis of kratom-involved deaths in Florida was conducted by the Tampa Bay Times. They analyzed data from 2013, when the first kratom-involved death was detected, through June 30, 2022. A minority of cases, 8%, involved kratom without any other substances present.[8] Parallels with WA State data include that 2013 was the same year that a kratom-involved death was detected in both states, and both states report similar, low proportions of deaths involving just kratom.

Evidence on risks and benefits

Research on kratom, especially in the U.S., is limited, with most data coming from case studies and observation. Currently, there is not enough information on kratom to report more definitively on its impact on health and well-being. The National Institute on Drug Abuse (NIDA) notes on their webpage that *"NIDA supports and conducts research to evaluate potential medicinal uses for kratom and related chemical compounds…NIDA also supports research towards better understanding the health and safety effects of kratom use. Rare but serious effects have been reported in people who use kratom."*[9]

Evidence suggests that kratom may be effective as an analgesic and may decrease the use of other drugs.[10] People

who use kratom long-term report benefit in managing SUD symptoms (e.g., reducing cravings and use of other substances) and relief from withdrawal symptoms for alcohol, opioids, and other drugs.[10] Results of preclinical studies in animals also strongly suggest that kratom/mitragynine is useful for alleviating pain and opioid withdrawal and has a lower risk of central nervous system effects and respiratory depression than conventional opioids.[1,11] People who use kratom daily have also reported improvements in daily living and productivity, including reduced pain, improved mood, increased energy, and alertness. Euphoria or feeling "high" is less frequently reported.[12]

The most commonly reported side effects of kratom are typically mild and include agitation, irritability, tachycardia (high heart rate), nausea, vomiting, confusion, drowsiness, and hypertension. Kratom can also cause serious health issues like respiratory depression, seizures, liver toxicity, and irregular heart arrythmias. Other adverse effects include hallucinations, delusions, depression, dizzyness, difficulty sleeping, sweating, tremor, reduced appetite and anorexia, constipation, transient erectile dysfunction, difficulty sleeping, sweating, darkening patches of skin, and hair thinning. Higher doses of kratom and concentrated products are riskier. Using kratom with other substances can enhance the effects of those substances, which may increase negative effects.[1,13] Furthermore, kratom's unregulated status as a dietary supplement warrant concern for contamination, mislabeling, and varying quality and consistency, circumstances which have led to serious illness and death.[1,9,13,14]

People who use kratom frequently can develop tolerance, dependence, and cravings, suggesting the potential for kratom use disorder. However, most users do not report social or functional impairment, a necessary component of a substance use disorder diagnosis.[12,15] People who use kratom are more likely to have more severe symptoms of SUD related to other substances, but this does not imply that kratom *causes* this. Instead, it may be that people with severe SUD are more likely to use kratom, and thus are trying to stop the use of another, often illicit, substance.[16,17] A small study showed regular kratom use did not significantly alter health measures, including blood chemistry, organ function, and vital signs of users over time.[18]

Less is known about 7-OH morbidity and mortality, but emerging pharmacological data suggests that it is more potent than kratom and mitragynine, and appears to have properties more similar to a pure opioid, including respiratory depression, thereby increasing overdose risk.[19]

Recommendations

More information is needed to better understand kratom's impact. We make the following recommendations based on what is currently known:

- Individuals should carefully weigh the risks before deciding to use kratom and related products such as 7-OH and consider other approaches to manage emotional or physical pain, substance use disorders,, and opioid withdrawal. Buprenorphine and methadone are highly effective in treating opioid use disorder, and access is expanding rapidly in WA State.
- Health care providers and SUD treatment providers should be aware of kratom's popularity and potential effects, risks, and medication interactions. Recent reviews of the clinical pharmacology of kratom are available.[20] Ask patients about all substances they use, including kratom, in a supportive and non-judgmental way to encourage open conversations. Talk with patients about how kratom may, or may not, fit into their recovery and/or harm reduction goals and strategies.
- Kratom offers potential benefits to relieve pain, improve mood, and manage SUD symptoms, but its effects and safety profile are not fully understood. Reports from WA State data and local health care professionals suggest kratom use is relatively low and primarily for managing opioid withdrawal symptoms. Some cases of kratom dependency and use disorder have been observed. The number of overdose deaths involving kratom has increased but remain low and rarely involve only kratom. Despite its therapeutic potential, concerns about safety call for a cautious approach.
- 7-OH is an emerging drug that appears to pose a higher risk for overdose and use disorder than kratom.

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Citation: Sladky M, Banta-Green C. Kratom: What do we know about its use, safety, and overdose risk? Seattle, WA: Addictions, Drug & Alcohol Institute, Department of Psychiatry & Behavioral Sciences, School of Medicine, University of Washington, August 2025. URL: https://adai.uw.edu/download/9310/

This report was produced with support from the Washington State Health Care Authority, Division of Behavioral Health and Recovery (DBHR), however they are not responsible for the content This report is for educational purposes only and should not be considered medical advice.

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/20/2026		
Clerk's File #	ORD C36838		
Cross Ref #			
Project #			
Submitting Dept	CITY ATTORNEY	**Bid #**	
Contact Name/Phone	MIKE PICCOLO 6237	**Requisition #**	
Contact E-Mail	MPICCOLO@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	ORDINANCE AMENDING PROVISIONS OF THE CITY'S CODE OF ETHICS		

Agenda Wording

An ordinance amending provisions of the City's Code of Ethics; amending sections 01.04B.050, 1.04B.070, 1.04B.150 and 1.04B.170 of the Spokane Municipal Code.

Summary (Background)

The City's Code of Ethics serves as the framework for establishing the rules of ethical conduct while setting forth a process to ensure that elected officials, City officers and employees are compliant with these rules, and that complaints about unethical conduct are appropriately addressed. The City Council first adopted a Code of Ethics and created an Ethics Commission when it formally enacted a new chapter 1.04 to title 1 of the Spokane Municipal Code in 2006 under Ordinance 33785, creating a process for complaints against elected or appointed officials to be sent to the Ethics Commission for investigation and resolution. In 2024 the City Council adopted Ordinance C36532, recodifying the Code of ethics in Chapter 1.04B of the Spokane Municipal Code and making substantive changes to the investigative process. The City Council finds that additional changes are necessary to ensure that publication of complaints occurs only after initial review, to avoid duplicative adjudication of the same allegations by the state's Public Disclosure Commission, and for an investigation to commence should the Ethics Commission discuss and vote to move a complaint to that stage.

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?

The City of Spokane's Code of Ethics is supplemental to state law, including, but not limited to, chapter 42.20 RCW – Misconduct of Public Officers, chapter 42.23 RCW – Code of Ethics for Municipal Officers – Contract Interests, and chapter 42.36 RCW – Appearance of Fairness Doctrine.

Council Subcommittee Review

N/A

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	PICCOLO, MIKE		
Division Director			
Accounting Manager	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

ORD C36838 (SPONSOR SUBSTITUTION) (01-28-26)

ORDINANCE NO. C36838

An ordinance amending provisions of the City's Code of Ethics; amending sections 01.04B.050, 1.04B.070, 1.04B.150 and 1.04B.170 of the Spokane Municipal Code.

WHEREAS, the City's Code of Ethics serves as the framework for establishing the rules of ethical conduct while setting forth a process to ensure that elected officials, City officers and employees are compliant with these rules, and that complaints about unethical conduct are appropriately addressed; and

WHEREAS, the City Council first adopted a Code of Ethics and created an Ethics Commission when it formally enacted a new chapter 1.04 to title 1 of the Spokane Municipal Code in 2006 under Ordinance 33785, creating a process for complaints against elected or appointed officials to be sent to the Ethics Commission for investigation and resolution; and

WHEREAS, revisions to the Code of Ethics were made under Ordinance C33911 in 2006 and Ordinance C35148 in 2014; and

WHEREAS, in 2024 the City Council adopted Ordinance C36532, recodifying the Code of ethics in Chapter 1.04B of the Spokane Municipal Code and making substantive changes to the investigative process; and

WHEREAS, the City Council finds that additional changes are necessary to ensure that publication of complaints occurs only after initial review, to avoid duplicative adjudication of the same allegations by the state's Public Disclosure Commission, and for an investigation to commence should the Ethics Commission discuss and vote to move a complaint to that stage;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 01.04B.050 of the Spokane Municipal Code is amended to read as follows:

Section 01.04B.050 Ethics Violations – Prohibited Conduct

The following shall constitute a violation of this Code of Ethics:

A. General Prohibition Against Conflicts of Interest.

In order to avoid becoming involved or implicated in a conflict of interest or impropriety, or an appearance of conflict of interest or impropriety, no current City officer or employee shall have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that might be seen as conflicting with the City officer or employee's proper discharge of his or her official duties, the conduct of official City business or as adverse to the interests of the City. Performance of a legally required duty by a City officer or employee shall not be considered a violation of the Code of Ethics.

1. Any employee who becomes aware that he or she might have a potential conflict of interest that arises in the course of his or her official duties shall notify in writing his or her supervisor or appointing authority of the potential conflict. Elected officials shall report potential conflicts of interest to the City Attorney.

2. Upon receipt of such a notification, the supervisor or appointing authority shall take action to resolve the potential conflict of interest within a reasonable time, which may include, but is not limited to, designating an alternative employee to perform the duty that is involved in the potential conflict. The supervisor or appointing authority shall document the disposition of the potential conflict in writing in files maintained by the appointing authority. The supervisor or appointing authority may request an advisory opinion from the Ethics Commission before addressing and resolving of the potential conflict.

