

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 9, 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 9, 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 6, 2026, and ending at 6:00 p.m. on Monday, February 9, 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 9, 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 within 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



FINAL COUNCIL AGENDA

MEETING OF MONDAY, FEBRUARY 9, 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 PAUL DILLON

COUNCIL MEMBER SARAH DIXIT

COUNCIL MEMBER KITTY KLITZKE

COUNCIL MEMBER KATE TELIS

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

Spokane Arts Commission: Two Appointments – Aimee Brooks and Robert Thompson Confirm CPR 1981-0043

Community, Housing, and Human Services Board: One Appointment – Kristin Larson Confirm CPR 2012-0033

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

Spokane County Regional Animal Protection Advisory Board: Two Appointments – Council Member Cathcart and Luis Garcia Confirm CPR 2023-0028

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. Multiple Family Housing Property Tax Exemption Conditional Agreement with Riverview Care Center and Riverview Lutheran Retirement Community for the future construction of approximately 113 dwelling units at 1777 and 1841 E. Upriver Drive. Following Approve OPR 2026-0026

construction, the project intends to finalize under the 8-year exemption. The Conditional Agreement will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction. (Council Sponsor: Council Member Dillon)

2.	Interlocal Agreement with Spokane County regarding the biannual renewal of the Commute Trip Reduction program. (Council Sponsors: Council Members Dixit and Dillon)	Approve	OPR 2026-0027
3. Report of the Mayor of pending:			
a.	Claims and payments of previously approved obligations, including those of Parks and Library, through January 30, 2026, total \$7,803,124.78, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,176,129.63.	Approve & Authorize Payments	CPR 2026-0002
b.	Payroll claims of previously approved obligations through January 31, 2026: \$10,067,262.31.		CPR 2026-0003
4. Minutes:			
a.	City Council Meeting Minutes: January 26, 2026.	Approve All	CPR 2026-0013
b.	City Council Finance and Administration Standing Committee Meeting Minutes: January 26, 2026.		CPR 2026-0015

Council Sponsor requests motion to suspend Council Rules and add the following item:

5.	Contract with Carbyne, Inc. (New York, NY) for APEX software subscription purchase, services, and support to provide the City's next-generation cloud-based 911 call handling platform, including support for 311/non-emergency capabilities, through May 31, 2031—\$1,858,027.40. (Council Sponsors: Council Members Telis and Cathcart) Mike Forbes	Approve	OPR 2026-0126

LEGISLATIVE AGENDA

NO SPECIAL BUDGET ORDINANCES

NO EMERGENCY ORDINANCES

RESOLUTIONS & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

- RES 2026-0003** Setting Hearing before City Council for March 9, 2026, for the vacation of Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane, as requested by owners having an interest in real estate abutting the above right-of-way. (Council Sponsors: Council President Wilkerson and Council Member Dillon)
- RES 2026-0009** ~~Adopting various amendments to the City Council's Rules of Procedure. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)~~
- (Deferred to February 23, 2026, Agenda, during January 26, 2026, 3:30 p.m. Agenda Review Session)
- 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)~~
- (First Reading 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)
- ORD C36842** Relating to transportation impact fees; amending SMC section 17D.075.180 to chapter 17D; of the Spokane Municipal Code; and setting an effective date. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)
- ORD C36828** Modifying the terms of good neighbor agreements and amending Section 12.05.005 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Telis)
- ORD C36829** Updating position and departmental titles and code provisions to conform to Ordinances C36752 and C36795; amending Sections 15.06.030, 15.06.050, 15.06.060, 15.06.070, 17C.420.020, and 17E.06.160 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)

- ORD C36830** Implementing the HOME Starts Here Initiative to reduce housing and childcare costs by streamlining design review requirements; amending Sections 04.12.040, 04.12.080, 17C.255.500, and 17G.070.100; repealing Chapters 04.13, 17G.030, and 17G.040; and adopting a new Section 04.12.085 and Chapter 17G.041 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Dixit)
- ORD C36835** Updating divisional and departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.40.080, 08.02.083, 10.63.020, 10.63.090, 10.63.100, 10.70.070, 10.70.080, 12.01.010, 16A.04.100, 16A.05.060, 16A.06.010, 16A.06.020, 16A.06.060, 16A.06.070, 16A.06.080, 16A.06.090, 16A.07.010, 16A.07.060, 16A.07.070, and 16A.61.5703; and repealing Sections 16A.60.010, 16A.62.010, 16A.65.010, and 16A.84.010 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)
- ORD C36831** Relating to pretreatment, to chapter 13.03A of the Spokane Municipal Code; and setting an effective date. (Council Sponsors: Council President Wilkerson and Council Members Klitzke and Telis)
- ORD C36836** Approving the lease of a portion of High Bridge Park to the American Indian Community Center for 50 years. (Council Sponsors: Council Members Klitzke and Dixit)

FIRST READING ORDINANCES

- 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)
- 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)
- ORD 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)
- 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)

(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)

FURTHER ACTION DEFERRED

NO SPECIAL CONSIDERATIONS

NO HEARINGS

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 9, 2026, Regular Legislative Session of the City Council will be held and is adjourned to February 23, 2026.

NOTE: The regularly scheduled City Council meeting for Monday, February 16, 2026, has been canceled (in recognition of President's Day).

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:****Date Rec'd**

1/14/2026

Clerk's File #

CPR 1981-0043

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**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 AIMEE BROOKS TO THE ARTS COMMISSION

Agenda Wording

Appointment of Aimee Brooks to the Arts Commission for a term of February 9, 2026 to February 8, 2029.

Summary (Background)

Appointment of Aimee Brooks to the Arts Commission for a term of February 9, 2026 to February 8, 2029.

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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	MCDANIEL, ADAM		
<u>Division Director</u>			
<u>Accounting Manager</u>			
<u>Legal</u>			
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			

**Agenda Sheet for City Council:****Committee:** Date: N/A**Committee Agenda type:****Date Rec'd**

1/14/2026

Clerk's File #

CPR 1981-0043

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**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 ROBERT THOMPSON TO THE SPOKANE ARTS COMMISSION

Agenda Wording

Appointment of Robert Thompson to the Spokane Arts Commission for a term of February 9, 2026 to February 8, 2029.

Summary (Background)

Appointment of Robert Thompson to the Spokane Arts Commission for a term of February 9, 2026 to February 8, 2029.

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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	MCDANIEL, ADAM		
<u>Division Director</u>			
<u>Accounting Manager</u>			
<u>Legal</u>			
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			



Agenda Sheet for City Council:

Committee: **Date:** N/A

Committee Agenda type:

Date Rec'd

1/14/2026

Clerk's File #

CPR 2012-0033

Cross Ref #

Project #

Council Meeting Date: 02/09/2026

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 KRISTIN LARSON TO THE COMMUNITY, HOUSING, AND

Agenda Wording

Appointment of Kristin Larson to the Community, Housing, and Human Services Board for a term of February 9, 2026 to February 8, 2029.

Summary (Background)

Appointment of Kristin Larson to the Community, Housing, and Human Services Board for a term of February 9, 2026 to February 8, 2029.

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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	MCDANIEL, ADAM		
<u>Division Director</u>			
<u>Accounting Manager</u>			
<u>Legal</u>			
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			



Agenda Sheet for City Council:

Committee: **Date:** N/A

Committee Agenda type:

Date Rec'd

1/19/2026

Clerk's File #

CPR 2023-0028

Cross Ref #

Project #

Council Meeting Date: 02/09/2026

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 MICHAEL CATHCART TO THE SPOKANE COUNTY REGIONAL

Agenda Wording

Appointment of Michael Cathcart to the Spokane County Regional Animal Protection Advisory Board for a term of January 1, 2026 to December 31, 2026.

Summary (Background)

Appointment of Michael Cathcart to the Spokane County Regional Animal Protection Advisory 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		\$	
<u>Narrative</u>			
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	
<u>Dept Head</u>	MCDANIEL, ADAM		
<u>Division Director</u>			
<u>Accounting Manager</u>			
<u>Legal</u>			
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			

**Agenda Sheet for City Council:****Committee:** **Date:** N/A**Committee Agenda type:****Council Meeting Date:** 02/09/2026**Date Rec'd**

1/19/2026

Clerk's File #

CPR 2023-0028

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 LUIS GARCIA TO THE SPOKANE COUNTY REGIONAL ANIMAL

Agenda Wording

Appointment of Luis Garcia to the Spokane County Regional Animal Protection Advisory Board for a term of January 1, 2026 to December 31, 2026.

Summary (Background)

Appointment of Luis Garcia to the Spokane County Regional Animal Protection Advisory 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?			
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	MCDANIEL, ADAM		
<u>Division Director</u>			
<u>Accounting Manager</u>			
<u>Legal</u>			
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Consent**Date Rec'd**

12/15/2025

Clerk's File #

OPR 2026-0026

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**Submitting Dept**

PLANNING & ECONOMIC

Bid #**Contact Name/Phone**

AMANDA BECK 6414

Requisition #**Contact E-Mail**

ABECK@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**

MFTE CONDITIONAL AGREEMENT FOR 1777 AND 1841 E UPRIVER DR

Agenda Wording

Conditional Multifamily Tax Exemption contract with Riverview Care Center and Riverview Lutheran Retirement Community, for the property located at 1777 and 1841 E Upriver Dr, to create 113 dwelling units. Following construction the project intends to finalize under the 8yr exemption.

Summary (Background)

RCW 84.14 authorizes the New and Rehabilitated Multiple-Unit Dwellings in Urban Centers incentive, known as Multifamily Tax Exemption (MFTE) Program, to certify qualified properties for this residential property tax exemption. The City adopted this incentive in 2007 and SMC 08.15 outlines Spokane's MFTE Program and project eligibility requirements. Staff has determined that the Cedar Apartments application meets the project eligibility requirements outlined in SMC 08.15.040, and is located in an adopted Residential Target Areas identified in SMC 08.15.030. The application proposes to create 113 residential units on the property at 1777 and 1841 E Upriver Dr, within the Logan neighborhood (District 1). The property is zoned LI and RMF, and the proposed use is allowed. Once the project is constructed, the applicant intends to finalize as an 8-year Affordable Exemption. This Conditional Agreement authorizes the City to enter into the Multiple Family Housing Property Tax Exemption Conditional Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction.

What impacts would the proposal have on historically excluded communities?

The goal of the MFTE Program is to stimulate the construction of new multifamily housing and the rehabilitation of existing vacant or underutilized buildings, as well as increase the supply of mixed-income housing opportunities. Data on demographic metrics such as race, ethnicity, gender orientation, age, or religious affiliation are not tracked by this program, but the program specifically supports housing creation for residents whose income is between 80-115% Area Median Income.

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

The Department of Commerce conducts annual audits of all jurisdictions with MFTE programs. The City collects annual reports for each property. The City collects annual reports for each property. For projects that finalized under the 8-year exemption there are no income and rent restrictions, though properties must report annually.

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

Excluding external factors such as raw land costs and current financing rates, staff monitor program efficiency through annual reporting compliance, the number of conditional and then finalized projects, and the need detailed by developers for such an incentive to make workforce housing projects financially feasible. Some of these metrics include the number of projects granted a final certificate, the total number of units created and the percentage of affordable units, as well as the type and size of units being constructed.

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?

Comprehensive Plan Policies: LU 1.4 Higher Density Residential Uses LU 3.5 Mix of Uses in Centers LU 4.2 Land Uses That Support Travel Options and Active Transportation LU 4.6 Transit-Supported Development H 1.9 Mixed-Income Housing H 1.4 Use of Existing Infrastructure H 1.10 Lower-Income Housing Development Incentives H 1.11 Access to Transportation H 1.18 Distribution of Housing Options ED 2.4 Mixed-Use ED 7.4 Tax Incentives for Land Improvement

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Once finalized, the Spokane County Assessor will defer collection of the residential property tax portion for the duration of the exemption, after which the new residential construction value will be added to the tax rolls.			
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	
<u>Dept Head</u>	BLACK, TIRRELL		
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	KAPAUN, MEGAN		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
Ted Johnson tjohnson@marathondev.com		Danie Monaghan	
abeck@spokanecity.org		smacdonald@spokanecity.org	
sgardner@spokanecity.org		eking@spokanecity.org	

MULTIPLE FAMILY HOUSING PROPERTY
TAX EXEMPTION CONDITIONAL AGREEMENT
OPR 2026-0026

THIS CONDITIONAL AGREEMENT is between the City of Spokane, a Washington State municipal corporation, as "City", and Riverview Lutheran Retirement Community and Riverview Care Center, as "Owners/Taxpayers" whose business address is 1801 E Upriver Dr, Spokane , WA 99207.

W I T N E S S E T H:

WHEREAS, the City has, pursuant to the authority granted to it by Chapter 84.14 RCW, designated various residential targeted areas for the provision of a limited property tax exemption for new and rehabilitated multiple family residential housing; and

WHEREAS, the City has, through Chapter 8.15 SMC, enacted a program whereby property owner/taxpayers may qualify for a Final Certificate of Tax Exemption which certifies to the Spokane County Assessor that the Owner/Taxpayer is eligible to receive the multiple family housing property tax exemption; and

WHEREAS, the Owner/Taxpayer is interested in receiving the multiple family property tax exemption for new multiple family residential housing units in a residential targeted area; and

WHEREAS, the Owner/Taxpayer has submitted to the City a complete conditional application form for no fewer than a total of four new multiple family permanent residential housing units to be constructed on property legally described as:

Parcel 35093.1316
09-25-43: WALKERS SUB OF S1/2 OF BLK 12 OF ROSS PARK ADD LTS 1 - 4 & LTS 9 - 12 BLK 12. TOGETHER WITH A PORTION OF VACATED GRANITE STREET RIGHT OF WAY AS PER ORDINANCE NO. C35825 (AFN 7189440)EXCEPT PORTION FOR ROAD RIGHT OF WAY PER AFN 7287352; TOGETHER WITH THAT PORTION ADJACENT TO SAID PARCEL INCLUDED IN CITY OF SPOKANE ORDINANCE C35425 (AFN 7312019) BEING A PTN OF THE FOLLOWING:COMMENCING AT THE SW CORNER OF LOT 12, WILKINSON SUBDIVISION OF PART OF BLOCK 12 OF ROSS PARK ADDITION; THENCE S55°59'48"W 37.47 FT TO THE TPOB; THENCE S55°59'48"W 194.61 FT; THENCE S34°19'12"E

50 FT;THENCE N55°59'48"E 194.35 FT; THENCE N34°01'12"W 50 FT TO THE TPOB.

Parcel 35093.1002

RIBLET & STRACKS SUB OF BLK 10 OF ROSS PARK ADD; LTS 1 THRU 9 BLK B AND W 45FT OF LTS 7,9 & W 45FT OF S 15FT OF LT 6 ALL IN BLK A AND WLY 1/2 OF VAC JANE'S ST LYG ELY OF & ADJ TO SD BLK A AND E1/2 OF VAC JANE'S ST LYG WLY OF & ADJ TO LTS 7,9 & S 15FT OF LT 6 BLK A DEPT OF REV #00003-001.

Assessor's Parcel Number(s) 35093.1316 and 35093.1002, commonly known as 1777 and 1841 E Upriver Dr.

WHEREAS, this property is located in the Spokane Targeted Investment Area and is eligible to seek a Final Certificate of Tax Exemption post construction under the Eight year exemption - No income and rent restrictions as defined in SMC 08.15.090.

WHEREAS, the City has determined that the improvements will, if completed as proposed, satisfy the requirements for a Final Certificate of Tax Exemption; -- NOW, THEREFORE,

The City and the Owner/Taxpayer do mutually agree as follows:

1. The City agrees to issue the Owner/Taxpayer a Conditional Agreement subsequent to the City Council's approval of this agreement.

2. The project must comply with all applicable zoning requirements, land use requirements, design review recommendations and all building, fire, and housing code requirements contained in the Spokane Municipal Code at the time a complete application for a building permit is received. However, if the proposal includes rehabilitation or demolition in preparation for new construction, the residential portion of the building shall fail to comply with one or more standards of applicable building or housing codes, and the rehabilitation improvements shall achieve compliance with the applicable building and construction codes.

3. If the property proposed to be rehabilitated is not vacant, the Owner/Taxpayer shall provide each existing tenant with housing of comparable size, quality and price and a reasonable opportunity to relocate. At the time of an application for a Conditional Agreement, the applicant provided a letter attesting and documenting how the existing tenant(s) were/will be provided comparable housing and opportunities to relocate.

(a). The existing residential tenant(s) are to be provided housing of a comparable size and quality at a rent level meeting the Washington State definition of affordable to their income level. Specifically, RCW 84.14.010 defines “affordable housing” as residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty (30) percent of the household’s monthly income. The duration of this requirement will be the length of the tenant’s current lease plus one year.

4. The Owner/Taxpayer intends to construct on the site, approximately **113** new multiple family residential housing units substantially as described in their application filed with and approved by the City. In no event shall such construction provide fewer than a total of four multiple family permanent residential housing units.

5. The Owner/Taxpayer agrees to complete construction of the agreed-upon improvements within three years from the date the City issues this Conditional Agreement or within any extension granted by the City.

6. The Owner/Taxpayer agrees, upon completion of the improvements and upon issuance by the City of a temporary or permanent certificate of occupancy, to file an application for a Final Certificate of Tax Exemption with the City’s Planning and Economic Development Department, which will require the following:

(a) a statement of the actual development cost of each multiple family housing unit, and the total expenditures made in the rehabilitation or construction of the entire property;

(b) a description of the completed work and a statement that the rehabilitation improvements or new construction of the Owner/Taxpayer’s property qualifies the property for the exemption;

(c) a statement that the project meets the affordable housing requirements, if applicable; and

(d) a statement that the work was completed within the required three-year period or any authorized extension of the issuance of the conditional certificate of tax exemption.

7. The City agrees, conditioned on the Owner/Taxpayer’s successful completion of the improvements in accordance with the terms of this Conditional Agreement and on the Owner/Taxpayer’s filing of application for the Final Certificate of Exemption with the materials described in Paragraph 6 above, to file a Final Certificate of Tax Exemption with the Spokane County Assessor indicating that the Owner/Taxpayer is qualified for the limited tax exemption under Chapter 84.14 RCW.

8. The Owner/Taxpayer agrees, that once a Final Certificate of Tax Exemption is issued, to comply with all Annual Reporting requirements set forth in SMC 8.15.100 and contained in the annual report form provided by the City. Thirteen (13) months following the first year of the exemption beginning and every year thereafter, the Owner/Taxpayer will complete and file the appropriate Annual Report required by the terms of their Final Certificate of Tax Exemption with the City's Planning and Economic Development Department. The Annual Report is a declaration verifying upon oath and indicating the following:

(a) a certification that the property has not changed to a commercial use or been used as a transient (short-term rental) basis and, if applicable, that the property has been in compliance with the affordable housing income and rent requirements as described in SMC 8.15.090 since the date of the filing of the Final Certificate of Tax Exemption, and continues to be in compliance with this Agreement and the requirements of SMC Chapter 8.15;

(b) for affordable multi-family housing units, information providing the household income, rent and utility cost, of each qualifying as low and moderate-income, which shall be reported on a form provided by the City and signed by the tenants; and

(c) a description of any improvements or changes to the property made after the filing of the final certificate or last declaration.

9. The units subject to this agreement, including any owner-occupied units, shall be used and occupied only for multifamily permanent residential occupancy and use. No unit shall operate as transient lodging. The parties further acknowledge that the certificate of occupancy issued by the City is for multifamily residential units. The Owner/Taxpayer acknowledges and agrees that the units shall be used primarily for multi-family housing for permanent residential occupancy as defined in SMC 8.15.020 and RCW 84.14.010 and any business activities shall only be incidental and ancillary to the residential occupancy. Any units that are converted from multi-family housing for permanent residential occupancy shall be reported to the City of Spokane's Planning and Economic Development Department and the Spokane County Assessor's Office and removed from eligibility for the tax exemption within 60 days. If the removal of the ineligible unit or units causes the number of units to drop below the number of units required for tax exemption eligibility, the remaining units shall be removed from eligibility pursuant to state law.

10. The Owner/Taxpayer will have the right to assign its rights under this Agreement. The Owner/Taxpayer agrees to notify the City promptly of any transfer of Owner/Taxpayer's ownership interest in the Site or in the improvements made to the Site under this Agreement.

11. The City reserves the right to cancel the Final Certificate of Tax Exemption should the Owner/Taxpayer, its successors and assigns, fail to comply with any of the terms and conditions of this Agreement or of SMC Chapter 8.15.

12. No modifications of this Conditional Agreement shall be made unless mutually agreed upon by the parties in writing.

13. The Owner/Taxpayer acknowledges its awareness of the potential tax liability involved if and when the property ceases to be eligible for the incentive provided pursuant to this agreement. Such liability may include additional real property tax, penalties and interest imposed pursuant to RCW 84.14.110. The Owner/Taxpayer further acknowledges its awareness and understanding of the process implemented by the Spokane County Assessor's Office for the appraisal and assessment of property taxes. The Owner/Taxpayer agrees that the City is not responsible for the property value assessment imposed by Spokane County at any time during the exemption period.

14. In the event that any term or clause of this Conditional Agreement conflicts with applicable law, such conflict shall not affect other terms of this Agreement, which can be given effect without the conflicting term or clause, and to this end, the terms of this Conditional Agreement are declared to be severable.

15. The parties agree that this Conditional Agreement, requires the applicant to file an application for the Final Certificate of Tax Exemption post the construction of the multiple family residential housing units referenced above and that the Final Certificate of Tax Exemption shall be subject to the applicable provisions of Chapter 84.14 RCW and Chapter 8.15 SMC that exist at the time this agreement is signed by the parties. The parties may agree to amend this Conditional Agreement requirements as set forth when the applicant applies for the Final Certificate of Tax Exemption based upon applicable amendments and additions to Chapter 84.14 RCW or Chapter 8.15 SMC if the requirements change between the issuance of the Conditional Agreement and the Application for Final Tax Exemption has been submitted.

16. Nothing in this Agreement shall permit or be interpreted to permit either party to violate any provision of Chapter 84.14 RCW or Chapter 8.15 SMC

17. This Agreement is subject to approval by the City Council.

DATED this _____ day of _____, 20YY

CITY OF SPOKANE

By: _____

City Administrator, Alex Scott

RIVERVIEW LUTHERAN
RETIREMENT COMMUNITY

Owner/Taxpayer

RIVERVIEW CARE CENTER

Owner/Taxpayer

Attest:

City Clerk

Approved as to form:

City Attorney



Agenda Sheet for City Council:

Committee: Urban Experience **Date:** 01/15/2026

Committee Agenda type: Discussion

Date Rec'd

1/6/2026

Clerk's File #

OPR 2026-0027

Cross Ref #

Project #

Council Meeting Date: 02/09/2026

Submitting Dept

PLANNING & ECONOMIC

Bid #

Contact Name/Phone

DELLA (509) 625 - 6895

Requisition #

Contact E-Mail

DMUTUNGI@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

SDIXIT PDILLON

Sponsoring at Administrators Request

NO

Lease? NO

Grant Related? NO

Public Works? NO

Agenda Item Name

COMMUTE TRIP REDUCTION INTERLOCAL AGREEMENT RENEWAL

Agenda Wording

Interlocal agreement between the City of Spokane and Spokane County regarding the biannual renewal of the Commute Trip Reduction program

Summary (Background)

The State of Washington mandates that the City of Spokane and Spokane County implement a Commute Trip Reduction program for all major employers. The State has allocated funding to the City of Spokane to implement its CTR plan for the next two years, and every two years, historically, the City has signed this agreement with the County, granting the funds back to the County in exchange for their conducting the required CTR duties on the City's behalf. This provides economy of scale when the County as a whole conducts a single program, as opposed to multiple programs run by each jurisdiction.

What impacts would the proposal have on historically excluded communities?

The program does not have any negative impacts on historically excluded communities. The benefits of the CTR program are advantageous to all 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?

Anonymized program demographic data can be requested as appropriate through the County's CTR office, Commute Smart Northwest.

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

The County monitors and recognizes the City's performance as a CTR workplace to determine compliance with the CTR ordinance, reward exemplary performance, and conduct an annual review to determine if the City and other affected worksites are acting in good faith to meet the goals established by the CTR Law. In 2022, Commute Smart Northwest recognized the City of Spokane – City Hall with a Pinnacle Award for performance as a CTR workplace, achieving a Platinum Award for four years in a row.

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?

1) Comprehensive Plan Chapter 4 – Transportation: walkability, accessibility, and transportation goals. TR4.a "Implement the City's and County's Commute Trip Reduction Plan and explore expansion of reduction plans such as the Growth and Transportation Efficiency Centers (GTEC) Plan." 2) City of Spokane Commute Trip Reduction Implementation Plan Update: 2025-2029 3) Spokane Sustainability Action Plan Strategy 6, TL 6.1 – Work with regional partners to enhance and promote the commute trip reduction program.

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget? N/A			
Total Cost		\$	
Current Year Cost		\$	
Subsequent Year(s) Cost		\$	
<u>Narrative</u>			
No known fiscal impact to city operations.			
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?			
Yes			
Expense Occurrence		N/A	
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	GARDNER, SPENCER		
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	HARRINGTON,		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
		smacdonald@spokanecity.org	
sgardner@spokanecity.org		dmutungi@spokanecity.org	
erabdsadmin@spokanecity.org		tblack@spokanecity.org	
eking@spokanecity.org			

Committee Agenda Sheet

Urban Experience Committee

Committee Date	1/15/2026
Submitting Department	Planning and Economic Development
Contact Name	Della Mutungi
Contact Email & Phone	dmutungi@spokanecity.org , 625-6895
Council Sponsor(s)	<u>CM Paul Dillon and CM Sarah Dixit</u>
Select Agenda Item Type	☐ Consent ☒ Discussion Time Requested: 10 minutes
Agenda Item Name	Commute Trip Reduction Interlocal Agreement-Renewal
Proposed Council Action	☒ Approval to proceed to Legislative Agenda ☐ Information Only
Summary (Background) *use the Fiscal Impact box below for relevant financial information	The State of Washington mandates that the City of Spokane and Spokane County implement a Commute Trip Reduction (CTR) program under RCW 70A.15.4000-4110 for all major employers to promote a reduction in the miles traveled by commuting employees. The State has allocated funding to the City of Spokane to implement its CTR plan for the next two years for the performance of certain actions relating to employers in the City that employ 100 or more people. The amount of funds is dependent on the number of such employers in the City in a given two-year period. Since 1994, the County has implemented the City's CTR plan in exchange for the City's share of the allocated funds. The County is proposing an updated agreement to extend this arrangement for 2 years. This is the latest iteration of a biennial intergovernmental agreement between the County and the City, covering 2025 to 2027. For reference, the last few agreements have concerned the following amounts, which shifts based on the numbers of employers in the program: 2011: \$194,510 2013: \$225,287 2015: \$214,387 2017: \$211,731 2019: \$206,660.38 2023: \$357,253 2025: \$366,601 Every two years, historically, the City has signed this intergovernmental agreement with the County, granting those funds back to the County in exchange for their conducting the required CTR duties on the City's behalf. The County's agent in these actions, Ms. LeAnn Yamamoto, operates a dedicated program for these kinds of activities and has both the expertise and the capacity to conduct the required actions. This approach creates an economy of scale by leveraging support from employers throughout the County to create a common, robust program. <u>Executive Summary:</u> The proposed intergovernmental agreement would do the following: • The County representative, Ms. Yamamoto, will conduct the 28 required actions (see Attachment A of the attached contract);

	The City will: • Provide to the County any proposed amendments to the CTR Plan and Ordinance (the updated 2025-2029 CTR plan will be provided); • Provide to the County copies of any CTR-related amendments to parking ordinances prior to public review (none are proposed at this time); • Implement a CTR Program for City employees (already underway as an ongoing program); • Provide to the County the \$366,601 upon issuance of the same funds to the City by WSDOT Were the City to change this ongoing relationship and keep the \$366,601, the City would be required to conduct the 28 required actions, requiring a new full-time person as well as other financial and material assets. Conversely, the County has an ongoing successful program, staff with the capability and expertise to conduct these activities, and the capacity to perform them on our behalf. Furthermore, it provides economy of scale when the County as a whole conducts a single program, as opposed to multiple programs run by each jurisdiction.
Fiscal Impact Approved in current year budget? ☐ Yes ☐ No ☒ N/A Total Cost: Click or tap here to enter text. Current year cost: Subsequent year(s) cost: 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 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: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? N/A The program does not have any negative impacts on historically excluded communities. The benefits of the CTR program are advantageous to all 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? Anonymized program demographic data can be requested as appropriate through the County's CTR office, Commute Smart Northwest.	

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

The County monitors and recognizes the City's performance as a CTR workplace to determine compliance with the CTR ordinance, reward exemplary performance, and conduct an annual review to determine if the City and other affected worksites are acting in good faith to meet the goals established by the CTR Law. In 2022, Commute Smart Northwest recognized the City of Spokane – City Hall with a Pinnacle Award for performance as a CTR workplace, achieving a Platinum Award for four years in a row.

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?

- 1) Comprehensive Plan Chapter 4 – Transportation: walkability, accessibility, and transportation goals. TR4.a “Implement the City's and County's Commute Trip Reduction Plan and explore expansion of reduction plans such as the Growth and Transportation Efficiency Centers (GTEC) Plan.”
- 2) City of Spokane Commute Trip Reduction Implementation Plan Update: 2025-2029
- 3) Spokane Sustainability Action Plan Strategy 6, TL 6.1 – Work with regional partners to enhance and promote the commute trip reduction program.

INTERGOVERNMENTAL AGREEMENT
Between Spokane County and the City of Spokane
Regarding Commute Trip Reduction Implementation

THIS AGREEMENT, made and entered by and between the City of Spokane, a municipal corporation of the State of Washington, having offices for the transaction of business at 808 W. Spokane Falls Blvd., Spokane, WA, 99201, hereinafter referred to as the "City" and Spokane County, a political subdivision of the State of Washington, having offices for the transaction of business at West 1026 Broadway Avenue, Spokane, Washington, 99260, hereinafter referred to as the "County," jointly hereinafter referred to as the "Parties."

WITNESSETH

WHEREAS, the Washington State Legislature has adopted legislation codified in RCW 70A.15.4000-4110, the purpose of which is to improve air quality, improve transportation system efficiency and reduce the consumption of petroleum fuels through employer-based programs that encourage the use of alternatives to the single occupant vehicle for commute trips and reduce vehicle miles traveled (VMT); and

WHEREAS, RCW 70A.15.4020 requires counties containing urban growth areas and cities and towns with "major employers," that are located within urban growth areas with a state highway segment exceeding the threshold of one hundred person hours of delay or jurisdictions that are located in contiguous urban growth areas, or are within an urban growth area with a population greater than seventy thousand people that adopted an ordinance before the year 2000 or jurisdictions that are located in contiguous urban growth areas, or contain a major employment installation in an affected county to develop ordinances, plans and programs to reduce Vehicle Miles Traveled (VMT) and Single Occupant Vehicle (SOV) commute trips, and thereby reduce vehicle-related air pollution, traffic congestion and energy use, and

WHEREAS, the County and each affected city within Spokane County have adopted Commute Trip Reduction Ordinances and must implement a Commute Trip Reduction (CTR) Plan for all major employers; and

WHEREAS, the Washington State Department of Transportation (WSDOT) Public Transportation Division is responsible for administering funds on behalf of the state legislature and is desirous of making available to Spokane County certain funds and requiring Spokane County to enter into agreements through the Interlocal Cooperation Act or by Resolution or Ordinance as appropriate with other jurisdictions, local transit agencies, or regional transportation planning organizations to coordinate the development, implementation and administration of CTR Plans and Ordinances as described in RCW 70A.15.4000-4110.

WHEREAS, Spokane County has entered into an agreement with the WSDOT under Agreement No. ~~PTD0845~~PTD1220, hereinafter referred to as "WSDOT Agreement," pursuant to which Spokane County is eligible to receive a reimbursable amount of funds which the County will distribute to itself and cities to implement and administer Commute Trip Reduction Plans and Ordinances; and

WHEREAS, pursuant to the provisions of RCW 70A.15.4020 (5), counties and cities may enter into agreements through the Interlocal Cooperation Act to coordinate the development and implementation of Commute Trip Reduction Plans and Ordinances; and

WHEREAS, Spokane County has allocated ~~\$357,253~~\$366,601 to the City from the Agreement No. ~~PTD0845~~PTD1220 which the City is now desirous of making available to the County to perform those tasks which are the responsibility of the City.

NOW, THEREFORE, for and in consideration of the mutual promises set forth hereinafter, and as authorized under chapter RCW 70A.15.4020 (5), the parties hereto do mutually agree as follows:

Section 1: PURPOSE

The County has entered into a WSDOT Agreement with the WSDOT under which it will receive ~~\$647,100~~\$650,200 for two years. This funding is to be allocated to the County and cities within Spokane County for their use in the implementation and administration of their CTR Plans and Ordinances. The County, based upon an allocation formula established by the WSDOT, has determined that the City shall receive ~~\$357,253~~\$366,601 from the WSDOT Agreement from which it shall perform certain tasks. The City agrees to its proportionate share of the monies made available to the County in the WSDOT Agreement and agrees to allow Spokane County to retain its proportionate share in consideration of the County performing those tasks as more particularly set forth in Attachment "A" attached hereto and incorporated herein by reference. In conjunction with allowing the County to retain its proportionate share of monies, the City will execute any and all necessary documents which may be required by the WSDOT.

It is understood by the parties hereto, that in order for the County to perform those tasks as set forth in Attachment "A" for the City, the City must perform certain tasks. Attached hereto as Attachment "B" and incorporated herein by reference, is a listing of tasks which the City agrees to perform in conjunction with the County performing those tasks set forth in Attachment "A."

Section 2: DURATION

The County agrees to provide those tasks set forth in Section 1 and complete performing such tasks on or before June 30, ~~2025~~2027.

Section 3: TERMINATION

The parties agree that this Agreement may be terminated by either party for material breach of any provision set forth herein, upon ninety (90) days advance written notice to the other party at the address set forth hereinabove. Provided, however, the parties agree that any notification of termination shall set forth the specific provision(s) for which such notification is being provided and additionally, advise that if such default is cured within such ninety (90) day time frame, said termination notification shall be of no force and effect.

In the event of termination, the County agrees to provide to the City all written documentation which it has completed to the date of termination under the terms of this Agreement. Additionally, the County agrees to return to the City that portion of the monies set forth in Section 1 hereinabove, which has not been expended by the county, prior to the date of termination, on the City's behalf in providing those tasks as set forth in Attachment "A."

Provided, further, the parties recognize that the WSDOT in Agreement No. ~~PTD0845~~PTD1220, has retained the right to unilaterally terminate all or a part of such contract if there is a reduction of funds from the funding source. Accordingly, in the event that the WSDOT terminates all or part of the WSDOT Agreement with Spokane County, and such action affects the allocation of funds by the County to the City herein, and/or modifies the tasks to be performed hereunder, the parties will immediately meet to renegotiate the provisions of this Agreement.

Section 4: DESIGNATION OF ADMINISTRATOR

The County hereby designated Ms. LeAnn M. Yamamoto, the Spokane County Transportation Demand Management Manager, as its designee for the purpose of administering and coordinating the County's responsibilities under the terms of this Agreement.

Section 5: ACQUISITION/DISPOSITION OF PROPERTY

The parties hereto agree that any real or personal property acquired by the County with those monies made available to the County by the City under Section 1 hereinabove shall be and remain the sole property of the County upon acquisition and/or termination of this Agreement.

Section 6: COMPLIANCE WITH LAWS

The County agrees to observe all applicable federal, state and local laws, ordinances and regulations including, but not necessarily limited to, the Americans with Disabilities Act and chapter 49.60 RCW, to the extent that they may have any bearing on performing those tasks for the City as set forth in Section 1 hereinabove. Additionally, the County agrees to comply with all applicable funding audit requirements of the WSDOT in conjunction with performing those tasks for the City. The County agrees to make available to the City or its duly authorized representative during normal County business hours and all records which it has kept in conjunction with providing those services for the City as set forth herein above.

Section 7: NOTICES

All notices or other communications given under this Agreement shall be considered given on the day such notices or other communications are received when sent by personal delivery; or the third day following the day on which the notice or communication has been mailed by certified mail delivery, receipt requested and postage prepaid addressed to the other Party at the address set forth below, or at such other address as the Parties shall from time-to-time designate by notice in writing to the other Party:

CITY: Mayor or designee
City of Spokane
Seventh Floor, City Hall
808 West Spokane Falls Boulevard
Spokane, Washington 99201

COUNTY: Board of County Commissioners
Spokane County Courthouse
1116 West Broadway Avenue
Spokane, Washington 99260

Section 8: HEADINGS

The section headings in this Agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit or extend the scope or intent of the sections to which they appertain.

Section 9: MODIFICATION

No modification or amendment of this Agreement shall be valid until the same is reduced to writing and executed with the same formalities as this present Agreement.

Section 10: ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the Parties hereto. The City has read and understands all of this Agreement, and now states that no representation, promise or agreement not expressed in this Agreement has been made to induce the City to execute the same.

Section 11: LIABILITY

The County shall indemnify, defend and hold harmless the City, its officers and employees from all claims, demands, or suits in law or equity arising from the County's

intentional or negligent acts or breach of its obligations under the Agreement. The County's duty to indemnify shall not apply to loss or liability caused by the intentional or negligent acts of the City, its officers and employees.

The City shall indemnify, defend and hold harmless the County, its officers and employees from all claims, demands, or suits in law or equity arising from the City's intentional or negligent acts or breach of its obligations under the Agreement. The City's duty to indemnify shall not apply to loss or liability caused by the intentional or negligent acts of the County, its officers and employees.

If the comparative negligence of the Parties and their officers and employees is a cause of such damage or injury, the liability, loss, cost, or expense shall be shared between the Parties in proportion to their relative degree of negligence and the right of indemnity shall apply to such proportion.

Where an officer or employee of a Party is acting under the direction and control of the other Party, the Party directing and controlling the officer or employee in the activity and/or omission giving rise to liability shall accept all liability for the other Party's officer or employee's negligence.

Each Party's duty to indemnify shall survive the termination or expiration of the Agreement.

Each Party waives, with respect to the other Party only, its immunity under RCW Title 51, Industrial Insurance. The Parties have specifically negotiated this provision.

Section 12: ANTI-KICKBACK

No officer or employee of the City, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Agreement.

Section 13: VENUE STIPULATION

This Agreement has been and shall be construed as having been made and delivered within the State of Washington. This Agreement shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement, or any of its provisions, shall be instituted only in courts of competent jurisdiction within Spokane County, Washington.

Section 14: COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same.

Section 15: SEVERABILITY

If any parts, terms or provisions of this Agreement are held by the courts to be illegal, the validity of the remaining portions or provisions shall not be affected and the rights and obligations of the Parties shall not be affected in regard to the remainder of the Agreement. If it should appear that any part, term or provision of this Agreement is in conflict with any statutory provision of the State of Washington, then the part, term or provision thereof that may be in conflict shall be deemed inoperative and null and void insofar as it may be in conflict therewith and this Agreement shall be deemed to modify to conform to such statutory provision.

Section 16: RCW 39.34 REQUIRED CLAUSES

- A. PURPOSE: See Section 1.
- B. DURATION: See Section 2.
- C. ORGANIZATION OF SEPARATE ENTITY AND ITS POWERS: No new or separate legal or administrative entity is created to administer the provisions of this Agreement.
- D. RESPONSIBILITIES OF THE PARTIES: See Agreement provisions.
- E. AGREEMENT TO BE FILED: The City shall file this Agreement with its City Clerk. The County shall file this Agreement with its County Auditor or place it on its web site or other electronically retrievable public source.
- F. FINANCING: See Section 1.
- G. TERMINATION: See Section 3.
- H. PROPERTY UPON TERMINATION: See Section 5.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

CITY OF SPOKANE

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

By: _____

Chair

Title: _____

Vice Chair

Commissioner

Commissioner

Commissioner

Approved by:

Assistant City Attorney

ATTEST:

ATTEST:

City Clerk

Ginna Vasquez, Clerk of the Board

Date

Date

Exhibit I
Funding Allocation Methodology

RCW 70A.15.4080 authorizes the CTR Board to determine the allocation of program funds made available for the purpose of implementing CTR plans. The funding allocated for local implementation of CTR activities from July 1, ~~2023-2025~~ through June 30, ~~2025-2027~~ is based on the ~~2023-2025~~2025-2027 Commute Trip Reduction (CTR) Notice of Award issued by WSDOT on ~~June 23, 2023~~August 6, 2025.

ATTACHMENT "A"

STATEMENT OF WORK

The County will:

1. Promote consistency within all affected local government jurisdictions within Spokane County, while serving the City's specific needs.
2. Maintain and administer the City's CTR Ordinances and Plan.
3. Employ a full-time Transportation Demand Management Manager to administer the County's and City's CTR Plans and Ordinances.
4. Take reasonable measures to identify and notify all affected employers within the City.
5. Assist each affected employer within the City in preparing a program and promoting the principles of Transportation Demand Management (TDM) with the employer's employees.
6. Maintain an appeals process consistent with RCW 70A.15.4060(e) by which major employers, who as a result of special characteristics of their business or its locations would be unable to meet the requirements of a commute trip reduction plan, may obtain a waiver or modification of those requirements and criteria for determining eligibility for waiver or modification. Within 30 days from the date of approval, submit to WSDOT the name and employer identification code for any worksite that has been granted an exemption. Include information about the duration of all exemptions and information on the type of modification granted.
7. Submit to WSDOT periodic progress reports summarizing the overall CTR implementation costs incurred by the County and shall be reported in a format provided by WSDOT.
8. Provide WSDOT with a public hearing notice and copies of any proposed amendments to the CTR ordinance, plan, and/or administrative guidelines within the first week of the public review period and final copies of all actions within one (1) month of adoption.
9. Coordinate and administer baseline and measurement CTR employer surveys. Provide employer survey assistance, training and state-supplied survey forms.
10. Notify WSDOT prior to sending any surveys to University of Washington for processing. The notification must include the name of the worksite, employer identification code and type of survey for each survey being submitted for processing. The notification shall be

submitted as an electronic spreadsheet via electronic mail. The County agrees to wait for confirmation from WSDOT prior to sending or delivering the surveys for processing.

11. Provide WSDOT with updated lists of affected worksites and jurisdiction contacts on a periodic basis or as requested by WSDOT. These updates will be submitted electronically in a format specified by WSDOT.
12. Continue to monitor the programs of each of the affected employers in the City to determine compliance with the CTR Ordinance and Plan. Complete annual review of employer CTR programs including a determination as to whether the employer is acting in good faith to meet the goals established by the CTR Law.
13. Provide on-going support to all employer designated Employee Transportation Coordinators (ETCs) and assist ETCs in facilitating regular employer networking opportunities and obtaining information necessary to perform their duties including information materials that explain a range of measures and activities to encourage employee use of commute alternatives.
14. Market available services to affected employers to assist in accomplishing CTR goals.
15. Work collaboratively with and provide technical guidance and support to employers in developing successful CTR programs.
16. Conduct at least one Basic ETC Training Course per year, using WSDOT-provided ETC Handbook and other training materials reviewed and approved by WSDOT.
17. Provide employers with written information on basic requirements of the CTR ordinance and goals set forth in approved CTR plans.
18. Attend transportation or health/benefits fairs at affected employer worksites to encourage high-occupancy vehicle commuting and promote the employer's CTR program.
19. Design, construct and distribute worksite Commuting Options Boards. Provide professional materials such as brochures, flyers, posters, newsletters, clip art and other tools to assist employer implementation of worksite CTR programs.
20. Provide all affected employers with the WSDOT-approved "Program Description & Employer Annual Report" form. Ensure completed reports are submitted by affected employers to meet applicable deadlines.
21. Submit to WSDOT periodic invoices along with progress reports that accurately assess the progress made by County, on behalf of City, in implementing RCW 70A.15.4000-4110.
Report contents include:

- a. Detailed summary of CTR events and projects, including implementation assistance provided to affected employers within the City;
 - b. Actual total CTR expenditures used by the County for all state CTR funds expended by the County during the previous quarter for the purpose of CTR implementation using WSDOT pre-approved format;
 - c. Updated list of affected employers and worksites (electronic);
 - d. Total number of worksites by jurisdiction;
 - e. List of sites which have applied for exemptions or modifications;
22. Establish and maintain books, records, documents and other evidence and accounting procedures and practices sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred solely for the performance of this Agreement. Establish and maintain a separate "CTR Account" within Spokane County along with supporting documentation such as payroll and time records, invoices, contracts, vouchers or products proving in proper detail the nature and propriety of the charges.
23. Participate in local implementation of statewide CTR public awareness and recognition programs developed by Washington State Department of Transportation.
24. Offer recommendations to the City for policies on parking and site design which will encourage the use of alternative transportation modes.
25. Encourage employers to develop site designs and improvements to office and industrial sites that promote the use of alternative transportation modes.
26. Assist WSDOT with CTR evaluation.
27. Serve as liaison between WSDOT and cities, towns, transit agencies and regional transportation planning organizations for the purpose of RCW 70A.15.4000-4110.
28. Continue applying for funding opportunities to further encourage the use of commute alternatives.

ATTACHMENT "B"
STATEMENT OF WORK

The City will:

1. Provide Spokane County with copies of any proposed amendments to the CTR Plan and Ordinance.
2. Provide Spokane County with copies of any CTR-related amendments to parking ordinances prior to public review.
3. Develop, implement and maintain its own CTR Program as an affected employer or as otherwise specified in the CTR Board Guidelines or RCW 70A.15.4000-4110.
4. Reimburse the County for the services provided by this Agreement in an amount equal to the City's share of the CTR funding as provided in RCW 70A.15.4080.

**Agenda Sheet for City Council:****Committee:** Date: N/A**Committee Agenda type:****Date Rec'd**

2/2/2026

Clerk's File #

CPR 2026-0002

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**Submitting Dept**

ACCOUNTING & GRANTS

Bid #**Contact Name/Phone**

REBECCA 625-6005

Requisition #**Contact E-Mail**

RGRAYBEAL@SPOKANECITY.ORG

Agenda Item Type

Claim Item

Council Sponsor(s)**Sponsoring at Administrators Request**

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

5600-CLAIMS THRU 1-30-2026

Agenda Wording

Report of the Mayor of pending claims & payments of previously approved obligations through: 01/30/2026. Total \$7,803,124.78 with Parks & Library Claims being approved by their respective boards. Claims excluding Parks & Library Total \$7,176,129.63.

Summary (Background)

Pages 1-26 Check numbers: 616881 - 617059 Credit Card numbers: 002668 - 002701 ACH payment numbers: 148842 - 149110 On file for review in City Clerks Office: 26 Page listing of Claims

What impacts would the proposal have on historically excluded communities?

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

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

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

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget?			
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Expense	\$ 7,176,129.63	#	Various
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	
<u>Dept Head</u>	BAIRD, CHRISTI		
<u>Division Director</u>			
<u>Accounting Manager</u>			
<u>Legal</u>			
<u>For the Mayor</u>			
Distribution List			
RGRAYBEAL@SPOKANECITY.ORG			

REPORT: PG3620
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 05

APPROVAL FUND SUMMARY

DATE: 02/02/26
TIME: 06:36
PAGE: 1

FUND	FUND NAME	AMOUNT
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0100	GENERAL FUND	725,891.81
1100	STREET FUND	434,917.49
1200	CODE ENFORCEMENT FUND	21,732.28
1360	GENERAL FUND GRANTS	0.00
1380	SPOKANE SAFE STREETS FOR ALL	21,160.15
1400	PARKS AND RECREATION FUND	1,449.02
1425	AMERICAN RESCUE PLAN	730.89
1440	FIRE GRANTS MISCELLANEOUS	0.00
1460	PARKING METER REVENUE FUND	38.99
1500	PATHS AND TRAILS RESERVE FUND	7,800.00
1560	FORFEITURES & CONTRIBUTION FND	7,338.00
1620	PUBLIC SAFETY & JUDICIAL GRANT	35.55
1640	COMMUNICATIONS BLDG M&O FUND	11,589.80
1970	SPOKANE FIRE DEPARTMENT	539,066.81
3200	ARTERIAL STREET FUND	138,262.20
3501	WEST QUADRANT TIF	213.75
4100	WATER & HYDROELECTRIC SERVICES	204,612.76
4250	INTEGRATED CAPITAL MANAGEMENT	202,649.27
4300	WASTEWATER MANAGEMENT FUND	198,667.76
4480	SOLID WASTE FUND	281,385.00
4600	GOLF FUND	663.03
4700	DEVELOPMENT SERVICES	6,906.48
5100	FLEET SERVICES FUND	85,489.55
5200	PUBLIC WORKS AND UTILITIES	7,172.14
5300	IT FUND	87,124.77
5500	PURCHASING AND CONTRACTS	128.55
5600	ACCOUNTING SERVICES	9,000.00
5750	OFFICE OF PERFORMANCE MGMT	257.10
5800	RISK MANAGEMENT FUND	79,412.17
5820	UNEMPLOYMENT COMPENSATION FUND	71,805.04
5830	EMPLOYEES BENEFITS FUND	2,349,525.05
5900	FACILITIES MANAGEMENT FUND OPS	67,346.01
5902	PROPERTY ACQUISITION POLICE	452,480.65
5903	PROPERTY ACQUISITION FIRE	3,488.20
6070	FIREFIGHTERS' PENSION FUND	112,757.88
6080	POLICE PENSION FUND	44,444.66
6255	LAW ENFORCEMENT RECORDS MGMT	12,557.50
6730	PARKING & BUSINESS IMPROV DIST	2,096.20
6960	SALARY CLEARING FUND NEW	3,187.23

	TOTAL:	6,193,383.74

REPORT: PG3640
SYSTEM: FMSAP
USER: MANAGER
RUN NO: 05

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 02/02/26
TIME: 06:37
PAGE: 1

CHECK #	VENDOR	CITY	LIBRARY	PARKS
	USE TAX AMOUNTS	8,707.99	401.64	121.01
00616881	AIRGAS SPECIALTY PRODUCTS IN	45,975.90		
00616882	CENTURYLINK	3,322.71		
00616883	SPOKANE SECURITY SYSTEMS INC	340.39		
00616884	WATERCO OF THE PACIFIC NORTH	90.99		
00616885	HERRES BACKFLOW & CONSTRUCTI	2,373.55		
00616886	INLAND EMPIRE FIRE PROTECTIO	3,489.19		
00616887	INLAND TOWING	325.12		
00616888	KIMLEY-HORN AND ASSOCIATES I	2,800.00		
00616889	PUBLIC SAFETY TESTING INC	338.00		
00616890	WASHINGTON STATE UNIVERSITY	10,000.00		
00616891	WA STATE EMPLOYMENT SECURITY	71,805.04		
00616892	BLACKSTONE AUDIO INC		62.98	
00616893	CANDID		4,995.00	
00616894	CENTER POINT PUBLISHING INC		349.98	
00616895	JESSICA SALQUIST		200.00	
00616896	MOBIUS SPOKANE		5,000.00	
00616897	MAGUIRE INSURANCE AGENCY INC		115,165.00	
00616898	PRONUNCIATOR LLC		3,995.00	
00616899	SARAH ROONEY		120.00	
00616900	TUMBLEWEED PRESS INC		6,300.00	
00616901	THE HARTFORD		12,988.00	
00616902	WASHINGTON TRUST BANK		43.92	
00616903	DACIA D FROM		75.00	
00616904	DE LAGE LANDEN FINANCIAL SVC			766.02
00616905	SUMMIT NATIONAL BANK			10.68
00616906	NATHAN BAHN	179.63		
00616907	COMCAST	4,522.46		
00616908	4 DEGREES REAL ESTATE	90.00		
00616909	BERNARD SHUMAN	142.60		
00616910	DARIO SANCHEZ	193.00		
00616911	EH HSEE AND MU DAH	150.36		
00616912	JENNA PRUETT	84.36		
00616913	JEREMY CLARK	198.36		
00616914	KENNETH GREENWAY	199.08		
00616915	RC SCHWARTZ	210.72		
00616916	RC SCHWARTZ	268.65		
00616917	RC SCHWARTZ	125.21		
00616918	RC SCHWARTZ	98.54		
00616919	SIMON CRANSHAW	203.43		
00616920	TADD AND BRITTANY HOWARD	92.37		
00616921	WINDERMERE LEASE SOURCE	142.74		
00616922	ISAIAH ZILKA	21.89		
00616923	SIEMENS ENERGY INC	5,356.71		
00616924	SPOKANE REGIONAL CLEAN AIR	8,933.00		
00616925	SPOKANE REGIONAL CLEAN AIR	1,593.00		
00616926	OVERHEAD DOOR CORPORATION	1,045.43		
00616927	FITZGERALD ENTERPRISES			429.69
00616928	ALCOBRA METALS INC			217.51
00616929	ANGELA SCHNABEL			2,375.00
00616930	SPORT SUPPLY GROUP INC			1,347.12
00616931	CASCADE TRACTOR SUPPLY			991.59
00616932	CENTURYLINK			109.86

REPORT: PG3640
SYSTEM: FMSAP
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RUN NO: 05

CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 02/02/26
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PAGE: 2

CHECK #	VENDOR	CITY	LIBRARY	PARKS
00616933	CENTURYLINK COMMUNICATIONS I			526.93
00616934	CONSTRUCTIVE EATING INC			757.50
00616935	MARY CARPENTER			449.70
00616936	KAPP KONCEPTS INC			1,810.00
00616937	CSWW INC			192.35
00616938	THE TOY NETWORK			574.82
00616939	COMPLETELY IT			3,270.82
00616940	VERMEER MOUNTAIN WEST INC			286.72
00616941	WALTER E NELSON CO			685.12
00616942	SPOKANE COUNTY TITLE CO	460.00		
00616943	ABADAN REPROGRAPHICS	451.22		
00616944	TIFFANY AUSTIN	83.45		
00616945	BROADCAST MUSIC INC	2,385.00		
00616946	BROOKDALE SENIOR LIVING	13,522.00		
00616947	RONALD E BUCKNER	39.00		
00616948	CENTURYLINK	415.15		
00616949	COMCAST	200.93		
00616950	COMCAST	200.93		
00616951	COMCAST	225.02		
00616952	COMCAST	240.02		
00616953	MELISSA C FIECHTNER	2,401.09		
00616954	KJERSTEN HERON PLLC	140.03		
00616955	LAST EMPIRE HEALTHCARE LLC	10,350.00		
00616956	KELSEY PARK	478.85		
00616957	NORTH IDAHO CREDIT CORP	786.14		
00616958	SPOKANE POLICE DEPARTMENT	50.00		
00616959	CITY OF SPOKANE	2,095.00		
00616960	CITY OF SPOKANE	4,876.00		
00616961	ROBERT E STOFFREGEN MA PS	5,400.00		
00616962	TERRY CARE GROUP LLC	10,136.00		
00616963	T-MOBILE	8,456.55		
00616964	WA STATE ASSN OF MUNICIPAL	700.00		
00616965	WA STATE DEPT OF NATURAL	6,595.53		
00616966	WA STATE DEPT OF LICENSING	46.00		
00616967	LIBRARY IDEAS LLC		700.75	
00616968	THE RISK MANAGEMENT		1,740.70	
00617017	AT&T MOBILITY	9,608.79		
00617018	CAREER PATH SERVICES	20,765.74		
00617019	CORAL SALES COMPANY	14,012.04		
00617020	DAVID EASTERLY	15.00		
00617021	DOUGLAS PECHA	435.00		
00617022	FLORENZA SEWELL OR	75.00		
00617023	JOYCE GITHIEYA	34.39		
00617024	SCOTT MILLER	100.00		
00617025	PACIFIC CUSTOM SPORTSWEAR LL	6,488.72		
00617026	SPOKANE REGIONAL HEALTH DIST	19,497.58		
00617027	SPOKANE REGIONAL HEALTH DIST	901.16		
00617028	US BANK	320.89		
00617029	US BANK	349.44		
00617030	WASHINGTON LEOFF	1,276.78		
00617031	WM RECYCLE AMERICA LLC	1,491.59		
00617032	CENTURYLINK		444.41	
00617033	LEVEL 3 FINANCING INC		2,111.40	

REPORT: PG3640
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CITY OF SPOKANE
COUNCIL CHECK RANGE/TOTAL

DATE: 02/02/26
TIME: 06:37
PAGE: 3

CHECK #	VENDOR	CITY	LIBRARY	PARKS
00617034	AN MISNEACH SIONNACH DAMHSA		50.00	

00617035	THOMAS BROWN		300.00	
00617036	JEREMY TEGROTAHUIS		100.00	
00617037	SPOKANE CITY TREASURER		131.16	
00617038	ASB SPORTS ACQUISITION INC			15,699.50
00617039	CAREER PATH SERVICES	3,753.24		
00617040	FIRST AMERICAN TITLE INS CO	450.00		
00617041	SPOKANE COUNTY TITLE CO	460.00		
00617042	CDA SERVICE STATION EQUIPMEN	4,183.82		
00617043	NORFOLK IRON & METAL CO	757.19		
00617044	WATERCO OF THE PACIFIC NORTH	32.07		
00617045	DAVID BAIR	133.54		
00617046	HOLLY MUNSEE	154.61		
00617047	HORNBERGER PROPERTY MANAGEME	212.94		
00617048	JASON CREWS	25.17		
00617049	RYAN LEE	85.15		
00617050	NEWMAN SIGNS INC	6,611.46		
00617051	SAFEGUARD BUSINESS SYSTEMS I	616.32		
00617052	SALT DISTRIBUTORS INC	98,830.22		
00617053	SNW TEC LLC	2,011.76		
00617054	SPOKANE COUNTY WATER DIST NO	28.41		
00617055	SPOKANE REGIONAL CLEAN AIR	502.00		
00617056	T-MOBILE	688.97		
00617057	UNITED PARCEL SERVICE	229.77		
00617058	HARLOW'S SCHOOL BUS SCHOOL			1,860.90
00617059	STEPHANIE BOGUE			1,950.00
70002668	NORTHWEST INDUSTRIAL SERVICE	327.30		652.09
70002669	ELJAY OIL CO INC	601.36		
70002670	GORDON TRUCK CENTERS INC DBA	401.30		
70002671	NATIONAL COLOR GRAPHICS INC		2,934.79	
70002672	NORCO INC	310.91		
70002673	OWEN EQUIPMENT CO	8,092.73		
70002674	ALASKA RUBBER GROUP INC			13.11
70002675	CINTAS CORPORATION			83.21
70002676	GALLS LLC			289.35
70002677	HARRINGTON INDUSTRIAL PLASTI	130.49		
70002678	NORCO INC	927.14		
70002679	O'REILLY AUTOMOTIVE STORES I			736.75
70002680	PEROVICH PARTNERS INC			63.02
70002681	SPOKANE HOUSE OF HOSE INC	1,355.30		
70002682	CONSOLIDATED SUPPLY CO	4,994.22		
70002683	ELJAY OIL CO INC	942.97		
70002684	ENDRESS+HAUSER INC	1,838.86		
70002685	HASA INC	30,581.98		
70002686	NORCO INC	57.71		
70002687	ACI NORTHWEST INC	5,891.40		
70002688	ANATEK LABS INC	4,146.00		
70002689	CINTAS CORPORATION	15,065.75	39.43	
70002690	ELJAY OIL CO INC	233.42		
70002691	GALLS LLC	38.99		
70002692	KERSHAW'S INC	1,832.88		
70002693	SPOKANE HOUSE OF HOSE INC	319.72		
70002694	SPOKANE POWER TOOL & HDWE		234.57	

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CHECK #	VENDOR	CITY	LIBRARY	PARKS
70002695	WILDROSE LTD dba			1,146.70
70002696	WINSTON & CASHATT PS	6,187.50		
70002697	ELJAY OIL CO INC	779.65		
70002698	GORDON TRUCK CENTERS INC DBA	1,212.70		
70002699	RIVER CITY GLASS INC	610.96		

70002700	HOWMEDICA OSTEONICS CORP	449,770.08		
70002701	TITAN TRUCK EQUIPMENT	432.60		
80148842	ACTION MATERIALS	551.96		
80148843	ALS LABORATORY GROUP	410.00		
80148844	ALSCO DIVISION OF ALSCO INC			87.38
80148845	AM HARDWARE CO	2,884.98		
80148846	AMERICAN AVK COMPANY	95,692.24		
80148847	APOLLO SHEET METAL INC DBA	2,138.36		
80148848	AUNT FLOW CORP		3,300.00	
80148849	AVISTA UTILITIES	41,578.84	6,928.50	
80148850	BANNER FURNACE & FUEL	339.30		
80148851	BRETT SPORTS & ENTERTAINMENT			18,000.00
80148852	BRODART CO		1,048.55	
80148853	BRYAN CAVE LEIGHTON PAISNER	21,774.66		
80148854	CAMTEK INC			1,963.81
80148855	CARRIER CORPORATION		5,385.45	
80148856	CASCADE AUTOMATION INC	1,621.10		
80148857	CATHOLIC CHARITIES	150,733.19		
80148858	JONAS TICKETING INC			7,185.00
80148859	CLARY LONGVIEW LLC	221,874.14		
80148860	COLEMAN OIL COMPANY LLC	4,979.94		
80148861	COPIERS NORTHWEST INC	497.46		
80148862	CORBIN SENIOR ACTIVITY CENTE			2,612.50
80148863	L N CURTIS & SONS	3,488.20		
80148864	DESAUTEL HEGE COMMUNICATIONS			3,300.00
80148865	EBSCO INFORMATION SERVICES		54,588.32	
80148866	ELECTRIC CITY INC			6,007.31
80148867	EUROFINS ENVIRONMENT TESTING	489.00		
80148868	SHELLEY FAIRWEATHER-VEGA		180.01	
80148869	FASTENAL CO	2,413.97		
80148870	FIREPOWER INC	130.92		
80148871	FIRST AMERICAN TITLE INS	790.50		
80148872	FISHER CONSTRUCTION GROUP IN	3,273.00		
80148873	W W GRAINGER INC	2,245.01		
80148874	GRANITE TELECOMMUNICATIONS L	13,426.26		
80148875	H D FOWLER COMPANY	34,678.31		
80148876	HD SUPPLY INC		5,217.14	
80148877	HILLYARD SENIOR ACTIVITY CTR			6,666.74
80148878	INDUSTRIAL BOLT & SUPPLY INC		2,202.57	
80148879	INGRAM LIBRARY SERVICES LLC		5,026.85	
80148880	KAISER FOUNDATION HEALTH PLA	114,695.29		
80148881	THE LANDS COUNCIL			925.00
80148882	LEVY PREMIUM FOOD SERVICE			21,586.93
80148883	MARTIN LUTHER KING JR FAMILY			3,483.37
80148884	MIDWEST TAPE		3,814.23	
80148885	MYTHICS LLC	1,292.02		
80148886	NAPA AUTO PARTS	40.64		
80148887	NORTHEAST YOUTH CENTER			11,628.13

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80148888	OTIS ELEVATOR COMPANY	661.14		
80148889	OVERDRIVE INC		12,265.89	
80148890	PLACER LABS INC		26,664.04	
80148891	PROQUEST LLC		22,391.14	
80148892	SHI CORP	310.91		
80148893	SPOKANE HARDWARE SUPPLY INC		541.76	
80148894	SPOKANE TOWING/DIV OF	162.56		
80148895	W B SPRAGUE COMPANY INC			270.03
80148896	THE HUNTINGTON NATIONAL BANK			9,423.06

80148897	UNITED LABORATORIES INC		320.54	
80148898	VALUE LINE PUBLISHING INC		8,095.00	
80148899	VERIZON WIRELESS	637.04	80.02	
80148900	WASHINGTON EQUIPMENT	4,278.90		
80148901	WCP SOLUTIONS		961.38	
80148902	TODD MENIER	305.00		
80148903	DAVID W SINGLEY	87.09		
80148905	AM HARDWARE CO			913.86
80148906	AMERICAN LOCK & KEY			20.71
80148907	BATTERY SYSTEMS INC			592.41
80148908	CATHOLIC CHARITIES	12,650.05		
80148909	COPPER STATE BOLT & NUT CO			14.95
80148910	DOPPELMAYR USA INC			45,514.80
80148911	DYKMAN ELECTRIC INC			490.50
80148912	ELECTRIC CITY INC			2,152.00
80148913	FASTENAL CO			146.67
80148914	FIREPOWER INC			1,091.00
80148915	GOLF COURSE SUPERINTENDENT			275.00
80148916	INLAND ENVIRONMENTAL RESOURC	21,452.11		
80148917	INNOVIA FOUNDATION	2,500.00		
80148918	JEWELS HELPING HANDS	90,049.04		
80148919	MCGUIRE BEARING CO			171.29
80148920	NAPA AUTO PARTS			37.09
80148921	NEPTUNE TECHNOLOGY GROUP INC	4,572.86		
80148922	OXARC LLC	4,670.79		
80148923	PACIFIC PETROLEUM & SUPPLY	2,259.68		
80148924	PACWEST MACHINERY LLC	5,624.62		
80148925	SAFETY KLEEN CORPORATION			249.83
80148926	SHERWIN WILLIAMS CO			471.95
80148927	SITEONE LANDSCAPE SUPPLY LLC			211.72
80148928	SMITH WESTERN CO			3,612.82
80148929	HESTON HARDWARE			247.54
80148930	SPOKANE TOWNHOMES LLC	269,772.87		
80148931	TRANSITIONS	1,000.00		
80148932	CHESTER JOHN CASKEY			375.00
80148933	TWO RIVERS TERMINAL LLC	32,664.19		
80148934	ULINE INC			597.42
80148935	US BANK OR CITY TREASURER	58,966.85		
80148936	VESTIS GROUP INC	19.50		
80148937	VWR INTERNATIONAL	418.68		
80148938	WASHINGTON EQUIPMENT	6,645.79		
80148939	WCP SOLUTIONS			119.57
80148940	WESTERN EQUIPMENT DISTRIBUTO			462.22
80148941	WESTERN STATES EQUIPMENT CO			2,000.13

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CHECK #	VENDOR	CITY	LIBRARY	PARKS
80148942	ARTEMAX INC			653.00
80148943	THE BABCOCK & WILCOX COMPANY	2,932.61		
80148944	AM HARDWARE CO	44.73		
80148945	AMERICAN FOREST MANAGEMENT I	163,020.00		
80148946	AVISTA UTILITIES			9,236.68
80148947	BRODART CO		1,259.04	
80148948	COLEMAN OIL COMPANY LLC	8,356.04		
80148949	L N CURTIS & SONS	1,099.73		
80148950	DELTA DENTAL OF WASHINGTON	17,245.63		
80148951	EUROFINS ENVIRONMENT TESTING	99.00		
80148952	FASTENAL CO	1,179.06		
80148953	FISHER SCIENTIFIC	2,035.72		
80148954	W W GRAINGER INC	3,654.51		

80148955	BECKWITH & KUFFEL INC DBA	1,889.04	
80148956	H D FOWLER COMPANY	1,358.62	
80148957	HRA VEBA TRUST	88,436.40	
80148958	INGRAM LIBRARY SERVICES LLC		17,964.35
80148959	CPM DEVELOPMENT CORP DBA	21,125.20	
80148960	INNOVIA FOUNDATION	237,566.29	
80148961	JEWELS HELPING HANDS	2,444.84	
80148962	PETERS & KEATTS WA LLC	634.52	
80148963	LIFE ASSIST INC	1,556.68	
80148964	MIDWEST TAPE		679.58
80148965	MUNICIPAL EMERGENCY SERVICES	25.10	
80148966	NAPA AUTO PARTS	999.93	
80148967	OHD LLLP	14,807.61	
80148968	OVERDRIVE INC		10,912.73
80148969	OXARC LLC	2,572.26	
80148970	PERMITIUM LLC	110.00	
80148971	PETE LIEN & SONS INC	10,727.46	
80148972	PREMERA BLUE CROSS OR	828,151.10	
80148973	PREMERA BLUE CROSS	72,955.63	
80148974	SOLID WASTE SYSTEMS INC	2,183.02	
80148975	SOUND WATER SERVICES INC	3,203.18	
80148976	SPOKANE ARTS FUND	114,954.00	
80148977	SPOKANE COUNTY TITLE CO	574.96	
80148978	SPOKANE COUNTY TREASURER	6,154.00	
80148979	SPOKANE FIRE FIGHTERS BENEFI	948,764.09	
80148980	COWLES PUBLISHING COMPANY	117.40	
80148981	ASAP TRANSLATION SERVICES LL	127.75	
80148982	TWO RIVERS TERMINAL LLC	9,162.09	
80148983	UNIVAR SOLUTIONS USA INC	4,899.46	
80148984	VERIZON WIRELESS	2,254.02	
80148985	VOLUNTEERS OF AMERICA OF	13,323.45	
80148986	VWR INTERNATIONAL	429.72	
80148987	WASHINGTON TRUST FOR HISTORI	102,581.22	
80148988	WESTERN SYSTEMS INC	9,939.01	
80148989	WHITNEY EQUIPMENT COMPANY LL	1,393.21	
80148990	KASEY AUSTIN	25.01	
80148991	LACEY BACON	650.00	
80148992	DENNIS HANSEN	9,412.00	
80148993	AARDVARK	7,593.36	
80148994	ADVANCED TRAFFIC PRODUCTS IN	17,723.93	

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80148995	ALL SEASONS TREE SERVICE LLC			34,748.35
80148996	ROBERT EARL ALFORD	243.84		
80148997	APOLLO SHEET METAL INC DBA	1,555.77		
80148998	APPLIED INDUSTRIAL	1,681.30		
80148999	AV CAPTURE ALL INC	8,175.00		
80149000	AVISTA UTILITIES	286,950.04	18,503.33	
80149001	A-PRO AUTO BODY AND TOWING	243.84		
80149002	THE FA BARTLETT TREE EXPERT	458.22		
80149003	BERK CONSULTING INC	50,656.51		
80149004	BLUEBIRD TREE CARE INC			4,854.95
80149005	NCH CORPORATION	1,354.37		
80149006	CLARION ASSOCIATES LLC	5,662.48		
80149007	COLEMAN OIL COMPANY LLC	4,111.05		
80149008	COPIERS NORTHWEST INC	21,045.20		
80149009	L N CURTIS & SONS	5,416.82		
80149010	CHARLES R DELGADO	1,850.50		
80149011	DIVINES TOWING/DIV OF	486.29		

80149012	ELECTRIC CITY INC		1,696.47
80149013	EVERGREEN STATE TOWING LLC	771.86	
80149014	FASTENAL CO	2,252.07	214.45
80149015	GORLEY LOGISTICS LLC	51.12	
80149016	FIREPOWER INC	1,535.59	
80149017	FIRST AMERICAN TITLE INS	614.00	
80149018	GOODALE & BARBIERI COMPANY	6,175.60	
80149019	W W GRAINGER INC	1,350.07	
80149020	H2E INC	16,388.78	
80149021	HD SUPPLY INC		903.35
80149022	HYDRAULICS PLUS INC	2,405.15	
80149023	INLAND EMPIRE UTILITY	23,875.00	
80149024	INLAND POWER & LIGHT CO	1,333.90	
80149025	INLANDER PUBLICATIONS INC		90.00
80149026	JACOBS ENGINEERING GROUP INC	60,746.37	
80149027	KEYSTONE LAWN & TREE CARE	381.85	
80149028	LAKESIDE INDUSTRIES	11,268.55	
80149029	LSB CONSULTING ENGINEERS PLL	1,506.25	
80149030	MAX J KUNEY COMPANY	54,540.24	
80149031	MESA ASSOCIATES INC	908.00	
80149032	MITCHELL HUMPHREY & CO	9,000.00	
80149033	NORTHEAST PUBLIC DEVELOPMENT	2,335.14	
80149034	NICOLAS R CHAVEZ	5,650.00	
80149035	NW HANDLING SYSTEMS INC	108.01	
80149036	NORTHWEST HVAC / R	939.00	
80149037	NW LANDSCAPE MAINTENANCE INC	4,231.67	
80149038	PACIFIC POWER GROUP LLC	2,020.03	
80149039	PARAMETRIX INC	16,287.92	
80149040	PERFORMANCE SYSTEMS	4,211.29	
80149041	POMP'S TIRE SERVICE INC	34,846.19	
80149042	PRESTIGE FLAG		2,348.77
80149043	PROVOST PROFESSIONAL	122.71	
80149044	REHN & ASSOCIATES	3,285.00	
80149045	RIVER PARK SQUARE LLC	1,000.00	
80149046	SAN DIEGO POLICE EQUIPMENT	82,076.37	
80149047	SPOKANE NEIGHBORHOOD ACTION	4,152.50	

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80149048	SPOKANE COUNTY TREASURER	135,076.71		
80149049	STANTEC CONSULTING SERVICES	7,838.94		
80149050	T & T GOLF MANAGEMENT INC			152.74
80149051	TRANSITIONS	13,358.17		
80149052	US BANK OR CITY TREASURER	20,445.32		
80149053	US BANK P CARD PAYMENTS	83,349.09		
80149054	US BANK	2,023.00		
80149055	VAN NESS FELDMAN LLP	4,216.00		
80149056	VERIZON WIRELESS	939.71		
80149057	WA STATE DEPT OF CORRECTIONS	304.00		
80149058	WILBUR ELLIS COMPANY			1,434.23
80149059	WM WINKLER CO	114,350.00		
80149060	WORLD BOOK INC		5,556.60	
80149061	LISSA D MASCIO	82.25		
80149062	ACTION MATERIALS	426.81		
80149063	AIR EXCHANGE INC	679.74		
80149064	ALS CANADA LTD	8,992.00		
80149065	AMERICAN SOCIETY OF MECHANIC	13,566.50		
80149066	ANDERSON ENVIRONMENTAL	2,748.63		
80149067	AVISTA UTILITIES	16,182.34		
80149068	THE FA BARTLETT TREE EXPERT			5,048.60

80149069	INDUSTRIAL SERVICES SOLUTION	22,072.27	
80149070	BUREAU VERITAS TECHNICAL	38,736.30	
80149071	CATHOLIC CHARITIES	80,449.11	
80149072	CPM DEVELOPMENT CORP DBA	1,027.18	
80149073	CLARY LONGVIEW LLC	225,189.69	
80149074	COLEMAN OIL COMPANY LLC	8,429.64	
80149075	COLUMBIA ELECTRIC SUPPLY/DIV	2,732.91	
80149076	COPIERS NORTHWEST INC	205.15	907.85
80149077	DELTA DENTAL OF WASHINGTON	51,734.26	
80149078	ALBERTO C CESAR ALBERTY		700.00
80149079	DYKMAN ELECTRIC INC	33,451.16	
80149080	EAST SPOKANE BUSINESS	2,096.20	
80149081	ENVIRONMENTAL INCENTIVES INC	6,268.76	
80149082	EVERGREEN STATE TOWING LLC	867.35	
80149083	EVOQUA WATER TECHNOLOGIES LL	103.70	
80149084	FIREPOWER INC	1,292.85	163.65
80149085	GRATING PACIFIC LLC	3,818.50	
80149086	GROUNDWATER SOLUTIONS INC	8,943.10	
80149087	HDR ENGINEERING INC	7,966.64	
80149088	HISTORICAL RESEARCH ASSOCIAT		1,146.50
80149089	HYDRAULICS PLUS INC	2,172.68	
80149090	IIA LIFTING SERVICES INC	5,616.00	
80149091	KAISER FOUNDATION HEALTH PLA	373,961.16	
80149092	KITTELSON & ASSOCIATES INC	944.64	
80149093	NORTHSTAR CHEMICAL INC	4,725.69	
80149094	ONLINE CLEANING SERVICES	41,588.92	
80149095	PAPE MACHINERY INC	912.43	
80149096	PERFORMANCE SYSTEMS	370.94	
80149097	PERMITIUM LLC	110.00	
80149098	PETE LIEN & SONS INC	10,647.86	
80149099	RENCORP REALTY LLC	99.01	
80149100	SAFETY KLEEN CORPORATION	759.34	

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80149101	SPOKANE COUNTY TREASURER	6,403.50		
80149102	TOBY'S BODY & FENDER INC	31,817.33		
80149103	TOOLE DESIGN GROUP LLC	7,800.00		
80149104	VERIZON WIRELESS	551.73		
80149105	VESTIS GROUP INC	88.60		
80149106	WA STATE DEPT OF ECOLOGY	59,064.31		
80149107	WILLIAMS TOWING & RECOVERY L	487.68		
80149108	YFA CONNECTIONS	2,916.67		
80149109	THOMAS A DAVES	180.00		
80149110	LISSA D MASCIO	67.14		
		7,176,129.63	373,274.10	253,721.05
		CITYWIDE TOTAL:		7,803,124.78

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HONORABLE MAYOR
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

0020 - NONDEPARTMENTAL

BROADCAST MUSIC INC	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
BMI GENERAL LICENSING	CHECK NO. - 00616945	2,385.00
BRYAN CAVE LEIGHTON PAISNER LLP	LEGAL SERVICES	
	ACH PMT NO. - 80148853	21,774.66
INNOVIA FOUNDATION	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	ACH PMT NO. - 80148917	2,500.00
SPOKANE ARTS FUND	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80148976	114,954.00
WINSTON & CASHATT PS	LEGAL SERVICES	
	CREDIT CARD PMT NO. - 70002696	6,187.50

TOTAL FOR 0020 - NONDEPARTMENTAL	147,801.16

0030 - OFFICE OF POLICE OMBUDS

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80149076	205.15
LISSA D MASCIO	LOCAL MILEAGE	
	ACH PMT NO. - 80149110	149.39
VERIZON WIRELESS	CELL PHONE	
	ACH PMT NO. - 80149056	128.55

TOTAL FOR 0030 - OFFICE OF POLICE OMBUDS	483.09

0100 - GENERAL FUND

AMERICAN FOREST MANAGEMENT INC	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80148945	163,020.00
BERK CONSULTING INC	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80149003	50,656.51
NICOLAS R CHAVEZ DBA NORTHWEST BEHAVIORAL	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80149034	5,650.00
PERMITIUM LLC	ACCOUNTS RECEIVABLE-MISC	
	ACH PMT NO. - 80149097	220.00
STANTEC CONSULTING SERVICES INC	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80149049	7,838.94
US BANK P CARD PAYMENTS	PCARD ADVANCE PYMT REC	
	ACH PMT NO. - 80149053	83,349.09
WA STATE DEPT OF NATURAL RESOURCES	GRANT CASH PASS THRU ACCOUNT	
	CHECK NO. - 00616965	6,595.53

HONORABLE MAYOR
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 0100 - GENERAL FUND	317,330.07

0230 - CIVIL SERVICE

VERIZON WIRELESS	CELL PHONE	
	ACH PMT NO. - 80148899	337.09
TOTAL FOR 0230 - CIVIL SERVICE		337.09

0330 - COMMUNICATIONS & MARKETING

VERIZON WIRELESS	CELL PHONE	
	ACH PMT NO. - 80149056	297.05
TOTAL FOR 0330 - COMMUNICATIONS & MARKETING		297.05

0370 - ENGINEERING SERVICES

AT&T MOBILITY	CELL PHONE	
	CHECK NO. - 00617017	160.57
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80149008	329.65
FIREPOWER INC	ALARM/SECURITY SERVICES	
	ACH PMT NO. - 80148870	130.92
INLAND EMPIRE UTILITY COORDINATING COUNCIL INC	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	ACH PMT NO. - 80149023	5,968.75
VESTIS GROUP INC DBA VESTIS SERVICES INC	LAUNDRY/JANITORIAL SERVICES	
	ACH PMT NO. - 80149105	39.00
WATERCO OF THE PACIFIC NORTH WEST, INC	OPERATING SUPPLIES	
	CHECK NO. - 00617044	32.07
TOTAL FOR 0370 - ENGINEERING SERVICES		6,660.96

0500 - OFFICE OF THE CITY ATTORNEY

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80148861	419.18
ISAIAH ZILKA 717 E METLER LN	WITNESS FEES	
	CHECK NO. - 00616922	21.89
VERIZON WIRELESS	CELL PHONE	
	ACH PMT NO. - 80148899	42.85
WA STATE ASSN OF MUNICIPAL ATTORNEYS	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
	CHECK NO. - 00616964	700.00

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 0500 - OFFICE OF THE CITY ATTORNEY	1,183.92