3. Upon receipt of such a notification from an elected official, the City Attorney shall recommend action to resolve the potential conflict of interest, which may include a request for an advisory opinion from the Ethics Commission.

B. Personal Interests in Contracts Prohibited.

No City officer or employee shall participate in his or her capacity as a City officer or employee in the making of a contract in which he or she has a personal interest, direct or indirect, or performs in regard to such a contract some function requiring the exercise of discretion on behalf of the City. Provided, this prohibition shall not apply where the City officer or employee has only a remote interest in the contract, and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract, and thereafter the governing body authorizes, approves or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the City officer(s) having the remote interest as defined below.

C. Remote Interest.

For purposes of this section, a “remote interest” means:

1. that of a non-salaried non-compensated officer of a nonprofit corporation;

2. that of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;

3. that of a landlord or tenant of a contracting party;

4. that of a holder of less than one percent of the shares of a corporation, limited liability company, or other entity which is a contracting party.

D. Personal Influence in Contract Selection Prohibited.

No City officer or employee shall influence the City’s selection of, or its conduct of business with, a corporation, person or firm having or proposing to do business with the City if the City officer or employee has a personal interest in or with the corporation, person or firm, unless such interest is a remote interest and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract, as defined in the preceding section. Provided, however, that no City officer or employee may receive anything of value from the City as a result of any contract to which the City shall be a party except for the City officer or employee’s salary or lawful compensation.

E. Representation of Private Person at City Proceeding Prohibited.

No City officer or employee shall appear on behalf of a private person, other than himself/herself or a family member or household member, as defined in this chapter, or except as a witness under subpoena, before any regulatory governmental agency or court of law in an action or proceeding to which the City or a City officer in an official capacity is a party, or accept a retainer or compensation that is contingent upon a specific action by the City. Representation of a private person pursuant to a legally required duty by a City officer or employee is permitted and shall not be considered a violation of the Code of Ethics.

F. Certain Private Employment Prohibited.

No City officer or employee shall engage in or accept private employment, or render services for, any private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties.

G. Personal Interest in Legislation Prohibited.

No City officer or employee may benefit either directly or indirectly from any legislation or contract to which the City shall be a party except for the lawful compensation or salary of the City officer or employee, unless such interest is a remote interest where the facts and extent of such interest is disclosed. City council members' participation in the enactment of legislation shall be governed by chapter 42.23 RCW – The Code of Ethics for Municipal Officers and chapter 42.36 RCW – The Appearance of Fairness Doctrine. City council members shall not be prohibited from participating in the adoption of legislation when the council member has only a remote interest in the legislation, which has been disclosed, and the legislation is applicable to the general public and not unique to the council member.

H. Continuing Financial Interest.

Where a City officer, employee, or family member of a City officer or employee, has a substantial ongoing financial relationship with a corporation, firm, or person seeking a contract, or proposing to do business with the City, such City officer or employee shall not:

1. Influence or participate in the City's contract selection of or conduct business with such corporation, firm, or person; nor

2. Influence or participate in the City's contract selection of, or conduct business with, a corporation, firm, or party competing against a party that a City officer or employee has such a substantial ongoing financial relationship.

3. For purpose of this section, a substantial ongoing financial relationship is defined as: expanding beyond just a formal contractual relationship. Rather it encompasses any financial interest, direct or indirect, where a City officer, employee, or family member of a City officer or employee is involved in a client-service relationship in which:

    a. the City officer, employee, or family member of a City officer or employee, receives a substantial portion of his or her revenue or like compensation through such relationship, whether received through his or her corporation, firm, or as an individual; or

    b. such client-service relationship is likely to continue to provide considerable potential business or has provided substantial business in the past. This does not include prior financial relationships that are so far removed in time or rare in frequency as to be insignificant.

4. Corporations, firms, or persons doing business with the City shall be advised of this provision, and shall certify, as part of any contract with the City, that they are aware of the restrictions in this policy.

I. Disclosure of Confidential Information

1. Disclosure of Confidential Information

No City officer or employee shall, except as required or reasonably believed to be required for the performance of his/her duties, disclose confidential information gained by reason of his/her official position or use such information for his/her own personal interest. “Confidential information” is all information, whether transmitted orally or in writing, that the employee has been informed, is aware, or has reason to believe is intended to be used only for city purposes, is not intended for public disclosure, or is otherwise of such a nature that it is not, at the time, a matter of public record or public knowledge.

2. Confidential information includes, but is not limited to, personal information regarding City officials and employees; private financial and other personal information provided by city taxpayers, license holders, contractors, and customers; intelligence and investigative information, including the identity of persons filing complaints; formulas, designs, drawings, and research data obtained or produced by the city and preliminary, non-final assessments, opinions, and recommendations concerning city policies and actions. Any public official who is uncertain as to whether certain information is confidential should consult the City Attorney. An employee who is uncertain as to whether certain information is confidential should consult their immediate supervisor or department head.

J. Acceptance of Compensation, Gifts, Favors, Rewards, or Gratuity.

City employees shall not, directly or indirectly, solicit any gift or give or receive any gift, whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form, under the following circumstances:

1. It could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or

2. The gift was intended to serve as a reward for any official action on their part. Public officials and city employees may accept de minimis gifts such as, but not limited to, calendars, coffee mugs, flowers, candy, cookies/snacks and other similar items that are given as a customary business practice and have no material significance to the recipient, with such gifts from any one source not to exceed one hundred dollars in value in any twelve-month period. City employees should report any gift to their immediate supervisor. This section shall not apply to gifts made to the city.

All such gifts shall be given to the mayor for official disposition. This prohibition shall not apply to those items which are excluded from the definition of gift in ((~~SMC 1.04A.020~~)) in this chapter.

K. Fair and Equitable Treatment.

1. No City officer or employee shall knowingly use his or her office or position to secure personal benefit, gain, or profit, or use position to secure special privileges or exceptions for himself/herself or for the benefit, gain or profits of any other persons.

2. No City officer or employee shall employ or use the employment of any person under the City officer's or employee's official control or direction for the personal benefit, gain or profit of the City officer or employee or another beyond that which is available to every other person.

3. No City officer or employee shall use City-owned vehicles, equipment, materials, money or property for personal or private convenience or profit. Use is restricted to such services as are available to the public generally, for the authorized conduct of official business (not personal use), and for such purposes and under such conditions as can be reasonably expected to be approved by City policies.

4. Except as authorized by law and in the course of his or her official duties, no City officer or employee shall use the power or authority of his or her office or position with the City in a manner intended to induce or coerce any other person to provide such City employee or any other person with any compensation, gift, or other thing of value directly or indirectly.

5. City Officers and employees are encouraged to participate in the political process on their own time and outside of the workplace by working on campaigns for the election of any person to any office or for the promotion of or opposition to any ballot proposition, but shall not use or authorize the use of City facilities of resources for such purposes except as authorized by the provisions of RCW 42.17A.555. A complaint filed with the Washington State Public Disclosure Commission regarding the same allegation that results in a decision on the merits shall take precedent over a complaint filed with the Ethics Commission and shall render the Ethics Code complaint moot. A decision by the Public Disclosure Commission to dismiss a complaint on grounds other than on the merits shall not render a complaint filed with the City Ethics Commission moot.

L. False and Frivolous complaints prohibited.

No person subject to the Code of Ethics shall knowingly file a false complaint or report of a violation of this Code of Ethics. A person who files a complaint with a good faith belief that a violation of the Code of Ethics has occurred shall be protected by the City's Whistleblower Protection policy as set forth in SMC ((~~1.04A.180~~)) Chapter 01.04B.

M. Aiding others prohibited.

No City officer or employee may knowingly aid or assist any City officer or employee in the violation of any provision of this Code of Ethics.

N. Commission of Acts of Moral Turpitude or Dishonesty Prohibited.

No City officer or employee shall commit any act of moral turpitude or dishonesty relating to his or her duties or position as a City officer or employee or arising from business with the City. Conviction of a felony or a misdemeanor involving moral turpitude or dishonesty, the nature of which demonstrates lack of fitness for the position held, shall be considered conclusive evidence of a violation of this Code of Ethics. Demonstrated acts of moral turpitude or dishonesty are not limited to felony or misdemeanor criminal convictions.

O. Prohibited Conduct After Leaving City Service.

1. Disclosure of Privileged, Confidential, or Proprietary Information Prohibited.

No former City officer or employee shall disclose or use any privileged, confidential, or proprietary information gained because of his or her City employment.

2. Participation in City Matters Prohibited.

No former City officer or employee shall, within a period of one year after leaving City office or employment:

a. participate in matters involving the City if, while in the course of employment with the City, the former City officer or employee was officially involved in the matter, or personally and substantially participated in the matter, or acted on the matter;

b. represent any person as an advocate in any matter in which the former City officer or employee was involved while a City officer or employee; or

c. participate as or with a bidder, vendor, or consultant in any competitive selection process for a City contract in which he or she assisted the City in determining the project, or work to be done, or the process to be used.

3. Duty to Inform.

Whenever a City officer or employee wishes to contract with a former City officer or employee for expert or consultant services within one year of the latter's leaving City service, advance notice shall be given to and approval received from the Ethics Commission. Said approval shall be in written form and copied to the mayor at the same time that it is given to the individual making the request.