0520 - OFFICE OF THE MAYOR

NEWMAN SIGNS INC	CONTRACTUAL SERVICES

TRAFFIC CONTROL DIVISION	CHECK NO. - 00617050	6,611.46
VERIZON WIRELESS	CELL PHONE	
	ACH PMT NO. - 80149056	385.56

TOTAL FOR 0520 - OFFICE OF THE MAYOR	6,997.02

0560 - MUNICIPAL COURT

AV CAPTURE ALL INC	SOFTWARE (NONCAPITALIZED)	
	ACH PMT NO. - 80148999	8,175.00
SPOKANE COUNTY TREASURER	SPOKANE COUNTY	
	ACH PMT NO. - 80149048	31,809.18
US BANK	BANK FEES	
TREASURY MANAGEMENT SERVICES	CHECK NO. - 00617029	670.33

TOTAL FOR 0560 - MUNICIPAL COURT	40,654.51

0680 - POLICE

AARDVARK	PROTECTIVE GEAR/CLOTHING	
	ACH PMT NO. - 80148993	7,593.36
AT&T MOBILITY	CELL PHONE	
	CHECK NO. - 00617017	6,934.80
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80149000	9,595.00
AVISTA UTILITIES	UTILITY NATURAL GAS	
	ACH PMT NO. - 80149000	6,087.45
A-PRO AUTO BODY AND TOWING	TOWING EXPENSE	
	ACH PMT NO. - 80149001	243.84
COMCAST	IT/DATA SERVICES	
	CHECK NO. - 00616950	3,178.59
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80149008	7,057.07
DAVID W SINGLEY	OTHER TRANSPORTATION EXPENSES	
	ACH PMT NO. - 80148903	87.09
DIVINES TOWING/DIV OF	TOWING EXPENSE	
DIVINE CORP	ACH PMT NO. - 80149011	486.29

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

EVERGREEN STATE TOWING LLC	TOWING EXPENSE	
DBA SPOKANE VALLEY TOWING	ACH PMT NO. - 80149013	771.86
GORLEY LOGISTICS LLC	OPERATING SUPPLIES	
dba FIKES NORTHWEST	ACH PMT NO. - 80149015	51.12
GRANITE TELECOMMUNICATIONS LLC	ALARM/SECURITY SERVICES	
	ACH PMT NO. - 80148874	487.85
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE	
	ACH PMT NO. - 80148874	1,237.40

HRA VEBA TRUST	HRA-POST EMPLOYMENT	
HRA VEBA TRUST CONTRIBUTIONS	ACH PMT NO. - 80148957	20,600.00
INLAND TOWING	TOWING EXPENSE	
A DIV OF SADIE ENTERPRISE LLC	CHECK NO. - 00616887	325.12
KELSEY PARK	TOWING EXPENSE	
1718 E BISMARK AVE	CHECK NO. - 00616956	478.85
KERSHAW INC	OFFICE FURNITURE (NON CAPITAL)	
	CREDIT CARD PMT NO. - 70002692	1,832.88
NW HANDLING SYSTEMS INC	EQUIPMENT REPAIRS/MAINTENANCE	
	ACH PMT NO. - 80149035	98.19
NW HANDLING SYSTEMS INC	OPERATING SUPPLIES	
	ACH PMT NO. - 80149035	9.82
PUBLIC SAFETY TESTING INC	PROFESSIONAL SERVICES	
	CHECK NO. - 00616889	338.00
RENCORP REALTY LLC	BUILDING REPAIRS/MAINTENANCE	
	ACH PMT NO. - 80149099	99.01
ROBERT E STOFFREGEN MA PS	MEDICAL SERVICES	
	CHECK NO. - 00616961	5,400.00
ROBERT EARL ALFORD	TOWING EXPENSE	
dba ALL SERVICE EAST TOWING	ACH PMT NO. - 80148996	243.84
SAN DIEGO POLICE EQUIPMENT	AMMUNITION	
COMPANY INC	ACH PMT NO. - 80149046	82,076.37
SPOKANE COUNTY TREASURER	SPOKANE COUNTY	
	ACH PMT NO. - 80149048	31,994.45
SPOKANE POLICE DEPARTMENT	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
IMPREST FUND	CHECK NO. - 00616958	50.00
SPOKANE TOWING/DIV OF	TOWING EXPENSE	
NELCO SERVICES INC	ACH PMT NO. - 80148894	162.56
TIFFANY AUSTIN	OTHER TRANSPORTATION EXPENSES	
	CHECK NO. - 00616944	83.45
T-MOBILE	CELL PHONE	
	CHECK NO. - 00616963	8,456.55

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

US BANK	PER DIEM	
POLICE ADVANCE TRAVEL	ACH PMT NO. - 80149054	1,702.00
VERIZON WIRELESS	CELL PHONE	
	ACH PMT NO. - 80148984	1,215.24
VERIZON WIRELESS	MOBILE BROADBAND	
	ACH PMT NO. - 80148984	1,038.78
W W GRAINGER INC	OPERATING SUPPLIES	
DBA GRAINGER	ACH PMT NO. - 80148954	326.94
WASHINGTON LEOFF	PENSION LEOFF II 3.5%	
DEPT OF RETIREMENT SYSTEMS	CHECK NO. - 00617030	697.89

WILLIAMS TOWING & RECOVERY LLC	TOWING EXPENSE	
	ACH PMT NO. - 80149107	487.68

TOTAL FOR 0680 - POLICE	201,529.34

0690 - COMMUNITY JUSTICE SERVICES

WA STATE DEPT OF CORRECTIONS	WA DEPT OF CORRECTIONS	
SPOKANE WORK CREW	ACH PMT NO. - 80149057	304.00

TOTAL FOR 0690 - COMMUNITY JUSTICE SERVICES	304.00

0700 - PUBLIC DEFENDER

CHARLES R DELGADO	LEGAL SERVICES	
DBA DELGADO INVESTIGATIONS LLC	ACH PMT NO. - 80149010	1,850.50

PROVOST PROFESSIONAL	LEGAL SERVICES	
INVESTIGATIONS	ACH PMT NO. - 80149043	122.71

SPOKANE SECURITY SYSTEMS INC	ALARM/SECURITY SERVICES	
DBA CERTIFIED SECURITY &	CHECK NO. - 00616883	340.39

TOTAL FOR 0700 - PUBLIC DEFENDER	2,313.60

1100 - STREET FUND

ADVANCED TRAFFIC PRODUCTS INC	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80148994	17,723.93

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80149067	281,694.58

AVISTA UTILITIES	UTILITY NATURAL GAS	
	ACH PMT NO. - 80149067	2,129.75

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80149008	955.30

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

FASTENAL CO	OPERATING SUPPLIES	
	ACH PMT NO. - 80149014	754.46

FIREPOWER INC	ALARM/SECURITY SERVICES	
	ACH PMT NO. - 80149084	245.48

GRANITE TELECOMMUNICATIONS LLC	TELEPHONE	
	ACH PMT NO. - 80148874	398.65

GRATING PACIFIC LLC	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80149085	3,818.50

INLAND EMPIRE UTILITY	OTH DUES/SUBSCRIPTNS/MEMBERSHP	
COORDINATING COUNCIL INC	ACH PMT NO. - 80149023	5,968.75

LAKESIDE INDUSTRIES	REPAIR & MAINTENANCE SUPPLIES	
LOCKBOX 1086	ACH PMT NO. - 80149028	11,268.55

SALT DISTRIBUTORS INC	REPAIR & MAINTENANCE SUPPLIES	

	CHECK NO. - 00617052	98,830.22
SPOKANE COUNTY WATER DIST NO 3	PUBLIC UTILITY SERVICE	
	CHECK NO. - 00617054	28.41
SPOKANE HOUSE OF HOSE INC	REPAIR & MAINTENANCE SUPPLIES	
	CREDIT CARD PMT NO. - 70002693	319.72
SPOKANE REGIONAL CLEAN AIR AGENCY	PERMITS/OTHER FEES	
	CHECK NO. - 00617055	502.00
UNITED PARCEL SERVICE	POSTAGE	
	CHECK NO. - 00617057	229.77
VESTIS GROUP INC	LAUNDRY/JANITORIAL SERVICES	
DBA VESTIS SERVICES INC	ACH PMT NO. - 80149105	69.10
W W GRAINGER INC	REPAIR & MAINTENANCE SUPPLIES	
DBA GRAINGER	ACH PMT NO. - 80149019	41.31
WESTERN SYSTEMS INC	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80148988	9,939.01
TOTAL FOR 1100 - STREET FUND		434,917.49
1200 - CODE ENFORCEMENT FUND		
CAREER PATH SERVICES	CONTRACTUAL SERVICES	
EMPLOYMENT AND TRAINING	CHECK NO. - 00617018	20,765.74
FASTENAL CO	PERSONAL PROTECTIVE EQUIPMENT	
	ACH PMT NO. - 80149014	548.25
NORTHWEST INDUSTRIAL SERVICES	OPERATING RENTALS/LEASES	
DBA AMERICAN ON SITE SERVICES	CREDIT CARD PMT NO. - 70002668	327.30
WATERCO OF THE PACIFIC NORTH WEST, INC	NON-TRAVEL MEALS/LGHT RFRSHMT	
	CHECK NO. - 00616884	90.99
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
TOTAL FOR 1200 - CODE ENFORCEMENT FUND		21,732.28
1360 - GENERAL FUND GRANTS		
BERK CONSULTING INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80149003	50,656.51
BERK CONSULTING INC	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80149003	50,656.51-
NICOLAS R CHAVEZ	GRANT CASH PASS THRU ACCOUNT	
DBA NORTHWEST BEHAVIORAL	ACH PMT NO. - 80149034	5,650.00-
NICOLAS R CHAVEZ	PROFESSIONAL SERVICES	
DBA NORTHWEST BEHAVIORAL	ACH PMT NO. - 80149034	5,650.00
STANTEC CONSULTING SERVICES INC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80149049	7,838.94
STANTEC CONSULTING SERVICES INC	GRANT CASH PASS THRU ACCOUNT	
	ACH PMT NO. - 80149049	7,838.94-

TOTAL FOR 1360 - GENERAL FUND GRANTS		0.00
1380 - SPOKANE SAFE STREETS FOR ALL		
CORAL SALES COMPANY	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00617019	14,012.04
DAVID EASTERLY 2023 W SHARP	PHOTO RED FINES CHECK NO. - 00617020	15.00
DOUGLAS PECHA 1921 E COEUR D ALENE AVE	PHOTO RED FINES CHECK NO. - 00617021	435.00
FLORENZA SEWELL OR DANNETTE BRUNO	PHOTO RED FINES CHECK NO. - 00617022	75.00
JOYCE GITHIEYA 2213 S GLENDALE ST	PHOTO RED FINES CHECK NO. - 00617023	34.39
PACIFIC CUSTOM SPORTSWEAR LLC	OPERATING SUPPLIES CHECK NO. - 00617025	6,488.72
SCOTT MILLER 516 W HASTINGS RD	SCHOOL ZONE SPEED CAMERA FINE CHECK NO. - 00617024	100.00
TOTAL FOR 1380 - SPOKANE SAFE STREETS FOR ALL		21,160.15
1400 - PARKS AND RECREATION FUND		
COMCAST	IT/DATA SERVICES CHECK NO. - 00616907	412.06
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
GRANITE TELECOMMUNICATIONS LLC	OPERATING RENTALS/LEASES ACH PMT NO. - 80148874	80.73
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	956.23
TOTAL FOR 1400 - PARKS AND RECREATION FUND		1,449.02
1425 - AMERICAN RESCUE PLAN		
KITTELSON & ASSOCIATES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80149092	730.89
TOTAL FOR 1425 - AMERICAN RESCUE PLAN		730.89
1440 - FIRE GRANTS MISCELLANEOUS		
AMERICAN FOREST MANAGEMENT INC	CONTRACTUAL SERVICES ACH PMT NO. - 80148945	163,020.00
AMERICAN FOREST MANAGEMENT INC	GRANT CASH PASS THRU ACCOUNT ACH PMT NO. - 80148945	163,020.00-

WA STATE DEPT OF NATURAL RESOURCES	CONTRACTUAL SERVICES CHECK NO. - 00616965	6,595.53
WA STATE DEPT OF NATURAL RESOURCES	GRANT CASH PASS THRU ACCOUNT CHECK NO. - 00616965	6,595.53-
TOTAL FOR 1440 - FIRE GRANTS MISCELLANEOUS		0.00
1460 - PARKING METER REVENUE FUND		
GALLS LLC	CLOTHING CREDIT CARD PMT NO. - 70002691	38.99
TOTAL FOR 1460 - PARKING METER REVENUE FUND		38.99
1500 - PATHS AND TRAILS RESERVE FUND		
TOOLE DESIGN GROUP LLC	CONTRACTUAL SERVICES ACH PMT NO. - 80149103	7,800.00
TOTAL FOR 1500 - PATHS AND TRAILS RESERVE FUND		7,800.00
1560 - FORFEITURES & CONTRIBUTION FND		
CITY OF SPOKANE ATTN TREASURER	CONFIDENTIAL FUNDS CHECK NO. - 00616960	6,971.00
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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
US BANK POLICE ADVANCE TRAVEL	PER DIEM ACH PMT NO. - 80149054	321.00
WA STATE DEPT OF LICENSING SPOKANE COUNTY COURTHOUSE	MISC SERVICES/CHARGES CHECK NO. - 00616966	46.00
TOTAL FOR 1560 - FORFEITURES & CONTRIBUTION FND		7,338.00
1620 - PUBLIC SAFETY & JUDICIAL GRANT		
WASHINGTON LEOFF DEPT OF RETIREMENT SYSTEMS	PENSION LEOFF II 3.5% CHECK NO. - 00617030	35.55
TOTAL FOR 1620 - PUBLIC SAFETY & JUDICIAL GRANT		35.55
1640 - COMMUNICATIONS BLDG M&O FUND		
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80148849	10,120.53
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80148849	1,226.52
KEYSTONE LAWN & TREE CARE	SNOW REMOVAL SERVICES ACH PMT NO. - 80149027	218.20
PERFORMANCE SYSTEMS	EQUIPMENT REPAIRS/MAINTENANCE	

INTEGRATION LLC	ACH PMT NO. - 80149040	24.55

TOTAL FOR 1640 - COMMUNICATIONS BLDG M&O FUND		11,589.80

1970 - SPOKANE FIRE DEPARTMENT

AIR EXCHANGE INC	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80149063	679.74
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80148849	19,670.48
AVISTA UTILITIES	UTILITY NATURAL GAS ACH PMT NO. - 80148849	10,561.31
COLEMAN OIL COMPANY LLC	MOTOR FUEL-OUTSIDE VENDOR ACH PMT NO. - 80148948	13,335.98
COMCAST	IT/DATA SERVICES CHECK NO. - 00616907	311.32
FASTENAL CO	MINOR EQUIPMENT ACH PMT NO. - 80148952	61.53
FASTENAL CO	OPERATING SUPPLIES ACH PMT NO. - 80148952	919.31

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

FASTENAL CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148952	154.02
FASTENAL CO	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80148952	44.20
GORDON TRUCK CENTERS INC DBA PACIFIC TRUCK CENTERS	VEHICLE REPAIR & MAINT SUPPLY CREDIT CARD PMT NO. - 70002698	1,614.00
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	2,233.42
HOWMEDICA OSTEONICS CORP DBA STRYKER SALES LLC	OPERATING RENTALS/LEASES CREDIT CARD PMT NO. - 70002700	449,770.08
KASEY AUSTIN	OTHER TRANSPORTATION EXPENSES ACH PMT NO. - 80148990	25.01
KEYSTONE LAWN & TREE CARE	SNOW REMOVAL SERVICES ACH PMT NO. - 80149027	163.65
L N CURTIS & SONS	MINOR EQUIPMENT ACH PMT NO. - 80148949	1,099.73
LIFE ASSIST INC	SAFETY SUPPLIES ACH PMT NO. - 80148963	1,556.68
MUNICIPAL EMERGENCY SERVICES INC	CLOTHING ACH PMT NO. - 80148965	25.10
NAPA AUTO PARTS GENUINE PARTS CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148966	61.96
NAPA AUTO PARTS GENUINE PARTS CO	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80148966	978.61

NORCO INC	SAFETY SUPPLIES CREDIT CARD PMT NO. - 70002686	57.71
NW LANDSCAPE MAINTENANCE INC DBA DARNALL SPRINKLERS	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80149037	2,880.24
NW LANDSCAPE MAINTENANCE INC DBA DARNALL SPRINKLERS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80149037	1,351.43
OHD LLLP	MACHINERY/EQUIPMENT ACH PMT NO. - 80148967	14,807.61
PERFORMANCE SYSTEMS INTEGRATION LLC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80149096	370.94
PERFORMANCE SYSTEMS INTEGRATION LLC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149040	289.41
SPOKANE FIRE FIGHTERS BENEFIT TRUST	VEBA POST EMPLOYMENT ACH PMT NO. - 80148979	15,500.00
WASHINGTON LEOFF DEPT OF RETIREMENT SYSTEMS	PENSION LEOFF II 3.5% CHECK NO. - 00617030	543.34

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 1970 - SPOKANE FIRE DEPARTMENT		539,066.81
3200 - ARTERIAL STREET FUND		
CPM DEVELOPMENT CORP DBA INLAND ASPHALT COMPANY	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80148959	21,125.20
FIRST AMERICAN TITLE INS	RIGHT OF WAY ACH PMT NO. - 80149017	1,404.50
PARAMETRIX INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80149039	1,382.50
WM WINKLER CO	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80149059	114,350.00
TOTAL FOR 3200 - ARTERIAL STREET FUND		138,262.20
3501 - WEST QUADRANT TIF		
KITTELSON & ASSOCIATES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80149092	213.75
TOTAL FOR 3501 - WEST QUADRANT TIF		213.75
4100 - WATER & HYDROELECTRIC SERVICES		
4 DEGREES REAL ESTATE 915 W 2ND AVE	REFUNDS CHECK NO. - 00616908	90.00
AMERICAN AVK COMPANY	INVENTORY PURCHASES FOR WATER ACH PMT NO. - 80148846	95,692.24

BERNARD SHUMAN 824 NILES CT	REFUNDS CHECK NO. - 00616909	142.60
COLUMBIA ELECTRIC SUPPLY/DIV CONSOLIDATED ELECTRICAL	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80149075	2,732.91
CONSOLIDATED SUPPLY CO	INVENTORY PURCHASES FOR WATER CREDIT CARD PMT NO. - 70002682	4,994.22
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80149008	124.85
CPM DEVELOPMENT CORP DBA CENTRAL PRE-MIX CONCRETE CO	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80149072	1,027.18
DARIO SANCHEZ 8223 S BRAYTON RD	REFUNDS CHECK NO. - 00616910	193.00
DAVID BAIR 3627 E 25TH AVE	REFUNDS CHECK NO. - 00617045	133.54

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

EH HSEE AND MU DAH 2206 E DESMET AVE	REFUNDS CHECK NO. - 00616911	150.36
FASTENAL CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148869	1,097.55
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	399.72
H D FOWLER COMPANY	INVENTORY PURCHASES FOR WATER ACH PMT NO. - 80148875	34,678.31
H D FOWLER COMPANY	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148956	1,358.62
H2E INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80149020	16,388.78
HOLLY MUNSEE 1123 S ASH ST	REFUNDS CHECK NO. - 00617046	154.61
HORNBERGER PROPERTY MANAGEMENT 112 N UNIVERSITY RD SUITE 100A	REFUNDS CHECK NO. - 00617047	212.94
INLAND EMPIRE UTILITY COORDINATING COUNCIL INC	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80149023	5,968.75
INLAND POWER & LIGHT CO	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80149024	1,064.40
JASON CREWS PO BOX 4142	REFUNDS CHECK NO. - 00617048	1.35
JENNA PRUETT 4329 ESSEX TERRACE CIR	REFUNDS CHECK NO. - 00616912	84.36
JEREMY CLARK PO BOX 10771	REFUNDS CHECK NO. - 00616913	198.36
KENNETH GREENWAY 4204 S HOGAN ST	REFUNDS CHECK NO. - 00616914	199.08
LSB CONSULTING ENGINEERS PLLC	MACHINERY/EQUIPMENT	

	ACH PMT NO. - 80149029	1,000.00
MESA ASSOCIATES INC	MACHINERY/EQUIPMENT	
	ACH PMT NO. - 80149031	908.00
NCH CORPORATION	OPERATING SUPPLIES	
DBA CERTIFIED LABORATORIES	ACH PMT NO. - 80149005	1,354.37
NEPTUNE TECHNOLOGY GROUP INC	MACHINERY/EQUIPMENT	
	ACH PMT NO. - 80148921	4,572.86
NORFOLK IRON & METAL CO	REPAIR & MAINTENANCE SUPPLIES	
DBA CDA METALS	CHECK NO. - 00617043	757.19
NORTHEAST PUBLIC DEVELOPMENT AUTHORITY	OTHER MISC CHARGES	
	ACH PMT NO. - 80149033	2,335.14

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

OWEN EQUIPMENT CO	MINOR EQUIPMENT	
	CREDIT CARD PMT NO. - 70002673	8,092.73
RC SCHWARTZ	REFUNDS	
159 S COWLEY ST	CHECK NO. - 00616918	703.12
RYAN LEE	REFUNDS	
304 W BALLARD RD	CHECK NO. - 00617049	85.15
SIMON CRANSHAW	REFUNDS	
1-17-8 UCHIKANDA CHIYODA-KY	CHECK NO. - 00616919	203.43
SOUND WATER SERVICES INC	REPAIR & MAINTENANCE SUPPLIES	
	ACH PMT NO. - 80148975	3,203.18
THE FA BARTLETT TREE EXPERT	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80149002	458.22
TITAN TRUCK EQUIPMENT	REPAIR & MAINTENANCE SUPPLIES	
	CREDIT CARD PMT NO. - 70002701	432.60
VAN NESS FELDMAN LLP	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80149055	4,216.00
W W GRAINGER INC	MINOR EQUIPMENT	
DBA GRAINGER	ACH PMT NO. - 80148873	352.31
WA STATE DEPT OF REVENUE	INVENTORY PURCHASES FOR WATER	
	-	8,707.99
WINDERMERE LEASE SOURCE	REFUNDS	
102 E BALDWIN AVE	CHECK NO. - 00616921	142.74

TOTAL FOR 4100 - WATER & HYDROELECTRIC SERVICES 204,612.76

4250 - INTEGRATED CAPITAL MANAGEMENT

ABADAN REPROGRAPHICS	CONSTRUCTION OF FIXED ASSETS	
BUSINESS EQUIPMENT CENTER	CHECK NO. - 00616943	451.22
COWLES PUBLISHING COMPANY	CONSTRUCTION OF FIXED ASSETS	
DBA THE SPOKESMAN-REVIEW	ACH PMT NO. - 80148980	117.40
GROUNDWATER SOLUTIONS INC	CONSTRUCTION OF FIXED ASSETS	
dba GSI WATER SOLUTIONS INC	ACH PMT NO. - 80149086	8,943.10

JACOBS ENGINEERING GROUP INC	PROFESSIONAL SERVICES ACH PMT NO. - 80149026	60,746.37
KIMLEY-HORN AND ASSOCIATES INC	CONSTRUCTION OF FIXED ASSETS CHECK NO. - 00616888	2,800.00
LSB CONSULTING ENGINEERS PLLC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80149029	506.25
MAX J KUNEY COMPANY	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80149030	54,540.24

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

PARAMETRIX INC	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80149039	14,905.42
SPOKANE COUNTY TITLE CO	CONSTRUCTION OF FIXED ASSETS ACH PMT NO. - 80148977	574.96
WA STATE DEPT OF ECOLOGY	INTEREST ON LONG TERM DEBT ACH PMT NO. - 80149106	13,055.41
WA STATE DEPT OF ECOLOGY	INTERGOVERNMENTAL LOANS ACH PMT NO. - 80149106	46,008.90

TOTAL FOR 4250 - INTEGRATED CAPITAL MANAGEMENT	-----	202,649.27

4310 - SEWER MAINTENANCE DIVISION

ACTION MATERIALS	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80149062	978.77
ANDERSON ENVIRONMENTAL CONSULTING LLC	CONTRACTUAL SERVICES ACH PMT NO. - 80149066	2,748.63
AT&T MOBILITY	CELL PHONE CHECK NO. - 00617017	2,513.42
COLEMAN OIL COMPANY LLC	MOTOR FUEL-OUTSIDE VENDOR ACH PMT NO. - 80149074	12,540.69
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	405.45
INLAND EMPIRE UTILITY COORDINATING COUNCIL INC	OTH DUES/SUBSCRIPTNS/MEMBERSHP ACH PMT NO. - 80149023	5,968.75
PACIFIC PETROLEUM & SUPPLY PACIFIC PETROLEUM DIST INC	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148923	2,259.68
W W GRAINGER INC DBA GRAINGER	REPAIRS/MAINTENANCE ACH PMT NO. - 80149019	1,056.74
W W GRAINGER INC DBA GRAINGER	SAFETY SUPPLIES ACH PMT NO. - 80148873	1,412.10

TOTAL FOR 4310 - SEWER MAINTENANCE DIVISION	-----	29,884.23

4320 - RIVERSIDE PARK RECLAMATION FAC

ACI NORTHWEST INC	BUILDING REPAIRS/MAINTENANCE CREDIT CARD PMT NO. - 70002687	5,891.40
ALS CANADA LTD	TESTING SERVICES ACH PMT NO. - 80149064	8,992.00
ALS LABORATORY GROUP	TESTING SERVICES ACH PMT NO. - 80148843	410.00

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

BECKWITH & KUFFEL INC DBA GRANICH ENGINEERED PRODUCTS	OPERATING SUPPLIES ACH PMT NO. - 80148955	1,889.04
ENDRESS+HAUSER INC C/O FIELD INSTRUMENTS & CONTRO	OPERATING SUPPLIES CREDIT CARD PMT NO. - 70002684	1,838.86
EUROFINS ENVIRONMENT TESTING NORTHWEST LLC	TESTING SERVICES ACH PMT NO. - 80148951	588.00
EVOQUA WATER TECHNOLOGIES LLC	OPERATING RENTALS/LEASES ACH PMT NO. - 80149083	103.70
FISHER SCIENTIFIC	OPERATING SUPPLIES ACH PMT NO. - 80148953	2,035.72
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	2,104.83
HARRINGTON INDUSTRIAL PLASTICS LLC	OPERATING SUPPLIES CREDIT CARD PMT NO. - 70002677	130.49
HASA INC	CHEMICAL/LAB SUPPLIES CREDIT CARD PMT NO. - 70002685	30,581.98
HDR ENGINEERING INC	PROFESSIONAL SERVICES ACH PMT NO. - 80149087	7,966.64
INLAND ENVIRONMENTAL RESOURCES INC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80148916	21,452.11
INLAND POWER & LIGHT CO	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80149024	269.50
NATHAN BAHN	MINOR SAFETY EQUIPMENT CHECK NO. - 00616906	179.63
NORCO INC	OPERATING SUPPLIES CREDIT CARD PMT NO. - 70002672	310.91
OTIS ELEVATOR COMPANY	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80148888	661.14
OXARC LLC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80148969	2,482.24
OXARC LLC	OPERATING SUPPLIES ACH PMT NO. - 80148969	90.02
PETERS & KEATTS WA LLC DBA L & M TRUCK SALES	OPERATING RENTALS/LEASES ACH PMT NO. - 80148962	634.52
SPOKANE HOUSE OF HOSE INC	OPERATING SUPPLIES CREDIT CARD PMT NO. - 70002681	49.37
SPOKANE REGIONAL CLEAN AIR	PERMITS/OTHER FEES	

AGENCY	CHECK NO. - 00616924	8,933.00
TWO RIVERS TERMINAL LLC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80148982	41,826.28
HONORABLE MAYOR AND COUNCIL MEMBERS		01/30/26 PAGE 17

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

T-MOBILE	CELL PHONE CHECK NO. - 00617056	688.97
UNIVAR SOLUTIONS USA INC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80148983	4,899.46
VWR INTERNATIONAL	OPERATING SUPPLIES ACH PMT NO. - 80148986	848.40
W W GRAINGER INC DBA GRAINGER	OPERATING SUPPLIES ACH PMT NO. - 80148954	3,808.17
WASHINGTON STATE UNIVERSITY ATTN: CASHIERS-SPS	PROFESSIONAL SERVICES CHECK NO. - 00616890	10,000.00
WHITNEY EQUIPMENT COMPANY LLC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80148989	1,393.21
TOTAL FOR 4320 - RIVERSIDE PARK RECLAMATION FAC		161,059.59
4330 - STORMWATER		
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80149000	50.15
ENVIRONMENTAL INCENTIVES INC	CONTRACTUAL SERVICES ACH PMT NO. - 80149081	6,268.76
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	1,405.03
TOTAL FOR 4330 - STORMWATER		7,723.94
4480 - SOLID WASTE FUND		
JASON CREWS PO BOX 4142	REFUNDS CHECK NO. - 00617048	23.82
TADD AND BRITTANY HOWARD 4907 N HOWARD ST	REFUNDS CHECK NO. - 00616920	92.37
TOTAL FOR 4480 - SOLID WASTE FUND		116.19
4490 - SOLID WASTE DISPOSAL		
AIRGAS SPECIALTY PRODUCTS INC	CHEMICAL/LAB SUPPLIES CHECK NO. - 00616881	45,975.90
AMERICAN SOCIETY OF MECHANICAL ENGINEERS INTERNATIONAL	REGISTRATION/SCHOOLING ACH PMT NO. - 80149065	13,566.50
APPLIED INDUSTRIAL TECHNOLOGIES	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148998	1,681.30

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE ACH PMT NO. - 80149000	576.73
BANNER FURNACE & FUEL	OPERATING SUPPLIES ACH PMT NO. - 80148850	339.30
CASCADE AUTOMATION INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80148856	1,621.10
CINTAS CORPORATION	LAUNDRY/JANITORIAL SERVICES CREDIT CARD PMT NO. - 70002689	14,949.56
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80149008	1,103.49
DYKMAN ELECTRIC INC	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80149079	33,451.16
ELJAY OIL CO INC	MOTOR FUEL-OUTSIDE VENDOR CREDIT CARD PMT NO. - 70002697	2,323.98
ELJAY OIL CO INC	OPERATING SUPPLIES CREDIT CARD PMT NO. - 70002690	233.42
FASTENAL CO	OPERATING SUPPLIES ACH PMT NO. - 80148869	156.87
FASTENAL CO	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80148869	1,119.42
FASTENAL CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148869	40.13
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	340.61
HYDRAULICS PLUS INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149089	4,577.83
INDUSTRIAL SERVICES SOLUTIONS LLC DBA BAY VALVE SERVICE &	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149069	22,072.27
NORCO INC	CHEMICAL/LAB SUPPLIES CREDIT CARD PMT NO. - 70002678	927.14
NORTHSTAR CHEMICAL INC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80149093	4,725.69
ONLINE CLEANING SERVICES	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149094	41,588.92
OXARC LLC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80148922	4,670.79
PETE LIEN & SONS INC	CHEMICAL/LAB SUPPLIES ACH PMT NO. - 80149098	21,375.32
SAFEGUARD BUSINESS SYSTEMS INC	OPERATING SUPPLIES CHECK NO. - 00617051	616.32

PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

SAFETY KLEEN CORPORATION	OPERATING SUPPLIES ACH PMT NO. - 80149100	759.34
SIEMENS ENERGY INC	EQUIPMENT REPAIRS/MAINTENANCE CHECK NO. - 00616923	5,356.71
SNW TEC LLC DBA SWAGELOCK NW/ALASKA	REPAIR & MAINTENANCE SUPPLIES CHECK NO. - 00617053	2,011.76
SPOKANE HOUSE OF HOSE INC	OPERATING SUPPLIES CREDIT CARD PMT NO. - 70002681	1,305.93
SPOKANE REGIONAL HEALTH DIST	PERMITS/OTHER FEES CHECK NO. - 00617026	19,497.58
THE BABCOCK & WILCOX COMPANY	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148943	2,932.61
THOMAS A DAVES	PERSONAL PROTECTIVE EQUIPMENT ACH PMT NO. - 80149109	180.00
W W GRAINGER INC DBA GRAINGER	OPERATING SUPPLIES ACH PMT NO. - 80149019	252.02
WASHINGTON EQUIPMENT MANUFACTURING CO INC	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148938	10,924.69
WM RECYCLE AMERICA LLC	CONTRACTUAL SERVICES CHECK NO. - 00617031	1,491.59

TOTAL FOR 4490 - SOLID WASTE DISPOSAL 262,745.98

4500 - SOLID WASTE COLLECTION

COMCAST	TELEPHONE CHECK NO. - 00616952	465.04
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80149008	1,483.86
FASTENAL CO	OPERATING SUPPLIES ACH PMT NO. - 80149014	949.36
PERFORMANCE SYSTEMS INTEGRATION LLC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149040	3,897.33
SOLID WASTE SYSTEMS INC dba SWS EQUIPMENT INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80148974	2,183.02

TOTAL FOR 4500 - SOLID WASTE COLLECTION 8,978.61

4530 - SOLID WASTE LANDFILLS

ANATEK LABS INC	CONTRACTUAL SERVICES CREDIT CARD PMT NO. - 70002688	4,146.00

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE

	ACH PMT NO. - 80149000	2,483.75
CINTAS CORPORATION	LAUNDRY/JANITORIAL SERVICES	
	CREDIT CARD PMT NO. - 70002689	116.19
COMCAST	IT/DATA SERVICES	
	CHECK NO. - 00616907	223.39
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE	
	ACH PMT NO. - 80148874	80.73
SPOKANE REGIONAL CLEAN AIR AGENCY	PERMITS/OTHER FEES	
	CHECK NO. - 00616925	1,593.00
SPOKANE REGIONAL HEALTH DIST	PERMITS/OTHER FEES	
	CHECK NO. - 00617027	901.16
TOTAL FOR 4530 - SOLID WASTE LANDFILLS		9,544.22
4600 - GOLF FUND		
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE	
	ACH PMT NO. - 80148874	663.03
TOTAL FOR 4600 - GOLF FUND		663.03
4700 - DEVELOPMENT SERVICES		
CLARION ASSOCIATES LLC	CONTRACTUAL SERVICES	
	ACH PMT NO. - 80149006	5,662.48
NORTHWEST HVAC / R ASSOCIATION & TRAINING CENTER	ADVISORY TECHNICAL SERVICE	
	ACH PMT NO. - 80149036	939.00
TODD MENIER	REGISTRATION/SCHOOLING	
	ACH PMT NO. - 80148902	305.00
TOTAL FOR 4700 - DEVELOPMENT SERVICES		6,906.48
5100 - FLEET SERVICES FUND		
AVISTA UTILITIES	UTILITY LIGHT/POWER SERVICE	
	ACH PMT NO. - 80149067	514.97
CDA SERVICE STATION EQUIPMENT COMPANY LLC	EQUIPMENT REPAIRS/MAINTENANCE	
	CHECK NO. - 00617042	4,183.82
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES	
	ACH PMT NO. - 80149008	635.49
EVERGREEN STATE TOWING LLC	TOWING EXPENSE	
DBA SPOKANE VALLEY TOWING	ACH PMT NO. - 80149082	867.35
HONORABLE MAYOR AND COUNCIL MEMBERS		01/30/26 PAGE 21
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
IIA LIFTING SERVICES INC	EQUIPMENT REPAIRS/MAINTENANCE	
	ACH PMT NO. - 80149090	5,616.00
PACWEST MACHINERY LLC	EQUIPMENT REPAIRS/MAINTENANCE	
	ACH PMT NO. - 80148924	5,624.62

PAPE MACHINERY INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149095	912.43
POMP'S TIRE SERVICE INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149041	15,863.13
POMP'S TIRE SERVICE INC	VEHICLE REPAIR & MAINT SUPPLY ACH PMT NO. - 80149041	18,983.06
TOBY'S BODY & FENDER INC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149102	31,817.33
VERIZON WIRELESS	CELL PHONE ACH PMT NO. - 80149104	471.35
TOTAL FOR 5100 - FLEET SERVICES FUND		85,489.55

5200 - PUBLIC WORKS AND UTILITIES

COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80148861	78.28
SPOKANE COUNTY TREASURER	SPOKANE COUNTY ACH PMT NO. - 80149048	2,860.98
SPOKANE NEIGHBORHOOD ACTION PARTNERS	CONTRACTUAL SERVICES ACH PMT NO. - 80149047	4,152.50
VERIZON WIRELESS	CELL PHONE ACH PMT NO. - 80149104	80.38
TOTAL FOR 5200 - PUBLIC WORKS AND UTILITIES		7,172.14

5300 - IT FUND

CENTURYLINK	TELEPHONE CHECK NO. - 00616882	3,322.71
COMCAST	IT/DATA SERVICES CHECK NO. - 00616907	798.96
COPIERS NORTHWEST INC	OPERATING RENTALS/LEASES ACH PMT NO. - 80149008	9,355.49
GRANITE TELECOMMUNICATIONS LLC	TELEPHONE ACH PMT NO. - 80148874	2,632.58
MYTHICS LLC	SOFTWARE MAINTENANCE ACH PMT NO. - 80148885	1,292.02

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

RIVER PARK SQUARE LLC	PARKING/TOLLS (LOCAL) ACH PMT NO. - 80149045	1,000.00
SHI CORP	SOFTWARE MAINTENANCE ACH PMT NO. - 80148892	310.91
SPOKANE COUNTY TREASURER	SOFTWARE MAINTENANCE ACH PMT NO. - 80149048	68,412.10

TOTAL FOR 5300 - IT FUND		87,124.77
5500 - PURCHASING AND CONTRACTS		
VERIZON WIRELESS	CELL PHONE ACH PMT NO. - 80149056	128.55
TOTAL FOR 5500 - PURCHASING AND CONTRACTS		128.55
5600 - ACCOUNTING SERVICES		
MITCHELL HUMPHREY & CO	REGISTRATION/SCHOOLING ACH PMT NO. - 80149032	9,000.00
TOTAL FOR 5600 - ACCOUNTING SERVICES		9,000.00
5750 - OFFICE OF PERFORMANCE MGMT		
VERIZON WIRELESS	CELL PHONE ACH PMT NO. - 80148899	257.10
TOTAL FOR 5750 - OFFICE OF PERFORMANCE MGMT		257.10
5800 - RISK MANAGEMENT FUND		
US BANK OR CITY TREASURER LIABILITY CLAIMS	INSURANCE CLAIMS ACH PMT NO. - 80149052	79,412.17
TOTAL FOR 5800 - RISK MANAGEMENT FUND		79,412.17
5820 - UNEMPLOYMENT COMPENSATION FUND		
WA STATE EMPLOYMENT SECURITY DEPARTMENT	INSURANCE CLAIMS CHECK NO. - 00616891	71,805.04
TOTAL FOR 5820 - UNEMPLOYMENT COMPENSATION FUND		71,805.04
5830 - EMPLOYEES BENEFITS FUND		
HONORABLE MAYOR AND COUNCIL MEMBERS		01/30/26 PAGE 23
PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:		
DELTA DENTAL OF WASHINGTON	INSURANCE ADMINISTRATION ACH PMT NO. - 80148950	15,313.21
DELTA DENTAL OF WASHINGTON	INSURANCE CLAIMS ACH PMT NO. - 80149077	44,854.26
HRA VEBA TRUST HRA VEBA TRUST CONTRIBUTIONS	DEPOSIT-HEALTH CARE ACCOUNT ACH PMT NO. - 80148957	67,836.40
KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	INSURANCE ADMINISTRATION ACH PMT NO. - 80148880	80,422.04
KAISER FOUNDATION HEALTH PLAN	INSURANCE CLAIMS	

OF WASHINGTON	ACH PMT NO. - 80149091	373,961.16
KAISER FOUNDATION HEALTH PLAN OF WASHINGTON	INSURANCE PREMIUMS ACH PMT NO. - 80148880	34,273.25
PREMERA BLUE CROSS	INSURANCE ADMINISTRATION ACH PMT NO. - 80148973	61,727.40
PREMERA BLUE CROSS OR SPOKANE CITY TREASURER	INSURANCE CLAIMS ACH PMT NO. - 80148972	734,588.24
REHN & ASSOCIATES SPOKANE CITY TREASURER	INSURANCE ADMINISTRATION ACH PMT NO. - 80149044	3,285.00
SPOKANE FIRE FIGHTERS BENEFIT TRUST	DEPOSIT-HEALTH CARE ACCOUNT ACH PMT NO. - 80148979	18,072.09
SPOKANE FIRE FIGHTERS BENEFIT TRUST	INSURANCE PREMIUMS ACH PMT NO. - 80148979	915,192.00
TOTAL FOR 5830 - EMPLOYEES BENEFITS FUND		2,349,525.05

5900 - FACILITIES MANAGEMENT FUND OPS

AM HARDWARE CO	REPAIR & MAINTENANCE SUPPLIES ACH PMT NO. - 80148944	2,929.71
APOLLO SHEET METAL INC DBA APOLLO MECHANICAL CONTRACTORS	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80148997	3,694.13
BUREAU VERITAS TECHNICAL ASSESSMENTS LLC	CONTRACTUAL SERVICES ACH PMT NO. - 80149070	38,736.30
CENTURYLINK	TELEPHONE CHECK NO. - 00616948	415.15
FIREPOWER INC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80149084	2,582.96
FISHER CONSTRUCTION GROUP INC	BUILDING REPAIRS/MAINTENANCE ACH PMT NO. - 80148872	3,273.00
GOODALE & BARBIERI COMPANY	OTHER CONTRACTUAL SERVICES ACH PMT NO. - 80149018	6,175.60

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

HERRES BACKFLOW & CONSTRUCTION LLC	BUILDING REPAIRS/MAINTENANCE CHECK NO. - 00616885	2,373.55
INLAND EMPIRE FIRE PROTECTION LLC	BUILDING REPAIRS/MAINTENANCE CHECK NO. - 00616886	3,489.19
OVERHEAD DOOR CORPORATION DBA WAYNE DALTON SALES &	BUILDING REPAIRS/MAINTENANCE CHECK NO. - 00616926	1,045.43
PACIFIC POWER GROUP LLC	EQUIPMENT REPAIRS/MAINTENANCE ACH PMT NO. - 80149038	2,020.03
RIVER CITY GLASS INC	BUILDING REPAIRS/MAINTENANCE CREDIT CARD PMT NO. - 70002699	610.96

TOTAL FOR 5900 - FACILITIES MANAGEMENT FUND OPS	67,346.01

5902 - PROPERTY ACQUISITION POLICE

CLARY LONGVIEW LLC	VEHICLES	
DBA BUD CLARY FORD/HYUNDAI	ACH PMT NO. - 80149073	447,063.83
L N CURTIS & SONS	OPERATING SUPPLIES	
	ACH PMT NO. - 80149009	5,416.82
TOTAL FOR 5902 - PROPERTY ACQUISITION POLICE		452,480.65

5903 - PROPERTY ACQUISITION FIRE

L N CURTIS & SONS	PERSONAL PROTECTIVE EQUIPMENT	
	ACH PMT NO. - 80148863	3,488.20
TOTAL FOR 5903 - PROPERTY ACQUISITION FIRE		3,488.20

6200 - FIREFIGHTERS' PENSION FUND

BROOKDALE SENIOR LIVING	SERVICE REIMBURSEMENT	
COMMUNITIES INC	CHECK NO. - 00616946	13,522.00
DELTA DENTAL OF WASHINGTON	INSURANCE ADMINISTRATION	
	ACH PMT NO. - 80148950	1,093.54
DELTA DENTAL OF WASHINGTON	SERVICE REIMBURSEMENT	
	ACH PMT NO. - 80149077	6,339.00
DENNIS HANSEN	SERVICE REIMBURSEMENT	
	ACH PMT NO. - 80148992	9,412.00
KJERSTEN HERON PLLC	SERVICE REIMBURSEMENT	
DBA DIVISION STREET DENTAL	CHECK NO. - 00616954	140.03
LAST EMPIRE HEALTHCARE LLC	SERVICE REIMBURSEMENT	
DBA SOUTH HILL REHABILITATION	CHECK NO. - 00616955	10,350.00

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

PREMERA BLUE CROSS	INSURANCE ADMINISTRATION	
	ACH PMT NO. - 80148973	6,263.20
PREMERA BLUE CROSS OR	SERVICE REIMBURSEMENT	
SPOKANE CITY TREASURER	ACH PMT NO. - 80148972	65,599.11
RONALD E BUCKNER	SERVICE REIMBURSEMENT	
	CHECK NO. - 00616947	39.00
TOTAL FOR 6200 - FIREFIGHTERS' PENSION FUND		112,757.88

6255 - LAW ENFORCEMENT RECORDS MGMT

SPOKANE COUNTY TREASURER	DEPOSIT-COUNTY	
	ACH PMT NO. - 80149101	12,557.50
TOTAL FOR 6255 - LAW ENFORCEMENT RECORDS MGMT		12,557.50

6300 - POLICE PENSION

DELTA DENTAL OF WASHINGTON	INSURANCE ADMINISTRATION ACH PMT NO. - 80148950	838.88
DELTA DENTAL OF WASHINGTON	SERVICE REIMBURSEMENT ACH PMT NO. - 80149077	541.00
PREMERA BLUE CROSS	INSURANCE ADMINISTRATION ACH PMT NO. - 80148973	4,965.03
PREMERA BLUE CROSS OR SPOKANE CITY TREASURER	SERVICE REIMBURSEMENT ACH PMT NO. - 80148972	27,963.75
TERRY CARE GROUP LLC dba MURANO SENIOR LIVING	SERVICE REIMBURSEMENT CHECK NO. - 00616962	10,136.00

TOTAL FOR 6300 - POLICE PENSION	44,444.66

6730 - PARKING & BUSINESS IMPROV DIST

EAST SPOKANE BUSINESS ASSOCIATION	OTHER MISC CHARGES ACH PMT NO. - 80149080	2,096.20

TOTAL FOR 6730 - PARKING & BUSINESS IMPROV DIST	2,096.20

6960 - SALARY CLEARING FUND NEW

MELISSA C FIECHTNER	FIECHTNER WAGE GARNISHMENT CHECK NO. - 00616953	2,401.09
NORTH IDAHO CREDIT CORP c/o DECKER LAW FIRM	NORTH IDAHO CREDIT CORP CHECK NO. - 00616957	786.14

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PROCESSING OF VOUCHERS RESULTS IN CLAIMS AS FOLLOWS:

TOTAL FOR 6960 - SALARY CLEARING FUND NEW	3,187.23

TOTAL CLAIMS	6,193,383.74

**Agenda Sheet for City Council:****Committee:** Date: N/A**Committee Agenda type:****Council Meeting Date:** 02/09/2026**Date Rec'd**

2/3/2026

Clerk's File #

CPR 2026-0003

Cross Ref #**Project #****Submitting Dept**

ACCOUNTING & GRANTS

Bid #**Contact Name/Phone**

MATT BOSTON 3028

Requisition #**Contact E-Mail**

MBOSTON@SPOKANECITY.ORG

Agenda Item Type

Claim Item

Council Sponsor(s)**Sponsoring at Administrators Request**

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

ACCOUNTING-PAYROLL THRU 1-31-2026

Agenda Wording

Report of the Mayor of pending payroll claims of previously approved obligations through: January 31, 2026.
Payroll check #579606 through check #579689 \$10,067,262.31

Summary (Background)

Payroll

What impacts would the proposal have on historically excluded communities?

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

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

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

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget?			
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Expense	\$ 10,067,262.31	#	various
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	
<u>Dept Head</u>	STRATTON, JESSICA		
<u>Division Director</u>			
<u>Accounting Manager</u>			
<u>Legal</u>			
<u>For the Mayor</u>			
Distribution List			

PAYROLL RECAP BY FUND
PAY PERIOD ENDING JANUARY 31, 2026

FUND	FUND NAME	TOTAL
0100	GENERAL FUND	
0030	POLICE OMBUDSMAN	13,531.20
0230	CIVIL SERVICE	50,870.40
0260	CITY CLERK	26,440.02
0320	COUNCIL	60,395.20
0330	PUBLIC AFFAIRS / COMMUNICATIONS	37,939.44
0370	ENGINEERING SERVICES	198,682.01
0380	TRANSPORTATION & SUSTAINABILITY	8,700.50
0410	FINANCE	54,696.00
0450	CD/HS DIVISION	10,400.00
0470	HISTORIC PRESERVATION	8,593.60
0480	OFFICE OF CIVIL RIGHTS,EQUITY, & INCLUSION	5,587.20
0500	LEGAL	147,511.06
0520	MAYOR	45,113.52
0550	NEIGHBORHOOD SERVICES	16,244.00
05601	MUNICIPAL COURT	143,391.76
0570	OFFICE OF HEARING EXAMINER	4,661.60
0620	HUMAN RESOURCES	47,201.68
0650	PLANNING SERVICES	56,106.40
0680	POLICE	2,583,421.24
0690	PROBATION SERVICES	87,614.46
0700	PUBLIC DEFENDERS	103,925.76
0750	ECONOMIC DEVELOPMENT	16,495.20
0860	TREASURER	0.00
	TOTAL GENERAL FUND	3,727,522.25

FUND	FUND NAME	TOTAL
1100	STREET	285,696.86
1200	CODE ENFORCEMENT	84,347.20
1300	LIBRARY	283,665.86
1380	TRAFFIC CALMING MEASURES	3,723.20
1390	URBAN FORESTRY	3,144.80
1400	PARKS AND RECREATION	370,260.93
1430	GRANTS MANAGEMENT	27,044.00
1460	PARKING METER	48,992.17
1620	PUBLIC SAFETY & JUDICIAL GRANT	7,961.50
1680	CD/HS	58,839.21
1970	EMS FUND	2,138,040.80
4100	WATER	541,233.65
4250	INTEGRATED CAPITAL FUND	77,197.82
4300	SEWER	723,422.20
4480	REFUSE	674,811.46
4600	GOLF	44,678.00
4700	GENERAL SERVICES FUND	242,296.32
5100	FLEET SERVICE	133,713.26
5200	PUBLIC WORKS & UTILITY FUND	61,955.46
5300	MIS	210,864.06
5500	PURCHASING	34,067.21
5600	ACCOUNTING SERVICES	128,074.46
5700	MY SPOKANE	37,229.18
5750	PROJECT MANAGEMENT OFFICE	30,265.60
5800	RISK MANAGEMENT	3,592.10
5810	WORKER'S COMPENSATION	8,181.60
5830	SELF-FUNDED MEDICAL/DENTAL	10,056.40
5900	ASSET MANAGEMENT	52,251.95
6060	CITY RETIREMENT	14,132.80
	TOTAL	10,067,262.31

MINUTES OF SPOKANE CITY COUNCIL

Monday, January 26, 2026

AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:33 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

Roll Call

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

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

INTERVIEW OF NOMINEES TO BOARDS AND COMMISSIONS

Spokane Arts Commission (CPR 1981-0043)

The City Council interviewed Robert Thompson and Aimee Brooks, candidates for appointment to the Spokane Arts Commission.

BRIEFING ON AGENDA ITEMS

Final Agenda for January 26, 2026

There were no requests for staff to brief agenda items.

Updated Draft Agenda for February 2, 2026

There were no requests for staff to brief agenda items.

Draft Agenda for February 9, 2026

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

- Resolution 2026-0003 (Setting Hearing before City Council for March 9, 2026, for the vacation of Astor Street) – Eldon Brown
- Ordinance C36830 (Implementing the HOME Starts Here Initiative to reduce housing and childcare costs by streamlining design review requirements) – Adam McDaniel and Spencer Gardner
- Ordinance C36835 (Updating divisional and departmental titles as a result of the adoption of Ordinance C36795) – Adam McDaniel

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS

January 26, 2026, Final Agenda

Final Reading Ordinance C36824 (Council Sponsors: Council Members Zappone and Klitzke)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** Council Rules just to allow amending Final Reading Ordinance C36824 (amending the Development Fee Schedule) with the Klitzke/Cathcart Proposed Amendment filed January 14, 2026; **carried 7-0.**

Motion by Council Member Klitzke, seconded by Council Member Dillon, **to amend** Final Reading Ordinance C36824 (amending the Development Fee Schedule) with the Klitzke/Cathcart Proposed Amendment filed January 14, 2026; **carried 7-0.** (Note: As amended, the ordinance converts to an emergency ordinance.)

First Reading Ordinance C36820 (Deferred from January 12, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon and Zappone)

Motion by Council Member Dixit, seconded by Council Member Zappone, **to defer** First Reading Ordinance C36820 (prohibiting the sale and distribution of kratom products in the City of Spokane) to first reading on February 23, 2026, and final reading on March 2, 2026, Agenda; **carried 7-0.**

February 2, 2026, Updated Draft Agenda

Special Budget Ordinance C36837 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Klitzke, seconded by Council Member Dillon, **to suspend** Council Rules and to just add Special Budget Ordinance C36837 (encumbrance carryover for 2025) for final consideration on February 2, 2026, Agenda; **carried 7-0.**

Final Reading Ordinance C36808 (Deferred from January 12, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon and Klitzke)

Motion by Council Member Dillon, seconded by Council Members Telis, **to amend** Final Reading Ordinance C36808 (relating to residential evictions entitled, "Pathways to Eviction Diversion for Spokane") with the Dillon/Telis/Dixit Proposed Amendment filed January 16, 2026; **carried 6-1.**

February 9, 2026, Draft Agenda

Resolution 2026-0009 (Council Sponsors: Council President Wilkerson and Council Member Klitzke) and First Reading Ordinance C36738 (Deferred from October 6, 2025, Agenda, during October 6, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Cathcart, seconded by Council Member Klitzke, **to defer** to March 2, 2026, Ordinance C36738 (changing the day of regular meetings of the Spokane

City Council) and Resolution 2026-0009 (adopting various amendments to the City Council's Rules of Procedure), with

Motion to amend by Council Member Cathcart, seconded by Council Member Dillon, **to defer** first reading of Ordinance C36738 to February 9, 2026, and final reading of the item (Ordinance C36738) and Resolution 2026-0009 to February 23, 2026; **carried 7-0.**

Action to Approve Agendas

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

Motion by Council Member Dillon, seconded by Council Member Zappone, **to approve** the January 26, 2026, Final Agenda, as amended, and the February 2, 2026, Updated Draft Agenda, as amended, and the February 9, 2026, Draft Agenda, as amended; **carried 7-0.**

Council Recess/Executive Session

The City Council recessed at 4:00 p.m. No executive session was held. The City Council reconvened at 6:04 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

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

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

There were no **Proclamations and Salutations.**

REPORTS FROM COMMUNITY ORGANIZATIONS

Peaceful Valley Neighborhood Council Update

Bryn Garrehy, Vice Chair of Peaceful Valley Neighborhood Council, provided an update on the Peaceful Valley Neighborhood.

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

BOARDS AND COMMISSIONS APPOINTMENTS

Appointment to Spokane Public Library Board of Trustees (CPR 1981-0400)

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

Upon 6-1 Voice Vote, the City Council **approved** (and thereby confirmed) the appointment of Kris Dinnison to the Spokane Public Library Board of Trustees for a term of January 26, 2026, to January 25, 2031.

Appointments to Historic Landmarks Commission (CPR 1981-0122)

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

Upon 7-0 Voice Vote, the City Council **approved** (and thereby confirmed) the appointment of Chris Noll (Archaeologist) to the Historic Landmarks Commission for a term of January 1, 2026, to December 31, 2026, and the appointments of Elizabeth Wood (Historian), Mac McCandless (Architect), Nicholas Reynolds (City At-large) and Tom Sawyer (Preservation Construction Specialist) to the Historic Landmarks Commission for terms of January 1, 2026, to December 31, 2028.

CONSENT AGENDA

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

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

Recommendation to list the following on the Spokane Register of Historic Places:

- a. The Phillips House located at 611 S. Montavilla Drive. (OPR 2026-0004)
- b. The Baum House located at 1830 W. Pacific Avenue. (OPR 2026-0005)

(Council Sponsor: Council President Wilkerson)

Interlocal Agreement between Spokane Municipal Court, Spokane District Court, and Spokane Superior Court for costs incident to jury management services from January 1, 2026, through December 31, 2028—\$36,000. (OPR 2026-0006 (Council Sponsors: Council President Wilkerson and Council Members Zappone and Cathcart))

Amendment to the covenants recorded with the statutory warranty deed between the City and the University District Public Development Authority, for Parcels 35184.0925 and 35184.0926 collectively known as 201 W. Main Avenue. (OPR 2026-0007) (Council Sponsor: Council Member Dillon)

Multiple Family Housing Property Tax Exemption Conditional Agreement with Gradeway, Inc. for the future construction of approximately 4 units at 226 W. Courtland Avenue. Following construction the project intends to finalize under the 8-year exemption. The Conditional Agreement will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction. (OPR 2026-0008) (Council Sponsor: Council Member Dillon)

Low Bid of Inland Infrastructure LLC (Spokane) for Wellesley Avenue from Freya Street to Havana Street Project—\$2,924,765. An administrative reserve of \$292,476.50, which is 10% of the contract amount, will be set aside. (Hillyard Neighborhood) (OPR 2026-0016 / ENG 2018076) (Council Sponsor: Council Member Klitzke)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through January 12, 2026, total \$8,536,691.10 (Check Nos.: 616463-616589; Credit Card Nos.: 002612-002630; ACH Nos.: 148292-148458), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$8,409,168.24. (CPR 2026-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through January 16, 2026, total \$9,401,338.53 (Check Nos.: 616590-616771; Credit Card Nos.: 002631-002657; ACH Nos.: 148459-148720), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,028,130.80. (CPR 2026-0002)
- c. Payroll claims of previously approved obligations through January 17, 2026: \$9,998,049.18 (Check Nos.: 579515-579605). (CPR 2026-0003)

Minutes:

- a. City Council Meeting Minutes: December 15 and December 18, 2025. (CPR 2025-0013)

- b. City Council Meeting Minutes: January 12 and January 15, 2026. (CPR 2026-0013)
- c. City Council Urban Experience Standing Committee Meeting Minutes: November 10 and December 8, 2025. (CPR 2025-0017)
- d. City Council Urban Experience Standing Committee Meeting Minutes: January 15, 2026. (CPR 2026-0017)
- e. City Council Public Infrastructure, Environment and Sustainability Standing Committee Meeting Minutes: December 15, 2025. (CPR 2025-0019)
- f. City Council Public Infrastructure, Environment and Sustainability Standing Committee Meeting Minutes: January 12, 2026. (CPR 2026-0019)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinance C36827 (Council Sponsors: Council Members Klitzke and Zappone)

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

Upon 6-1 Roll Call Vote, the City Council **passed Special Budget Ordinance C36827**, amending Ordinance No. C36626, entitled in part "An Ordinance adopting a Biennial Budget for the City of Spokane," and amending it to adjust pay ranges to align with salary analysis (for Quarter 1 – 2026), and declaring an emergency.

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

EMERGENCY ORDINANCE

***Emergency Ordinance C36824 (As amended during 3:30 p.m. Agenda Review Session and converted from First Reading Ordinance to Emergency Ordinance) (Council Sponsors: Council Members Zappone and Klitzke)**

There was a call for public testimony and Council commentary, with none provided, after which the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Emergency Ordinance C36824**, as amended, relating to fees and charges amending Chapter 08.02 of the Spokane Municipal Code. Specifically amending the Development Fee Schedule

and setting an effective date, and other matters properly related thereto, and declaring an emergency.

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

*(Clerical Note: This ordinance was mistakenly considered. The ordinance will be placed back on the legislative agenda for reconsideration on February 2, 2026. During the 3:30 p.m. Agenda Review Session, there was a motion to suspend Council Rules and to accept the proposed amendment to the ordinance, which converted it into an emergency ordinance. The intent was to have the ordinance converted to an emergency ordinance and to appear as such on the February 2, 2026, Agenda (consistent with Council Rule 4.2.1). For it to have remained on the January 26, 2026, Agenda, there should have been an additional rules suspension requesting it to remain on the agenda and that did not occur. City staff realized the error the morning of Tuesday, January 27, 2026. The ordinance was listed for testimony sign-ups as part of the first reading ordinances and was not listed as a separate sign up as an emergency ordinance. To ensure the public has an opportunity to comment, as mentioned, the ordinance will be placed back on the agenda for reconsideration during the February 2 City Council meeting.)

RESOLUTIONS

Resolution 2026-0001 (Council Sponsors: Council Members Dillon and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0001** authorizing the City to enter into subrecipient contracts for the operation of inclement weather surge capacity beds, pursuant to the Inclement Weather Surge Capacity Request for Proposals (RFP) that closed on November 18, 2025.

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

Resolution 2025-0124 (Deferred as amended from January 12, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Klitzke and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0124**, as amended, establishing the 2026 Transportation Commission Work Plan.

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

Resolution 2025-0125 (Deferred as amended from January 12, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Klitzke and Zappone)

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

Upon 6-1 Roll Call Vote, the City Council **adopted Resolution 2025-0125**, as amended, establishing the 2026 Climate Resilience and Sustainability Board Work Plan.

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

FINAL READING ORDINANCES

Final Reading Ordinance C36819 (Council Sponsors: Council Members Zappone and Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36819** restoring updates to the fire code inadvertently removed through the adoption of Ordinance C36702; amending Section 08.02.034 of the Spokane Municipal Code.

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

Final Reading Ordinance C36821 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36821** relating to the Community, Housing, and Human Services (CHHS) Board; amending Chapter 04.34A of the Spokane Municipal Code.

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

Final Reading Ordinance C36822 (Council Sponsors: Council Members Klitzke and Zappone)

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

Upon 6-1 Roll Call Vote, the City Council **passed Final Reading Ordinance C36822** related to the Bicycle Advisory Board; amending Sections 04.16.010, 04.16.020, 04.016.030, 04.016.040, 04.016.050, 04.016.070, 04.016.080, and 04.016.090 of the Spokane Municipal Code.

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

FIRST READING ORDINANCES

The following Ordinance was read for the first time, with further action deferred. There was an opportunity for public testimony on the First Reading Ordinances; however, no individuals spoke.

ORD C36823 Relating to arterial streets; updating Section 12.08.040 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

For Council action on First Reading Ordinance C36824, see sections of minutes under 3:30 p.m. Agenda Review Session and “Emergency Ordinance.”

For Council action on First Reading Ordinance C36820, see section of minutes under 3:30 p.m. Agenda Review Session.

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 6:34 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by the City Council Office for the minutes.]

OPEN FORUM

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

- Aaron Mark
- Alyssa Hensley
- Corduroy Gwiazda
- David Brookbank
- Diane Sutton
- Gretchen McDevitt
- Kaylee Jackman
- Megra Flatman
- Mikki Hatfield
- Monica Tittle
- Rebecca Stouff
- Spencer Coffin

ADJOURNMENT

Motion by Council Member Klitzke, seconded by Council Member Dillon, **to adjourn; carried 7-0.**

There being no further business to come before the City Council, the meeting adjourned at 7:00 p.m.

Minutes prepared by City Clerk Terri Pfister and submitted for publication in the February 4, 2026, issue of the *Official Gazette*.

Approved by Spokane City Council on February 9, 2026.

Betsy Wilkerson
City Council President

Attest:

Terri Pfister
City Clerk

STANDING COMMITTEE MINUTES
City of Spokane
Finance and Administration Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, January 26, 2026

Call to Order: 12:01 PM

Recording of the meeting may be viewed here: <https://vimeo.com/spokanecitycouncil>

Attendance

Committee Members Present:

Council President Betsy Wilkerson (Chair), Council Member Paul Dillon (Vice-Chair), Council Member Michael Cathcart, Council Member Zack Zappone, Council Member Kitty Klitzke, Council Member Kate Telis, Council Member Sarah Dixit

Discussion Items (No Action Taken)

1. Q4 2025 INVESTMENT REVIEW – CONNOR THORNE
2. ORDINANCE AMENDING PROVISIONS OF THE CITY'S CODE OF ETHICS – MIKE PICCOLO
3. RESOLUTION APPOINTING JACOB MILLER AS THE DIRECTOR OF MANAGEMENT AND BUDGET – MATT BOSTON/ADAM MCDANIEL
4. PSAP SIP LOAN – MATT BOSTON
5. ORDINANCE UPDATING DEPARTMENTAL TITLES AS A RESULT OF THE ADOPTION OF ORDINANCE C36795 – ADAM MCDANIEL
6. APPOINTMENT OF STEPHEN WILLIAMS AS THE DIRECTOR OF EMERGENCY COMMUNICATIONS FOR THE SPOKANE UNITED 911 NETWORK – ADAM MCDANIEL
7. SPECIAL BUDGET ORDINANCE – ANNUAL ENCUMBRANCE CARRYOVER – JACOB MILLER
8. TARGET SOLUTIONS – MIKE FORBES
9. ORDINANCE AMENDING CODE RELATED TO EMERGENCY PROCUREMENT – JASON NECHANICKY
10. HUD UPDATES – DAWN KINDER
11. RESOLUTION ADOPTING AMENDMENTS TO COUNCIL RULES OF PROCEDURE – CHRIS WRIGHT
12. CHARTER REVIEW COMMISSION OVERVIEW – JACKSON DEESE
13. COUNCIL/STAFF STANDING REPORTS – COUNCIL/STAFF

Consent Items (No Action Taken)

1. PARKING SERVICES – 1460 MOBILE PARKING PAYMENT SYSTEMS CONTRACT RENEWAL #2 (CODE ENFORCEMENT & PARKING SERVICES)
2. EUNA SOLUTIONS ANNUAL SOFTWARE SUBSCRIPTION & SUPPORT (INFORMATION TECHNOLOGY)
3. DLT SOLUTIONS (INFORMATION TECHNOLOGY)
4. 5100 – PURCHASE OF 2 CHEVROLET SILVERADO EV PICKUPS FOR ENGINEERING (FLEET SERVICES)
5. 5100 – PURCHASE OF 4 CHEVROLET SILVERADO EV PICKUPS FOR SOLID WASTE COLLECTIONS (FLEET SERVICES)
6. 5100 – PURCHASE OF 2 ELECTRIC VEHICLES FOR THE FACILITIES DEPARTMENT (FLEET SERVICES)
7. WHOLESALE NETWORK/FRANCHISE ASSIGNMENT (CITY ATTORNEY)
8. AMENDMENT TO ADD FUNDS TO LOOMIS CONTRACT (FINANCE, TREASURY & ADMIN)
9. SPECIAL BUDGET ORDINANCE – PSAP SIP LOAN (FINANCE TREASURY & ADMIN)
10. FACILITIES WASTEWATER MAIN OFFICE PROGRAM AND SPACE PLAN SERVICE (FACILITIES MANAGEMENT)

Public Testimony

No public testimony

Executive Session

None

Adjournment

The meeting adjourned at 2:08 PM

Minutes prepared and submitted for publication in the February 11, 2026, issue of the Official Gazette.

Prepared by:

Virginia Ramos

Approved by City Council on February 9, 2026

Betsy Wilkerson
Spokane City Council President

Attest:

Terri L. Pfister
City Clerk

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 02/09/2026**Committee Agenda type:** Consent**Date Rec'd**

2/4/2026

Clerk's File #

OPR 2026-0126

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**Submitting Dept**

POLICE

Bid #

PIGGYBACK

Contact Name/Phone

MIKE FORBES 435-7029

Requisition #

TBD

Contact E-Mail

MFORBES@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

KTELIS MCATHCART

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

PSAP - PROCUREMENT OF A 911 PHONE SYSTEM

Agenda Wording

Consideration of a contract with Carbyne to provide the City's next-generation cloud-based 911 call handling platform, including support for 311/non-emergency capabilities. Carbyne will serve as the primary entry point for voice and digital emergency communications, improving resiliency, redundancy, and continuity of operations. This item supports the City's development of a primary PSAP by establishing a reliable call intake system with strong uptime and failover options. Approval authorizes contract execution and implementation planning.

Summary (Background)

Carbyne is a cloud-based 911 call handling and incident intake platform that will serve as the City's primary entry point for emergency and non-emergency communications. The City selected Carbyne to support development of our primary PSAP by providing a resilient, modern system with redundancy, failover capability, and continuity of operations during outages or major incidents. Carbyne will enable both traditional 911 voice calls and digital communications and is designed to serve as the intake layer for 311/non-emergency requests. This investment supports long-term public safety modernization by implementing a reliable, accessible, and service-oriented system for the community. Carbyne is currently in use in major U.S. cities and by Washington State PSAPs.

What impacts would the proposal have on historically excluded communities?

This proposal supports equitable access to emergency and non-emergency services by expanding communication options beyond traditional voice calls. Carbyne supports TTY, Text-to-911, and enhanced digital reporting pathways such as multimedia-based communication (e.g., photos/video where appropriate). These capabilities improve access for community members who are Deaf/Hard of Hearing, have speech disabilities, or face barriers to placing a voice call. The City is also pairing this procurement with AI-enabled translation for voice and text, improving access for residents with limited English proficiency (procurement

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?

Call and request activity will be tracked through system reporting and operational metrics (e.g., call type, communication method, language needs, and service outcomes), and analyzed to identify service gaps and opportunities for improvement. The City will evaluate utilization of access features such as Text-to-911, TTY usage, and translation services to ensure they are reaching the community effectively. Data will be reviewed in coordination with public safety leadership and City reporting practices to monitor for potential disparities and inform future outreach, training, and service design improvements.

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

The City will measure effectiveness using operational performance indicators such as availability/uptime, failover performance, call answer performance, and adoption of digital communication methods. The City will also monitor quality and outcomes through internal QA processes, supervisor review, and periodic reporting to ensure the system supports dispatcher workflows and community needs. Feedback from dispatch staff and leadership will be incorporated throughout implementation to validate functionality, training effectiveness, and long-term sustainability.

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

This proposal aligns with City priorities focused on public safety modernization, service accessibility, and resilient critical infrastructure. Implementing a cloud-based 911 intake platform strengthens continuity of operations and supports reliable service delivery during outages and major incidents. The solution supports improved access for the community through multi-modal communications, and positions the City to expand non-emergency and service-oriented options such as 311.

Council Subcommittee Review

N/A

Fiscal Impact			
Approved in Current Year Budget? NO			
Total Cost		\$ 510,980.96	
Current Year Cost		\$ 510,980.96	
Subsequent Year(s) Cost		\$ 336,761.52	
<u>Narrative</u>			
Current year costs include implementation fees. Future years (2 - 5) are \$336,761.52 annually. Total cost for five years is: \$1,858,027.40			
Amount		Budget Account	
Expense	\$ 510,980.96	#	5901-79226-94280-56406-99999
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Funding Source		Recurring	
Funding Source Type		Program Revenue	
Is this funding source sustainable for future years, months, etc?			
Expense Occurrence		Recurring	
Other budget impacts (revenue generating, match requirements, etc.)			
Approvals		Additional Approvals	
<u>Dept Head</u>	GBYRD	<u>PURCHASING</u>	GBYRD
<u>Division Director</u>	GBYRD	<u>PS EXEC REVIEW</u>	YATES, MAGGIE
<u>Accounting Manager</u>	GBYRD		
<u>Legal</u>	GBYRD		
<u>For the Mayor</u>	GBYRD		
Distribution List			
John Rucker - JohnR@carbyne.com		Chris Wheeler - cwheeler@spokanecity.org	
Stephen Williams - scwilliams@spokanecity.org		Dusty Fredrickson - dfredrickson@spokanecity.org	
Shawna Ernst - sernst@spokanepolice.org		Kyle Haugen - khaugen@spokanecity.org	
Brett Mulgrew - brettm@carbyne.com		Maggie Yates - myates@spokanecity.org	
Jason Nechanicky - jnechanicky@spokanecity.org		Matt Cowles - mcowles@spokanepolice.org	



CITY OF SPOKANE

CONTRACT

**Title: APEX CALL HANDLING SOFTWARE
AND SUBSCRIPTION SERVICES**

THIS CONTRACT is between the **CITY OF SPOKANE FIRE DEPARTMENT**, a Washington State municipal corporation, as ("City"), and **CARBYNE, INC.**, whose address is 45 W. 27th Street, Floor 2, New York, New York 10001-7065, as ("Company"), individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

1. **PERFORMANCE.** The Company will provide APEX Software Subscription Purchase, Services and Support for the Spokane Fire Department, in accordance with Company's Quote ID #Q-00498 dated December 19, 2025, attached as Exhibit B. In the event of a discrepancy between the documents this City Contract controls.
2. **CONTRACT TERMS.** The Contract shall become effective upon the date of the last signature hereto by all parties. The Solution subscription term will last for five (5) years and will continue through May 31, 2031, ("APEX End Date"), unless amended in writing by either party. No automatic renewal clauses apply to this Contract.
3. **COMPENSATION.** Total compensation under this Contract shall not exceed **ONE MILLION EIGHT HUNDRED FIFTY-EIGHT THOUSAND TWENTY-SEVEN AND 40/100 (\$1,858,027.40)**, plus tax if applicable, see Carbyne Quote attached hereto as Exhibit B 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. City Clerk's Office OPR number set forth in this Contract must be referenced on all POs.
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.** Termination of this Contract is governed by Exhibit B Section 12.

Notwithstanding Exhibit B Section 12, or any other provision of Exhibit B, the City shall not be obligated for any payments or performance under this Agreement in any future fiscal year unless and until funds for this Agreement have been specifically appropriated by its governing body in the annual budget. If funds are not appropriated for any subsequent fiscal year, this Agreement shall automatically terminate at the end of the then-current fiscal year without penalty or further liability to the City, and the City will provide written notice to the Contractor. The Contractor agrees that its sole remedy for such termination shall be to cease performance and receive payment for services rendered up to the effective date of termination.

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) to the City before execution of this Contract. Within five (5) business days after execution of this Contract, the Company shall provide, and the City shall have received, a Certificate of Insurance (COI) that clearly specifies 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. No work may be conducted under this Contract unless and until such COI is received by the City. 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 in performing the professional services at the City's site(s) under this Agreement, including attorneys' fees and litigation costs finally awarded by a court of competent jurisdiction or as agreed to in settlement; provided that nothing herein shall require Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely or contributorily (up to the amount of the contribution) 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 related to such employee's performance under this Agreement, 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 industry standard 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, except for materials and information which are marked as proprietary to Company, or which may endanger the public safety if it is disclosed. 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.

CARBYNE, INC.

CITY OF SPOKANE FIRE DEPARTMENT

By _____
Signature Date

By _____
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-00498 dated December 19, 2025 with attached Terms and Conditions.

26-009c

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)	Signature
Title of Certifying Official (Type or Print)	Date (Type or Print)

EXHIBIT B



Carbyne APEX Quote

Mike Forbes, Battalion Chief

City of Spokane
1100 W Mallon, Spokane, WA 99260
+1 509.625.4060 | mforbes@spokanecity.org

December 19, 2025

Carbyne Contact:

Brett Mulgrew
Regional Sales Manager
+1 509.290.3517 | brettm@carbyne.com

Quote ID #Q-00498

Carbyne, Inc.
New York, NY 10001
www.carbyne.com

Quote

The following pricing is for APEX and any related services as described below. Any items not expressly stated below are not included.

Fees specified in this Quote are based on the outcome of the APEX Pre Sales Questionnaire with Customer. Carbyne reserves the right to modify the fees in the event of any inaccuracies or inconsistencies, or if any assumptions or requirements are not met, including Customer's failure to comply with the Carbyne APEX System Requirements & Solution Reference ("System Requirements"). Deviations from these requirements and assumptions or any delay in meeting these requirements and assumptions may result in additional fees and/or changes or delays to the implementation.

This Quote is valid for 180 days.

Solution Fees

SKU	Description	
Annual Solution Subscription Fees		
501100	● APEX Platform - 19 Concurrent Licenses	\$285,000
506101	● Responder Connect - 19 Licenses	\$17,100
505108	● Control Center Analytics (11 - 19)	\$9,000
503106	● Emergency Call Triage (up to 132K Annual Emergency Calls)	\$23,100
509117	● Essential Customer Success Services	Included
509120	● Essential Technical Support Services	Included

SKU	Description	
Annual Solution Subscription Fees Subtotal		\$334,200
Sourcewell Cooperative Agreement Discount		(\$33,420)
Additional Sales Discount		(\$33,420)
Annual Solution Subscription Fees Total		\$267,360
One-Time Deployment		
509106	APEX Deployment Package (11 - 19)	\$65,000
509102	APEX Deployment Additional Physical Location(11 - 19)	\$10,000
509115	AI-V Integration Fee	\$5,000
509146	Training 1-Week On-Site	\$9,000
509116	- Integration Fee - Qty 7 - WA ESInet (Comtech NGCS and TCC) - Hexagon On Call CAD (cloud) via Carbyne API - Exacom LTR (cloud) via SIPREC and Carbyne API - Cisco CM v14.0.1 PBX integration via SIP Trunk 1 door and 1 gate intercom integration - Public Safety Data Link MIS (cloud) integration - MS AzureAD SSO integration	\$35,000
One-Time Deployment Fees Total		\$124,000
One-Time Hardware Fees		
511100	Hardware (See Bill of Materials below)	\$18,793.12
511101	Carbyne Audio Trigger Module - Qty 33	\$26,400

SKU	Description	
One-Time Hardware Fees Total		\$45,193.12
Solution Subscription Fees and One-Time Fees Summary		
Total Year 1 & One-Time Fees		\$436,553.12
Total Year 2 Fees		\$267,360
Total Year 3 Fees		\$267,360
Total Year 4 Fees		\$267,360
Total Year 5 Fees		\$267,360
Total 5 Year Fees		\$1,505,993.12
*All fees exclude applicable taxes and regulatory fees. Subscription Term: The Solution subscription start date will be the earliest of i) the date Carbyne delivers to Customer the license keys which provides Customer with access to the APEX platform or ii) June 1, 2026 ("APEX Start Date"). The Solution subscription term will continue through May 31, 2031 ("APEX End Date"). CPI Adjustment: Annual subscription fees may be subject to a fee adjustment on each anniversary date of the subscription start date to account for changes to the U.S. Department of Labor Consumer Price Index ("CPI"). Such fee adjustments are limited to the greater of 3% or the change in the CPI for the twelve month period preceding the anniversary date. Concurrent Licenses: The Customer may install the Software on up to 33 workstations. Customer's Authorized Users may use up to 19 of the 33 workstations at any given time to access and use the Solution (each license available for use referred to as a "Concurrent License"). In the event Customer's use of Concurrent Licenses exceeds the permitted number of Concurrent Licenses for three consecutive months, Carbyne may charge additional fees or		

SKU	Description	
	increase annual subscription fees for the next annual period. "Authorized User", "Software", and "Solution" as used in this paragraph are as defined in the Terms and Conditions. Workstation Hardware: Customer is responsible for providing workstation hardware that satisfies the APEX System Requirements. Integrations: The Customer is responsible for any additional fees charged by third party vendors to complete integration with Carbyne products. Cooperative Agreement: Pricing included in this Quote exceeds the 10% discount required under the Sourcewell Cooperative Purchasing Program (Carbyne Contract 030425-CRBN).	

Third Party Service Fees

SKU	Description	
Annual Third Party Service Fees		
510101	SIP Trunking for Outbound Dialing	\$2,383.92
510103	Connectivity Subscription	\$67,017.60
Annual Third Party Service Fees Total		\$69,401.52
One-Time Third Party Service Fees		
510102	Special Construction (one-time)	\$5,026.32
One-Time Third Party Service Fees Total		\$5,026.32

SKU	Description	
Third Party Service Subscription Term: The subscription start date for each Third Party Service provided by a third party provider shall begin when the Third Party Service is activated by the applicable Third Party Service provider for the Customer ("Third Party Service Start Date"). The subscription for each Third Party Service will continue through the APEX End Date. Third Party Service Fees: Connectivity and SIP Trunk Fees specified above reflect pass-through costs from Third Party Service providers which are based on Customer's anticipated use. At the end of each year of the subscription term, Carbyne may, with written notice, revise the annual fees based on Customer's use in the prior year. Annual Third Party Service fees are also subject to change based on any fee changes imposed by Third Party Service providers. Furthermore, if Carbyne is subject to any third party charges as a result of Customer delays or Customer requested changes (such as any changes to requested dates, configuration changes or additional integrations), Carbyne will invoice Customer any applicable third party charges incurred by Carbyne. SIP Trunking: Customer acknowledges and agrees Carbyne is not the provider of SIP Trunking, and Customer's use of SIP Trunking is subject to the applicable terms and conditions of the provider: Use of Twilio are governed by the Terms of Service located here: https://www.twilio.com/en-us/legal/tos Use of Bandwidth are governed by the applicable terms located here: https://www.bandwidth.com/legal/terms-of-use-bandwidthcom-web-sites/		

Bill of Materials

Part Number	Description	Qty
27813	10ft Cat6 Snagless Unshielded (UTP) Ethernet Cable - Cat6 Network Patch Cable - PoE - Orange	16
EZ01-MA00-GLB	1-port Serial-to-IP Converter, Connect EZ Mini	2
8541673255	Serial Splitter 1 to 4 Port Industrial RS232 w/ Power Adapter	2

Part Number	Description	Qty
M500-ESBC	Audio Codes Base Mediant 500 ESBC with 2 Active/Standby pairs of GE interfaces and 0 (zero) SBC Sessions. Includes Mediant 500 chassis, 2 pairs of GE ports, and single AC power supply.	4
	SBC session license upgrade for 10 sessions, when ordering within the 10-250 session range (1 to 25 units)	16
NUC13ANKi70QC	NUC 13 Pro Mini PC 512 GB Gen 4 M.2, 16GB DDR4, Intel Core i7-1360P Windows 11 Pro	1
	Eaton Tripp Lite Series Power Extension Cord, NEMA 5-15P to NEMA 5-15R - 13A, 120V, 16 AWG, 1 ft. (0.31 m), Black - (NEMA 5-15P to NEMA 5-15R) 1-ft	4
	Stage and Configuration - Network Device	4
	Stage and Configuration - CHE	1

Payment Terms

Carbyne will invoice the total annual Solution subscription fees and annual Third Party Service fees for Year 1 plus one-time fees upon full execution of this Quote.