4. Exceptions.

a. The prohibitions of subsections (2)(a) and (2)(b) of this section shall not apply to a former City officer or employee acting on behalf of a governmental agency if the Ethics Commission has determined that the service to the agency is not adverse to the interest of the City.

b. Nothing in this chapter shall prohibit an official elected to serve a governmental entity other than the City of Spokane from carrying out their official duties for that government entity.

5. Corporations, firms or persons doing business with the City shall be advised of this provision, and shall certify, as part of any contract with the City, that they are aware of the restrictions in this policy. If a firm or person doing business with the City assists an employee in violating the provisions of the Code, the firm or business may be disbarred, excluded from contracting with the City for 5 years.

P. Failure to Produce Public Records

No City officer or employee shall willfully and without just cause delay or fail to produce any city records in his or her possession or control in response to a public records request filed with the city pursuant to Chapter 42.56 RCW.

1. A "city record" is a "public record" as defined by RCW 42.56.010(3).

2. "Just cause" to delay or fail to produce means:

a. A reasonable belief that production of the record is exempt from public disclosure pursuant to Chapter 42.56 RCW or other statute which exempts or prohibits disclosure of specific information or records; and/or

b. The city record is subject to legal review to determine whether it is subject to an exemption from disclosure pursuant to Chapter 42.56

RCW; and/or

c. The requester has been notified in writing that additional time is required to produce the city record and/or determine whether it is subject to an exemption from disclosure pursuant to Chapter 42.56 RCW.

Section 2. That Section 01.04B.070 of the Spokane Municipal Code is amended to read as follows:

Section 01.04B.070 Duties and Powers

A. It is the duty of the Ethics Commission to serve as a tribunal for the adjudication of complaints whenever someone has alleged a violation of this chapter. For this purpose, the Commission has a duty to consider all evidence in determining whether such a violation occurred and in setting an appropriate penalty.

B. The Ethics Commission is authorized to compel the attendance of witnesses, administer oaths, take the testimony of a person under oath, and in connection therewith, to require the production for examination of any books or papers relating to any matter before the Commission. For witnesses who refuse to attend and give testimony at a hearing, the Ethics Commission may petition the superior court for a subpoena requiring the person to appear and to produce evidence if so ordered, or to give testimony concerning the matter before the Commission. Failure to obey such order of the court may be punished by the court as contempt.

C. The Ethics Commission is authorized to establish operating policies, procedures, forms, and rules consistent with this chapter, subject to the approval of the City Council. The Ethics Commission shall review its policies and procedure annually and shall make modifications as necessary. The Commission shall maintain a manual of such policies and procedures which shall be posted and maintained as part of the City's website.

D. The Ethics Commission may, when circumstances make it necessary to do so, retain outside legal counsel and other experts, as needed, after solicitation of recommendations from the City Attorney (unless the need to retain outside counsel is caused by a conflict involving the City Attorney's Office).

E. The Ethics Commission may make recommendations to the City Council for amendments to this chapter and for such other legislation affecting the subject matter of this chapter as the Ethics Commission may deem necessary or desirable.

F. The Ethics Commission shall develop educational programs which inform agencies, public officials and city officers and employees about City, state and federal ethics laws, and the importance of ethics to the public's confidence in municipal government.

G. The Commission shall post all complaints, advisory opinions, preliminary review of complaints by the City Attorney pursuant to SMC 1.04B.150, investigative reports pursuant to SMC 1.04B.160 and concluded adjudicative materials of the Commission((,)) including, but not limited to ((~~the advisory opinions, the initial review by the City Attorney~~, pleadings and party submissions, ((~~investigative reports,~~)) and decisions of the Commission, on the City's website within thirty days of receipt of complaints, opinions, preliminary reviews, investigative reports, ((~~or~~)) concluded adjudicative material and decisions ((~~issuance of the material~~)). Upon the recommendation of the City Attorney, the Commission may redact or withhold from publication any record deemed to be legally protected from disclosure under RCW 42.56 or other applicable federal, state or local law.

Section 3. That Section 01.04B.150 of the Spokane Municipal Code is amended to read as follows:

Section 01.04B.150 Preliminary Review of Ethics Complaint

A. Preliminary Review of Complaint

Upon receipt of a complaint, the City Attorney's Office shall conduct a preliminary review to determine whether the allegations, if proven, establish a violation of the City's Code of Ethics.

1. If, upon preliminary review of the complaint, the City Attorney finds that the respondent is not subject to the Code of Ethics, the City Attorney shall, within five business days of the complaint being filed, provide the Ethics Commission with written notification of this finding along with a recommendation that the Commission Chair summarily dismiss the complaint pursuant to SMC 01.04B.200 (A). The complainant shall also be provided notification of this finding and recommendation. The complainant may appeal the summary dismissal of the complaint by filing an appeal with the City Clerk's Office within ten days of the date of the Chair's decision. In the event of an appeal, the Chair shall not participate in the Commission's deliberation or decision. The appeal will be determined by the remaining members of the Commission. A determination by the Commission to affirm the decision of the Chair shall be final with no further appeal rights.

2. If, upon preliminary review of the complaint, the City Attorney finds that the complaint contains an allegation which, even if true, would not constitute prohibited

conduct in violation of the Code of Ethics, the City Attorney shall, within five business days of the complaint being filed, provide written notification to Ethics Commission of his or her opinion and recommendation that complaint be dismissed pursuant to SMC 01.04B.200 (B), and shall provide the Commission with a proposed order of dismissal. The complainant shall also be provided notification of this opinion. A decision of the Ethics Commission to dismiss a complaint based upon the recommendation of the City Attorney pursuant to this subsection may be appealed by the complainant to the Hearing Examiner by filing an appeal with the Hearing Examiner's Office within ten days of the date of the Ethics Commission's decision. The only matter before the Hearing Examiner on appeal is whether the complainant has set forth allegations, that if true, would constitute prohibited conduct in violation of the Code of Ethics.

3. If, upon preliminary review of the complaint, the City Attorney determines that the complaint alleges facts that, if proven, may establish an ethics violation ((,)) or if the Ethics Commission after discussion of the preliminary review votes to have an independent investigation, the complaint shall be referred by the City Attorney to an independent investigator to commence an investigation for purposes of determining whether there is reasonable cause to believe that a violation of the Code of Ethics has occurred.

Section 4. That Section 01.04B.170 of the Spokane Municipal Code is amended to read as follows

Section 01.04B.170 Post-Investigation Procedures

A. If the investigator finds that the evidence fails to establish that the subject of the complaint has committed prohibited conduct, the independent investigator shall prepare an investigative report with a recommendation of that the complaint be dismissed.

    1. Whenever an investigator makes a recommendation of dismissal, the investigative report ((~~and copies of all documents relating to the investigation~~)) shall be forwarded to the Ethics Commission for a final decision on dismissal. Copies of the investigative report ((~~and all documents related to the investigation~~)) shall be served upon the complainant and the subject of the complaint.
    2. Upon receipt of an investigator's investigative report and a recommendation of dismissal, the Ethics Commission ((~~may~~)) shall enter an order of dismissal, a copy((~~ies~~)) of which shall be served on the complainant and on the subject of the complaint. Such order shall be entered within ten business days.

B. If, after investigation, the independent investigator determines that there is reasonable cause to believe the subject of the complaint has committed prohibited conduct in violation of the Code of Ethics, he or she shall prepare an investigative report detailing the evidence and stating the basis for his or her determination. The investigative report ((~~and copies of all documents relating to the investigation~~)) shall be forwarded to the Ethics Commission with a recommendation that a hearing be held. A copy ((~~Copies~~)) of the investigative report ((~~and all documents related to the investigation~~)) shall be served upon the complainant and the subject of the complaint.

C. Response by Subject of Complaint

1. If the subject of the complaint accepts the findings of the investigative report, he or she may stipulate to the violation by submitting a letter to the Ethics Commission within ten business days indicating his or her agreement with the findings. In such instance, the matter will proceed to a hearing before the Ethics Commission for adoption of the stipulation and imposition of a penalty.

2. The subject of the complaint may contest the findings of the investigative report by submitting a letter within ten business days to the Ethics Commission indicating his or her disagreement with the findings and requesting that a hearing be held to formally contest the findings.

3. If the subject of the complaint contests the findings detailed within the investigative report or otherwise fails to respond within ten business days to the findings of the investigative report, the matter shall proceed to a contested hearing before the Ethics Commission.

Section 5. 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 6. 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

_____
Mayor

Approved as to form:

_____
City Attorney

_____
Date

_____
Effective Date

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/21/2026		
Clerk's File #	ORD C36839		
Cross Ref #			
Project #			
Submitting Dept	MAYOR	**Bid #**	
Contact Name/Phone	ADAM 6779	**Requisition #**	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	PDILLON BWILKERSON		
Sponsoring at Administrators Request	YES		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	ORDINANCE UPDATING DEPARTMENTAL TITLES AS A RESULT OF THE		

Agenda Wording

An ordinance updating departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.02.010, 07.03.020, 07.06.242, 07.14.030, 08.10.010, 13.02.0304, and 13.02.0364 of the Spokane Municipal Code.

Summary (Background)

The Spokane City Council adopted Ordinance C36795 on January 12, 2026, which renamed My Spokane to Spokane 311. Ordinance C36795 also made departmental updates to the Finance and Administration Division. This ordinance makes the additional code updates to division and departmental titles to reflect the changes in Ordinance 36795.

What impacts would the proposal have on historically excluded communities?

This ordinance is code cleanup as a result of the City Council's adoption of Ordinance C36795.

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 as a result of the adoption of this ordinance.

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 as a result of the adoption of this ordinance.