Carbyne will invoice the annual Solution subscription fees and annual Third Party Service fees set forth in the Quote for Years 2 through 5 annually on each anniversary of June 1.

All invoices are due Net 30 days from the date of invoice.

Purchase Order Information:

Is a Purchase Order (PO) required for the purchase or payment of this Quote?

No _____

Yes _____ (Please send any purchase orders to FinanceUS@carbyne.com)

Optional Prepayment Discount:

Customer is eligible for an additional discount on the first invoice if Customer chooses to pay multiple years up front, as follows:

Check if applicable:

- Prepayment of all 5 years in advance, 10% discount on the invoice.
 - Prepayment of 3 years (Years 1, 2 and Year 3) in advance, 5% discount on the invoice.
-

Statement of Work

Carbyne will provide a separate Statement of Work which will outline the tasks and deliverables for the implementation and deployment of APEX (“Implementation SOW”) which is subject to the Carbyne Professional Services Terms and Conditions that can be found at <https://carbyne.com/legal/>.

Terms and Conditions

All mutually agreed upon Quotes and any use of Carbyne’s products and services are subject to Carbyne’s Terms and Conditions which can be found at <https://carbyne.com/legal/> (“Terms and Conditions”). The current version of the Terms and Conditions are also attached below. By signing below, you agree to this Quote and the Terms and Conditions.

Signatures of Authority

This Quote is entered into by and between **Carbyne, Inc.** and **City of Spokane**.

Carbyne, Inc.	City of Spokane
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:
Address: 45 W. 27th Street, 2nd Fl., New York, NY 10001	Address: 1100 W Mallon, Spokane, WA 99260

Carbyne Terms and Conditions

These Carbyne Terms and Conditions (“**Agreement**”) govern your access to and use of the Solution offered by us or our Affiliates. By using the Solution, or upon your agreement to the Quote for the Solution, you indicate you have read, understand and agree to the terms and conditions of this Agreement. If you use the Solution on behalf of an organization, you agree to this Agreement on behalf of that organization and you represent and warrant that you have the authority to do so. “**Carbyne**”, “**us**”, “**we**” or “**our**” refers to Carbyne Ltd., Carbyne, Inc. or Carbyne911 Mexico S. de RL de CV, as specified on the Quote, on behalf of itself and its Affiliates, and “**Customer**”, “**you**” and “**your**” refers to the customer signing below.

DEFINITIONS

Affiliates means any other person that directly or indirectly controls, or is controlled by or under common control with a party, with ‘control’ as applied to any party being the direct or indirect ownership of more than fifty percent (50%) of the equity or voting interest in such party.

Authorized User means you or your employees, consultants, agents or contractors who are granted access to the Solution by you as part of their support of your internal business or operations.

Confidential Information means information (whether oral, written or in some other tangible form) disclosed by one party (the “disclosing party”) to the other party (the “receiving party”) that is obtained by the receiving party under or in connection with this Agreement and that is marked as confidential, is by its nature confidential or relates to the business or affairs of the disclosing party.

Data Compromise means any actual or reasonably suspected unauthorized access to or acquisition of Your Data that compromises the security of the Solution.

Documentation means the then-current standard product sheet provided or made available by us with respect to the Solutions which describes its features and functionalities. Documentation specifically excludes marketing and promotional materials and proposals.

Intellectual Property Rights means any and all intellectual property rights including patents, trademarks, design rights, copyright, rights in databases, know-how, look-and-feel, domain names and all similar rights (whether or not registered or capable of registration and whether subsisting in any part of the world), together with any and all goodwill relating or attached thereto, all derivative works and all extensions and renewals thereof.

License Designation refers to the permitted Software installation and Solution use rights as follows:

- (a) **Primary License:** you may install the Software on your workstations up to the number of licenses specified on the Quote and access and use the Solution from such workstations.
- (b) **Backup License:** you may install the Software on your backup workstations up to the number of licenses specified on the Quote and access and use the Solution from such workstations only for backup purposes.
- (c) **Concurrent License:** you may install the Software on your workstations up to the number of licenses specified on the Quote, and you may access and use the Solution from only up to 50% of such workstations at any given time (unless otherwise indicated in the Quote).

If no License Designation is provided on the Quote, the License Designation is considered a Primary License.

Platform means the hosted platform, software as a service and/or other hosted product or service which we or our Affiliate(s) make available to you pursuant to this Agreement. The Platform excludes Software.

Privacy Policy means the policy found at <https://carbyne.com/privacy-policy-2/>, which describes how we use personal data you and your Authorized Users provide to us, including personal data which is shared with us in connection with your use of the Solutions.

Quote refers to the ordering document, such as a quote, agreed to in writing between you and us which is subject to this Agreement and describes the Solution (including the number of Software licenses, as applicable) and Support Services you wish to purchase from us and the applicable fees.

Solution means the Software and Platform which we or our Affiliate(s) make available to you pursuant to this Agreement. The Solution does not include Third Party Content.

Software means the software in object code we provide to you for download under this Agreement which enables you and your Authorized Users to access the Platform. Software includes any upgrades we provide in accordance with the Support Terms and Service Level Agreement. Software excludes the Platform.

Subscription Term means the duration of your subscription to use the Solution specified in the applicable Quote.

Support Services means the maintenance and support services provided in connection with your use of the Solution in accordance with the Support Terms and Service Level Agreement.

Support Terms and Service Level Agreement (or SLA) means the document provided by us describing the Support Services provided by us, which includes our commitment regarding the performance of the Platform, as updated and which is incorporated into this Agreement by this reference.

Supplemental Terms means additional terms and conditions that apply to specified products and services or address specific requirements, as mutually agreed upon between the parties in writing, which are made part of this Agreement.

Third Party Content means applications, materials, data and information, such as location and transcription and translation services, which are provided by a third party and are made available to you through your use of the Solutions.

Third Party Services means services such as porting phone numbers, voice services provided by Bandwidth and Twilio and broadband circuits provided by a third party which we pass through to you for use with the Solution.

Your Data means data (including personal data of callers), records, reports, recordings and files you or your Authorized Users enter into the Solution, including the content of any message, video, or chat sent or received using the Platform, or which are otherwise generated by you or your Authorized Users through access or use of the Solution. Your Data includes log information from your use of the Platform, such as log data from your use of the Solution which is stored in Events History. Your Data does not include Third Party Content.

1. USE AND LICENSE OF PRODUCTS

1.1 Carbyne offers a Solution comprised of a cloud-based Platform accessed by Authorized Users through Software installed on an Authorized User's computer. During the Term, provided you are current in your payment obligations, we grant you: (i) the right to access the Platform through the Software;

(ii) a non-exclusive, non-transferable, non-sublicensable, limited, revocable right to download, install and use the Software solely for purposes of exercising your rights to access the Platform as part of the Solution. In accordance with the specified License Designation, you may install the Software up to the number of licenses set forth in the Quote, and you may access and use the Solution for your internal business

purposes only. If we provide you with our hardware or equipment, such as a serial-to-IP device or audio trigger module, for your use with the Solution, unless otherwise agreed upon in writing, upon expiration or termination of this Agreement, you are required to promptly return this hardware or equipment to us.

1.2 You may permit Authorized Users to access and use the Solution and Documentation provided you are responsible for: (i) ensuring all Authorized Users use the Solution and Documentation only for support of your internal business and operations in accordance with this Agreement, and (ii) any unauthorized use of the Solution or any breach of this Agreement by an Authorized User.

1.3 You are responsible for obtaining and maintaining your own IT infrastructure and any ancillary services needed to use the Solution (such as internet, electricity, modems, servers, workstations, hardware and operating systems) and for the security of your systems, including the Software installed on your systems, and will take commercially reasonable steps to exclude malware, viruses, spyware and Trojans from your systems. You and your Authorized Users may use the Platform to send and receive messages, and you are solely responsible for any such messages and their content.

1.4 As part of your use of the Solution and Support Services, you may receive access to Third Party Content and Third Party Services. You are responsible for compliance, including compliance by your Authorized Users, with any terms which apply to Third Party Content and Third Party Services. We make any Third Party Content and Third Party Services available "AS IS" without support (unless otherwise specified), representations or warranties of any kind and we have no responsibility or liability for the availability, quality or accuracy of Third Party Content and Third Party Services which you use or rely upon. We recommend you verify any Third Party Content made available in the Solution. We may suspend or terminate provision or availability of any Third Party Content or Third Party Services at any time without

any liability, and such suspension or termination will not be deemed a breach of this Agreement.

2. Orders and Fees

2.1 Orders for the Solution, and any related services, are placed when you agree in writing to a Quote issued by us. Quotes are subject to this Agreement. The subscription start date for the Solution is as set forth in the Quote. If your subscription term to the Solution is more than one year, or your Quote states otherwise, annual subscription fees may be subject to a fee adjustment on each anniversary date of the subscription start date to account for changes to the U.S. Department of Labor Consumer Price Index ("CPI"). Such fee adjustments are limited to the greater of 3% or the change in the CPI for the twelve month period preceding the anniversary date.

2.2 You agree to pay the fees set forth on the applicable Quote. We may also invoice you for additional fees if you exceed the permitted use. Unless otherwise specified in the Quote, fees are payable within 30 days of the date of the invoice we issue. All payments not made when due are subject to a late charge of 1.5% per month or the maximum amount allowed by law, compounded annually. You agree to pay fees by wire transfer or check to the account details provided by us in writing, or such other account as may be designated by us from time to time. Any fees specified on the Quote are exclusive of applicable taxes.

2.3 If you fail to pay any fees in accordance with the terms of this Agreement and the applicable Quote, in addition to any other rights and remedies available to us, we may suspend or limit your access to the Platform until all outstanding fees have been paid.

2.4 You agree to pay (and to reimburse us or our authorized agent, if applicable, on request if we are required to pay on your behalf) any applicable taxes, assessments and duties of any kind and nature that is levied or imposed by any governmental authority on your use of the Solution, or your receipt of support or other services, but not including taxes based on our

net income. If you are exempt from taxes, then you must provide a valid exemption certificate or other government approved documentation to us.

3. Professional Services and Your Cooperation

3.1 You may request professional services, such as installation and integration services, in connection with your use of the Solution ("Professional Services"). A description of the Professional Services will be set forth in a Statement of Work ("SOW"), as mutually agreed in writing, which will be subject to this Agreement and the Professional Services Terms and Conditions. We will invoice any fees for Professional Services, and such fees are payable, in accordance with the applicable SOW.

3.2 You acknowledge that the timely provision of and access to your systems, equipment, assistance, cooperation, complete and accurate information and data ("Your Cooperation") are essential to performance of any services, including Professional Services, under this Agreement and our performance of such services is dependent on Your Cooperation. This may also include providing appropriate contacts and facilitating discussions with any third-party vendor or subcontractor you have engaged, whose services are required to interact or connect with the Solution or is required for us to provide the Solution to you. We will use commercially reasonable efforts to integrate the specified interfaces with the Solution. If you are unable to or fail to timely perform your obligations under this Agreement or a SOW, you relieve us of any dependent obligations to the extent of such delay.

4. Your Obligations and Restrictions

4.1 You represent and warrant (i) that no third party agreement prevents you from using the Solutions as contemplated under this Agreement; (ii) you will manage, secure and protect from unauthorized use or disclosure, and keep confidential, all Software license keys and login credentials used by Authorized Users in connection with use of the Software and Platform.

4.2 You shall not, directly or indirectly: (i) infiltrate, hack, reverse engineer, decompile or disassemble the Solution or any part of the Solution for any purpose; (ii) interfere with, modify, disrupt or disable features or functionality of the Solution; (iii) remove or use the name, trademarks, trade-names, logos and other proprietary notices contained on or in Solution; (iv) make derivative works of the Solution or copy any part or content of the Solution other than for your own internal business purposes as specifically permitted in this Agreement; (v) use the Solution or any part of the Solution to build a competitive product or service; (vi) sell, sublicense, distribute or rent the Solution (in whole or part), grant non-Authorized Users access to the Solution or use the Solution to provide a hosted or managed service to others (except to the extent expressly permitted in this Agreement). You shall provide us with reasonable assistance to prevent the occurrence of any such activities by any third parties.

4.3 Furthermore, you shall not use the Solution: (i) for any illegal or fraudulent activity; (ii) to violate the rights of others;

(iii) to threaten, incite, promote or actively encourage violence, terrorism or other serious harm; (iv) for any content or activity that promotes child sexual exploitation or abuse; (v) to violate the security, integrity or availability of any user, network, computer or communications system, software application, or network or computing device; (vi) to distribute, publish, send or facilitate the sending of unsolicited mass email, robocalls or other messages, promotions, advertising or solicitations (or "spam").

5. Platform Availability and Support

5.1 You may request Support Services, as described in the Support Terms and Service Level Agreement. We will make the Platform available to you in accordance with the SLA, subject to operational requirements such as regularly scheduled maintenance and downtime. In the event of any downtime of the Platform, your only remedy is as set forth in the SLA or to cease use of the Platform. Our obligations and commitments in the Support Terms and Service Level Agreement only apply to the

Solution and not to any other hardware, equipment, software, products or services. Unless otherwise specified on the Quote, all hardware and third-party licenses and any other equipment, applications, and materials (collectively “Equipment”) used with our products and services are your responsibility. Our support obligations and warranties do not extend to such Equipment.

5.2 We may at any time: (i) introduce new or additional products and services, (ii) update the Solution to improve or add features or functionalities to the Solution, or (iii) modify the Solution to cease providing a feature or functionality. We may share information about future products, features, enhancements or other changes to the Solution in advance, but you should not rely upon this information when deciding to subscribe. We have no obligation to make these products, features, enhancements and changes generally available, and we are unable to promise or guarantee they will be compatible with your systems. Your decision to subscribe should be based upon the functionality available at the time you are making that decision and not on any potential future functionality. We will make available to you any additional terms and/or technical requirements applicable to generally available new or enhanced products and services in advance. You may choose to purchase a subscription to generally available new or enhanced products and services subject to written agreement to the applicable quote and terms and conditions.

5.3 If we materially degrade or remove a functionality from the Solution that affects your use of the Solution, we will notify you as soon as reasonably practicable and you may terminate this Agreement by notifying us in writing no later than thirty (30) days after the date of such notice. If you terminate this Agreement as permitted in this Section, the termination will be effective as of the date specified in the notice and you will remain responsible for all fees incurred up to, and including, the effective date of such termination. We will refund any prepaid fees prorated from the effective date of the termination, less any applicable discounts not earned as of the effective

date of the termination. Your continued use of the Solution after the effective date of any change is deemed as acceptance of the modified Solution.

5.4 In the event of a Data Compromise, Carbyne shall notify Customer immediately upon becoming aware of the Data Compromise. Carbyne shall investigate the circumstance, extent and causes of Data Compromise, and report the results to Customer and continue to keep Customer informed daily of the progress of its investigation until the issue has been effectively resolved.

6. Confidentiality

6.1 The receiving party agrees (i) not to disclose the disclosing party’s Confidential Information to any third parties other than to its directors, employees, advisors, or consultants (collectively, its “Representatives”) on a “need to know” basis and provided that such Representatives are bound by confidentiality obligations not less restrictive than obligations described in this Agreement; (ii) not to use or reproduce any of the disclosing party’s Confidential Information for any purposes except to carry out its rights and responsibilities under this Agreement; (iii) to keep the disclosing party’s Confidential Information confidential using at least the same degree of care it uses to protect its own confidential information, which shall in any event not be less than a reasonable degree of care. Notwithstanding the foregoing, the receiving party may disclose disclosing party’s Confidential Information in its possession to the extent required by legal process or applicable law, rule or regulation, provided prior to such disclosure, if legally allowed, receiving party gives prompt notice to the disclosing party to give disclosing party an opportunity to seek a protective order or other appropriate relief.

6.2 Confidential Information excludes any information that:

(i) is now or subsequently becomes generally available in the public domain through no fault or breach on the part of receiving party; (ii) the receiving party has in its possession without any duty of confidentiality prior to disclosure of the Confidential Information by the

disclosing party; (iii) the receiving party rightfully obtains from a third party who has the right to transfer or disclose it, without default or breach of any confidentiality obligations; (iv) the receiving party has independently developed, without breach of this Agreement and/or without any use of or reference to the Confidential Information.

6.3 This Section 6 does not prohibit you from disclosing the terms of this Agreement to the extent required by public disclosure laws which apply to you ("Public Disclosure Laws"), provided that, to the extent permitted, material terms of this Agreement (such as representations and warranties, indemnity and limitation of liability) and trade secrets, non-publicly available pricing, product road maps or business strategies are redacted.

7. Data, Data Privacy

7.1 Our Privacy Policy governs your rights arising from and relating to data protection and privacy, including our practices with respect to the collection, use and disclosure of certain data and/or personal information provided to us in connection with your use of the Solution. We may use contact information you provide to us to communicate with you about the Solution and send you information we think may be of interest to you based on your marketing communication preferences. Our use of your personal data remains subject to the Privacy Policy. The parties may enter into additional Supplemental Terms governing data privacy, if necessary to comply with applicable privacy laws.

7.2 You grant us a license to use, reproduce, transmit and analyze Your Data, solely as required to provide the Solution to you (including performance of operations by the Solution in accordance with Documentation and this Agreement), and to provide Support Services and Professional Services. You retain all rights, title and interest, including Intellectual Property Rights, in and to Your Data. You are solely responsible for all Your Data. You represent and warrant that you own all Your Data, or you have all consents and rights that are necessary to share Your Data with us and to grant us the rights to Your Data

under these Terms. You also represent and warrant that neither Your Data, nor your use and provision of Your Data through the Solution, nor our use of Your Data to provide the Solution, Support Services or Professional Services, will infringe, misappropriate or violate a third party's intellectual property rights, or rights of publicity or privacy, or result in the violation of any applicable law or regulation.

7.3 Unless you provide us with written instruction otherwise, we will retain Your Data which you submit to the Platform or which is recorded or stored in the course of your use of the Solution, for a period of two years during the Subscription Term (the period we retain your data referred to as the "Data Retention Period"). Your Data is automatically deleted thirty days after (a) the Data Retention Period, (b) the expiration of the Subscription Term or (c) termination of the Subscription Term for any reason; however, at any time prior to such deletion, you may download Your Data which has been stored on the Platform. You acknowledge you are responsible for your compliance with any applicable data retention laws. You will be solely responsible for any data requests. We will have no further obligation with respect to Your Data after the Data Retention Period or after the deletion of Your Data.

7.4 We may create anonymized and aggregated statistical data from your usage of the Solution, which does not include your personal data. We may use such anonymized and aggregated data for our own internal purposes, such as to develop and improve the Solution, to develop new services or products, and to identify usage trends.

8. Compliance

8.1 You agree to use the Solution in accordance with all applicable laws, including any applicable privacy and export laws. You agree to comply with all applicable sanctions (including embargoes) and re-export control laws and regulations including (to the extent applicable) those of the United States of America. We are not obligated to perform under this Agreement if doing so is in violation of national or

international foreign trade or customs requirements or any embargoes or other sanctions.

8.2 You agree to report any known or suspected misuse of the Solution to us. We have the right to monitor your use of the Solution (but not Your Data) to verify your compliance with this Agreement at any time. If your use of the Solution exceeds the License Designation, we will provide you with notice of any additional fees or increases in the annual subscription fee for the next annual period. Furthermore, if we reasonably believe that you are using the Solution in an unauthorized or improper manner, we may, without notice and at our sole discretion, without limiting any other remedy available to us, terminate or suspend your right to use the Solution (or any feature, functionality or content which we determine is being used in violation of this Agreement) or take any other action we consider appropriate.

8.3 Carbyne agrees to notify you of any unintended disclosure of Your Data in violation of this Agreement.

9. Warranties; Disclaimer

9.1 Each party warrants it has the full capacity and authority and all necessary consents to enter into and perform its respective obligations under this Agreement.

9.2 We warrant that the Solution provided to you under this Agreement are in material compliance with the features and functionalities described in the applicable Documentation. If the Solution fails to perform as warranted in this Agreement, to the extent permissible under applicable law, our sole obligation, and your exclusive remedy, will be (i) to use commercially reasonable efforts to repair or restore the non-conforming Solution so that it conforms to this warranty, or (ii) if such repair or restoration may not be, in our opinion, available within a reasonable time or with reasonable efforts, to terminate the non-conforming Solution and refund to you any prepaid amounts for such Solution on a pro-rata basis for the remainder of the Term. You acknowledge we have no responsibility for breach of such warranty to the

extent due to the operation of any third-party computer programs, software, hardware, lines, or equipment, including but not limited to computer equipment, and peripherals, server equipment, communications equipment, and data lines.

9.3 YOU ACKNOWLEDGE WE DO NOT PROVIDE TELEPHONE SERVICES, INTERCONNECTED VOIP SERVICES, OR 911 SERVICES. WE MAKE NO REPRESENTATION THAT WE ARE AN INTERCONNECTED VOIP SERVICE OR A COVERED 911 SERVICE PROVIDER, AND YOU MUST OBTAIN SUCH SERVICES FROM THE APPROPRIATE THIRD PARTY SERVICE PROVIDER. ANY SUCH THIRD PARTY SERVICES PROVIDED TO YOU ARE ONLY PASSED THROUGH TO YOU AS A CONVENIENCE IN CONNECTION WITH YOUR USE OF THE SOLUTION. YOUR USE OF THIRD PARTY SERVICES MAY BE SUBJECT TO THE TERMS OF THE APPLICABLE SERVICE PROVIDER.

9.4 YOU ACKNOWLEDGE THAT WE DO NOT MAKE ANY REPRESENTATION OR RECOMMENDATIONS WITH REGARD TO THE CONTENT OR COMPLIANCE OF THE SOLUTION, OR ANY OTHER PRODUCT OR SERVICE WE OFFER, WITH LAWS, RULES, REGULATIONS AND INDUSTRY STANDARDS (INCLUDING NENA STANDARDS AND DATA RETENTION REQUIREMENTS) WHICH APPLY TO YOUR INTENDED USE, SUCH AS RECEIVING AND PROCESSING EMERGENCY CALLS. YOU ARE RESPONSIBLE FOR MAKING YOUR OWN LEGAL DETERMINATION ON WHETHER YOU CAN USE THE SOLUTION AND ANY OTHER PRODUCTS AND SERVICES WE OFFER FOR YOUR INTENDED USE.

9.5 EXCEPT AS EXPRESSLY PROVIDED IN THIS AGREEMENT, WE PROVIDE THE SOLUTION (INCLUDING ANY INFORMATION AND DATA MADE AVAILABLE THROUGH THE SOLUTION OR ANY FEATURE), SUPPORT SERVICES AND DOCUMENTATION TO YOU ON AN "AS IS" BASIS, WITHOUT WARRANTIES OR REPRESENTATIONS OF ANY KIND. YOUR USE OF THE SOLUTION AND ANY INFORMATION OR DATA MADE AVAILABLE TO YOU IS AT YOUR DISCRETION. WE EXPRESSLY DISCLAIM ALL

WARRANTIES, WHETHER STATUTORY, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY, NON- INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, OR ACCURACY. WE FURTHER DISCLAIM ANY WARRANTY THAT THE OPERATION OF THE PLATFORM OR ANY RELATED SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, FAULT TOLERANT, FAIL SAFE, FREE OF HARMFUL COMPONENTS, OR THAT ANY CONTENT, INCLUDING YOUR DATA, WILL BE SECURE OR NOT OTHERWISE LOST OR DAMAGED.

10. Intellectual Property Rights; Our Indemnity; Customer Responsibilities

10.1 As between you and us, we or our licensors retain all rights, title and interest, including Intellectual Property Rights, in and to the Solution, Support Services, Professional Services and Documentation, including specifications, materials and user manuals provided by us. You agree not to copy, distribute, modify or make derivative works of the Solution and Documentation or any other components or content, or to use any of our Intellectual Property Rights in any way not expressly permitted by us.

10.2 Provided you comply with Section 10.3 below, we will defend you from any claims brought by a third party alleging your use of the Solution in accordance with this Agreement infringes their Intellectual Property Rights ("IP Claim"). We will indemnify you from any amount finally awarded against you by a court of competent jurisdiction or amount which is agreed upon in settlement as a result of the IP Claim. This indemnity will not apply to the extent the underlying allegation arises from: (i) your breach of this Agreement or your negligence, or use of the Solution outside the scope of this Agreement; (ii) combination or use of the Solution with third party equipment, hardware, materials, components or applications; or (iii) use of the Solution after you become aware of the IP Claim (unless we agree you can continue to use it). Our entire obligation and liability in connection with any allegation that a person's intellectual property rights have been infringed are set forth in this Section 10.2.

10.3 To receive the benefit of Section 10.2, you shall (i) promptly notify us in writing of any IP Claim for which indemnity is claimed, provided that failure to so notify will not relieve us of our obligation except to the extent it is prejudiced by your delay in providing us with such notice, and (ii) allow us to solely control the investigation, defense and settlement of the IP Claim, (iii) provide us with reasonable cooperation and assistance in defending such claim (at our cost), and (iv) immediately cease use of the Software and Platform which is subject to the IP Claim.

10.4 You are responsible for any claims, suits or proceedings arising out of or relating to your (or your Authorized Users'): (i) violation of any third party rights (including third party Intellectual Property Rights or privacy rights); (ii) use of the Solution and Documentation in breach of the terms of this Agreement; (iii) the operation and your combination or use of the Solution with Your Data and third party equipment, software, applications, materials and/or services; (iv) Your Data; and (v) breach of Section 4 (Your Obligations).

11. Limitation of Liability

11.1 NOTHING IN THIS AGREEMENT LIMITS A PARTY'S LIABILITY FOR WILLFUL MISCONDUCT OR FRAUD, BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER THIS AGREEMENT, ITS RESPECTIVE OBLIGATIONS UNDER SECTION 10 (INDEMNITY; RESPONSIBILITIES), INDEMNIFICATION FOR ON-SITE PROFESSIONAL SERVICES AS AGREED BY CARBYNE IN THE CITY OF SPOKANE CONTRACT SIGNED BY THE PARTIES, OR ANY LIABILITY WHICH CANNOT BE EXCLUDED UNDER APPLICABLE LAW.

11.2 SUBJECT TO SECTION 11.1, EACH PARTY'S MAXIMUM AGGREGATE LIABILITY UNDER, ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL NOT EXCEED THE TOTAL AMOUNT OF FEES PAID OR PAYABLE BY YOU TO US DURING THE 12 MONTHS PRECEDING THE DATE THE LIABILITY FIRST ARISES

11.3 SUBJECT TO SECTION 11.1, TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT WILL EITHER PARTY BE LIABLE FOR LOST PROFITS, LOSS OF USE,

LOSS OF DATA (INCLUDING YOUR DATA), COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, OR FOR SPECIAL, PUNITIVE, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED, WHETHER FOR BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), STATUTORY OR OTHERWISE, WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

12. Term; Termination

12.1 The Subscription Term and start date are set forth on the Quote. The subscription may be renewed for additional 12 month periods (each a “**Renewal Term**”) after the initial Subscription Term unless either party provides written notice of its desire to terminate to the other party at least 30 days prior to the expiration of the then applicable term, unless otherwise set forth in the Quote or unless the Agreement is terminated in accordance with the terms of this Section 12.

12.2 Either party may terminate an Quote or this Agreement immediately by giving written notice to the other party if: (i) the other party breaches a material provision of this Agreement and fails to remedy the breach (if capable of remedy) within thirty

(30) days after receipt of written notice; (ii) the other party breaches any of its confidentiality obligations; (iii) the other party is judged bankrupt or insolvent, makes a general assignment for the benefit of its creditors, a trustee or receiver is appointed for such party, or any petition by or on behalf of such party is filed under any bankruptcy or similar laws. Additionally, we may also terminate this Agreement if we reasonably believe you intend to undergo any of the foregoing or reasonably believe you are, or will be, unable to provide your services which require use of the Solution. Outstanding Quotes are automatically terminated upon termination of this Agreement.

12.3 Upon expiration of the Subscription Term or termination of the Quote, any outstanding fees shall

become due and payable, and you will immediately cease use of the affected Solution. Furthermore, any Third Party Services which are passed through to you for use with the Solution will automatically terminate unless you contract directly with the third party providers for such services prior to the subscription expiration or termination, and we will have no further obligation to provide Third Party Services to you following expiration or termination of your subscription for any reason. In the event of termination of this Agreement, you will also return or destroy, at our option, all Confidential Information in your possession (and certify in writing you have done so). Sections 1.4, 6, 7, 9.2, 9.3, 9.4, 9.5, 10, 11, 12.3, 13.2 and 14 shall survive any expiration or termination of this Agreement.

13. Trial Services; Free of Charge Services

13.1 We may enable you to access and use a Carbyne feature, product or service (which may not be generally available) for use with the Solution for beta-testing or evaluation purposes, as specified in a Quote, and to provide feedback to us (which we may use freely) (each a “**Trial Service**”). We may also give you access to a generally available Carbyne feature, product or service for use with the Solution without additional fee for your internal use in accordance with this Agreement (each a “**Free of Charge Service**”). If we do so, you may use the Trial Service and Free of Charge Service only for the permitted purpose.

13.2 Any use of a Trial Service or Free of Charge Service is at your own risk. Trial Services and Free of Charge Services are provided “AS IS” WITHOUT WARRANTY OF ANY KIND AND “AS AVAILABLE”. The SLA and any security standards in this Agreement do not apply to Trial Services and Free of Charge Services. We may, at our discretion and without notice, change, limit or discontinue any Trial Services and Free of Charge Services, including your access and use. Our entire liability for all claims, damages and indemnities arising out of or related to your use of Trial Services and Free of Charge Services will not exceed in the aggregate USD \$1,000.00 (or equivalent in local currency).

14. General

14.1 The Solution is a commercial product that was developed exclusively at private expense. If the Solution is acquired directly or indirectly for use by the U.S. Government, then the parties agree that the Solution is considered 'Commercial Items' and 'Commercial Computer Software' or 'Computer Software Documentation', as defined in 48 C.F.R. §2.101 and 48 C.F.R. §252.227-7014(a)(1) and (a)(5), as applicable. The Solution may only be used under the terms of this Agreement as required by 48 C.F.R. §12.212 and 48 C.F.R. §227.7202. The U.S. Government will only have the rights set forth in this Agreement, which supersedes any conflicting terms or conditions in any government order document, except for provisions which are contrary to applicable mandatory federal laws. Unless otherwise expressly required, we will not be required to obtain a security clearance or otherwise be involved in accessing U.S. Government classified information.

14.2 Neither party will be liable for events beyond its reasonable control or for delay or failure to perform any obligations under this Agreement (except with respect to any payment obligations) due to any cause beyond its reasonable control. The delayed party will promptly notify the other party of any such event.

14.3 All notices shall be in writing and given in person, by an overnight courier service which provides tracking information to evidence delivery, by registered mail, or by email with confirmation of receipt, addressed to the address or email, as applicable, set forth in this Agreement or to such other address or email as a party may designate to the other in accordance with the notice procedure. All notices delivered in person or by courier service are deemed to have been given upon delivery, notices sent by registered mail are deemed given three calendar days after posting, and notices sent by email are deemed given when received and opened as validated by the read receipt.

14.4 We may reference you as a customer or user of our products in our publicity or general marketing communications and activities.

14.5 This Agreement constitutes the entire agreement between you and us and supersedes any previous agreements or representations, either oral or written, including any additional or preprinted terms on purchase orders, with respect to the subject matter of this Agreement. All amendments will be made only in writing. We may update, amend or modify this Agreement from time to time as required to comply with applicable law or as required by our licensors or vendors with thirty (30) days prior written notice. If there is a conflict between this Agreement, Supplemental Terms and a Quote, the Quote, then the Supplemental Terms, will take precedence to the extent of such conflict and only with respect to the applicable Solution, Support Services and any Professional Services under such Quote and Supplemental Terms. If any part of this Agreement is declared invalid or unenforceable for any reason, such part shall be deemed modified to the extent necessary to make it valid and operative and in a manner most closely representing the intention of the parties. Any failure by a party to insist upon or enforce performance by the other of any of the provisions of this Agreement or to exercise any rights or remedies under this Agreement or otherwise by law will not be construed as a waiver or relinquishment of any right to assert or rely upon the provision, right or remedy in that or any other instance.

14.6 You may transfer or assign your rights or obligations under this Agreement to a third party only with prior written consent from us. Any purported assignment contrary to this section shall be void. We may assign this Agreement to any of our Affiliates or to a successor entity in the event of a merger or acquisition without your prior written consent, and we will provide you with written notice of such assignment.

14.7 Some of our licensors and suppliers may be third-party beneficiaries under this Agreement.

14.8 If you provide any ideas or feedback regarding any products and services offered by Carbyne (including Free of Charge Services), such as suggestions for changes or enhancements and new

product ideas, (collectively "Feedback"), you agree Feedback is not considered your Confidential Information, intellectual property or trade secret. You hereby assign any rights you may have in the Feedback to us, and accordingly we may use Feedback freely without restriction. In the event such assignment is not feasible or is deemed invalid for any reason, you grant us an irrevocable, sublicensable, perpetual, worldwide, royalty free right and license to use the Feedback freely.

14.9 If you are entering into this Agreement with Carbyne, Inc. this Agreement is governed by the laws

of the State of New York, without regard to its conflict of law principles, and the parties agree to submit to the exclusive jurisdiction of courts in New York, New York. If you are entering into this Agreement with Carbyne Ltd. or Carbyne911 Mexico S. de RL de CV, this Agreement is governed by the laws of Israel, without regard to its conflict of law principles, and the parties agree to submit to the exclusive jurisdiction of courts in Israel. Notwithstanding the foregoing, if you are a public entity and your state law requires you to contract under your state law, then your state law shall apply to this Agreement.

Hardware Addendum

The parties agree to the terms of this Hardware Addendum ("Addendum") which are supplemental to the Carbyne Terms and Conditions ("Agreement") and govern any sale and use of third-party equipment and related services which you purchase through us. Capitalized terms in this Addendum will have the same meaning as set forth in the Agreement unless otherwise expressly stated in this Addendum. In the event of a conflict between the Agreement and this Addendum, this Addendum will take precedence and apply to the extent of such conflict as it applies to your purchase of equipment and any related services.

1. Any orders for third-party equipment will be as mutually agreed upon in an Order, and payment terms are in accordance with the Agreement. In the event you purchase third party equipment through us, you acknowledge that we will purchase such equipment for you through our preferred vendor ("Vendor"), which will ship the equipment to you directly. Title and risk of loss to such equipment will pass to you upon delivery of such equipment to the site(s) you specify. In the event of any loss or damage to the equipment during transit, your sole remedy is redelivery of replacement equipment.
2. You acknowledge the use of the equipment is governed by terms and conditions provided by the manufacturer. Accordingly, you agree to such terms and conditions between you and the respective manufacturer, as applicable.
3. All third-party equipment is sold only with warranties provided by the Vendor or manufacturer. WE PROVIDE ANY THIRD-PARTY EQUIPMENT AND ANY RELATED DOCUMENTATION AND SERVICES "AS-IS" AND WE MAKE NO WARRANTY OF ANY KIND WITH RESPECT TO THE EQUIPMENT AND RELATED DOCUMENTATION AND SERVICES. WE EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES, WHETHER STATUTORY, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
4. Support and maintenance services for equipment may be offered to you by Vendor, as indicated on the Order. For the duration such support services are offered by Vendor under the Order, you may contact us for initial support inquiries, but we will redirect such inquiries to Vendor at our sole discretion and you and Vendor will work together to resolve any support and maintenance issues. You acknowledge we have no further support and maintenance obligations with respect to the equipment. You may also purchase additional support from the manufacturer, if available. You grant us and Vendor the right to monitor equipment such as switches and routers which facilitate and route calls you receive to enable us and Vendor to provide support services.
5. Notwithstanding anything to the contrary in the Agreement, we disclaim, and you release us from, any and all liability in connection with, relating to, or arising from your purchase and use of any third-party equipment (including any related documentation and services), whether such third-party equipment is purchased through us or otherwise. WITH RESPECT TO USE OF THE EQUIPMENT (INCLUDING RELATED DOCUMENTATION AND SERVICES), IN NO EVENT WILL WE BE LIABLE FOR DAMAGES OF ANY KIND, INCLUDING LOST PROFITS, LOSS OF USE, LOSS OF DATA (INCLUDING CLIENT DATA), COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, OR FOR DIRECT, SPECIAL, PUNITIVE, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED, WHETHER FOR BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY), STATUTORY OR OTHERWISE, WHETHER OR NOT YOU HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

1/7/2026

Clerk's File #

RES 2026-0003

Cross Ref #

ORD C36826

Project #**Council Meeting Date:** 02/09/2026**Submitting Dept**

DEVELOPMENT SERVICES CENTER

Bid #**Contact Name/Phone**

ELDON BROWN 625-6305

Requisition #**Contact E-Mail**

EBROWN@SPOKANECITY.ORG

Agenda Item Type

Resolutions

Council Sponsor(s)

BWILKERSON PDILLON

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** YES**Agenda Item Name**

RESOLUTION TO SET HEARING - ASTOR SOUTH OF SHARP VACATION

Agenda Wording

Resolution to set Hearing for Vacating of Astor Street south of the alley that is south of Sharp Ave.

Summary (Background)

Gonzaga University has applied to vacate a portion of Astor Street to accommodate campus expansion and provide a pedestrian plaza that will include enhanced landscaping and pedestrian improvements that should aid with safety in the area. Continued access to existing utilities and to the adjacent St. Aloysius Catholic Parish will be provided.

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?

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
Amount		Budget Account	
Revenue	\$ 9793.03	#	3200- 49199- 99999- 39510-99999
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		One-Time	
Other budget impacts (revenue generating, match requirements, etc.)			
This would generate \$9,793.03 in revenue.			
Approvals		Additional Approvals	
<u>Dept Head</u>	MCDANIEL, ADAM		
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	KAPAUN, MEGAN		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
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erivera@spokanecity.org			

R E S O L U T I O N 2026-0003

WHEREAS, on October 11, 2025, the Spokane City Council received a petition for the vacation of Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane, from owners having an interest in real estate abutting the above right-of-way; and

WHEREAS, it was determined that the petition was signed by the owners of more than two-thirds of the property abutting Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane; and

WHEREAS, the City Council desires to set a time and date through this resolution to hold a public hearing on the petition to vacate the above property in the City of Spokane;

NOW, THEREFORE,

The City Council does hereby resolve the following:

That hearing on the petition to vacate Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, in the City of Spokane will be held in front of the City Council at 6:00 P.M. or as soon thereafter as possible on March 9, 2026 and the City Clerk of the City of Spokane is instructed to proceed with all proper notice according to State law.

ADOPTED by the Spokane City Council, this _____ day of _____, 2026.

City Clerk

Approved as to form:

Assistant City Attorney

P2506867VACA



**Right-of-way Description:
Astor Street South of
the south line of the Boone-Sharp Alley**

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.