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 ordinance is a follow-up to Ordinance C36795, adopted by the City Council on January 12, 2026.

Council Subcommittee Review

N/A

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	BUSTOS, KIM		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List

ORDINANCE NO. C36839

An ordinance updating departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.02.010, 07.03.020, 07.06.242, 07.14.030, 08.10.010, 13.02.0304, and 13.02.0364 of the Spokane Municipal Code.

WHEREAS, the Spokane City Council adopted Ordinance C36795, which renamed My Spokane to Spokane 311; and

WHEREAS, Ordinance C36795 also made departmental updates to the Finance and Administration Division; and

WHEREAS, this ordinance makes code updates to the division and department titles to reflect the passage of Ordinance C36795.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 04.02.010 of the Spokane Municipal Code is amended to read as follows:

Section 04.02.010 Policy to Collect Accounts

A. It is the policy of the City to promptly identify and collect all duly payable moneys related to services rendered, damage to City property, or any other source.

B. It is the policy of the City to regularly review and, as necessary, adjust schedules for fees, charges, and other assessments to ensure the City recovers at least the actual cost of delivering said services. Accordingly, during the even year of each biennium, all city departments shall review as appropriate their schedules for fees, charges, and other assessments to ensure there is adequate cost recovery for the services rendered and shall then report the status and outcome of such review to the Mayor and City Council. The biennial review and adjustment shall be governed by the following specific criteria:

    1. Except as otherwise provided in this section, fees, charges and assessments shall be adjusted by reference to the Consumer Price Index published by the United States Bureau of Labor Statistics, (All City Average (CPI-U and CPI-W)) or such other applicable index or formula appropriate for the service rendered.

    2. General facilities charges shall be updated and maintained pursuant to Chapters 13.03 and 13.04 of the Spokane Municipal Code.

    3. Transportation impact fees shall be updated and maintained pursuant to Chapter 17D.075 of the Spokane Municipal Code.

4. This section shall not apply to criminal and civil penalties fees, which shall be adjusted consistent with state law and any penalty schedule established separately under the Spokane Municipal Code.

5. In reviewing fees, charges, and other assessments each biennium, each City department shall systematically and resolutely pursue opportunities to maximize operational efficiency, eliminate waste, streamline processes, and minimize administrative costs to ensure the lowest possible financial burden on payers. This includes exploring innovative solutions that enhance effectiveness and reduce expenses. In conjunction with the Information Technology ((~~Division~~)) Department, departments shall also evaluate and implement apt software and platforms that automate workflows, improve accuracy, and reduce the costs associated with calculating and billing fees, charges, and other assessments.

6. Nothing in this section shall be construed to prohibit review and adjustment of fees more frequently than every biennium.

Section 2. That Section 07.03.020 of the Spokane Municipal Code is amended to read as follows:

Section 07.03.020 Amount

A. The amount of any imprest fund shall not exceed the amount fixed in the table below:

Department	**Amount not to exceed**
Accounting Department Imprest Fund	$1,000.00
City Attorney Imprest Fund	$1,000.00
Development Services Center Imprest Fund	$1,500.00
((~~My Spokane~~)) Spokane 311 Imprest Fund	$4,800.00
Parks and Recreation Imprest Fund	$2,500.00
Parks and Recreation Imprest Fund – Riverfront Park	$25,000.00
Risk Management Imprest Fund	$300,000.00
Solid Waste Collection Department Imprest Fund	$200.00
Solid Waste Disposal Department Imprest Fund	$9,000.00
Spokane Fire Department Imprest Fund	$700.00
Spokane Municipal Court Imprest Fund	$1,300.00
Spokane Municipal Court Imprest Fund – Parking Violations	$300.00
Spokane Police Department Imprest Fund – Administration	$1,500.00

Spokane Police Department Imprest Fund – Investigations	$60,000.00
Spokane Police Department Imprest Fund – Records	$3,000.00
Spokane Police Department – Travel Expense Cash Advance Fund	$20,000.00
Spokane Public Library – Imprest Fund	$3,000.00
Spokane Public Library – Travel Expense Cash Advance Fund	$10,000.00
Street Department Imprest Fund	$500.00
Water and Hydroelectric Services Department Imprest Fund	$1,000.00

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

Section 3. That Section 07.06.262 of the Spokane Municipal Code is amended to read as follows:

Section 07.06.262 Change Orders - Contract Amendments

A. The Mayor may authorize, by change order or contract amendment, aggregate increases of up to ten percent (10%) of the total contract dollars per contract, not to exceed one hundred thousand dollars ($100,000), upon verification by the ((~~Director of Finance, Treasury and Administration~~)) Chief Financial Officer or their designee that funds are available.

B. Notwithstanding subsection (A) of this section, the City Council hereby directs and authorizes the Mayor to delegate approval/signature authority for change orders where a pre-approved administrative reserve has been established without individual approval of each change order by the City Council.

((~~1. The City Council shall approve City Policy 5200-08-01 for implementing this subsection.~~))

Section 4. That Section 07.10.010 of the Spokane Municipal Code is amended to read as follows:

Section 07.10.010 Definitions

As used in this chapter, the following words have the following meanings:

((~~A. "City" means the City of Spokane, Washington, a first class charter city duly organized and existing under and by virtue of the laws of the State of Washington and the charter of the City.~~

~~A. "Chief Financial Officer" means the director appointed by the mayor and confirmed by the city council who is charged with the responsibility for the overall direction of the finance, treasury and administration department of the City.~~

~~C. "Qualified public depositary" or "depositary" means a financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of the State of Washington, which has been approved by the Washington public deposit protection commission to hold public deposits, and which has segregated for the benefit of said Commission eligible collateral having a value of not less than its maximum liability.~~

~~D. "Treasurer" means the treasurer of the City, who is the custodian of City funds.~~))

Term	Definition
City	City means the City of Spokane, Washington, a first-class charter city duly organized and existing under and by virtue of the laws of the State of Washington and the charter of the City.
Chief Financial Officer	Chief Financial Officer means the director appointed by the Mayor and confirmed by the City Council who is charged with the responsibility for the overall direction of the Finance and Administration Division of the City of Spokane.
Qualified Public Depositary/Depositary	Qualified Public Depositary or depositary means a financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of the State of Washington, which has been approved by the Washington Public Deposit Protection Commission to hold public deposits, and which has segregated for the benefit of said Commission eligible collateral having a value of not less than its maximum liability.
Treasurer	Treasurer means the treasurer of the City, who is the custodian of City funds.

Section 5. That Section 07.14.030 of the Spokane Municipal Code is amended to read as follows:

Section 07.14.030 Budget Monitoring and Review

A. The Finance((~~, Treasury~~)) and Administration Division shall provide regular, monthly, financial reports, including budget-to-actual data for the General Fund and any other key fund(s), as necessary. The reports will be provided to the City Council as soon as reasonably available upon the closing of the period.

    1. As part of the regular monthly reports, a summary of the General Fund budgeted revenue and expenditures shall be provided with estimates of beginning and ending fund balance and reserves with presumptions and trends, and, when available, council budget staff outlooks defined in the estimates.

    2. In the month following the end of a quarter's Finance and Administration Committee Meeting, the Management and Budget Department will provide a summary of potential financial or operational issues that may impact the City's overall financial position, either positively or negatively, based on analysis of actuals relative to the approved budget.

    3. In the month following the end of the quarter, the Management and Budget Department will provide proposed special budget ordinances as deemed appropriate based on operational activities, grant or contract awards, financial projections, or other relative information. City Council will determine which proposed special budget ordinances will proceed for the approval process.

B. The Finance((~~, Treasury~~)) and Administration Division shall provide a pre-audit year- end financial report for the General Fund, and any other key fund deemed appropriate. The report will include relative fund/reserve balances for the General Fund. The report will be provided to the City Council as soon as reasonable and reliable financial information is available following the close of the fiscal year, but no later than the end of June.

C. Based on analysis of financial activity from the previous fiscal year, as reported in the pre-audit year-end financial report, the Finance((~~, Treasury~~)) and Administration Division shall provide:

    1. An update to the General Fund Six -Year Forecast based on all known or expected revenues and expenditures. The General Fund Six-Year Forecast will include the current biennium's budget and updated projections for the subsequent four years and, at council discretion, council budget staff projections for the same periods. The report will be

provided to the City Council by the July Finance and Administration Committee meeting.

2. For any department that is in the General Fund or a fund supported by the General Fund, an unfavorable variance report showing deviations of 10% or more (or $2.0 million, whichever is greater) from the estimated year-to-date budget at the dept/fund level, shall be presented to City Council by the Finance and Administration Division on or before July 31st of the even-numbered year. The report will include both revenues and expenses and should be accompanied by as much explanatory narrative as possible and, if applicable, a corrective action plan.

3. During even years, at the November Finance and Administration Committee meeting, the Administration will provide a recommendation to the City Council which, via Special Budget Ordinance, resolves any material budget variances. During odd years, material budget variances will be resolved via the mid-biennium modification period identified within SMC 07.01.020.

D. The Finance((~~, Treasury~~)) and Administration Division, and other senior administration personnel and cabinet members, shall, upon concurrence of the ((~~mayor~~)) Mayor, make themselves available for budget deliberations with the City Council on a bimonthly basis, or more frequently as mutually agreed with the ((~~mayor~~)) Mayor. The ((~~city council~~)) City Council shall establish bimonthly study sessions on the second Thursday of each month, or on the third Thursday if necessary because of a ((~~city~~)) City holiday, for budget presentations and discussions with program managers, cabinet-level department heads, and senior level administrators. The Administration should make other staff members available as necessary, or beneficial to the content of the planned discussion. The bimonthly study sessions shall be held in a location that allows for real-time public viewing of the study session via a live telecast or streaming in the same manner as regular briefing and legislative session of the ((~~city council~~)) City Council.