DATE: 10/27/2025 JOB #: #24042-0011.01
TO: City of Spokane
CC: Tomson Spink (Gonzaga University)
FROM: Wade Gelhausen
SUBJECT: Proposed Astor Street Vacation Application Written Narrative

Written Narrative

As stated on the vacation application, Gonzaga University (GU) has periodically and methodically been applying for, and receiving approval of, vacations of public right-of-way (ROW) within their campus area. This allows GU to control or prevent vehicular access to points inside the campus to provide safe and uninterrupted traversing of the campus by students, faculty, staff and visitors. The vacations also allow GU to enhance the vacated ROW with wider landscaped pathways that are blended with the campus.

In addition to the reasons stated above, GU is working with the St. Aloysius Catholic Parish properties located on just south of the proposed ROW to be vacated in Astor Street, to create a new pedestrian plaza for the benefit of the GU campus and the parish. The plaza will include enhanced landscaping and pedestrian improvements to create an attractive and inviting area and improves safety to the area by further controlling vehicular access to the area. A 15' ingress/egress easement will be granted by GU to the St. Aloysius Catholic Parish properties upon approval of the vacation (centered in the middle of the Astor Street ROW to be vacated) to maintain access to the parish properties.

Vacation Application Questions

Responses to the Below Questions

- Is the right-of-way no longer required for public use or access?
- How will the use of the right-of-way change after it becomes private property.
- Will the vacation result in any parcel of land being denied sole access to a public right-of-way?
- Are there any utilities in the right-of-way 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.

- 1) No, right-of-way is no longer required for public access in Astor Street south of the mid-block alley between Sharpe Avenue and the south line of vacated Boone Avenue.
- 2) The ROW vacated will be changed into a pedestrian plaza benefitting the GU campus and parish properties (as described above in the written narrative).
- 3) GU is partnering with the Catholic Parish to jointly use the vacated ROW and GU will dedicate a 15' ingress/egress easement to the St. Aloysius Catholic Parish properties upon approval of the vacation (centered in the middle of the Astor Street ROW to be vacated) to maintain access to the parish properties.
- 4) Yes, there are utilities running through the ROW proposed to be vacated. There is an existing 10" storm water main, an 8" sanitary sewer main, and 10" water main that are all City of Spokane utilities. The water main will likely be privatized by relocating the existing privatization vault north as part of the proposed vacation.

**Agenda Sheet for City Council:****Committee:** Finance & Administration **Date:** 01/26/2026**Committee Agenda type:** Discussion**Date Rec'd**

1/21/2026

Clerk's File #

RES 2026-0009

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**Submitting Dept**

CITY COUNCIL

Bid #**Contact Name/Phone**

CHRIS WRIGHT 625-6210

Requisition #**Contact E-Mail**

CWRIGHT@SPOKANECITY.ORG

Agenda Item Type

Resolutions

Council Sponsor(s)

BWILKERSON 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	\$		
<u>Narrative</u>			
Not applicable			
<u>Amount</u>		<u>Budget Account</u>	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Funding Source</u>		N/A	
<u>Funding Source Type</u>		Select	
Is this funding source sustainable for future years, months, etc?			
<u>Expense Occurrence</u>		N/A	
Other budget impacts (revenue generating, match requirements, etc.)			
<u>Approvals</u>		<u>Additional Approvals</u>	
<u>Dept Head</u>			
<u>Division Director</u>			
<u>Accounting Manager</u>	BUSTOS, KIM		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>			
<u>Distribution List</u>			

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 meet 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 be 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

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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~~ 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 ~~intecall~~ 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 objections 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 citycouncil2citycouncil@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 ~~thea~~ 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 add~~ 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 citycouncil2spokanecitycitycouncilspokanecity.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 meet 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 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 be 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 aan 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 [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"~~; ["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 initiativeshall 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 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 WORKINGWORK GROUPS

Council ad hoc committees, ~~— (also known as workingwork 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. WorkingCouncil 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 Ordinance C36774 concerning central staff
7.5	Council members and Staff Orientation	Minor wording change

**Agenda Sheet for City Council:****Committee:** Finance & Administration **Date:** 08/25/2025**Committee Agenda type:** Discussion**Date Rec'd**

6/10/2025

Clerk's File #

ORD C36738

Cross Ref #**Project #****Council Meeting Date:** 10/06/2025**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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>			
<u>Division Director</u>			
<u>Accounting Manager</u>	BUSTOS, KIM		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>			
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:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 01/12/2026**Committee Agenda type:** Consent**Date Rec'd**

1/6/2026

Clerk's File #

ORD C36842

Cross Ref #**Project #****Council Meeting Date:** 02/02/2026**Submitting Dept**

INTEGRATED CAPITAL

Bid #**Contact Name/Phone**

NATE SULYA 625-6988

Requisition #**Contact E-Mail**

NSULYA@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

KKLITZKE BWILKERSON

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

AMENDING 2026 TRANSPORTATION IMPACT FEE SCHEDULE

Agenda Wording

Amending Ordinance C36781 - 2026 Transportation Impact Fee Schedule, to correct minor clerical errors.

Summary (Background)

Correcting minor clerical errors to the previously published traffic impact fees - 17D.075.080 Appendix A

What impacts would the proposal have on historically excluded communities?

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

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

N/A

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

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

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

This work is consistent with annual budget strategies to limit costs and approved projects in the 6-year CIP.

Council Subcommittee Review

Fiscal Impact			
Approved in Current Year Budget? N/A			
Total Cost		\$ 0.00	
Current Year Cost		\$ 0.00	
Subsequent Year(s) Cost		\$	
<u>Narrative</u>			
N/A			
Amount		Budget Account	
Neutral	\$	#	
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	
<u>Dept Head</u>	PICANCO, KEVIN		
<u>Division Director</u>	FEIST, MARLENE		
<u>Accounting Manager</u>	ALBIN-MOORE, ANGELA		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	PICCOLO, MIKE		
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nsulya@spokanecity.org		rhulvey@spokanecity.org	

ORDINANCE NO. C36842

AN ORDINANCE relating to transportation impact fees; amending SMC section 17D.075.180 to chapter 17D; of the Spokane Municipal Code; and setting an effective date.

The City of Spokane does ordain:

Section 1: That SMC section 17D.075.180 is amended to read as follows:

17D.075.180 Appendix A – Impact Fee Schedule

Appendix A



2026 Downtown District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Residential			
Single Family Detached	210	dwelling	\$249.65
Single Family Attached (duplex, townhouse)	215	dwelling	\$151.39
Multi-Family 1-2 level	220	dwelling	\$135.45
Multi-Family 3-10 level	221	dwelling	\$103.58
ADU	-	dwelling	\$103.58
Multi Family Low-Income (1-2 level	223	dwelling	\$122.17
Assisted Living	254	bed	\$50.67
Continuing Care Retirement Comm	255	dwelling	\$40.11
Nursing Home	620	bed	\$29.56
Commercial – Services			
Hotel (3 Levels or More)	310	room	\$178.13
Hotel/Motel	320	room	\$141.90
Movie Theater	444	sq ft/GFA	\$0.51
Health Club	492	sq ft/GFA	\$0.62
Day Care	565	sq ft/GFA	\$1.26
Bank	912	sq ft/GFA	\$1.38
Commercial – Institutional			
Elementary School	520	sq ft/GFA	\$0.14
Middle School	522	sq ft/GFA	\$0.10
High School	530	sq ft/GFA	\$0.11
University/College	550	ASF	\$0.15
Religious Institute	560	sq ft/GFA	\$0.12
Library	590	sq ft/GFA	\$0.83
Hospital	610	sq ft/GFA	\$0.28
Commercial - Administrative Office			
Veterinary Clinic	640	sq ft/GFA	\$1.16
General Office	710	sq ft/GFA	\$0.40
Medical Office / Clinic	720	sq ft/GFA	\$0.88
Office Park	750	sq ft/GFA	\$0.39

Notes:

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

Definitions:

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clunkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).

BASE RATE PER PM TRIP

~~(\$277)~~ **\$227**

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Commercial - Retail			
Free-Standing Discount Superstore	813	sq ft/GFA	\$0.41
Specialty Retail Center	826	sq ft/GLA	\$0.24
Hardware/Paint Store	816	sq ft/GFA	\$0.42
Nursery/Garden Center	817	sq ft/GFA	\$0.77
Shopping Center	820	sq ft/GLA	\$0.35
Car Sales - New/Used	841	sq ft/GFA	~~(\$0.525)~~ \$0.52
Tire Store	848	Service bay	\$462.86
Supermarket	850	sq ft/GFA	\$0.90
Convenience Market	851	sq ft/GFA	\$2.05
Pharmacy	881	sq ft/GFA	\$0.64
Furniture Store	890	sq ft/GFA	\$0.03
Quick Lubrication Vehicle Shop	941	Service Bay	\$754.00
Auto Parts & Service Center	943	sq ft/GFA	\$0.57
Service Station/Minimart/Carwash	853	VFP	\$779.20
Industrial			
Light Industry/High Technology	110	sq ft/GFA	\$0.33
Heavy Industrial	120	sq ft/GFA	\$0.23
Industrial Park	132	sq ft/GFA	~~(\$1.01)~~ \$0.29
Manufacturing	140	sq ft/GFA	~~(\$1.67)~~ \$0.25
Warehousing	150	sq ft/GFA	~~(\$2.48)~~ \$0.11
Mini-Storage	151	sq ft/GFA	~~(\$0.97)~~ \$0.06
Commercial - Restaurant			
Drinking Establishment	925	sq ft/GFA	\$1.03
Quality Restaurant	931	sq ft/GFA	\$0.99
High Turnover Restaurant	932	sq ft/GFA	\$1.01
Fast Casual	-	sq ft/GFA	\$1.67
Fast Food Restaurant	934	sq ft/GFA	\$2.48
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$0.97



2026 Northwest District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Residential			
Single Family Detached	210	dwelling	\$913.93
Single Family Attached (duplex, townhouse)	215	dwelling	\$554.19
Multi-Family 1-2 level	220	dwelling	\$495.86
Multi-Family 3-10 level	221	dwelling	\$379.19
ADU	-	dwelling	\$379.19
Multi Family Low-Income (1-2 level	223	dwelling	\$447.24
Assisted Living	254	bed	\$185.48
Continuing Care Retirement Comm	255	dwelling	\$146.84
Nursing Home	620	bed	\$108.20
Commercial - Services			
Hotel (3 Levels or More)	310	room	\$652.09
Hotel/Motel	320	room	\$519.46
Movie Theater	444	sq ft/GFA	\$1.88
Health Club	492	sq ft/GFA	\$2.27
Day Care	565	sq ft/GFA	\$4.61
Bank	912	sq ft/GFA	\$5.05
Commercial - Institutional			
Elementary School	520	sq ft/GFA	\$0.51
Middle School	522	sq ft/GFA	\$0.35
High School	530	sq ft/GFA	\$0.42
University/College	550	ASF	\$0.55
Religious Institute	560	sq ft/GFA	\$0.46
Library	590	sq ft/GFA	\$3.05
Hospital	610	sq ft/GFA	\$1.03
Commercial - Administrative Office			
Veterinary Clinic	640	sq ft/GFA	\$4.24
General Office	710	sq ft/GFA	\$1.45
Medical Office / Clinic	720	sq ft/GFA	\$3.20
Office Park	750	sq ft/GFA	\$1.44

BASE RATE PER PM TRIP		\$831	
Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Commercial - Retail			
Free-Standing Discount Superstore	813	sq ft/GFA	\$1.52
Specialty Retail Center	826	sq ft/GLA	\$0.87
Hardware/Paint Store	816	sq ft/GFA	\$1.55
Nursery/Garden Center	817	sq ft/GFA	\$2.83
Shopping Center	820	sq ft/GLA	\$1.29
Car Sales - New/Used	841	sq ft/GFA	\$1.92
Tire Store	848	Service bay	\$1,694.44
Supermarket	850	sq ft/GFA	\$3.31
Convenience Market	851	sq ft/GFA	\$7.49
Pharmacy	881	sq ft/GFA	\$2.35
Furniture Store	890	sq ft/GFA	\$0.13
Quick Lubrication Vehicle Shop	941	Service Bay	\$2,760.25
Auto Parts & Service Center	943	sq ft/GFA	\$2.08
Service Station/Minimart/Carwash	853	VFP	\$2,852.49
Industrial			
Light Industry/High Technology	110	sq ft/GFA	\$1.21
Heavy Industrial	120	sq ft/GFA	\$0.85
Industrial Park	132	sq ft/GFA	\$1.06
Manufacturing	140	sq ft/GFA	\$0.91
Warehousing	150	sq ft/GFA	\$0.40
Mini-Storage	151	sq ft/GFA	\$0.21
Commercial - Restaurant			
Drinking Establishment	925	sq ft/GFA	\$3.79
Quality Restaurant	931	sq ft/GFA	\$3.64
High Turnover Restaurant	932	sq ft/GFA	\$3.68
Fast Casual	-	sq ft/GFA	\$6.13
Fast Food Restaurant	934	sq ft/GFA	\$9.09
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$3.56

Notes: _____

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition
Other uses based on the ITE Trip Generation Manual, 9th Edition

Definitions: _____

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



2026 South District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Residential			
Single Family Detached	210	dwelling	\$3,093.74
Single Family Attached (duplex, townhouse)	215	dwelling	\$1,875.99
Multi-Family 1-2 level	220	dwelling	\$1,678.52
Multi-Family 3-10 level	221	dwelling	\$1,283.57
ADU	-	dwelling	\$1,283.57
Multi Family Low-Income (1-2 level	223	dwelling	\$1,513.96
Assisted Living	254	bed	\$627.86
Continuing Care Retirement Comm	255	dwelling	\$497.06
Nursing Home	620	bed	\$366.25
Commercial - Services			
Hotel (3 Levels or More)	310	room	\$2,207.36
Hotel/Motel	320	room	\$1,758.41
Movie Theater	444	sq ft/GFA	\$6.37
Health Club	492	sq ft/GFA	\$7.67
Day Care	565	sq ft/GFA	\$15.62
Bank	912	sq ft/GFA	\$17.09
Commercial - Institutional			
Elementary School	520	sq ft/GFA	\$1.72
Middle School	522	sq ft/GFA	\$1.19
High School	530	sq ft/GFA	\$1.42
University/College	550	ASF	\$1.88
Religious Institute	560	sq ft/GFA	\$1.55
Library	590	sq ft/GFA	\$10.32
Hospital	610	sq ft/GFA	\$3.50
Commercial - Administrative Office			
Veterinary Clinic	640	sq ft/GFA	\$14.34
General Office	710	sq ft/GFA	\$4.90
Medical Office / Clinic	720	sq ft/GFA	\$10.85
Office Park	750	sq ft/GFA	\$4.87

BASE RATE PER PM TRIP ~~(\$2,703)~~ \$2,813			
Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Commercial - Retail			
Free-Standing Discount Superstore	813	sq ft/GFA	\$5.14
Specialty Retail Center	826	sq ft/GLA	\$2.93
Hardware/Paint Store	816	sq ft/GFA	\$5.24
Nursery/Garden Center	817	sq ft/GFA	\$9.57
Shopping Center	820	sq ft/GLA	\$4.38
Car Sales - New/Used	841	sq ft/GFA	\$6.49
Tire Store	848	Service bay	\$5,735.82
Supermarket	850	sq ft/GFA	\$11.20
Convenience Market	851	sq ft/GFA	\$25.36
Pharmacy	881	sq ft/GFA	\$7.94
Furniture Store	890	sq ft/GFA	\$0.43
Quick Lubrication Vehicle Shop	941	Service Bay	\$9,343.66
Auto Parts & Service Center	943	sq ft/GFA	\$7.03
Service Station/Minimart/Carwash	853	VFP	\$9,655.90
Industrial			
Light Industry/High Technology	110	sq ft/GFA	\$4.09
Heavy Industrial	120	sq ft/GFA	\$2.87
Industrial Park	132	sq ft/GFA	\$3.59
Manufacturing	140	sq ft/GFA	\$3.08
Warehousing	150	sq ft/GFA	\$1.35
Mini-Storage	151	sq ft/GFA	\$0.69
Commercial - Restaurant			
Drinking Establishment	925	sq ft/GFA	\$12.82
Quality Restaurant	931	sq ft/GFA	\$12.33
High Turnover Restaurant	932	sq ft/GFA	\$12.47
Fast Casual	-	sq ft/GFA	\$20.75
Fast Food Restaurant	934	sq ft/GFA	\$30.77
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$12.04

Notes:

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition
Other uses based on the ITE Trip Generation Manual, 9th Edition

Definitions:

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clinkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



2026 Northeast District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Residential			
Single Family Detached	210	dwelling	\$763.26
Single Family Attached (duplex, townhouse)	215	dwelling	\$462.83
Multi-Family 1-2 level	220	dwelling	\$414.11
Multi-Family 3-10 level	221	dwelling	\$316.67
ADU	-	dwelling	\$316.67
Multi Family Low-Income (1-2 level	223	dwelling	\$373.51
Assisted Living	254	bed	\$154.90
Continuing Care Retirement Comm	255	dwelling	\$122.63
Nursing Home	620	bed	\$90.36
Commercial - Services			
Hotel (3 Levels or More)	310	room	\$544.58
Hotel/Motel	320	room	\$433.82
Movie Theater	444	sq ft/GFA	\$1.57
Health Club	492	sq ft/GFA	\$1.89
Day Care	565	sq ft/GFA	\$3.85
Bank	912	sq ft/GFA	\$4.22
Commercial - Institutional			
Elementary School	520	sq ft/GFA	\$0.42
Middle School	522	sq ft/GFA	\$0.29
High School	530	sq ft/GFA	\$0.35
University/College	550	ASF	\$0.46
Religious Institute	560	sq ft/GFA	\$0.38
Library	590	sq ft/GFA	\$2.55
Hospital	610	sq ft/GFA	\$0.86
Commercial - Administrative Office			
Veterinary Clinic	640	sq ft/GFA	\$3.54
General Office	710	sq ft/GFA	\$1.21
Medical Office / Clinic	720	sq ft/GFA	\$2.68
Office Park	750	sq ft/GFA	\$1.20

BASE RATE PER PM TRIP

\$694

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Commercial - Retail			
Free-Standing Discount Superstore	813	sq ft/GFA	\$1.27
Specialty Retail Center	826	sq ft/GLA	\$0.72
Hardware/Paint Store	816	sq ft/GFA	\$1.29
Nursery/Garden Center	817	sq ft/GFA	\$2.36
Shopping Center	820	sq ft/GLA	\$1.08
Car Sales - New/Used	841	sq ft/GFA	\$1.60
Tire Store	848	Service bay	\$1,415.09
Supermarket	850	sq ft/GFA	\$2.76
Convenience Market	851	sq ft/GFA	\$6.26
Pharmacy	881	sq ft/GFA	\$1.96
Furniture Store	890	sq ft/GFA	\$0.11
Quick Lubrication Vehicle Shop	941	Service Bay	\$2,305.19
Auto Parts & Service Center	943	sq ft/GFA	\$1.73
Service Station/Minimart/Carwash	853	VFP	\$2,382.22
Industrial			
Light Industry/High Technology	110	sq ft/GFA	\$1.01
Heavy Industrial	120	sq ft/GFA	\$0.71
Industrial Park	132	sq ft/GFA	\$0.88
Manufacturing	140	sq ft/GFA	\$0.76
Warehousing	150	sq ft/GFA	\$0.33
Mini-Storage	151	sq ft/GFA	\$0.17
Commercial - Restaurant			
Drinking Establishment	925	sq ft/GFA	\$3.16
Quality Restaurant	931	sq ft/GFA	\$3.04
High Turnover Restaurant	932	sq ft/GFA	\$3.08
Fast Casual	-	sq ft/GFA	\$5.12
Fast Food Restaurant	934	sq ft/GFA	\$7.59
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$2.97

Notes:

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition
Other uses based on the ITE Trip Generation Manual, 9th Edition

Definitions:

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

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High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



2026 West Plains District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Residential			
Single Family Detached	210	dwelling	\$4,451.99
Single Family Attached (duplex, townhouse)	215	dwelling	\$2,699.61
Multi-Family 1-2 level	220	dwelling	\$2,415.44
Multi-Family 3-10 level	221	dwelling	\$1,847.10
ADU	-	dwelling	\$1,847.10
Multi Family Low-Income (1-2 level	223	dwelling	\$2,178.63
Assisted Living	254	bed	\$903.51
Continuing Care Retirement Comm	255	dwelling	\$715.28
Nursing Home	620	bed	\$527.05
Commercial - Services			
Hotel (3 Levels or More)	310	room	\$3,176.47
Hotel/Motel	320	room	\$2,530.40
Movie Theater	444	sq ft/GFA	\$9.16
Health Club	492	sq ft/GFA	\$11.04
Day Care	565	sq ft/GFA	\$22.48
Bank	912	sq ft/GFA	\$24.59
Commercial - Institutional			
Elementary School	520	sq ft/GFA	\$2.47
Middle School	522	sq ft/GFA	\$1.71
High School	530	sq ft/GFA	\$2.04
University/College	550	ASF	\$2.70
Religious Institute	560	sq ft/GFA	\$2.23
Library	590	sq ft/GFA	\$14.85
Hospital	610	sq ft/GFA	\$5.03
Commercial - Administrative Office			
Veterinary Clinic	640	sq ft/GFA	\$20.64
General Office	710	sq ft/GFA	\$7.06
Medical Office / Clinic	720	sq ft/GFA	\$15.61
Office Park	750	sq ft/GFA	\$7.01

BASE RATE PER PM TRIP		\$4,048	
Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Commercial - Retail			
Free-Standing Discount Superstore	813	sq ft/GFA	\$7.40
Specialty Retail Center	826	sq ft/GLA	\$4.22
Hardware/Paint Store	816	sq ft/GFA	\$7.54
Nursery/Garden Center	817	sq ft/GFA	\$13.77
Shopping Center	820	sq ft/GLA	\$6.31
Car Sales - New/Used	841	sq ft/GFA	\$9.33
Tire Store	848	Service bay	\$8,254.03
Supermarket	850	sq ft/GFA	\$16.12
Convenience Market	851	sq ft/GFA	\$36.49
Pharmacy	881	sq ft/GFA	\$11.43
Furniture Store	890	sq ft/GFA	\$0.62
Quick Lubrication Vehicle Shop	941	Service Bay	\$13,445.84
Auto Parts & Service Center	943	sq ft/GFA	\$10.11
Service Station/Minimart/Carwash	853	VFP	\$13,895.16
Industrial			
Light Industry/High Technology	110	sq ft/GFA	\$5.89
Heavy Industrial	120	sq ft/GFA	\$4.13
Industrial Park	132	sq ft/GFA	\$5.16
Manufacturing	140	sq ft/GFA	\$4.43
Warehousing	150	sq ft/GFA	\$1.94
Mini-Storage	151	sq ft/GFA	\$1.00
Commercial - Restaurant			
Drinking Establishment	925	sq ft/GFA	\$18.45
Quality Restaurant	931	sq ft/GFA	\$17.74
High Turnover Restaurant	932	sq ft/GFA	\$17.94
Fast Casual	-	sq ft/GFA	\$29.86
Fast Food Restaurant	934	sq ft/GFA	\$44.28
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$17.33

Notes:

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition
Other uses based on the ITE Trip Generation Manual, 9th Edition

Definitions:

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

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Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).



2026 Latah District Transportation Impact Fee Schedule

Effective January 1st, 2026

Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Residential			
Single Family Detached	210	dwelling	\$7,873.47
Single Family Attached (duplex, townhouse)	215	dwelling	\$4,774.34
Multi-Family 1-2 level	220	dwelling	\$4,271.78
Multi-Family 3-10 level	221	dwelling	\$3,266.65
ADU	-	dwelling	\$3,266.65
Multi Family Low-Income (1-2 level	223	dwelling	\$3,852.97
Assisted Living	254	bed	\$1,597.89
Continuing Care Retirement Comm	255	dwelling	\$1,265.00
Nursing Home	620	bed	\$932.10
Commercial - Services			
Hotel (3 Levels or More)	310	room	\$5,617.67
Hotel/Motel	320	room	\$4,475.09
Movie Theater	444	sq ft/GFA	\$16.21
Health Club	492	sq ft/GFA	\$19.52
Day Care	565	sq ft/GFA	\$39.75
Bank	912	sq ft/GFA	\$43.49
Commercial - Institutional			
Elementary School	520	sq ft/GFA	\$4.36
Middle School	522	sq ft/GFA	\$3.02
High School	530	sq ft/GFA	\$3.61
University/College	550	ASF	\$4.78
Religious Institute	560	sq ft/GFA	\$3.94
Library	590	sq ft/GFA	\$26.26
Hospital	610	sq ft/GFA	\$8.89
Commercial - Administrative Office			
Veterinary Clinic	640	sq ft/GFA	\$36.49
General Office	710	sq ft/GFA	\$12.48
Medical Office / Clinic	720	sq ft/GFA	\$27.60
Office Park	750	sq ft/GFA	\$12.40

BASE RATE PER PM TRIP		\$7,159	
Land Use	ITE Land Use Code	Unit of Measure	Fee per Unit
COST PER TRIP			
Commercial - Retail			
Free-Standing Discount Superstore	813	sq ft/GFA	\$13.08
Specialty Retail Center	826	sq ft/GLA	\$7.47
Hardware/Paint Store	816	sq ft/GFA	\$13.34
Nursery/Garden Center	817	sq ft/GFA	\$24.34
Shopping Center	820	sq ft/GLA	\$11.16
Car Sales - New/Used	841	sq ft/GFA	\$16.51
Tire Store	848	Service bay	\$14,597.49
Supermarket	850	sq ft/GFA	\$28.50
Convenience Market	851	sq ft/GFA	\$64.53
Pharmacy	881	sq ft/GFA	\$20.22
Furniture Store	890	sq ft/GFA	\$1.10
Quick Lubrication Vehicle Shop	941	Service Bay	\$23,779.33
Auto Parts & Service Center	943	sq ft/GFA	\$17.88
Service Station/Minimart/Carwash	853	VFP	\$24,573.98
Industrial			
Light Industry/High Technology	110	sq ft/GFA	\$10.42
Heavy Industrial	120	sq ft/GFA	\$7.30
Industrial Park	132	sq ft/GFA	\$9.13
Manufacturing	140	sq ft/GFA	\$7.84
Warehousing	150	sq ft/GFA	\$3.44
Mini-Storage	151	sq ft/GFA	\$1.77
Commercial - Restaurant			
Drinking Establishment	925	sq ft/GFA	\$32.64
Quality Restaurant	931	sq ft/GFA	\$31.37
High Turnover Restaurant	932	sq ft/GFA	\$31.73
Fast Casual	-	sq ft/GFA	\$52.81
Fast Food Restaurant	934	sq ft/GFA	\$78.30
Coffee Shop with Drive-Thru	937	sq ft/GFA	\$30.64

Notes:

Residential uses based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition

Other uses based on the ITE Trip Generation Manual, 9th Edition

Definitions:

VFP- Vehicle Fueling Positions (Maximum number of vehicles that can be fueled simultaneously)

GFA= Gross Floor Area

Single Family Attached (duplex, townhouse) = dwelling units with a common wall between units. Units separated by a ceiling are multi-family.

ASF= Assignable Square Feet (aka Net Assignable Area): the sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant or specific use. It can be subdivided into Classroom, labs, offices, study facilities, special use, general use, support, health care, residential and unclassified. Areas defined

Drinking Establishment = contains a bar, serves alcohol and food, may have TV screens, pool tables, and other entertainment. Restaurants that specialize in food but also have a bar are considered High-Turnover Restaurants.

Quality Restaurant = duration of stay > 1 hour, not a chain, serves dinner and sometimes lunch, patrons wait to be seated, order from menu, pay after (Ex. Clunkerdagger, Anthony's, Luna)

High-Turnover Restaurant = duration of stay approx. 1 hour, often a chain restaurant, may be open 24 hours, patrons wait to be seated, order from menu (Ex. Applebee's, Denny's, Buffalo Wild Wings, The Onion, Twigs)

Fast Casual Restaurant = duration of stay < 1 hour, patrons order at counter and eat in the restaurant. Food is typically made to order. Most do not have a drive-through. (Ex. Chipotle, Panera Bread, Five Guys, Qdoba, Mod Pizza).

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

12/29/2025

Clerk's File #

ORD C36828

Cross Ref #**Project #****Council Meeting Date:** 02/02/2026**Submitting Dept**

CITY COUNCIL

Bid #**Contact Name/Phone**

PAUL DILLON 625-6254

Requisition #**Contact E-Mail**

PDILLON@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

PDILLON KTELIS

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

ORDINANCE RELATING TO GOOD NEIGHBOR AGREEMENTS

Agenda Wording

An ordinance modifying the terms of good neighbor agreements and amending Section 12.05.005 of the Spokane Municipal Code.

Summary (Background)

This ordinance will modify the required terms of good neighbor agreements. When establishing a good neighbor communication team, property owners shall be a part of the team. Also included is a representative of the neighborhood council where the proposed facility will be located. The ordinance also adds a provision to prioritize enforcement of camping restrictions.

What impacts would the proposal have on historically excluded communities?

This proposal would include members of the neighborhood and expand participation by other stakeholders.

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?

This ordinance provides for equitable participation by an increased number of interested parties.

Council Subcommittee Review

Not applicable.

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>			
<u>Division Director</u>			
<u>Accounting Manager</u>	BUSTOS, KIM		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>			
Distribution List			

ORDINANCE NO C36828

An ordinance modifying the terms of good neighbor agreements and amending Section 12.05.005 of the Spokane Municipal Code.

WHEREAS, the city of Spokane values our most vulnerable community members and supports a collaborative effort to deliver services that people need in order to have a safe place to sleep; and

WHEREAS, when living facilities are operated well, and responsibilities are well defined, they have the ability to be a thriving and positive presence in the community; and

WHEREAS, a good neighbor agreement is a valuable tool to create a mutual understanding of roles and responsibilities, and it is central to have the right parties involved in creating agreement terms and guidelines for communication; and

WHEREAS, sections 12.05.062 and 12.05.063 of the Spokane Municipal Code require good neighbor agreements before siting of certain city facilities or city-funded facilities or renewed funding of such facilities; and

WHEREAS, to be effective, good neighbor agreements need the participation not only of facility operators but the owners of the property on which they are situated as well as a representative from the neighborhood where the facility will be located.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Section 12.05.005 of the Spokane Municipal Code is amended to read as follows:

- 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. “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.
- G. “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
- H. “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; and
 - d) Owner of property where emergency shelter or transitional housing facility will be located; and

- e) The council chair or designee of the neighborhood council representing the geographic area where the facility is located in the neighborhood, so long as that neighborhood council designates an individual.
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;))~~
 - ((e)) b. Property owners, residents, and tenants residing or operating a business immediately adjacent to the facility;
 - ((d)) c. The Spokane Police Chief or his/her designee;
 - ((e)) d. A member or staff employee of the City Council;
 - ((f)) e. A representative from the City's Code Enforcement and Parking Division; and
 - ((g)) f. 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.

7. The good neighbor agreement shall contain provisions for the prioritization and expedited removal of unauthorized encampments consistent with SMC 12.02.1009(C).

- I. "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.
- J. "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.
- K. "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.
- L. "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.
- M. "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.
- N. "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.
- O. "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. 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:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

1/6/2026

Clerk's File #

ORD C36829

Cross Ref #**Project #****Council Meeting Date:** 02/02/2026**Submitting Dept**

CITY COUNCIL

Bid #**Contact Name/Phone**

ADAM 6779

Requisition #**Contact E-Mail**

AMCDANIEL@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

PDILLON KKLITZKE

Sponsoring at Administrators Request

YES

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

UPDATING POSITION AND DEPARTMENTAL TITLES AND CODE PROVISIONS TO

Agenda Wording

An ordinance updating position and departmental titles and code provisions to conform to Ordinances C36752 and C36795; amending Sections 15.06.030, 15.06.050, 15.06.060, 15.06.070, 17C.420.020, and 17E.06.160 of the Spokane Municipal Code.

Summary (Background)

This ordinance updates current provisions of the Spokane Municipal Code to reflect the renaming of the Arts, Culture, and Historic Preservation Department and to make other changes to conform to Ordinances C36752 and C36795.

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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>			
<u>Division Director</u>			
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>			
Distribution List			

ORDINANCE NO. C36829

An ordinance updating position and departmental titles and code provisions to conform to Ordinances C36752 and C36795; amending Sections 15.06.030, 15.06.050, 15.06.060, 15.06.070, 17C.420.020, and 17E.06.160 of the Spokane Municipal Code.

WHEREAS, the Spokane City Council adopted Ordinance C36752 regulating the promulgation of public rules; and

WHEREAS, the Spokane City Council adopted Ordinance C36795, which renamed the Historic Preservation Office to the Arts, Culture, and Historic Preservation Department; and

WHEREAS, the City Council wishes to update current provisions to Spokane Municipal Code Council to reflect the renaming of the Arts, Culture, and Historic Preservation Department and to make other changes to conform to Ordinances C36752 and C36795;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 15.06.030 of the Spokane Municipal Code is amended to read as follows:

Section 15.06.030 Deconstruction Requirements

- A. The deconstruction requirements of this chapter apply to demolition permit applications under [SMC 17G.010.100](#) for structures that have been designated as historic, subject to the demolition provisions of [SMC 17D.100.230](#), and structures built 50 years ago or earlier that are eligible for listing on the Spokane Register of Historic Places as determined by the Historic Preservation ((Office)) Officer.
- B. A property owner or applicant requesting demolition of a structure subject to this chapter shall submit to the Historic Preservation ((Office)) Officer a completed Pre-Deconstruction Form listing the targeted salvageable materials and final destinations of the salvaged material, along with the required permit and application fees as enumerated in SMC Section [08.02](#).
- C. The Historic Preservation ((Office)) Officer shall conduct a site visit and approve the Pre-Deconstruction Form before deconstruction can begin.

- D. Upon consent of the property owner or applicant, the Historic Preservation Officer or designee may conduct site inspections throughout the Period of Deconstruction to assure compliance with this chapter.
- E. A Post-Deconstruction Form shall be submitted within ten (10) calendar days after completion of the deconstruction work. The Post-Deconstruction Form shall contain the following information:
 - 1. Itemized receipt of materials and quantities donated to a nonprofit or community-based organization;
 - 2. Itemized receipt or photographs of materials and quantities sold;
 - 3. Itemized list and photographs of salvaged material that will be re-used or used at another site; and
 - 4. Transaction receipts or weight tickets for all materials sent to a material recovery facility or disposal facility, such as a transfer station, landfill, or the City of Spokane Waste-to-Energy Facility.
- F. The Historic Preservation (~~(Office)~~) Officer shall review and approve the Post-Deconstruction Form and any additional materials provided to determine compliance with this chapter before the issuance of additional building permits.
- G. This chapter requires compliance with all local, state, and federal laws and regulations concerning demolition, testing, abatement, and disposal for any materials containing asbestos, lead, or other hazardous materials.
- H. All hauling, sorting, and disposal of materials shall be in compliance with [SMC 13.02.0204](#), and materials designated for disposal must be hauled to a permitted facility located within Spokane County in accordance with Chapter 7.4 and 7.5 of the Spokane Regional Solid Waste Comprehensive Plan.

Section 2. That Section 15.06.050 of the Spokane Municipal Code is amended to read as follows:

Section 15.06.050 Authority of the Historic Preservation (~~(Office)~~) Officer

- A. The Historic Preservation (~~(Office)~~) Officer may adopt rules and procedures necessary to implement and enforce the provisions of this chapter. Any Public Rule shall be adopted pursuant to Chapter 03.14 of the Spokane Municipal Code.

- B. With consent of the property owner or applicant, the Historic Preservation Office may conduct site visits to provide assistance to a property owner or applicant and contractors complying with the provisions of this chapter.

Section 3. That Section 15.06.060 of the Spokane Municipal Code is amended to read as follows:

Section 15.06.060 Compliance

- A. This chapter shall be enforced by the ~~((Historic Preservation Office))~~ Arts, Culture, and Historic Preservation Department under the City's civil infraction system, pursuant to chapter 01.05 SMC. The Historic Preservation ~~((Office))~~ Officer is the "code enforcement officer" as designated by SMC 01.05.020(B).
- B. A violation of this chapter is a civil infraction.
- C. Pursuant to SMC 01.02.950(A), the Historic Preservation ~~((Office))~~ Officer may refer violations or imminent violations of this chapter to the ~~((city attorney))~~ City Attorney for actions in Superior Court seeking declaratory or injunctive relief.
- D. Failure to complete deconstruction, removal of materials, and obtain approval of the Post-Deconstruction Form within the period of deconstruction may result in the City completing the deconstruction work of the structure at the applicant or property owner's expense.

Section 4. That Section 15.06.070 of the Spokane Municipal Code is amended to read as follows:

Section 15.06.070 Exemptions

- A. A structure may be deemed unsuitable for the deconstruction provisions of this chapter by the Historic Preservation ~~((Office))~~ Officer in consultation with the Fire Marshal, Code Enforcement, or Building Official if the structure is an imminent threat to life, safety, or property.
- B. The Historic Preservation ~~((Office))~~ Officer may exempt a structure eligible for deconstruction if it is determined that the majority of the material in the structure is not suitable for reuse.
- C. A property owner or applicant may make a request for exemption by submitting a written request to the Historic Preservation ~~((Office))~~ Officer with supporting documentation when submitting a demolition permit application. The Historic Preservation ~~((Office))~~ Officer shall make a final determination of the exemption request appealable to the Hearing Examiner.

Section 5. That Section 17C.420.015 of the Spokane Municipal Code is amended to read as follows:

Section 17C.420.015 Procedures and Criteria for Evaluating and Determining Projects as Planned Actions

To qualify for a Planned Action designation, a project application shall comply with the following procedures and criteria for evaluation.

A. Planned Action Area.

The Planned Action designation shall apply to the approximately 342-acre South Logan TOD area, which is generally bounded by E Augusta Avenue and E Indiana Avenue on the north, N Perry Street and the Spokane River on the east, N Lidgerwood Street on the west, and the Spokane River on the south, and that is specifically shown in Figure 17C.420.015-A, “Planned Action Area.”

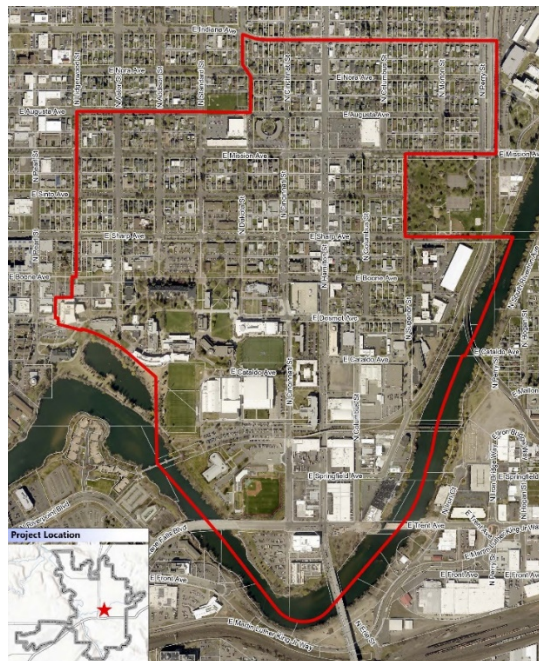


Figure 17C.420.015-A: Map of Planned Action Area

B. Environmental Document.

A Planned Action determination for a site-specific implementing project application shall be based on the environmental analysis contained in the South Logan TOD

Final EIS adopted by the City on January 29, 2024 (RES 2024-0015), which adequately identified and addressed environmental impacts of the Planned Action. The mitigation measures contained in the FEIS, [Exhibit A](#), are based upon the findings of the South Logan TOD EIS and shall, along with adopted City regulations, provide the framework that the City will use to review and to impose appropriate conditions on qualifying Planned Action projects.

C. Planned Action Projects Designation.

Land uses and activities described in the South Logan TOD FEIS, subject to the thresholds described in subsection D of this section and the mitigation measures contained in [Exhibit A](#), are designated Planned Actions or Planned Action projects pursuant to [RCW 43.21C.440](#) and [WAC 197-11-172](#) ("Planned Action Project"). A development application for a site-specific Planned Action project located within the South Logan TOD Planned Action area that meets the criteria set forth in subsection D of this section and applicable laws, codes, development regulations and standards, may be designated a Planned Action Project pursuant to the process in SMC Section 17C.420.020.