E. Concurrent to the joint budget deliberations, the City Council, led by the Finance & Administration Committee Chair and Vice Chair acting in consultation with all council members, shall develop a draft resolution to the administration identifying council budget priorities, to be placed on Finance & Administration Committee agenda as a standing legislative item no later than April of each year, with final action by the City Council to occur no later than the first council meeting in July.

F. The Council Budget Director shall continuously act as a liaison between the City Council and administration throughout the budget development period. The Budget Director's mission during the budget process is to ensure information sharing, clarification of financial data, and collaboration among and communication to all council members.

Section 6. That Section 08.10.010 of the Spokane Municipal Code is amended to read as follows:

Section 08.10.010 Definitions

In construing the provisions of this chapter, except where otherwise stated or apparent from the context, the following definitions apply:

((~~A. "Cable franchise fee" means a fee assessed pursuant to SMC 10.27A.310 upon a cable operator by the City as a condition of a cable franchise.~~

~~B. "Department" means the administrative official responsible for the functions of the office of taxes and licenses, or other designee of the division director of finance, treasury and administration.~~

~~C. Gross Income.~~

~~1. "Gross income" or "gross revenues" means the value proceeding or accruing from the sale of tangible personal property or service, and receipts (including all sums earned or charged, whether received or not) by reason of the investment of capital in the business engaged in, including rentals, royalties, fees, interest and other emoluments however designated (excluding receipts or proceeds from the sale or use of real property or any interest therein, and the proceeds from the sale of notes, bonds, mortgages or other evidences of indebtedness, or stocks and the like), and without any deduction on account of the cost of the property sold, the cost of materials used, labor costs, taxes, interest or discount paid, or any expense whatsoever, and without any deduction on account of losses.~~

~~2. "Gross income" is further defined to mean the total gross income received or earned as above noted on a cash receipts or on an accrual basis according to the method of accounting regularly employed by the taxpayer during the period for which the taxes are applicable.~~

~~D. "Internet" means the international computer network of both federal and nonfederal interoperable packet switched data networks, including the graphical subnetwork called the world wide web.~~

~~E. "Internet service" means a service that includes computer processing applications, provides the user with additional or restructured information, or permits the user to interact with stored information through the internet or a proprietary subscriber network. "Internet service" includes provision of internet electronic mail, access to the internet for information retrieval, and hosting of information for retrieval over the internet or the graphical subnetwork called the~~

world wide web.

F. "Pager telephone business service", commonly known as pager service, has that common meaning and includes one-way communication services such as tone only (beeper), numeric or alphanumeric messaging, and tone and voice messaging. It includes talk-back paging, conventional dispatch radio and specialized mobile radio pager service.

G. "Person" means an individual, entity, co-partnership, joint venture, firm, club, company, joint stock company, corporation, assignee, successor, receiver, administrator, executor, trustee in bankruptcy, trust, estate, association, society, governmental unit, municipal corporation or quasi-municipal corporation, including the City, a City department, or officer, agent or employee of any of the foregoing.

H. Solid Waste.

1. "Solid waste collection service" means receiving solid waste for transfer, processing, treatment, storage or disposal, including but not limited to, all collection services. It does not include the operation of public or private dumps, transfer stations and similar operations. It does not include operation of a regional solid waste disposal system, to the extent the same may be established by interlocal agreement between the City and County of Spokane, although components of charges for taxable solid waste collection service may include charges of regional system facilities, including transfer stations, dumps or waste-to-energy disposal facilities.

2. "Solid waste", for purposes of this subsection, means garbage, trash, rubbish or other material discarded by the generator as worthless or not economically viable for further use. "Solid waste" includes infectious, hazardous or toxic wastes, and recyclable or reusable materials collected in whole or part for recycling or salvage as part of a general solid waste collection service to the public.

I. "Taxpayer" means any person liable for the tax or license fee imposed under this chapter.

J. "Tax year" or "taxable year" means the particular taxpayer's fiscal year or such fiscal year as adjusted in the discretion of the division director of finance, treasury and administration to accommodate the taxpayer's method of accounting.

K. Telephone Business.

1. "Telephone business" means the business of providing by any person of access to a local telephone network, local telephone network switching service, toll service or coin telephone services, or the providing of

telephonic, video, data or similar communication or transmission for hire, via a local telephone network, toll line or channel, cable, microwave or similar communication or transmission system. It includes the provision of transmission to and from the site of an internet provider via a local telephone network, toll line or channel, cable microwave or similar communication or transmission system, or any other similar telecommunications business activity lawfully taxable by the City of Spokane.

2. "Telephone business" includes cooperative or farmer line telephone companies or associations operating exchanges.

3. "Telephone business" includes cellular telephone service, which is a two-way voice and/or data telephone/telecommunications system based in whole or in a substantial part upon wireless radio communications, whether or not subject to regulation by the Washington State Utilities and Transportation Commission (WUTC). It includes cellular mobile service.

    a. "Cellular mobile service" includes additional varieties of partly or entirely wireless radio communications services commonly referenced or marketed as specialized mobile radio (SMR), personal communications services (PCS) and other such wireless radio communications technologies accomplishing a purpose similar to cellular mobile service.

4. "Telephone business" does not include the providing of competitive telephone service, the providing of cable television service, the providing of broadcast services by radio or television stations. It further does not include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider; provided, in the event any statutory prohibition of municipal taxation of internet service providers hereafter expire or otherwise be removed, then at such time, "telephone business" shall thereafter include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider. (Note: State prohibits taxation of internet providers.)

L. "Competitive telephone service" means the providing by any person of telecommunications equipment or apparatus, or service related to that equipment or apparatus, such as repair or maintenance service, if the equipment or apparatus is of a type which can be provided by persons that are not subject to regulation as telephone companies under Title 80 RCW and for which a separate charge is made, provided "competitive telephone service" does not include cellular telephone service. "Telecommunications" is as defined in RCW 80.04.010.))

Term	Definition
Cable franchise fee	Cable franchise fee means a fee assessed pursuant to SMC 10.27A.310 upon a cable operator by the City as a condition of a cable franchise.
Cellular mobile service	Cellular mobile service includes additional varieties of partly or entirely wireless radio communications services commonly referenced or marketed as specialized mobile radio (SMR), personal communications services (PCS), and other such wireless radio communications technologies accomplishing a purpose similar to cellular mobile service.
Competitive telephone service	Competitive telephone service means the providing by any person of telecommunications equipment or apparatus, or service related to that equipment or apparatus, such as repair or maintenance service, if the equipment or apparatus is of a type which can be provided by persons that are not subject to regulation as telephone companies under Title 80 RCW and for which a separate charge is made, provided "competitive telephone service" does not include cellular telephone service. "Telecommunications" is as defined in RCW 80.04.010.
Department	Department means the administrative official responsible for the functions of the Office of Taxes and Licenses, or other designee of the Chief Financial Officer.
Gross Income/Gross Revenues	1. Gross income or gross revenues means the value proceeding or accruing from the sale of tangible personal property or service, and receipts (including all sums earned or charged, whether received or not) by reason of the investment of capital in the business engaged in, including rentals, royalties, fees, interest and other emoluments however designated (excluding receipts or proceeds from the sale or use of real property or any

	interest therein, and the proceeds from the sale of notes, bonds, mortgages or other evidences of indebtedness, or stocks and the like), and without any deduction on account of the cost of the property sold, the cost of materials used, labor costs, taxes, interest or discount paid, or any expense whatsoever, and without any deduction on account of losses. 2. "Gross income" is further defined to mean the total gross income received or earned as above noted on a cash receipt or on an accrual basis according to the method of accounting regularly employed by the taxpayer during the period for which the taxes are applicable.
Internet	Internet means the international computer network of both federal and nonfederal interoperable packet-switched data networks, including the graphical subnetwork called the World Wide Web.
Internet Service	Internet Service means a service that includes computer processing applications, provides the user with additional or restructured information, or permits the user to interact with stored information through the Internet or a proprietary subscriber network. "Internet service" includes the provision of internet electronic mail, access to the internet for information retrieval, and hosting of information for retrieval over the internet or the graphical subnetwork called the World Wide Web.
Pager telephone business service	Pager telephone business service, commonly known as pager service, has that common meaning and includes one-way communication services such as tone only (beeper), numeric or alphanumeric messaging, and tone and voice messaging. It includes talk-back

	paging, conventional dispatch radio, and specialized mobile radio pager service.
Person	Person means an individual, entity, co-partnership, joint venture, firm, club, company, joint stock company, corporation, assignee, successor, receiver, administrator, executor, trustee in bankruptcy, trust, estate, association, society, governmental unit, municipal corporation or quasi-municipal corporation, including the City, a City division, a City department, or officer, agent or employee of any of the foregoing.
Solid Waste	Solid Waste means garbage, trash, rubbish, or other material discarded by the generator as worthless or not economically viable for further use. “Solid waste” includes infectious, hazardous, or toxic wastes, and recyclable or reusable materials collected in whole or part for recycling or salvage as part of a general solid waste collection service to the public.
Solid Waste Collection Service	Solid Waste Collection Service means receiving solid waste for transfer, processing, treatment, storage, or disposal, including but not limited to, all collection services. It does not include the operation of public or private dumps, transfer stations, and similar operations. It does not include operation of a regional solid waste disposal system, to the extent the same may be established by interlocal agreement between the City and County of Spokane, although components of charges for taxable solid waste collection service may include charges of regional system facilities, including transfer stations, dumps, or waste-to-energy disposal facilities.
Taxpayer	Taxpayer means any person liable for the tax or license fee imposed under this chapter.
Tax year/taxable year	Tax year or taxable year means the particular taxpayer’s fiscal year or such