D. Planned Action Qualifications.

The following thresholds shall be used to determine if a site-specific development proposed within the South Logan TOD Planned Action area qualifies as a Planned Action Project and has had its environmental impacts evaluated in the South Logan TOD FEIS:

1. Qualifying Uses.

1. Planned Action Categories.

The primary land uses and levels of development as envisioned in the South Logan TOD Preferred Alternative and as reviewed in the South Logan TOD FEIS, along with conditional and accessory uses permitted in the associated zones, are considered Planned Actions. The primary uses include residential, commercial, and mixed-use development.

2. Planned Action Project Primary Uses.

A Planned Action Project may be a single Planned Action use, or a combination of Planned Action uses within a mixed-use development. A land use can qualify as a Planned Action Project when:

- a. It is within the Planned Action Area; and
- b. It complies with the land use plan map designation of the property identified in the South Logan TOD Preferred Alternative or has a lower intensity designation; and

- c. Is within one or more of the primary uses described in Subsection D.1 above; or
- d. It is a permitted accessory use or appurtenant to a permitted use.

3. Public Services.

The following public services, infrastructure, and utilities may also qualify as Planned Action Projects: streets and non-motorized improvements, utilities, parks, trails, civic, cultural, governmental, and similar facilities developed consistent with the South Logan TOD FEIS mitigation measures, City design standards, critical area regulations, and the Spokane Municipal Code.

4. Development Thresholds.

- a. The following amount of increase in housing is contemplated by the Planned Action:

Increase in New Housing Units ¹	2,954
Associated Population Increase	6,735

¹ Includes equivalent housing added in college dormitories.

- b. If future development proposals in the South Logan TOD Planned Action area exceed the development thresholds specified in this chapter, further environmental review may be required pursuant to [WAC 197-11-172](#). Further, if the proposed development would alter the assumptions and analysis in the South Logan TOD FEIS, further environmental review may be required.

5. Building Heights.

Building heights shall not exceed the maximums identified and reviewed in the South Logan TOD Final FEIS and South Logan TOD Plan.

6. Transportation.

- a. The Preferred Alternative is anticipated to generate approximately 928 new PM peak-hour vehicle trips. This equates to approximately 9 percent higher traffic volumes in the area compared to the 2045 No Action alternative.
- b. Trip Threshold.

Uses or activities that would exceed the forecasted trips shown above would not qualify as Planned Actions and would require additional transportation review.

c. City Engineer Discretion.

The City Engineer or their designee shall have discretion to determine incremental and total trip generation, consistent with the Institute of Traffic Engineers (ITE) Trip Generation Manual (latest edition) or an alternative manual accepted by the City Engineer, for each project permit application proposed under this planned action.

d. Transportation Improvements and Mitigation.

i. On-Site and Off-Site Improvements.

The Planned Action may require on-site and off-site transportation improvements to mitigate significant adverse impacts as development occurs. These transportation improvements are identified in the South Logan TOD FEIS and South Logan TOD Plan. The City shall have the discretion to adjust the allocation of responsibility for required improvements between individual Planned Action projects based on their identified impacts.

ii. Hamilton and Trent.

The intersection of N Hamilton Street/E Trent Avenue is forecasted to operate at LOS E during the 2045 No Action and LOS F with full development of Planned Action projects. Any development must implement measures to restore the LOS and delay to its pre-development level of LOS E.

7. Elements of the Environment and Degree of Impacts.

A proposed project that would result in a significant change in the type or degree of impacts to any of the elements of the environment analyzed in the South Logan TOD FEIS, EIS addendum, and/or supplemental EIS, would not qualify as a Planned Action.

8. Changed Conditions.

Should environmental conditions change significantly from those analyzed in the FEIS, the City's PAO Responsible Official may determine that the Planned Action designation is no longer applicable until a supplemental environmental review is conducted.

9. Additional Mitigation Fees.

The City may adopt and apply such other fees as may be deemed necessary and appropriate to mitigate impacts to other capital facilities in the Planned Action area and to accommodate planned growth. Such fees, if adopted, shall be in addition to any fees required in subsection (D)(6)(d) of this section, and shall apply only to required improvements that are not addressed in this subsection.

10. Inadvertent Discovery Plan.

An Inadvertent Discovery Plan (IDP) should be implemented into the scope of work for all projects within the Planned Action area. The IDP should outline procedures to perform in the event of a discovery of archaeological materials or human remains. The IDP should always be kept at the project site during all project activities. If any artifacts or human remains are found upon excavation, the Tribal Historic Preservation Office (THPO), Washington State Department of Archaeology and Historic Preservation (DAHP), and ~~((Spokane Historic Preservation Office))~~ Arts, Culture, and Historic Preservation Department shall be immediately notified and the work in the immediate area cease.

11. Historic Preservation Design Review.

Properties individually placed on the Spokane Register of Historic Places or located within one of Spokane's designated historic districts must meet all requirements of the ~~((Spokane Historic Preservation Office))~~ Arts, Culture, and Historic Preservation Department, including obtaining a Certificate of Appropriateness from the Spokane Historic Landmarks Commission or the Historic Preservation Officer for proposed changes or additions to historic structures when necessary.

12. Demolitions.

Buildings fifty years of age or greater at time of demolition permit submittal shall provide a Level 2 Site Inventory Form unless determined by the Historic Preservation Officer and Planning Director to not be of historic significance.

13. Shoreline Master Program.

Areas within the Planned Action area subject to the Shoreline Master Program are not exempt from permitting or SEPA review through the FEIS and must comply with Chapter 17E.060 SMC Shoreline Regulations.

14. Uses.

Drive-thru facilities, including accessory drive-thru features, are not exempt from SEPA review and do not qualify as Planned Action Projects.

E. Planned Action Review Criteria.

1. The City's PAO Responsible Official may designate as "Planned Actions," pursuant to RCW 43.21C.030, applications that meet all of the following conditions:
 - a. The proposal is located within the Planned Action Area identified in SMC 17C.420.015, or is an off-site improvement directly related to the proposed development within the Planned Action Area; and
 - b. The proposed uses and activities are consistent with those described in the FEIS and subsection D of this section; and
 - c. The proposal is within the Planned Action thresholds and other criteria of subsection D of this section; and
 - d. The proposal is consistent with the City of Spokane Comprehensive Plan and the South Logan TOD Plan; and
 - e. The proposal's significant adverse environmental impacts have been identified in the South Logan TOD FEIS; and
 - f. The proposal's significant impacts have been mitigated by the application of measures identified in Exhibit A, and other applicable City regulations, together with any modifications or variances or special permits that may be required; and
 - g. The proposal complies with all applicable local, state, and/or federal laws and regulations, and the PAO Responsible Official determines that these constitute adequate mitigation; and
 - h. Adequate infrastructure improvements are in place, or will be in place at completion of the project, to support the development of the project; and
 - i. The proposal is not an essential public facility as defined by RCW 36.70A.200, unless the essential public facility is part of or accessory to a residential, office, school, commercial, recreational, or service that is designated as a Planned Action.
2. The City shall base its decision on designation as a Planned Action project on review of a Planned Action checklist, or an alternative form developed consistent with applicable provisions of Chapter 43.21C RCW, and review of the application and supporting documentation.

3. A proposal that meets the criteria of this section shall be considered to qualify and be designated as a Planned Action, consistent with the requirements of RCW 43.21C.440, WAC 197-11-164 et seq., and this chapter.

F. Effect of Planned Action.

1. Designation as a Planned Action project means that a qualifying proposal has been reviewed in accordance with this chapter and found to be consistent with its development parameters and thresholds, and with the environmental analysis contained in the South Logan TOD FEIS.
2. Upon determination by the City's PAO Responsible Official that the proposal meets the criteria of section (D) of this section and qualifies as a Planned Action, the proposal shall not require a SEPA threshold determination, preparation of an EIS, or be subject to further review pursuant to SEPA.

Section 6. That Section 17C.420.020 of the Spokane Municipal Code is amended to read as follows:

Section 17C.420.020 Planned Action Permit Process and Application

Applications for Planned Actions shall be reviewed pursuant to the following process:

- A. Applications shall be made on forms provided by the City, including an approved Planned Action Checklist, and shall meet the applicable requirements of the Spokane Municipal Code.
- B. After the City receives a complete application, the PAO Responsible Official shall determine whether the project qualifies as a Planned Action Project under this chapter.
- C. Once a project is determined to qualify as a Planned Action Project under this chapter, the City shall:
 1. Notify the applicant and the project shall proceed in accordance with the applicable permit review procedures; and
 2. Notify Spokane Tribe of Indians, (~~Spokane Historic Preservation Office~~) Historic Preservation Officer, internal City Departments, utility providers, and other partner agencies as deemed appropriate by the assigned project manager of the pending development under South Logan TOD FEIS. The notice required by this section may be combined with the public notice required or provided with the underlying permit and may take the form of the environmental checklist or other project review form. Notice provided shall not be less than 14 days.

- D. If a project does not qualify as a Planned Action under this chapter, the City shall notify the applicant. The notice shall describe the elements of the application that result in failure to qualify as a Planned Action.
1. Projects that fail to qualify as Planned Actions may incorporate or otherwise use relevant elements of the South Logan TOD Plan and FEIS to meet SEPA requirements. The City may limit the scope of the SEPA review for the non-qualifying project to those issues and environmental impacts not previously addressed in the Planned Action.

Section 7. That Section 17E.060.160 of the Spokane Municipal Code is amended to read as follows:

Section 17E.060.160 Archaeological and Historic Resources

- A. Archaeological sites located within the shoreline jurisdiction are subject to chapter 27.44 RCW (Indian Graves and Records) and chapter 27.53 RCW (Archaeological Sites and Records).
- B. Any use, modification, or development that may impact archaeological sites shall comply with WAC 25-48, Archeological Excavation and Removal Permit, and the requirements within these shoreline regulations, where applicable.
- C. Developers and property owners shall immediately stop work and notify the City (~~((and City-County Spokane historic preservation office))~~) Historic Preservation Officer and affected Indian tribes if archaeological resources are uncovered during excavation.
- D. Any use, modification, or development that is proposed in areas documented to contain archaeological resources shall have a site inspection or evaluation by a professional archaeologist in coordination with affected Indian tribes. The evaluation shall be submitted to the (~~((planning and economic development services department))~~) Planning and Economic Development Services Department prior to the issuance of any shoreline permit required for the development.
- E. Site development plans shall incorporate provisions for historic, scientific, educational, and archaeological site preservation, restoration, and education with open space or recreation areas whenever compatible and possible.

Section 8. 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 9. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

1/7/2026

Clerk's File #

ORD C36830

Cross Ref #**Project #****Council Meeting Date:** 02/02/2026**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 SDIXIT

Sponsoring at Administrators Request

YES

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

ORDINANCE IMPLEMENTING THE HOME STARTS HERE INITIATIVE

Agenda Wording

An ordinance implementing the HOME Starts Here Initiative to reduce housing and childcare costs by streamlining design review requirements; amending Sections 04.12.040, 04.12.080, 17C.255.500, and 17G.070.100; repealing Chapters 04.13, 17G.030, and 17G.040; and adopting a new Section 04.12.085 and Chapter 17G.041 of the Spokane Municipal Code.

Summary (Background)

The City's Comprehensive Plan Policy DP 2.8 (Design Review Process) calls for the City to "Apply design guidelines through a review process that relies on the expertise of design professionals and other community representatives to achieve the design performance that meets or exceeds citizens' quality of life expectations". RCW 36.70A.630 requires that any design review process must be conducted concurrently with the consolidated review and decision process for project permits, and no design review process may include more than one public meeting. RCW 36.70.635 limits middle housing to an administrative design review process only. This ordinance Integrates design review process into the Plan Commission through the creation of a Plan Commission Design Review Subcommittee. The ordinance establishes an administrative review process for middle housing projects and limits design review to one public meeting pursuant to new state law. Additionally the ordinance exempts childcare facility projects from design review and exempts projects converting a commercial use to residential use from the design review process when the project is triggered only by façade modifications totaling 25% or more.

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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	MCDANIEL, ADAM		
<u>Division Director</u>			
<u>Accounting Manager</u>	BUSTOS, KIM		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			

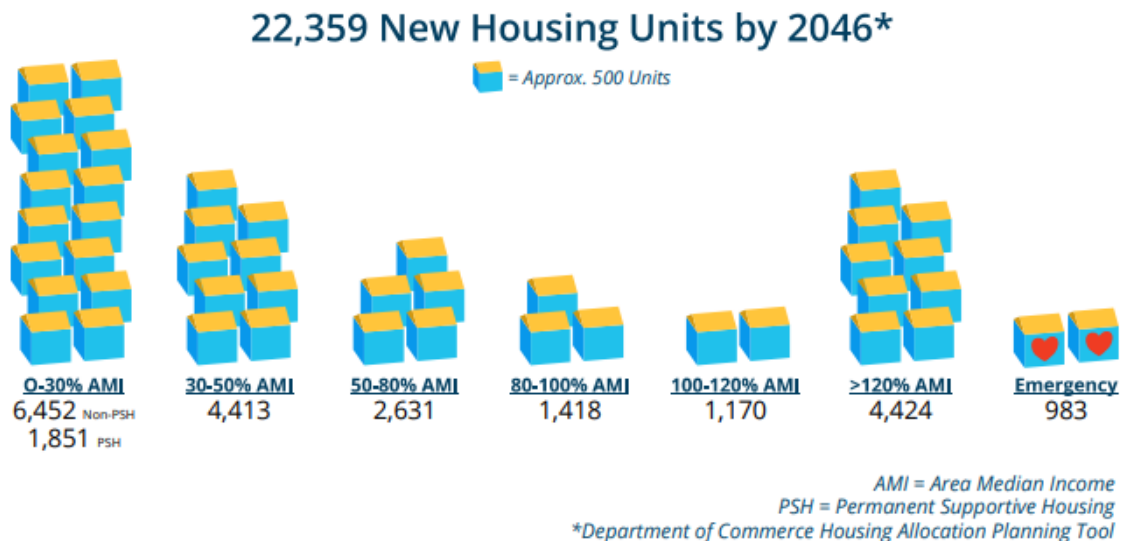
ORDINANCE NO C36830

An ordinance implementing the HOME Starts Here Initiative to reduce housing and childcare costs by streamlining design review requirements; amending Sections 04.12.040, 04.12.080, 17C.255.500, and 17G.070.100; repealing Chapters 04.13, 17G.030, and 17G.040; and adopting a new Section 04.12.085 and Chapter 17G.041 of the Spokane Municipal Code.

WHEREAS, the H.O.M.E. Starts Here Initiative seeks to reduce the number of Spokane residents who are housing cost-burdened, add new housing units at all income levels, and expand the city's homeownership rate; and

WHEREAS, Spokane needs more than 22,000 housing units by 2046; and

Exhibit 2: Housing Target



Source: City of Spokane, 2024.

WHEREAS, the City's Comprehensive Plan Policy DP 2.8 (Design Review Process) calls for the City to "Apply design guidelines through a review process that relies on the expertise of design professionals and other community representatives to achieve the design performance that meets or exceeds citizens' quality of life expectations"; and

WHEREAS, RCW 36.70A.630 requires that any design review process must be conducted concurrently with the consolidated review and decision process for project permits, and no design review process may include more than one public meeting; and

WHEREAS, RCW 36.70.635 limits middle housing to an administrative design review process only; and

WHEREAS, the Downtown Spokane Partnership Housing Action Plan, funded by the City of Spokane, set a target of 3,200 net new market-rate housing units in downtown Spokane over the next ten years; and

WHEREAS, the Downtown Spokane Partnership Housing Action Plan suggests a combination of incentives, infrastructure investment, and policy changes, including zoning reform to achieve the target of 3,200 new market-rate housing units in downtown Spokane; and

WHEREAS, the Downtown Plan supports the City exploring ways to strengthen incentives for workforce multi-family development and the rehabilitation of historic structures downtown, including zoning and permitting incentives or other programs like design review;

WHEREAS, the Brown Administration and City Council aim to streamline the City's design review process to encourage the conversion of underutilized commercial properties into housing and new childcare facilities.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 04.12.040 of the Spokane Municipal Code is amended to read as follows:

Section 04.12.040 Liaison Members

- A. The ~~((city council))~~ City Council shall appoint one ~~((city council))~~ City Council member to serve as a liaison to the ~~((commission))~~ Plan Commission and shall also appoint an alternate ~~((city council))~~ City Council member to serve in the absence of the liaison.
- B. The ~~((community assembly))~~ Community Assembly shall nominate a qualified neighborhood council member ~~((of the assembly))~~ to serve as a liaison to the ~~((plan commission))~~ Plan Commission, subject to confirmation by the ~~((mayor))~~ Mayor and appointment by the ~~((city council))~~ City Council. Additionally, the Community Assembly may nominate an additional qualified neighborhood council member to serve as a liaison to the Plan Commission's Design Review Subcommittee, subject to confirmation by the Mayor and appointment by the City Council.
- C. The liaison members shall be non-voting participants in commission business.

Section 2. That Section 04.12.080 of the Spokane Municipal Code is amended to

read as follows:

Section 04.12.080 Duties

A. Work Plan.

1. The City Council will, by resolution, adopt a Work Plan which assigns certain policy and planning issues for consideration of the ~~((commission))~~ Plan Commission.
2. The Work Plan may be amended by resolution periodically for the removal of completed tasks and the addition of new ones.

B. Emergency or Interim Council Action.

The City Council may, by ordinance, amend the Unified Development Code without review by the Plan Commission and without following other procedures in [SMC 17G.025.010](#). Such action shall be limited to emergency actions necessary to preserve the immediate health and safety of residents, or to interim zoning controls or moratoria for which a work plan is established pursuant to RCW 36.70A.390. All such action shall provide public notice and solicit public comment as appropriate and required by City and state law.

C. Design Review

The Plan Commission shall conduct the Standard Design Review process as described in SMC Chapter 17G.041.

Section 3. That there is adopted a new Section 04.12.085 to Chapter 04.12 of the Spokane Municipal Code to read as follows:

Section 04.12.085 Design Review

- A. The Plan Commission shall review projects required to follow the Standard Design Review process provided in the Unified Development Code. Such a review shall be permitted to occur through a Design Review Subcommittee established by the Plan Commission.
- B. The Plan Commission may convene a subcommittee on an ad hoc basis to conduct the Standard Design Review process. The Plan Commission may appoint Plan Commission members to the Design Review Subcommittee on a standing or ad hoc basis. The Design Review Subcommittee shall include the Plan Commission's Community Assembly liaison or an additional qualified neighborhood council member to serve as a liaison to the Plan Commission's Design Review Subcommittee.

- C. The Plan Commission may appoint design professionals to the Design Review Subcommittee, including but not limited to architects, landscape architects, urban designers, civil/structural engineers, real estate developers, and members of the building trades, to assist in the review of the project subject to Standard Design Review.
- D. Any meeting of the Plan Commission's Design Review Subcommittee shall be subject to the Open Public Meetings Act under RCW 42.30.

Section 4. That Chapter 04.13 of the Spokane Municipal Code is hereby repealed.

Section 5. That Section 17C.255.500 of the Spokane Municipal Code is amended to read as follows:

Section 17C.255.500 Design Standards Implementation

- A. The design standards found in [SMC 17C.255.500](#) through [SMC 17C.255.530](#) follow [SMC 17C.255.015](#), Design Standards Administration. Design standards are in the form of Requirements (R), Presumptions (P), and Considerations (C). An applicant may apply to the ~~((Design Review Board pursuant to the procedures set forth in [chapter 17G.040 SMC](#), and the board may))~~ City following the design review process provided in SMC 17G.041 and the Plan Commission may recommend approval of alternatives to strict compliance, upon a finding that the alternative satisfies the decision criteria for a design departure ~~((in SMC 17G.030.040))~~. All skywalks are subject to design review and are subject to a design review process, and shall follow the skywalk design guidelines.
- B. Skywalks must meet the design standards found in [SMC 17C.255.500](#) through [SMC 17C.124.530](#) and follow the skywalk design guidelines. To allow new development to better respond to the unique character of its surroundings, the ~~((design review board's))~~ Plan Commission's recommendations to the ~~((planning director))~~ Planning Director may include flexibility from the design standards if the ~~((board))~~ Plan Commission determines that the proposal meets the intent of the design standards and the skywalk design guidelines. See the Skywalk Design Guidelines and the Design Review Application Handbook for an outline of the design review process.

Section 6. That Chapter 17G.030 of the Spokane Municipal Code is hereby repealed.

Section 7. That Chapter 17G.040 of the Spokane Municipal Code is hereby repealed.

Section 8. That there is adopted a new Chapter 17G.041 of the Spokane Municipal

Code to read as follows:

Chapter 17G.041	Streamlined Design Review
17G.041.010	Purpose
17G.041.020	Public Projects Subject to Design Review
17G.041.030	Downtown Projects Subject to Design Review
17G.041.040	Other Projects Subject to Design Review
17G.041.050	Standard Design Review
17G.041.060	Administrative Design Review
17G.041.070	Design Departures
17G.041.080	Design Review Recommendations

Chapter 17G.041 Streamlined Design Review

Section 17G.041.010 Purpose

- A. The purpose of design review is to ensure that new development and significant redevelopment achieve a minimum quality of design, enhance livability, and improve the quality and characteristics of the surrounding area.
- B. Design review is applied to public projects and structures to uphold the highest design standards and ensure neighborhood compatibility.

Section 17G.041.020 Public Projects Subject to Design Review

- A. All projects sponsored by a public agency or utilizing public funds shall be subject to design review, unless otherwise exempted under this section.
- B. The following public projects are exempt from the design review process:
 - 1. Maintenance or repair work;
 - 2. Interior modifications;
 - 3. Minor changes to exterior facades (less than 25% of the building facade facing the public right-of-way);
 - 4. Minor additions to existing structures;
 - 5. Minor structures related to public infrastructure, such as pump houses and

storage sheds, unless such elements are part of a larger project;

6. Transportation projects in the public right-of-way;
 7. Structures for which design review is impractical, such as wellheads, electrical substations, and playground equipment, unless such elements are part of a larger project;
 8. Projects for which there is a separate public process in which the public has an adequate opportunity to provide feedback on the placement and design of public structures. The Planning Director shall determine if the separate public process is sufficient for exempting the project from the City's design review process.
 9. Projects where public funding constitutes a minority of overall project funding; and
 10. Projects using public funds where the primary use will be residential or a child day care center, unless the structure triggers the design review process through some other aspect of the public project.
- C. Design review of public projects shall be performed using the Public Projects and Structures Design Guidelines.
- D. The Planning Director shall have authority to require design review for public projects notwithstanding an exemption if such review is determined to be in the public interest.

Section 17G.041.030 Downtown Projects Subject to Design Review

- A. All projects in a downtown zone requiring a building permit that meet any of the following criteria shall be subject to the design review process:
1. New structures with a floor area of twenty-five thousand (25,000) square feet or greater;
 2. Modifications of more than twenty-five percent (25%) of a building facade facing the public right-of-way; or
 3. Sidewalk encroachments for private use.

B. The following downtown projects are exempt from the design review process:

1. Projects converting a commercial use to a residential use, where design review is triggered by the modification of twenty-five percent (25%) or more of the building's facade;
2. Projects where the primary use is a child day care center as defined by RCW 43.216.010;
3. Temporary business signs, such as sandwich or A-frame signs;
4. Standard kiosks, such as for newspapers or pamphlets;
5. Benches, streetlamps, water fountains, bike racks, and other street furniture;
6. Traffic and wayfinding signage and lights installed by or on behalf of the City of Spokane;
7. Street trees; and
8. Temporary or seasonal installations, such as sidewalk cafes, parklets, and other installations subject to a special event permit.

C. Design review of downtown projects shall be performed using the Downtown Design Guidelines, except that all sidewalk encroachments shall be reviewed using the Citywide Design Guidelines.

Section 17G.041.040 Other Projects Subject to Design Review

- A. Projects establishing or modifying a skywalk over the public right-of-way shall be subject to the standard design review process.
- B. When required under SMC 17C.350.040, Mini-Storage Facilities shall follow the Standard Design Review process. Mini-Storage projects in a downtown zone shall use the Downtown Design Guidelines. Mini-Storage projects in other zones shall use the Mini-Storage Design Guidelines.

- C. Any project for which the Unified Development Code identifies a requirement for Design Review and which does not fall into a category provided above shall follow the guidelines most relevant to the project as determined by the Planning Director.

Section 17G.041.050 Standard Design Review

- A. Standard Design Review consists of one open public meeting pursuant to state law in which the project applicant shall present the details of the proposed project design, where members of the Plan Commission or a subcommittee of the Plan Commission may provide comment.
- B. Following the public meeting, City staff shall prepare recommendations signed by the Plan Commission President or designee and provided to the applicant.
- C. The project applicant and City staff shall provide any documentation necessary to facilitate the design review process.
- D. Recommendations shall be non-binding upon the applicant as a condition of project approval.

Section 17G.041.060 Administrative Design Review

- A. Administrative Design Review shall consider the same criteria and design guidelines as the Standard Design Review process.
- B. Administrative Design Review applies to minor projects in which the standard design review process is not likely to achieve additional public benefits. Pursuant to state law, middle housing projects shall follow the Administrative Design Review process if design review applies. Any project not considered a minor project shall be subject to the Standard Design Review process.
- C. Administrative Design Review shall be performed by the Development Services Department and Planning and Economic Development Services staff and does not require a public meeting.

Section 17G.041.070 Design Departures

- A. Design departures may be sought for any requirements within the Unified Development Code identified as Requirements (R) or Presumptions (P).

- B. Projects requiring design departure shall follow the Administrative Design Review process.
- C. Review of design departures shall be performed using the Citywide Design Guidelines unless the project would otherwise be subject to another set of design guidelines.

Section 17G.041.080 Design Review Recommendations

- A. The recommendations of the Design Review Subcommittee shall be addressed to the City official responsible for permit approval and are advisory.
- B. A unanimous recommendation of the Design Review Subcommittee shall be included by the responsible City official as a condition of permit approval unless the responsible City official determines that the recommendation cannot be included due to a conflict with other requirements or similar limitations, including but not limited to:
 - 1. The recommendation does not properly apply the design criteria;
 - 2. The recommendation exceeds the authority of the Plan Commission;
 - 3. The recommendation conflicts with SEPA conditions or other regulatory requirements applicable to the site; or
 - 4. The recommendation conflicts with the requirements of state or federal law.
- C. The responsible City official may consider non-unanimous recommendations of the Design Review Subcommittee for inclusion as conditions of permit approval.
- D. The responsible City official may consider recommendations from an Administrative Design Review for inclusion as conditions of permit approval.

Section 9. That Section 17G.070.100 of the Spokane Municipal Code is amended to read as follows:

Section 17G.070.100 Design Standards

- A. Purpose.

The base zone development standards are designed for most standard lots and uses in the City. A planned unit development may be used to request different development standards that are needed for sites ~~((which))~~ that contain unusual topography, critical areas, resource lands, historic and cultural sites, and developments that require flexibility in the development standards to achieve a superior design ~~((which))~~ that can implement the goals and policies of the City's comprehensive plan. A planned unit development may also be used to encourage economic development and infill opportunities as described in [SMC 17G.070.010](#).

B. Applicability.

The standards of the .100's series of this section apply to the site design and uses in the planned unit development. The design standards apply to all planned unit developments, whether allowed by right, allowed with limitations, or subject to a conditional use review.

- C. The design standards and guidelines found in this chapter follow the design standards administration, [SMC 17C.111.015](#). All projects must address the pertinent design standards and guidelines. Design standards are in the form of Requirements (R), Presumptions (P), and Considerations (C). Regardless of which term is used, an applicant must address each guideline. The City will expect to see how the design of a project has responded to every one of the guidelines. An applicant may seek relief through ~~((chapter 17G.030.SMC))~~ the design departure procedures provided in SMC Chapter 17G.041((, Design Departures,)) for those eligible standards and guidelines contained in the zoning code.

Section 10. 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 11. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

1/7/2026

Clerk's File #

ORD C36835

Cross Ref #**Project #****Council Meeting Date:** 02/02/2026**Submitting Dept**

CITY COUNCIL

Bid #**Contact Name/Phone**

ADAM 625-6779

Requisition #**Contact E-Mail**

AMCDANIEL@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**

ORDINANCE UPDATING TRANSPORTATION DIVISION AND DEPARTMENTAL

Agenda Wording

An ordinance updating divisional and departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.40.080, 08.02.083, 10.63.020, 10.63.090, 10.63.100, 10.70.070, 10.70.080, 12.01.010, 16A.04.100, 16A.05.060, 16A.06.010, 16A.06.020, 16A.06.060, 16A.06.070, 16A.06.080, 16A.06.090, 16A.07.010, 16A.07.060, 16A.07.070, and 16A.61.5703; and repealing Sections 16A.60.010, 16A.62.010, 16A.65.010, and 16A.84.010 of the Spokane Municipal Code.

Summary (Background)

Council is expected to adopt ordinance C36795 which reorganizes City departments and divisions. This ordinance would make additional amendments to related department provisions in the Spokane Municipal Code to conform to Ordinance C36795.

What impacts would the proposal have on historically excluded communities?

Not applicable

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

Not applicable

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

Not applicable

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

Ordinance makes amendments to Spokane Municipal Code to conform to the administrative and department reorganization under C36795. that

Council Subcommittee Review

Not applicable

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>			
<u>Division Director</u>			
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>			
Distribution List			
		nzollinger@spokanecity.org	
lgarcia@spokanecity.org		jruffing@spokanecity.org	

ORDINANCE NO. C36835

An ordinance updating divisional and departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.40.080, 08.02.083, 10.63.020, 10.63.090, 10.63.100, 10.70.070, 10.70.080, 12.01.010, 16A.04.100, 16A.05.060, 16A.06.010, 16A.06.020, 16A.06.060, 16A.06.070, 16A.06.080, 16A.06.090, 16A.07.010, 16A.07.060, 16A.07.070, and 16A.61.5703; and repealing Sections 16A.60.010, 16A.62.010, 16A.65.010, and 16A.84.010 of the Spokane Municipal Code.

WHEREAS, the Spokane City Council adopted Ordinance C36795, which established the Transportation and Sustainability Division; and

WHEREAS, the Transportation and Sustainability Division consists of the Street Department and the Parking Services Department; and

WHEREAS, parking services duties were formerly the responsibility of the Code Enforcement Department; and

WHEREAS, this ordinance makes updates to the divisional and department titles to reflect the creation of the Transportation and Sustainability Division as well as the creation of the Parking Services Department within the division.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 04.40.080 of the Spokane Municipal Code is amended to read as follows:

Section 04.40.080 Duties and Responsibilities

The Transportation Commission shall have the following duties and responsibilities:

- A. The Transportation Commission shall study significant transportation issues and make recommendations to the Mayor and Council, consistent with [Chapter 16A.84](#) and Chapter 17H.020 of the Spokane Municipal Code and the City's Comprehensive Plan (Transportation Element), and with due regard for the following considerations:
 1. Meet mobility needs by providing complete and connected facilities for all transportation options, including walking, bicycling, public transportation, private vehicles, and other choices.
 2. Promote healthy communities by providing and maintaining a safe transportation system with viable active mode options that ~~((provides))~~ provide for the needs of all travelers, particularly the most vulnerable users.

3. Consistent with a complete and connected network, encourage open, accessible, internal multi-modal transportation connections to adjacent properties and streets on all sides.
 4. Study and promote technological advancements in transportation infrastructure design, materials, and methods that improve safety, reduce maintenance costs, and enhance performance.
 5. Prioritize the safety of people walking, pursuant to [SMC 16A.84.020](#).
 6. Collaborate with the Plan Commission to make recommendations for the City's transportation system that further the goals of the Comprehensive Plan and support the City's vision for the development and redevelopment of land.
- B. The Transportation Commission may consider and make recommendations on specific transportation projects as determined by the annual work plan and upon request by City staff or major stakeholders.
- C. Six-Year Comprehensive Street Program - The Transportation Commission, in consultation with the Plan Commission, shall review and make recommendations on street improvements as part of the Six-Year Comprehensive Street Program. The Transportation Commission shall review requested exceptions to the Complete Streets Program as required by SMC Chapter 17H.020. Transportation and Sustainability Division and Integrated Capital Management Department staff shall provide ((staff)) support to the Transportation Commission to help fulfill this duty.
- D. Transportation Benefit District - The Transportation Commission shall make recommendations to the City Council regarding a comprehensive program for the following programs:
1. Use of Transportation Benefit District (TBD) program funds; and
 2. Use of funds allocated by the Street Department for residential/local access street maintenance; and
 3. Required investments in pedestrian improvements per [SMC 08.16.060](#).

The Transportation and Sustainability Division, Transportation Benefit District (TBD) Administrator, and the Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill this duty. The Street Department shall assist with the identification of residential/local access streets appropriate for repair.

- E. Bicycle Master Plan - The Transportation Commission, in consultation with the Plan Commission and Bicycle Advisory Board, may initiate revisions to the Bicycle Master Plan and recommend projects and policies that support bicycling as a viable and safe form of transportation in the city of Spokane. The Transportation and Sustainability Division, Planning and Economic Development Services Department, and Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill this duty.
- F. Pedestrian Master Plan - The Transportation Commission, in consultation with the Plan Commission, shall review and recommend updates to the Pedestrian Master Plan as required by [SMC 16A.84.030](#). The Transportation and Sustainability Division, Planning and Economic Development Services Department, and Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill this duty.
- G. Parking System - The Transportation Commission shall make recommendations for changing parking rates for on-street parking and recommend policies or projects to improve the parking environment. The Transportation Commission shall make funding recommendations for Parking System Fund eligible projects and activities as prioritized by the City Council in [SMC 07.08.130](#). The ~~((City Parking Manager and the Code Enforcement and))~~ Transportation and Sustainability Division through the Parking Services Department shall provide staff support to the Transportation Commission to help fulfill this duty.
- H. Spokane Safe Streets for All Program - The Transportation Commission shall make annual recommendations to the City Council on the following:
1. the addition, relocation, or removal of automated traffic safety cameras consistent with [Chapter 16A.64](#) of the Spokane Municipal Code and state law;
 2. Recommendations for projects and priorities to be funded by revenues generated from automated traffic safety cameras, consistent with state and local provisions governing the use of such funds; and
 3. the operation of the automated safety program and any contracts associated with its implementation.

The Commission may make recommendations more frequently than annually as needed. Nothing in this subsection shall affect camera locations, projects, or expenditures previously approved by the City Council as of the effective date of this ordinance. The Transportation and Sustainability Division, the Manager of Neighborhood Connectivity Initiatives, and the Integrated Capital Management Department shall provide staff support to the Transportation Commission to help fulfill these duties.

- I. Annual Report – The Transportation Commission shall issue an annual report on the state of transportation in the city of Spokane. This report shall include the status of transportation projects, progress of Complete Streets Implementation, transportation improvement expenditures, revenues, construction schedules, any newly acquired data and predictive analytics, and the status and outcome of any transportation studies. Pursuant to RCW 36.73.160, the report shall satisfy the reporting requirements of the Transportation Benefit District.
- J. Annual Work Plan - The Transportation Commission shall establish an annual work plan in consultation with the Director of Transportation and Sustainability in coordination with the directors of Integrated Capital Management, Planning and Economic Development Services, Street Department, ~~((Code Enforcement and))~~ Parking Services, the Transportation Benefit District Administrator, and the Manager of Neighborhood Connectivity Initiatives. The annual work plan shall be adopted by the City Council.
- K. At least once per year, the Commission shall convene an ad hoc subcommittee, composed of Commission members and city staff, to review the details of all collisions occurring in the prior year that involve vehicles, bicycles, and/or pedestrians and which result in death or serious injury on public ways within the City. After such review, the ad hoc subcommittee may propose design modifications to enhance roadway safety. Such recommendations need not be limited to the particular location of the incident and may propose system-wide changes if appropriate. The ad hoc subcommittee shall present its findings to the full commission either separately or as part of an annual report on fatal and serious injuries in the public way.
- L. The Commission shall meet no less than once per month, and may meet more frequently as needed or cancel regular meetings as circumstances may dictate.

Section 2. That Section 08.02.083 of the Spokane Municipal Code is amended to read as follows:

Section 08.02.083 Fees & Charges

- A. Fees for services related to parking provided through the City of Spokane's ~~((Code Enforcement and))~~ Parking Services Department, and penalties for traffic infractions provided by schedules adopted by court rule, or as specifically provided in Title 16A SMC or state statute, shall be posted under the [City of Spokane Parking Fee Schedule](#) as established by City Council resolution. The [City of Spokane Parking Fee Schedule](#) shall be posted on the City's website.
- B. The Parking ~~((Manager))~~ Services Department shall review and update the [City of Spokane Parking Fee Schedule](#) and bring it to the City Council for approval on an annual basis.

C. Paid Parking Zone Rates.

1. It is the intent of the City Council to establish a target occupancy rate of eighty-five percent for all Paid Parking Zone spaces within the City of Spokane. Occupancy rate refers to the percentage of Paid Parking Zone spaces that are occupied by vehicles. The establishment of the target occupancy rate of at least eighty-five percent is based on well-accepted planning studies as well as the example of other municipalities. The City Council finds that the establishment of the target occupancy rate of eighty-five percent is an effective strategy for managing on-street parking and congestion.
2. The City Council establishes a range of time limits from fifteen minutes to eleven hours. The ~~((parking manger))~~ Parking Services Department shall set the time limit of each parking zone, consistent with achieving the at least eighty-five percent target utilization rate, based upon parking occupancy data and community input.
3. Parking rates to be charged at parking payment devices, for parking in ~~((city))~~ City rights-of-way and other ~~((city-controlled))~~ City-controlled parking areas under the jurisdiction of the City of Spokane shall be within rate limits established by this section. Rates may vary according to location, time of day, length of stay, maximum parking time allowed, the capabilities of available parking payment devices, and any other factors the ~~((Parking Manager))~~ Parking Services Department determines are pertinent.
4. The ~~((Parking Manager))~~ Parking Services Department is authorized to set parking rates up to the "Maximum Hourly Rate" of \$3.00 per hour as set forth on the [City of Spokane Parking Fee Schedule](#). When parking rates are in effect, parking rates shall be set no lower than the "Minimum Hourly Rate" of \$0.50 per hour as set forth on the [City of Spokane Parking Fee Schedule](#).
5. The ~~((Parking Manager))~~ Parking Services Department shall establish on-street parking rates and shall adjust parking rates higher (up to the maximum hourly rate) or lower (as low as the minimum hourly rate) in established paid parking zones based on the established target occupancy rate of at least eighty-five percent.
6. The ~~((Parking Manager))~~ Parking Services Department may adjust the parking fee by increments no larger than fifty cents per hour.
7. Parking rates may be adjusted no more frequently than twice per fiscal year.
8. Current parking rates shall be posted to the City's website.

D. Golf Cart Registration Decal.

The fee for an annual golf cart registration decal is fifty dollars.