	fiscal year as adjusted in the discretion of the City of Spokane's Chief Financial Officer to accommodate the taxpayer's method of accounting.
Telephone Business	Telephone business means the business of providing by any person access to a local telephone network, local telephone network switching service, toll service, or coin telephone services, or the providing of telephonic, video, data, or similar communication or transmission for hire, via a local telephone network, toll line or channel, cable, microwave or similar communication or transmission system. It includes the provision of transmission to and from the site of an internet provider via a local telephone network, toll line or channel, cable, microwave or similar communication or transmission system, or any other similar telecommunications business activity lawfully taxable by the City of Spokane. Telephone business includes cooperative or farmer line telephone companies or associations operating exchanges. Telephone business includes cellular telephone service, which is a two-way voice and/or data telephone/telecommunications system based in whole or in a substantial part upon wireless radio communications, whether or not subject to regulation by the Washington State Utilities and Transportation Commission (WUTC). It includes cellular mobile service. Telephone business does not include the providing of competitive telephone service, the providing of cable television service, the providing of broadcast services by radio or television stations. It further does not include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider; provided, in the event any statutory prohibition of municipal taxation of internet service

	providers hereafter expire or otherwise be removed, then at such time, "telephone business" shall thereafter include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider. (Note: State prohibits taxation of internet providers.)

Section 7. That Section 13.02.0304 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0304 Vacancies – Changes in Service Needs

A. A customer may request that service be halted temporarily when the premises are vacant.

B. The department must receive at least three (3) business days' advance notice.

C. Service suspensions for less than fourteen (14) days are not granted.

D. Customers are further required to notify ((~~promptly~~)) ((~~My Spokane~~)) Spokane 311, the city's centralized customer service center, of any changes in service needs.

E. No credit will be issued for failure to notify the department of vacancies or changes in service needs. Consideration may be made on a case-by-case basis at the discretion of the director or ((~~his~~)) their designee.

Section 8. That Section 13.02.0364 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0364 Unacceptable Wastes

A. Departmental collection operations are intended to collect normal household and business wastes. No person may deposit or relinquish for collection or disposal any unacceptable wastes.

1. "Unacceptable wastes" are generally identified under general standards and with a specific list.

2. Customers are encouraged to contact ((~~My Spokane~~)) Spokane 311((~~,~~)) in advance, by dialing 3-1-1 (if inside the city limits) or 509.755.2489 (if

outside the city limits) with any questions or to make special advance arrangements.

B. General Standards.

1. Unacceptable wastes include infectious wastes, as identified in chapter 10.35 SMC. Further included are any wastes which are of extreme temperatures, harmful vapors, the presence of corrosive, flammable, explosive or toxic chemicals, or any materials with physical or other properties which render collection operations hazardous or which create a risk to the public health and safety, to the health or safety of departmental employees or of damage to departmental collection vehicles or equipment.

    a. The director may declare any wastes unacceptable and may cause to be published a list of unacceptable wastes in the *Official Gazette*.

2. Customers engaged in manufacturing or commercial pursuits who are or may be a source of unacceptable waste must notify the director with full details and information.

    a. Such customers must make special arrangements prior to deposit or commingling said materials with other solid waste for collection.

    b. The department accepts household hazardous wastes at the waste-to-energy plant.

C. Specific List.

In addition to wastes with general characteristics described above, unacceptable wastes include:

1. liquid wastes, both bulk and containerized, exceeding a volume of one gallon, unless specific advance arrangements are made with the department;

2. waste tires, exceeding four out for collection at one time (wheels need to be removed to be collected);

3. any materials regulated by the ((~~State of Washington department of ecology~~)) Washington State Department of Ecology as dangerous under chapter 173-303 WAC, or as hazardous wastes by the United States ((~~environmental protection agency~~)) Environmental Protection Agency under 40 CFR, applicable parts;

4. any equipment or machinery used for refrigeration, provided the department will accept household refrigerators from residential premises.

    a. Additionally, for nonresidential customers, this prohibition does not apply if the refrigerant has been properly removed by the customer;

5. improperly wrapped or secured wastes which emit noxious, foul odors to disturb or annoy a reasonable person.

    a. Such wastes would include, as examples, quantities of manure, offal or other such noxious materials not securely wrapped or secured;

6. animal remains in an amount over fifteen pounds are prohibited from disposal in the waste stream by Spokane County health district regulations.

    a. Animal remains fifteen pounds or less must be separately and securely bagged as a condition of acceptance.

    b. For larger animals, customers may contact the disposal department (waste-to-energy plant) for special arrangements at (509) 625-6580, a rendering service, or SpokAnimal at (509) 534-8133.

D. Northside Landfill MFS Limits.

With prior approval, certain wastes may be accepted at the northside landfill at locations or cells as designated by the director, under terms and conditions determined by the director. The director may consider either general or specific standards heretofore set forth. The director may consider TCLP test criteria, in addition to Washington State ((~~department of ecology~~)) Department of Ecology dangerous waste regulations and U.S. EPA hazardous waste regulations and considering the need to avoid leachate risks because leachate from the waste (as produced by U.S. EPA toxicity characteristic leaching procedure) exceeds pretreatment standards as established by the Spokane ((~~wastewater management department~~)) Wastewater Management Department or for any other reason.

Section 9. 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 10. 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

_____
Mayor

Approved as to form:

_____
City Attorney

_____
Date

_____
Effective Date

Memorandum

Office of the Mayor

DATE: December 31, 2025

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

TO: Paul Dillon, Chair, Finance Committee & Kitty Klitzke, Chair, PIES Committee

RE: Updating the division and departmental titles in the Communications and Marketing and Finance and Administration divisions as a result of the adoption of Ordinance C36795

Executive Summary –

I. **Background**:

Ordinance C36795 (Executive and Administration Update) renamed the Customer Experience department to Spokane 311. Additionally, the ordinance renamed the Finance, Treasury, and Administration Department to the Finance and Administration Division.

II. **Policy Recommendations**

This ordinance makes the necessary division and departmental title updates as a result of the adoption of Ordinance C36795.

Proposed Ordinance Table of Contents

Section 1. Amends SMC 04.02.010 (Policy to Collect Accounts)
Section 2. Amends SMC 07.03.030 (Amount)
Section 3. Amends SMC 07.06.262 (Change Orders – Contract Amendments)
Section 4. Amends SMC 07.10.010 (Definitions)
Section 5. Amends SMC 07.14.030 (Budget Monitoring and Review)
Section 6. Amends SMC 08.10.010 (Definitions)
Section 7. Amends SMC 13.02.0304 (Vacancies – Changes in Service Needs)
Section 8. Amends SMC 13.02.0364 (Unacceptable Wastes)

Section 9. Severability

Section 10. Clerical Errors

Section 1. Amends 04.02.010 (Policy to Collect Accounts)

- Updates the reference of Information Technology Division to Information Technology Department.

Section 2. Amends 07.03.020 (Amount)

- Updates the reference of My Spokane to Spokane 311

Section 3. Amends 07.06.262 (Change Orders – Contract Amendments)

- Updates reference of Director of Finance, Treasury and Administration to Chief Financial Officer or their designee.

- Removes a reference to Council adopting City Policy 5200-08-01, which would have been done in 2018 when this section of code was adopted.

Section 4. Amends 07.10.010 (Definitions)

- Places all definitions in a table format for clarity

- Updates the definition of Chief Financial Officer to reflect the updated name of the Finance and Administration Division.

Section 5. Amends 07.14.030 (Budget Monitoring and Review)

- Updates the name of the Finance, Treasury and Administration Division to the Finance and Administration Division

- Makes small grammatical and capitalization updates

Section 6. Amends 08.10.010 (Definitions)

- Updates the name of the Finance, Treasury and Administration Division to the Finance and Administration Division

- Makes small grammatical and capitalization updates

Section 7. Amends 13.02.0304 (Vacancies – Changes in Service Needs)

- Updates the reference of My Spokane to Spokane 311

- Makes small grammatical and capitalization updates

Section 8. Amends 13.02.0364 (Unacceptable Wastes)

- Updates the reference of My Spokane to Spokane 311

- Makes small grammatical and capitalization updates

Section 9. Severability

DRAFT



- Standard severability clause.

Section 10. Clerical Errors

- Standard clerical errors clause

Agenda Sheet for City Council:

Committee: Finance & Administration **Date:** 01/26/2026

Committee Agenda type: Consent

Council Meeting Date: 02/23/2026

Date Rec'd	1/21/2026		
Clerk's File #	ORD C36841		
Cross Ref #			
Project #			
Submitting Dept	FINANCE, TREASURY & ADMIN	**Bid #**	
Contact Name/Phone	JASON 509-232-8841	**Requisition #**	
Contact E-Mail	JNECHANICKY@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	ORDINANCE AMENDING CODE RELATED TO EMERGENCY PROCUREMENT		

Agenda Wording

An ordinance amending SMC 07.06.180 Emergency procurement exemption from competitive bidding requirements.

Summary (Background)

Language clean up to clarify use and application of code, and standardize language.

What impacts would the proposal have on historically excluded communities?

Policy update, should not have impact 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?

Policy update, this does not generate data related to the identified items.

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

Purchasing & Contracts department monitors the procurement process.

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?

Updated language standardizes with related policies and procedures to aide staff in understanding policies to improve compliance.

Council Subcommittee Review

N/A

Fiscal Impact	
Approved in Current Year Budget?	NO
Total Cost	$ 0
Current Year Cost	$
Subsequent Year(s) Cost	$

Narrative

No budget impact

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	PICCOLO, MIKE		

Distribution List	
jnechanicky@spokanecity.org	sneal@spokanecity.org
amcdaniel@spokanecity.org	jstratton@spokanecity.org

ORDINANCE NO. C36841

An ordinance relating to the emergency procurement and amending Section 07.06.180 of the Spokane Municipal Code.

WHEREAS, the City is authorized under RCW 39.04.280 to waive competitive bid requirements in the event of an emergency; and

WHEREAS, the City recognizes the need for administrative efficiency and has authorized thresholds for which administration can execute contracts without City Council approval, such as execution of Minor Contracts pursuant to SMC 07.06.260; and

WHEREAS, the Spokane Municipal Code currently authorizes emergency procurement in Sections 02.04.100 and 07.06.180, but these provisions do not include standardized procedures or definitions; and

WHEREAS, this proposed ordinance seeks to standardize emergency procurement with the remainder of procurement practices;

NOW, THEREFORE, the City of Spokane does ordain:

That Section 07.06.180 of the Spokane Municipal Code is amended to read as follows:

Section 07.06.180 Emergency Procurement

A. The City Council, by resolution may waive ((~~public~~)) competitive bid requirements for ((~~purchases~~)) procurement of goods, Public Works and services above the minor contract threshold in the event of an emergency.

B. If the emergency requires procurements above the minor contract threshold prior to City Council action, the Mayor, consistent with Chapter 02.04 SMC, may declare an emergency situation exists, waive public bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation. Contracts awarded pursuant to this subsection shall be presented to the Council for ratification through a resolution. All contracts awarded pursuant to this subsection shall be filed with the City Clerk within five (5) business days of execution. If the Council votes against ratification of a contract, the contract shall become void and

the contractor shall be paid for actual costs incurred for performance of the contract through the date of the Council's vote

((~~1.~~ ~~If a contract is awarded without public bidding due to an emergency, a written finding of the existence of an emergency must be made by the no later than two (2) weeks following the award of the contract.~~))

C. Departments may enter into contracts not to exceed the minor contract threshold as an emergency procurement without competitive procurement and without a mayoral emergency declaration or council approval if:

(1) A written statement of findings of the emergency is filed with the City Clerk within two (2) weeks of execution of the emergency minor contract; and

(2) The City Council is provided copies of the emergency minor contract and related information by the Purchasing Department no later than thirty (30) days after execution of the contract; and

(3) The procurement is made pursuant to emergency procurement procedures established by the Purchasing Department.

((~~C.~~)) D. Force account work by City crews shall be in accordance with state law.

((~~D.~~)) E. Emergency procurements are made with such competition as is practicable under the circumstances.

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: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/23/2026

Date Rec'd	1/28/2026
Clerk's File #	ORD C36846
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY COUNCIL
Contact Name/Phone	PAUL DILLON 625-6254
Contact E-Mail	PDILLON@SPOKANECITY.ORG;
Agenda Item Type	First Reading Ordinance
Council Sponsor(s)	PDILLON SDIXIT KTELIS
Sponsoring at Administrators Request	NO
Lease? NO	**Grant Related?** NO **Public Works?** NO
Agenda Item Name	ORDINANCE ESTABLISHING "IMMIGRATION ENFORCEMENT FREE ZONES"

Agenda Wording

An ordinance titled "Immigration Enforcement Free Zones", establishing protections to promote trust and safety by ensuring city owned property is not voluntarily used to support immigration enforcement activities without a judicial warrant, amending sections 12.05.005, 12.05.050 and 12.05.070 of the Spokane Municipal Code.

Summary (Background)

This ordinance expands the definition of "City Property", adds "staging area" and "surveillance" to the list of definitions in SMC 12.05.005; adds immigration enforcement as permissible on city property only with a judicial warrant; requires signage to properties.

What impacts would the proposal have on historically excluded communities?

This proposal would increase protections for people who are immigrants and refugees, and decrease incidents of profiling.

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 ordinance increases equitable treatment of all city residents, and potentially reduces violations of civil rights.

Council Subcommittee Review

None.

Fiscal Impact	
Approved in Current Year Budget?	
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.)

Signage will be the only direct cost associated with this ordinance.

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

Distribution List

ORDINANCE NO. C36846

An ordinance titled “Immigration Enforcement Free Zones”, establishing protections to promote trust and safety by ensuring city owned property is not voluntarily used to support immigration enforcement activities without a judicial warrant, amending sections 12.05.005, 12.05.050 and 12.05.070 of the Spokane Municipal Code.

WHEREAS, the official motto for the City of Spokane is “In Spokane We All Belong”; and

WHEREAS, the City of Spokane strives to be a welcoming city for immigrants and refugees; and

WHEREAS, the increase of aggressive federal immigration enforcement tactics have caused fear and trauma in our communities including schools and workplaces; and

WHEREAS, the City of Spokane values that all residents feel safe and protected on city property such as community centers, libraries and public facilities district; and

WHEREAS, RCW 35.22.280 states: “[Any city of the first class shall have power] to make all regulations necessary for the preservation of public morality, health, peace, and good order within its limits”; and

WHEREAS, the Washington State Constitution states: “No person shall be disturbed in his private affairs, or his home invaded, without authority of law”; and

WHEREAS, the Fourth Amendment of the United States Constitution states: “The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized"; and

WHEREAS, in the case United States v. Vertigo-Urquidez the U.S. Supreme Court held that persons “protected by the Fourth Amendment, and by the First and Second Amendments, and to whom rights and powers are reserved in the Ninth and Tenth Amendments, refers to a class of persons who are part of a national community or who have otherwise developed sufficient connection with this country to be considered part of that community”; and

WHEREAS, in 2018 the City Council enacted Ordinance C35681, codified in Section 12.05.050 of the Spokane Municipal Code, which established provisions to restrict warrantless entry of federal immigration officials onto City property and revised in 2025 with the “Safe and Welcome in Spokane” ordinance; and

WHEREAS, Ordinance C35681 did not extend to use of public property for staging; and

WHEREAS, the City Council wishes to expand the definition of "city property" as it relates to immigration enforcement;

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 12.05.005 of the Spokane Municipal Code is amended to read as follows:

Section 12.05.005 Definitions

A. "Agent" means any person acting within the scope of employment by or acting on behalf of the City of Spokane including City-facility property managers.

B. "Baby changing facility" means a table or other device suitable for changing the diaper of a child.

C. "Employee" means any person holding a regularly compensated position of employment with the City of Spokane including elected officers.

D. "Basic City Facility" or "Basic City Facilities" means public safety facilities, including fire and police stations; City-owned water reservoirs and other utility facilities; city-owned and city-funded facilities providing emergency shelter or transitional housing; and community centers. For purposes of this chapter, utility facilities shall not include privately constructed utility facilities, stormwater facilities and conveyance systems, or water and wastewater utility transmission and distribution systems and related appurtenances, to include without limitation, pipe replacements and relocations; well upgrades; pump stations; lift stations, etc.

E. "City-funded" facility with respect to an individual facility means a facility receiving $50,000 in the aggregate in any calendar year from the City, directly or indirectly, including but not limited to the general fund expenditures, special revenue or tax funds, and grants, and including any funds for which the city is a fiscal or pass-thru agent. This term does not include any facility that provides services to domestic violence victims, as defined in RCW 70.123.020.

F. <u>"City Property" is expanded to include any or city-owned or city-controlled property. Property means any real or personal property, land, building, facility, structure, equipment, or space owned, leased, operated, or controlled by the City of Spokane.</u>

G. "Emergency shelter" means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency

shelter facilities may include day and warming centers that do not provide overnight accommodations. This term does not include any facility that provides services to domestic violence victims, as defined in RCW 70.123.020.

H. "Federal civil immigration enforcement operations" means an operation than has one of its objectives the identification or apprehension of a person or persons in order to investigate them for a violation of the immigration law and subject them to one or more of the following:

   a. Civil immigration detention;

   b. Removal proceedings; and

   c. Removal from the United States

I. Good neighbor agreement" means a supplemental written agreement as part of a City contract with a provider or operator to foster communication and collaboration among parties associated with the emergency shelter or transitional housing facility, which contains the following framework:

   1. Establishment of a good neighbor communication team shall consist of the following stakeholders, each of whom commits to the requirements of the agreement:

      A. Representative(s) of the operator of the emergency shelter or transitional housing facility; and

      B. Representative(s) from the City's Community, Housing, and Human Services (CHHS) Department; and

      C. A representative from the City's Office of Neighborhood Services;

   2. The good neighbor communication team may include any of the following, each of whom commits to the requirements of the good neighbor agreement and to the terms of the executed Good Neighbor Agreement as conditions to participation on the communications team:

      a. A resident of the emergency shelter or transitional housing subject to the Good Neighbor Agreement;

      b. The council chair or designee of the neighborhood council representing the geographic area where the facility is located;

      c. Property owners, residents, and tenants residing or operating a business immediately adjacent to the facility;

      d. The Spokane Police Chief or his/her designee;

      e. A member or staff employee of the City Council;

f. A representative from the City's Code Enforcement and Parking Division; and

g. A representative from the local school district if school-age children are expected to be served.

3. A requirement that the communication team establish and maintain regular points of contact for communications on a seven-day, 24-hour basis, including name(s), telephone number(s), electronic mail address(es) and other means of communication to address any public health and safety issues arising from the operation of the facility.

4. A designated point-of-contact ensuring a shelter availability website is updated in coordination with the Community, Housing, and Human Services (CHHS) Department.

5. A commitment of the good neighbor communication team to attend, upon reasonable advance notice and request, meetings of the neighborhood council representing the geographic area where the facility is located.

6. The executed agreement shall include specified remedies and methods of dispute resolution in the event there is a breach of the terms of the Good Neighbor Agreement.

J. "LEED" is a green building rating and certification system developed by the U.S. Green Building Council to evaluate environmental performance from a whole building perspective, including sites, water efficiency, energy & atmosphere, materials & resources, indoor environmental quality, locations & linkages, awareness & education, innovation in design, and regional priority.

K. "Nonpublic" means any area of a City facility, property, or public right of way that is not generally open and accessible to the general public or for which public access is temporarily restricted, such as a permitted special event that requires express permission from the permit holder to enter, an area requiring a valid ticket for a bona fide attendee or passenger, or an area where permission to enter has been given by a City employee or an employee of a tenant in a City facility on an individual basis. Areas posted as "Restricted" in City facilities shall be considered to be non-public areas.

L. <u>"Staging area" means an area that is used to assemble, mobilize, and deploy personnel, vehicles, equipment, or materials, for any purpose arising out of or related to civil immigration enforcement operations.</u>

M. <u>"Surveillance" means observing, recording, monitoring, or collecting information about individuals for civil immigration enforcement purposes, including through cameras, license plate readers, drones, or other technologies.</u>

N. “Transitional housing” means a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living. The term does not include transitional housing with fewer than twenty residents.

O. “United States Citizenship and Immigration Services” means the agency of the United States Department of Homeland Security and any successor agency charged with overseeing United States immigration laws.

P. “United States Customs and Border Protection” means the agency of the United States Department of Homeland Security and shall include any successor federal agency charged with border enforcement.

Q. “United States Immigration and Customs Enforcement” means the agency of the United States Department of Homeland Security including Enforcement and Removal Operations and Homeland Security Investigations and shall include any successor federal agency charged with the enforcement of immigration laws.

R. “U.S. Green Building Council” is an organization serving as the nation’s foremost leaders from across the building industry working to promote buildings that are environmentally responsible, profitable, and healthy places to work and live.

Section 2. That section 12.05.050 of the Spokane Municipal Code is amended to read as follows:

Section 12.05.050 Section 12.05.050 Federal Civil Immigration Enforcement Operations on City Property

A. It is the intent of the City of Spokane to protect and ensure the Fourth Amendment rights afforded to all people under the United States Constitution and in accordance with all state and federal laws.

B. For the purpose of executing federal civil immigration enforcement operations, City of Spokane employees or agents of the City of Spokane, shall not give consent to United States Immigration and Customs Enforcement, United States Customs and Border Protection, United States Citizenship and Immigration Services officers, agents, representatives to access nonpublic areas of City of Spokane owned or operated facilities, property, equipment, vehicles, nonpublic databases, or nonpublic portions of otherwise public databases absent a judicial criminal warrant specifying the information or persons sought.

C. Unless required by a valid judicial warrant or court order, no department, employee, official, contractor, or agent of the City shall knowingly permit City-

owned or City-controlled property to be used for staging civil immigration enforcement operations; processing, interviewing, or temporarily detaining individuals for civil immigration purposes; surveillance or monitoring activities related to civil immigration enforcement; or as operations bases, coordination points, or logistical hubs for civil immigration enforcement actions.

D. Permission to access any city facility, property, equipment, vehicles, or nonpublic database without a judicial criminal warrant for the purpose of executing federal civil immigration enforcement operations shall only be provided with the express, written approval of the Mayor. Such permission must be granted for each authorized entry by a federal officer, or it is invalid under this ordinance.

E. Any warrantless attempts or requests for access to City facilities, property, equipment or nonpublic databases for the purpose of executing federal civil immigration enforcement operations shall be immediately sent to the Mayor or the designee responsible for the operation of the facility, property, vehicle, database or equipment.

F. This chapter is enacted for the benefit of all persons and entities located in or traveling through the City of Spokane.

Section 3. That section 12.05.070 of the Spokane Municipal Code is amended to read as follows:

Section 12.05.070 Enforcement

A. City departments and agencies shall collaborate to identify City-owned and controlled parking lots, vacant lots, garages, buildings, and other City-owned property that could be used as a staging area, processing location, operations base, or other support for civil immigration enforcement.

B. The City of Spokane grants the right to any aggrieved party to seek judicial relief in a court of competent jurisdiction against any party other than the City of Spokane or its employees and agents for any violation of this Chapter including municipal, state and federal rights of privacy, quiet enjoyment and travel in private business areas that are not open to the general public.

C. City departments and agencies shall ensure that all such properties have clear signage in English and Spanish stating substantially as follows: “This property is owned and controlled by the City of Spokane. It may not be used for civil immigration enforcement, including use as a staging area, processing location, or operations base.” Such signage shall also incorporate a QR code that will translate the sign into other languages.

D. Nothing in the Chapter shall be construed to prevent the enforcement of municipal, county or state laws by any municipal, county or state law enforcement agencies in non-public areas.

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

_____

Assistant City Attorney

_____

Mayor

_____

Date

_____

Effective Date

Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 01/15/2026

Committee Agenda type: Discussion

Council Meeting Date: 02/09/2026

Date Rec'd	1/6/2026
Clerk's File #	ORD C36834
Cross Ref #	ORD C36646
Project #	
Bid #	
Requisition #	

Submitting Dept	PLANNING & ECONOMIC		
Contact Name/Phone	SPENCER 509-625-6097		
Contact E-Mail	SGARDNER@SPOKANECITY.ORG		
Agenda Item Type	First Reading Ordinance		
Council Sponsor(s)	PDILLON KKLITZKE		
Sponsoring at Administrators Request	NO		
Lease? NO	**Grant Related?** NO	**Public Works?** NO	
Agenda Item Name	EXTENSION OF INTERIM ZONING ORDINANCE FOR HEIGHT LIMITS		

Agenda Wording

Extension of interim zoning ordinance for height limits.

Summary (Background)

Council adopted ORD C36646 in March 2025 as an interim zoning ordinance. The ordinance eliminated height limits in the downtown and clarified height limits in other zones across the city. As an interim zoning ordinance, it was assigned a duration of six months, which would expire on Sept 24th. On Sept 15, 2025, City Council adopted a six-month extension, with an expiration of March 24, 2026. The Planning and Economic Development department continues to conduct engagement and study the impacts of permanent changes to height limits as part of the City's periodic update to the Comprehensive Plan. In addition, the City has engaged a consultant, Clarion, to assess and prepare a new development code to replace SMC Title 17. It is expected that policy work regarding the height changes will be completed with the Comprehensive Plan update and that code changes will be implemented as part of the Clarion project. This ordinance proposes to extend the duration of the interim ordinance another six months to September 24, 2026. The period update is due in December 2026 so it is anticipated that one more extension will be necessary after this one.

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?	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	GARDNER, SPENCER		
Division Director	MACDONALD, STEVEN		
Accounting Manager	ZOLLINGER, NICHOLAS		
Legal	SCHOEDEL, ELIZABETH		
For the Mayor	PICCOLO, MIKE		

Distribution List	
	sgardner@spokanecity.org
smacdonald@spokanecity.org	eking@spokanecity.org

ORDINANCE NO. C36834

An ordinance to extend the duration of interim zoning ordinance C36646 concerning height limits; setting a public hearing; and reiterating a work program.

WHEREAS, on March 24, 2025, City Council adopted ordinance C36646, an interim zoning ordinance regarding height limits; and

WHEREAS, on September 15, 2025, City Council adopted ordinance C36749, which extended the duration of ordinance C36646 to March 24, 2026; and

WHEREAS, on November 3, 2025, City Council adopted ordinance C36773, approving a consultant contract for the project entitled "Code Assessment and Modernization of Title 17 of the Spokane Municipal Code"; and

WHEREAS, the Planning and Economic Development department continues to perform related studies and public engagement as part of the periodic update to the City's Comprehensive Plan, requiring additional time beyond the original expiration; and

WHEREAS, the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code is expected to continue beyond the expiration of March 24, 2026; and

WHEREAS, pursuant to RCW 36.70A.390, the City Council held a public hearing in support of the adoption of this ordinance.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Hearing. That the hearing held at the time of adoption of this ordinance fulfills the requirement of RCW 36.70A.390 to hold a hearing in connection with this extension.

Section 2. Work Plan. That the Planning and Economic Development Department shall continue to study, conduct additional public engagement, and evaluate height limits as part of the periodic update to the Comprehensive Plan and the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code projects.

Section 3. Duration. That the duration of the interim zoning ordinance enacted by ordinance C36646 shall be extended an additional six months to September 24, 2026.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

PASSED BY THE CITY COUNCIL ON _____

_____
Council President

Attest:

_____
City Clerk

_____
Mayor

Approved as to form:

_____
Assistant City Attorney

_____
Date

_____
Effective Date