Section 3. That Section 10.63.020 of the Spokane Municipal Code is amended to read as follows:

Section 10.63.020 Definitions

The following definitions apply to the terms in this chapter unless a different definition is expressly provided:

Term	Definition
Abate	Abate means to repair, replace, remove, destroy, or otherwise remedy a condition which constitutes a violation of this chapter by such means and in such a manner and to such an extent as the City determines is necessary in the interest of the general health, safety, and welfare of the community.
Abatement Order	An appealable order, supported by specific factual findings, issued by the Code Enforcement ~~((and Parking Services))~~ Department, which directs the owner of a property to take certain specific steps, within a specific period of time, to ensure that the relevant property is in compliance with this chapter.
City	City of Spokane
Code Compliance Officer	A regular or special commissioned officer
Evidence of Foreclosure Status	Any condition that, on its own or combined with other conditions present, would lead a reasonable person to believe that the property is a Foreclosure Property. Such conditions include, but are not limited to, overgrown and/or dead vegetation; accumulation of newspapers, circulars, flyers and/or mail; past due utility notices and/or disconnected utilities; accumulation of trash, junk, and/or debris; statements by neighbors, passersby, delivery agents, or government employees that the property is in foreclosure; the presence of boards over

	doors, windows or other openings in violation of applicable building code; and for residential properties, the absence of window coverings such as curtains, blinds, and/or shutters; the absence of furnishings and/or personal items consistent with residential habitation.
Foreclosure	The legal processes described in Title 61, Revised Code of Washington, in which a mortgagee or other lien holder terminates a property owner's equitable right of redemption to obtain legal and equitable title to the real property pledged as security for a debt or the real property subject to the lien. For purposes of this section, the foreclosure process is not concluded until the property obtained by the mortgagee, lien holder, or their designee, by certificate of title or other means, is sold to a non-related, bona fide purchaser in an arms'-length transaction to satisfy the debt or lien.
Foreclosure Property	A property that is (1) under a current notice of default and/or notice of trustee's sale; (2) the subject of a pending tax assessor's lien sale; (3) the subject of a foreclosure sale where the title was retained by the beneficiary of a deed of trust involved in the foreclosure; (4) a property title to which has been transferred under a deed in lieu of foreclosure/sale, or (5) subject to a contract forfeiture. Property acquired by Spokane County at a tax foreclosure sale under chapter 84.64 RCW is not "Foreclosure Property" within the meaning of this section. For purposes of this section, a property remains a Foreclosure Property until it is sold at an arms'-length transaction to a non-related bona fide purchaser or until the foreclosure action has been dismissed and any default has been cured.
Graffiti	Graffiti means the unauthorized writing, painting, drawing, inscription, figure, or mark of any type that has been placed upon property through the use of paint, ink, chalk, dye, markers, objects, adhesive

	material, or any other substance capable of marking property.
Impound	To take and hold a vehicle in legal custody.
Inoperable Vehicle	A vehicle incapable of operating legally on a public highway, including but not limited to not having a current or valid registration plate.
Junk Vehicle	A vehicle certified under RCW 46.55.230 as meeting at least three of the following requirements: • is three years old or older; • is extensively damaged, such damage including but not limited to any of the following: i. a broken window or windshield ii. missing wheels, tires, motor or transmission; • is apparently inoperable; or • has an approximate fair market value equal only to the approximate value of the scrap in it.
Lender	Any person who makes, extends, holds, or services a real estate loan agreement and includes, but is not limited to, mortgagees; beneficiaries under deeds of trust; underwriters under deeds of trust; vendors under conditional land sales contracts; trustees and a successor in interest to any mortgagee, beneficiary, vendor or trustee and any other lien holder on the property. The term also includes any mortgagee, beneficiary, or trustee that accepts a deed in lieu of foreclosure
Litter	All waste material, including but not limited to disposable packages or containers, thrown, deposited, or accumulated on private property.
Local Agent	An individual property manager, property management company, or similar person or entity, located in Spokane County and responsible for, having the authority to make decisions and required expenditures concerning, the maintenance and security of a Foreclosure Property and the

	abatement of nuisance conditions at the property.
Nuisance or Public Nuisance	Shares the same definition as Nuisance and Public Nuisance in RCW 7.48.120 and 7.48.130
Property Owner	Any individual or group of natural persons, partnership, association, corporation, or other entity having legal or beneficial title in real property, including any borrower. This term includes the term “landowner” as defined in RCW 46.55.230
Responsible Party	Any person, partnership, association, corporation, or fiduciary having legal or equitable title to or any interest in any real property, including but not limited to an owner, borrower, local agent, lender, or lessee of leased property, if the lessee is responsible for property maintenance.
Vacant Buildings or Property	Any building or structure and surrounding grounds that are not occupied and have not been occupied during the preceding one hundred eighty (180) days.
Vehicle	Shares the same definition as the definition of “vehicle” in RCW 46.04.670

Section 4. That Section 10.63.090 of the Spokane Municipal Code is amended to read as follows:

Section 10.63.090 Foreclosure Registration Program

A. Purpose

It is the purpose and intent of this section to establish a Foreclosure Property Registration Program to protect the community from the deterioration, crime, and decline in value in Spokane’s neighborhoods caused by properties in various stages of the foreclosure process, and to identify, regulate, limit, and reduce the number of those properties within the city of Spokane. It is the policy and intent of the City to establish a requirement that the lender or other responsible parties of properties that are in the foreclosure process ((to)) register those properties with the City, as outlined in this section, to protect the neighborhoods from the negative impacts of absentee ownership and lack of adequate maintenance and security for properties in the foreclosure process.

B. Establishment of a Registry

The Code Enforcement (~~and Parking Services~~) Department shall establish and maintain a Foreclosure Property Registry Program.

C. Registration of Foreclosure Properties.

1. Any Lender that holds or services a mortgage on real property located in the city of Spokane shall inspect the property upon mortgage default.
2. The code compliance officer can also initiate the registration process.
3. Any Lender or other Responsible Party of a Foreclosure Property as defined in this section shall register that property with the City of Spokane Code Enforcement (~~and Parking Services~~) Department within ten (10) days of the property becoming a Foreclosure Property within the meaning of this section and initial inspection or of receiving notice from the City of the requirements of this section, and every 12 months thereafter until the property is no longer a Foreclosure Property within the meaning of this section. A separate registration is required for each property.
4. The content of the registration shall include:
 - a. Proof of ownership, or financial interest, such as a lien or loan,
 - b. The name, address, phone number, and email address for the Owner, Lender, and Responsible Party, and twenty-four-hour contact phone number of the Local Agent of the respective entity; and
 - c. Documentation which demonstrates the property is foreclosed, pending foreclosure, or subject to foreclosure, trustee's sale, tax assessor's lien sale, or other legal proceedings.
5. The Lender, Owner, or Responsible Party shall notify the Code Enforcement (~~and Parking Services~~) Department within ten (10) days of the date of any change in the information contained in the registration.
6. Mortgagees who have existing Foreclosure Properties on the effective date of this ordinance have thirty (30) calendar days from the effective date to register the property with the City of Spokane Code Enforcement (~~and Parking Services~~) Department. A separate registration is required for each property.
7. All property registrations are valid for one year from the date of entry of registration as recorded by the Code Enforcement (~~and Parking Services~~) Department. Subsequent registrations are due every twelve (12) months thereafter for renewal and must certify required registration data is current and correct.

D. Minimum Property Maintenance Requirements.

While a Foreclosure Property is registered, the Lender or Responsible Party shall be required to:

1. maintain and keep Foreclosure Property free of conditions, including but not limited to:
 - a. weeds, dry brush, dead vegetation, trash, junk, debris, building materials, and junk vehicles;
 - b. accumulation of newspapers, circulars, flyers, notices (except those required by federal, state, or local law), and discarded personal items, including, but not limited to, furniture, clothing, or large and small appliances; and
 - c. graffiti, tagging, or similar markings by removal or painting over with an exterior grade paint that matches and/or coordinates with the color of the exterior of the structure.
2. securing ponds, pools, and hot tubs, and ensuring that they do not become a public nuisance or danger to the public; and
3. securing the property to prevent access by unauthorized persons, including, but not limited to, the following: the closure and locking of windows, doors (walk-through, sliding, and garage), gates, and any other opening of such size that it may allow a child or any other person to access the interior of the property and or structure(s). Securing also includes boarding as applicable. The preferred material for boarding shall be painted with an exterior grade paint that matches and/or coordinates with the color of the exterior of the structure or is of a material that mimics glazed windows and intact doors.
4. Post the property with no trespassing signs and current emergency contact information for the local agent.
5. take any other action necessary to prevent giving the appearance that the property is abandoned, and
6. monitor the Foreclosure Property monthly or more frequently as necessary to prevent the creation of a nuisance.

E. Monitoring of Foreclosure Property.

1. Upon registration, the City will provide regular monitoring of Foreclosure Properties, including but not limited to periodic site visitation, which will not exceed the City's rights of access, as well as notification to Lender or Responsible Party if the property begins to exhibit characteristics established in RCW 35.80.010. The City's monitoring of Foreclosure

Properties does not relieve the Lender or other Responsible Party from monitoring and maintaining the property as required by this section.

2. At least monthly while a Foreclosure Property is registered, the Lender or Responsible Party shall inspect the Foreclosure Property.

F. Waiver for City to Abatement – Trespass of Unauthorized Individuals.

1. As part of the Foreclosure Property registration, the Owner, Lender, Local Agent, Responsible Party, or other person having the legal authority to do so shall waive any objection to the City to enter onto the property for purposes of abating any condition that would constitute an unfit or substandard building as established in RCW 35.80.010 or nuisance condition under SMC Title 10 to issue a trespass order against any unauthorized individual from the Foreclosure Property.
2. The City shall notify the Owner, Lender, Responsible Party, or Local Agent ten (10) days before the City takes abatement action in order to allow the Owner, Lender, Responsible Party, or Local Agent to abate the condition first, unless such abatement constitutes an emergency, in which case, the City may abate the emergency immediately.
3. The cost of the abatement of any of the illustrative conditions contained above shall be charged against the Foreclosure Property pursuant to [SMC 08.02.067](#) and shall be lienable pursuant to [SMC 17F.070.500](#) and other applicable sections of the municipal code pursuant to state law.

G. Local Agent.

The Lender or Responsible Party shall provide the City with the name, address, telephone number, email address, and 24-hour contact information of a Local Agent who has the authority to act to respond to complaints regarding the Foreclosure Property and to remedy any nuisance, substandard, or unfit conditions found on the property.

H. Annual Foreclosure Property Registration Fee.

The Lender or Responsible Party shall pay the annual non-refundable Foreclosure Property registration fee as set forth in [SMC 08.02.0675](#).

I. Policies and Procedures

The Code Enforcement ((and ~~Parking Services~~)) Department shall develop procedures to implement this section that are consistent with and do not conflict with this section, the Spokane Municipal Code, or Washington law. Any Public Rule shall be adopted pursuant to the requirements of Chapter 03.14 of the Spokane Municipal Code.

J. Violation

1. Any person, firm, or entity ~~((who))~~ that fails to a Foreclosure Property pursuant to the requirements of this section shall be subject to a civil infraction. Each day in which a Foreclosure Property, which is subject to this section, is not registered shall constitute a separate violation.
2. Failure to maintain a Foreclosure Property as required by this section is a criminal misdemeanor violation under SMC Title 10 for maintaining a nuisance property in addition to applicable penalties for nuisance conditions in the municipal code or state law.
3. Failure to provide notification of changes in ownership of a Foreclosure Property under this section is a civil infraction.

K. Removal of properties from the registry

1. A property may only be removed from the Foreclosure Property registry upon the Lender's, Owner's, or Responsible Party's written certification that (1) the mortgage or lien on the property has been satisfied or legally discharged, (2) the property is no longer in mortgage default, or (3) the Foreclosure Property has been sold to a non-related party in a bona-fide, arms' length transaction.
2. A Lender's statement that it no longer desires to pursue foreclosure, has filed a dismissal of lis pendens and/or summary of final judgment and/or certificate of title or otherwise, such as a deed in lieu of foreclosure, shall not be the basis for removal of a Foreclosure Property from the registry under this section.
3. For purposes of this section, a transfer to another entity that is under common ownership with the Lender, as determined in the sole discretion of the Code Enforcement ~~((and Parking Services))~~ Department, is not an arms' ~~((arm's-length))~~ length transaction.

L. Transfer of Ownership

1. If the mortgage on a registered Foreclosure Property is transferred, the transferee shall be subject to the requirements of this section and shall, within five (5) days of the transfer of the mortgage, register the property as a new registration in accordance with this section. Any previously unpaid registration fees are the responsibility of the transferee and are due and payable upon the new registration.
2. If the mortgagee sells a Foreclosure Property in an arms'-length transaction to a non-related person or entity, the transferee is subject to the terms of this section and shall register the property as a new registration under this section within five (5) days of the sale. Any previously unpaid registration fees shall be the responsibility of the new owner.

Section 5. That Section 10.63.100 of the Spokane Municipal Code is amended to read as follows:

Section 10.63.100 Penalty and Abatement Procedures

- A. It is the policy of the City of Spokane to educate and seek voluntary compliance for the code violations of this chapter before issuing civil infractions or escalating penalties.
- B. A property owner or occupant may request a Certificate of Correction from the Code Enforcement ~~((and Parking Services))~~ Department and may request dismissal of the infraction (SMC 01.05.140). Should that correction be accomplished after more than one offense has been issued, the Certificate of Correction will only apply to the most recent infraction.
- C. Code Enforcement ~~((and Parking Services))~~ Department may develop and implement policies, procedures, and programs to abate violations in accordance with existing local and state law. Any Public Rule shall be adopted pursuant to Chapter 03.14 of the Spokane Municipal Code.

Section 6. That Section 10.70.070 of the Spokane Municipal Code is amended to read as follows:

Section 10.70.070 Maximum Permissible Environmental Sound Levels

- A. Maximum Permissible Environmental Sounds.

For sound sources located within the city, no sound is permitted to exceed the maximum permissible exterior sound levels established by WAC 173-60. Maximum permissible sound levels are as follows:

EDNA of Noise Source	EDNA of Receiving Property		
	Class A (dBA)	Class B (dBA)	Class C (dBA)
Class A	55	57	60
Class B	57	60	65
Class C	60	65	70
Class A - Residential Zones			
Class B - Commercial, Office, Retail Zones			
Class C - Industrial Zones			

- B. The maximum permissible sound levels established by this chapter are modified as follows:

1. Reduce by ten dBA between the hours of ten p.m. to seven a.m. for receiving property in Class A EDNAs; and
2. Increase for short duration for any receiving property at any time:
 - a. Increase by five dBA for fifteen minutes (L08) in any one-hour period; or
 - b. Increase by ten dBA for five minutes (L02) in any one-hour period; or
 - c. Increase by fifteen dBA for one and a half minutes (Lmax) in any one-hour period; and
- C. Where a receiving property lies within more than one EDNA classification, the maximum permissible sound level shall be determined by the most noise-sensitive EDNA zone.
- D. The point of measurement shall be at the property boundary of the receiving property.
- E. Enforcing authority: (~~code enforcement and parking services or police department.~~) Code Enforcement Department or Spokane Police.

Section 7. That Section 10.70.080 of the Spokane Municipal Code is amended to read as follows:

Section 10.70.080 Commercial Noise

- A. Commercial and exterior electrical equipment noises are subject to the sound limits of SMC 10.70.070.
- B. Enforcing authority: (~~code enforcement and parking services department.~~) Code Enforcement Department

Section 8. That Section 12.01.010 of the Spokane Municipal Code is amended to read as follows:

Section 12.01.010 Sidewalk Maintenance – Owner’s Responsibility

- A. Every owner and occupant of premises shall keep the sidewalk area₁ including tree grates adjacent to any portion of the real property (including corners)₁ in good and safe condition and repair at all times.

- B. Where the Director of Engineering Services determines there has been a failure to comply with this section, the Director or their designee may send written notice to the premises advising of the violation. If the violation is not corrected, the Director or their designee may proceed to remove or repair the condition, at the owner's and/or occupant's sole expense and liability.
- C. The Directors of Engineering Services, Development Services, Code Enforcement ~~((and Parking Services))~~, and the City Engineer are authorized to waive license, bonding, and insurance requirements for minor repairs on existing sidewalks.
- D. The City Engineer, along with the Development Services and the Code Enforcement ~~((and Parking Services))~~ departments, shall develop and publish a public rule defining the types of sidewalk projects that qualify as minor repairs.
- E. Nothing in this section shall be construed to waive building and construction permit and inspection requirements.

Section 9. That Section 16A.04.100 of the Spokane Municipal Code is amended to read as follows:

Section 16A.04.100 Transportation Definitions

~~((A. Alley.~~

~~A public highway not designed for general travel and used primarily as a means of access to the rear of residences and business establishments. (RCW 46.04.020)~~

~~B. Block Face.~~

~~One side of a street, inclusive of the public right of way between two consecutive features intersecting that street. The features can be other streets or boundaries of standard geographic areas.~~

~~C. Charging Session.~~

~~An event starting when a user or a vehicle initiates a refueling event and stops when a user or a vehicle ends a refueling event (RCW 19.94.010)~~

~~D. City Street or Street.~~

~~Every public highway, or part thereof located within the limits of cities and towns, except alleys. (RCW 46.04.120)~~

~~E. Commercial Vehicle.~~

~~Any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire. (RCW 46.04.140)~~

~~F.—Congested District.~~

~~The area established within the Paid Parking Zone bounded and identified on the [Paid Parking Zone Map](#).~~

~~G. Definitions Generally.~~

~~Words and phrases, wherever used in this subtitle shall have the meaning ascribed to them in this Chapter except where otherwise defined, and unless where used the context thereof shall clearly indicate to the contrary. (RCW 46.04.010)~~

~~H. Electric Vehicle.~~

~~Any vehicle that operates, either partially or exclusively, on electrical energy from (the grid or) an off-board source, that is stored on-board for motive purpose. Includes any one of the following:~~

- ~~1. A "battery electric vehicle," any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.~~
- ~~2. A "plug-in hybrid electric vehicle (PHEV)," an electric vehicle that a) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; b) charges its battery primarily by connecting to the grid or other off-board electrical source; c) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and 4) has the ability to travel powered by electricity~~
- ~~3. A "neighborhood electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle whose speed attainable in one mile is more than 20 miles per hour and not more than 25 miles per hour and conforms to federal regulations set forth in 49 C.F.R. Sec. 571.500.~~
- ~~4. A "medium-speed electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle, equipped with a roll cage or crush-proof body design, whose speed attainable in one mile is more than 25 miles per hour but not more than 35 miles per hour and otherwise meets or exceeds the federal regulations set forth in 49 C.F.R. Sec. 571.500.~~

~~I.—Electric Vehicle Parking Space.~~

~~Any signed parking space that identifies the use to be exclusively for the parking of an electric vehicle.~~

~~J. Electric Vehicle Service Provider.~~

~~The entity responsible for operating one or more networked or nonnetworked electric vehicle supply equipment. Operating includes but is not limited to: Sending commands or messages to a networked electric vehicle supply equipment; receiving commands or messages from a networked electric vehicle supply equipment; or providing billing, maintenance, reservations, or other services to a nonnetworked or networked electric vehicle supply equipment. An electric vehicle service provider may designate another entity to act as the electric vehicle service provider for purposes of this chapter. A state agency, an electric utility as defined in RCW 19.405.020, or a municipal corporation as defined in RCW 39.69.010 is considered an electric vehicle service provider when responsible for operating one or more publicly available electric vehicle supply equipment. (RCW 19.94.010)~~

~~K. Electric Vehicle Supply Equipment.~~

~~The unit controlling the power supply to one or more vehicles during a charging session (including, but not limited to, level 2 electric vehicle supply equipment and direct current fast chargers). (RCW 19.94.010)~~

~~L. Entertainment Parking District (EPD).~~

~~The area established within the Paid Parking Zone for the purpose of meeting the specific operational and parking needs of the entertainment venues contained within the EPD as bounded and identified on the [Paid Parking Zone Map](#).~~

~~M. Fire Lane.~~

~~An area on public or private property reserved for providing Fire Department access to structures, firefighting fixtures, or equipment.~~

~~N. Highway.~~

~~The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. (RCW 46.04.197)~~

~~O. Non-passenger Vehicle (NPV).~~

~~Any vehicle which does not meet the definition of a passenger vehicle ([SMC 16A.04.100](#)) which includes but is not limited to: any vehicle requiring a commercial safety fee, limousine, any vehicle with over a one ton (thirty-five hundred) rating, vehicle requiring a commercial driver's license (CDL) to operate, farm vehicle, motor home, trailer of any type, camper, watercraft, or snowmobile.~~

~~P. Paid Parking Zone.~~

~~Portions of streets which the parking of vehicles shall be controlled, regulated and inspected with the aid of devices, herein referred to as parking payment devices. The Paid Parking Zone is bounded and identified on the [Paid Parking Zone Map](#).~~

~~Q. Park or Parking.~~

~~The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading property or passengers. (RCW 46.04.381)~~

~~R. Parking Holidays.~~

~~Except for parking spaces at Spokane International Airport and Felts Field as authorized by [SMC 12.03.0600](#) and [SMC 12.03.0602](#), or where otherwise indicated by signposting in the area or for individual spaces, parking spaces regulated by a parking payment device may be used without charge during all hours on: Sundays, New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day — Third Monday in February, Memorial Day, Juneteenth, Independence Day — July 4th, Labor Day, Indigenous Peoples' Day — Second Monday in October, Veteran's Day — November 11th, Thanksgiving Day, and Christmas Day. Where a foregoing holiday falls on a Sunday, the immediately following Monday is observed. On days designated in the foregoing, vehicles shall adhere to posted time limit regulations.~~

~~S. Parking Manager.~~

~~The Director of Code Enforcement and Parking Services or their designee.~~

~~T. Parking Payment Device.~~

~~Any device used to accept payment for parking, such as parking meters, pay station kiosks, mobile devices, or other methods approved by the Parking Manager.~~

~~U. Parking Permit.~~

~~A privilege that allows its holder to access certain parking spaces and locations, which form includes, but is not limited to, a printed pass, decal, or electronic privilege associated with a specific vehicle license plate.~~

~~V. — Parking Space.~~

~~The area on or adjacent to the roadway in which to stop, stand, or park a vehicle that is controlled by a parking payment device designated by lines, curb paint, posted sign, meter decal, or other markings.~~

~~W. Passenger Vehicle.~~

~~Every motor vehicle, except motorcycles and motor-driven cycles, designed for carrying ten (10) passengers or less and used for the transportation of persons.~~

~~X. Public Right-of-Way~~

~~A right-of-way that is dedicated or deeded to the public for public use and under the control of a public agency.~~

~~Y. Residential Parking Permit Definitions~~

~~For the purposes of [SMC 16A.06.070](#) only, the terms in this section have the following meanings:~~

- ~~1. "Downtown residential parking district" or "DRPD" means a portion of the street commonly used for vehicular parking where vehicles properly displaying a parking permit or other city-approved authorization are exempt from the payment required pursuant to [SMC 16A.05.280](#).~~
- ~~2. "Downtown residential parking district permit" or "DRPD permit" means a printed pass, decal, electronic privilege associated with a specific vehicle license plate, or other identification issued to an eligible person to be displayed in or on the vehicle, as directed by the City, that enables it to park in a downtown residential parking district.~~
- ~~3. "Resident" means any person residing in a household unit that is located within downtown residential parking district.~~
- ~~4. "Household Unit" means any self-contained house, apartment, condominium, town house, detached or attached accessory dwelling unit, or group home that contains living, sleeping and cooking quarters and is used by of any number of related persons or up to six unrelated individuals. Each unit of a multiple-unit residential dwelling is considered a separate household unit.~~

~~Z. Retail Zone of the Congested District.~~

~~The area established within the Paid Parking Zone bounded and identified on the [Paid Parking Zone Map](#).~~

~~AA. Roadway.~~

~~Portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder even though such sidewalk or shoulder is used by persons riding bicycles. In the event a highway includes two or more separated roadways, the term "roadway" shall refer to any such roadway separately but shall not refer to all such~~

~~roadways collectively. (RCW 46.04.500)~~

~~BB.——— Safety Zone.~~

~~The area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected or is marked or indicated by painted marks, signs, buttons, standards, or otherwise, so as to be plainly discernible. (RCW 46.04.510)~~

~~CC.——— Stand or Standing.~~

~~The halting of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers. (RCW 46.04.555)~~

~~DD.——— Stop or Stopping.~~

~~Any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal. (RCW 46.04.566)~~

~~EE.——— Taxicab, Cab, or Taxi~~

~~A for-hire vehicle held out to the public as providing transportation for passengers and/or articles for compensation and:~~

- ~~1. where the route traveled or destination is controlled by the customer;~~
- ~~2. that carries signs or indicia of a "taxi," "taxicab," or "cab" and is equipped as described in [SMC 10.34A.090](#);~~
- ~~3. where the fare is based on an amount recorded and indicated on a taximeter or by a special contract rate; and~~
- ~~4. where the vehicle is dispatched by radio or cell phone, or the ride is obtained by the use of a street hail.~~

~~FF. Temporary No Parking Zone~~

- ~~1. A parking space where an approved temporary no parking zone has been established and designated by temporary sign(s), barricade(s), meter cover(s) or other devices approved by the Parking Manager.~~
- ~~2. A temporary no parking zone will only become valid and enforceable if the zone has been established with signage for at least 24 hours giving notice that a vehicle will be removed if illegally parked in the zone and where such vehicle is interfering~~

~~with the proper and intended use of such zones.~~

~~GG.——Vehicle.~~

~~A device capable of being moved upon a street or alley and in, upon, or by which any person or property is or may be transported or drawn upon a public highway. "Vehicle" excludes, except where specifically referenced:~~

- ~~1. A power wheelchair or device other than a bicycle moved by human or animal power or used exclusively upon stationary rails or tracks;~~
- ~~2. A bicycle and a motorized foot scooter;~~
- ~~3. An electric personal assistive mobility device and a motorized foot scooter; and,~~
- ~~4. A golf cart.))~~

The following definitions apply to the terms in this Title 16A unless a different definition is expressly provided:

Term	Definition
Accessible Pedestrian Signals (APS)	Accessible Pedestrian Signals (APS) means integrated devices that communicate information about the "WALK" and "DON'T WALK" intervals at signalized intersections in non-visual formats to pedestrians who are blind or have low vision.
Alley	An alley means a public highway not designed for general travel and used primarily as a means of access to the rear of residences and business establishments. (RCW 46.04.020)
Application-based Rental of Electronically Activated Personal Transportation Devices	Application-based Rental of Electronically Activated Personal Transportation Devices means a method of renting a personal transportation device solely by means of a smartphone-enabled software application.
Approved Bicycle Helmet	Approved Bicycle Helmet means a head covering designed for safety that shall meet or exceed the requirements safety standards adopted by the U.S. Consumer Product Safety Commission (CPSC) 15 USCS 6004, or Z-00.4 set by the American National Standards Institute (ANSI), the

	Snell Foundation, the ASTM (American Society for Testing and Materials), or other subsequent nationally recognized standard for helmet performance as the county may adopt. The helmet must be equipped with either a neck or chinstrap that shall be fastened securely while the wheeled vehicle is in motion.
Authorized Personnel	Authorized Personnel means persons authorized to operate utility vehicles on public property and includes designated employees of Spokane Police and Spokane Parks and Recreation, as well as agents of any other public entity designated by, or contracting with, the City of Spokane for the maintenance of public properties.
Authorized Use	Authorized Use means the use of a utility vehicle that is city-owned or authorized and by someone who is authorized to operate the vehicle for a purpose described in SMC 16A.65.020.
Block Face	Block Face is one side of a street, inclusive of the public right-of-way between two consecutive features intersecting that street. The features can be other streets or boundaries of standard geographic areas.
Boat Livery	A Boaty Livery means a business that holds any vessel for renting or leasing.
Boating Accident	Boating Accident means a collision, sinking, fire, explosion, injury, or loss of life that involves a vessel, its equipment, or its appendages.
Buoy	A Buoy is a floating device or marker anchored in the water. All buoys, except for recreational buoys, shall comply with the Uniform State Waterway Marking System (USWMS).
Buoy Line	Buoy Line means a straight line that would exist if drawn between the closest safety buoys.
Charging Session	Charging Session is an event starting when a user or a vehicle initiates a refueling event and stops when a user or a vehicle ends a refueling event (RCW 19.94.010)

City-Authorized Utility Vehicle	City-Authorized Utility Vehicle means a small motorized four-wheel off-road vehicle owned or authorized by the City of Spokane and used to carry out specific tasks, such as those related to park security, law enforcement, or emergency management. Utility vehicles do not include golf carts, motorized personal transportation devices, bicycles, or other non-motorized vehicles.
Commercial Vehicle	Commercial Vehicle is any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire. (RCW 46.04.140)
Congested District	The Congested District is the area established within the Paid Parking Zone bounded and identified on the Paid Parking Zone Map .
Dock	Dock means any manmade platform extending from the shoreline into the water.
Downtown Residential Parking District (DRPD)	Downtown Residential Parking District (DRPD) means a portion of the street commonly used for vehicular parking where vehicles properly displaying a parking permit or other City-approved authorization are exempt from the payment required pursuant to SMC 16A.05.280 .
Downtown Residential Parking District Permit (DRPD Permit)	Downtown Residential Parking District Permit (DRPD Permit) means a printed pass, decal, electronic privilege associated with a specific vehicle license plate, or other identification issued to an eligible person to be displayed in or on the vehicle, as directed by the City, that enables it to park in a Downtown Residential Parking District.
Electric Vehicle	An Electric Vehicle is any vehicle that operates, either partially or exclusively, on electrical energy from (the grid or) an off-board source, that is stored on-board for motive purposes. Includes any one of the following:

	1. A "battery electric vehicle," any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating. 2. A "plug-in hybrid electric vehicle (PHEV)," an electric vehicle that a) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; b) charges its battery primarily by connecting to the grid or other off-board electrical source; c) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and 4) can travel powered by electricity. 3. A "neighborhood electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle whose speed attainable in one mile is more than 20 miles per hour and not more than 25 miles per hour and conforms to federal regulations set forth in 49 C.F.R Sec. 571.500. 4. A "medium-speed electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle, equipped with a roll cage or crush-proof body design, whose speed attainable in one mile is more than 25 miles per hour but not more than 35 miles per hour, and otherwise meets or exceeds the federal regulations outlined in 49 C.F.R. Sec. 571.500.
Electric Vehicle Parking Space	An Electric Vehicle Parking Space is any signed parking space that identifies the

	use to be exclusively for the parking of an electric vehicle.
Electric Vehicle Service Provider	An Electric Vehicle Service Provider is the entity responsible for operating one or more networked or non-networked electric vehicle supply equipment. Operating includes but is not limited to: Sending commands or messages to a networked electric vehicle supply equipment; receiving commands or messages from a networked electric vehicle supply equipment; or providing billing, maintenance, reservations, or other services to a non-networked or networked electric vehicle supply equipment. An electric vehicle service provider may designate another entity to act as the electric vehicle service provider for purposes of this chapter. A state agency, an electric utility as defined in RCW 19.405.020, or a municipal corporation as defined in RCW 39.69.010 is considered an electric vehicle service provider when responsible for operating one or more publicly available electric vehicle supply equipment. (RCW 19.94.010)
Electric Vehicle Supply Equipment	Electric Vehicle Supply Equipment is the unit controlling the power supply to one or more vehicles during a charging session (including, but not limited to, level 2 electric vehicle supply equipment and direct current fast chargers). (RCW 19.94.010)
Entertainment Parking District (EPD)	The Entertainment Parking District is the area established within the Paid Parking Zone for the purpose of meeting the specific operational and parking needs of the entertainment venues contained within the EPD as bounded and identified on the Paid Parking Zone Map .
Fire Lane	A Fire Lane is an area on public or private property reserved for providing Fire Department access to structures, firefighting fixtures, or equipment.
Flotation Device	Flotation Device means any device used or capable of being used as a means of transportation on the water and shall

	include, but not be limited to, inflatable beach toys, rubber inner tubes, rafts and air mattresses.
Highway	A Highway is the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. (RCW 46.04.197)
Household Unit	For purposes of the Downtown Residential Parking District, a Household Unit means any self-contained house, apartment, condominium, townhouse, detached or attached accessory dwelling unit, or group home that contains living, sleeping, and cooking quarters and is used by any number of related persons or up to six unrelated individuals. Each unit of a multiple-unit residential dwelling is considered a separate household unit.
Incidental Use	Incidental Use means very limited use of a utility vehicle on City streets, including entering the roadway, crossing a street, and otherwise traveling on a public right of way for the brief period necessary to access public property and, where authorized, to plow snow and ice from crosswalks.
Leading Pedestrian Interval	Leading Pedestrian Interval means a period of time during which an advance pedestrian green (i.e., "WALK" indication) for a crosswalk is displayed for a minimum of three seconds while red indications continue to be displayed to parallel, through, and/or turning vehicular traffic.
Modified or Enhanced	Modified or Enhanced means to alter the settings, displacement/horsepower, or muffler effect to achieve greater power and/or performance than provided when the unit was delivered from the factory for sale.
Mooring Buoy	A Mooring Buoy is a buoy placed for the mooring of vessels. Such buoys will be white with a blue stripe on top.
Motorboat	Motorboat means any vessel propelled in whole or in part by machinery, including

	those temporarily equipped with detachable motors.
Motorized Foot Scooter	Motorized Foot Scooter means a device with no more than two twelve-inch or smaller diameter wheels that has handlebars, is designed to be stood upon, but may have a seat, and is powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion.
Motorized Personal Transportation Device	Motorized Personal Transportation Device means motorized foot scooters, motorized skateboards, electronic personal assistive transportation devices, and all other similar devices, but shall be deemed to exclude motorized wheelchairs, motor-driven cycles, mopeds, and motorcycles.
Motorized Skateboard	Motorized Skateboard means every device with a platform having one or more sets of wheels beneath it, which the rider balances on top of, and which is either propelled by an attached or auxiliary, electric or gasoline motor.
Moving Water	Moving Water means a waterway that has a flow of water that can be measured in cubic feet per second.
Navigation Lights	Navigation Lights means a red port light and a green starboard light, and a white stern light visible at a distance of one hundred yards.
Non-Motorized Vessel	Non-Motorized Vessel means sailboats or vessels that are paddled, poled, or rowed.
Non-Passenger Vehicle (NPV)	A Non-Passenger Vehicle (NPV) is any vehicle which does not meet the definition of a passenger vehicle (SMC 16A.04.100) which includes but is not limited to: any vehicle requiring a commercial safety fee, limousine, any vehicle with over a one ton (thirty-five hundred) rating, vehicle requiring a commercial driver's license (CDL) to operate, farm vehicle, motor home, trailer of any type, camper, watercraft, or snowmobile.

Operator	Operator means a person who is in actual physical control or in charge of a vehicle or vessel when it is in use.
Owner	Owner means a person who claims lawful possession of a vehicle or vessel by virtue of legal title or equitable interest therein, which entitles them to such possession.
Paid Parking Zone	Paid Parking Zone is the portion of streets where the parking of vehicles shall be controlled, regulated, and inspected with the aid of devices, herein referred to as parking payment devices. The Paid Parking Zone is bounded and identified on the Paid Parking Zone Map .
Park or Parking	Park or Parking is the standing of a vehicle, whether occupied or not, otherwise than temporarily, for the purpose of and while actually engaged in loading or unloading property or passengers. (RCW 46.04.381)
Parking Holidays	Except for parking spaces at Spokane International Airport and Felts Field as authorized by SMC 12.03.0600 and SMC 12.03.0602, or where otherwise indicated by signposting in the area or for individual spaces, parking spaces regulated by a parking payment device may be used without charge during all hours on: a. Sundays; b. New Year's Day; c. Martin Luther King, Jr.'s Birthday; d. President's Day – Third Monday in February; e. Memorial Day; f. Juneteenth; g. Independence Day – July 4th; h. Labor Day;

	i. Indigenous Peoples' Day – Second Monday in October; j. Veteran's Day – November 11th; k. Thanksgiving Day; and l. Christmas Day. Where a foregoing holiday falls on a Sunday, the immediately following Monday is observed. On days designated in the foregoing, vehicles shall adhere to posted time limit regulations.
Parking Payment Device	A Parking Payment Device is any device used to accept payment for parking, such as parking meters, pay station kiosks, mobile devices, or other methods approved by the Parking Services Department.
Parking Permit	A Parking Permit is a privilege that allows its holder to access certain parking spaces and locations. Parking Permits may be in the form of a printed pass, decal, or electronic privilege associated with a specific vehicle license plate.
Parking Space	Parking Space is the area on or adjacent to the roadway in which to stop, stand, or park a vehicle that is controlled by a parking payment device designated by lines, curb paint, posted sign, meter decal, or other markings.
Passenger Vehicle	Passenger Vehicle is every motor vehicle, except motorcycles and motor-driven cycles, designed for carrying ten (10) passengers or less and used for the transportation of persons.
Pedestrian Recall	Pedestrian Recall means a "WALK" mode programmed into signal controllers in which the start of the pedestrian green ("WALK") indication coincides with the start of the green indication for the through movement parallel to the pedestrian movement and is called once per cycle.
Personal Flotation Device	Personal Flotation Device means life preservers, life vests, flotation rings, or

	buoyant cushions approved by the United States Coast Guard (USCG) and designed to float a person in the water. 1. Type I PFDs are designed for rough or remote waters where rescue may take a while. These devices are designed to turn an unconscious person face up in the water. 2. Type II PFDs are designed for calm waters when a quick rescue is likely. These devices may not turn some unconscious persons' face up in the water. 3. Type III PFDs are designed for calm waters when a quick rescue is likely. These devices are not designed for rough waters, as they will not turn most unconscious persons face up in the water. 4. Type IV PFDs are designed to be thrown to a person in the water. They are not designed to be worn. 5. Type V PFDs are designed for special activities such as kayaking and water skiing.
Personal Transportation Device	Personal Transportation Device means bicycles, electric-assist bicycles, foot scooters, motorized foot scooters, skateboards, motorized skateboards, electronic personal assistive transportation devices, and all other similar devices, but excluding motorized wheelchairs, motor-driven cycles, mopeds, and motorcycles.
Personal Watercraft	Personal Watercraft means a Class "A" inboard vessel, as defined by the U.S. Coast Guard, which uses an internal combustion engine powering a water jet pump as its primary source of motive

	propulsion and is designed to be operated by a person or persons sitting, standing or kneeling or being towed behind the product, rather than in the conventional manner of boat operation.
Port	Port is the left side of a vessel while facing forward.
Public Right-of-Way	A Public Right-of-Way is a right-of-way that is dedicated or deeded to the public for public use and under the control of a public agency.
Resident	For purposes of the Downtown Residential Parking District, a Resident means any person residing in a household unit that is located within a Downtown Residential Parking District.
Retail Zone of the Congested District	The Retail Zone of the Congested District is the area established within the Paid Parking Zone bounded and identified on the Paid Parking Zone Map .
Roadway	A Roadway is the portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder, even though such sidewalk or shoulder is used by persons riding bicycles. In the event a highway includes two or more separated roadways, the term "roadway" shall refer to any such roadway separately but shall not refer to all such roadways collectively. (RCW 46.04.500)
Safety Buoy	Safety Buoy means a buoy placed to regulate or control vessel speed or operations as required for the safety of the public.
Safety Zone	Safety Zone is the area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected or is marked or indicated by painted marks, signs, buttons, standards, or otherwise, so as to be plainly discernible. (RCW 46.04.510)
Sailboat	Sailboat means any vessel propelled primarily by the wind.
Shoreline	Shoreline means any existing waterline.

Ski or Swimming Dock	Ski or Swimming Dock means a manmade platform anchored to the bottom of a body of water.
Stand or Standing	Stand or Standing is the halting of a vehicle, whether occupied or not, otherwise than temporarily, for the purpose of and while actually engaged in receiving or discharging passengers. (RCW 46.04.555)
Starboard	Starboard means the right side of a vessel while facing forward.
Stop or Stopping	Stop or Stopping is any halting, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal. (RCW 46.04.566)
Street/City Street	City Street/Street is every public highway, or part thereof, located within the limits of cities and towns, except alleys. (RCW 46.04.120)
Taxicab, Cab, or Taxi	Taxicab, Cab, or Tax is a for-hire vehicle held out to the public as providing transportation for passengers and/or articles for compensation and: a. where the route traveled or destination is controlled by the customer; b. hat carries signs or indicia of a "taxi," "taxicab," or "cab" and is equipped as described in SMC 10.34A.090; c. where the fare is based on an amount recorded and indicated on a taximeter or by a special contract rate; and d. where the vehicle is dispatched by radio or cell phone, or the ride is obtained by the use of a street hail.
Temporary No Parking Zone	A Temporary No Parking Zone is:

	a. A parking space where an approved temporary no parking zone has been established and designated by temporary sign(s), barricade(s), meter cover(s) or other devices approved by the Parking Services Department. b. A temporary no parking zone will only become valid and enforceable if the zone has been established with signage for at least 24 hours giving notice that a vehicle will be removed if illegally parked in the zone, and where such vehicle is interfering with the proper and intended use of such zones.
Unauthorized Use	Unauthorized Use means the use of a utility vehicle that is not owned or authorized by the City of Spokane, or the use of a utility vehicle by a person who is not authorized to operate it on public property within the City limits.
Use	Use means to operate, navigate, or employ.
Vehicle	A Vehicle is a device capable of being moved upon a street or alley and in, upon, or by which any person or property is or may be transported or drawn upon a public highway. "Vehicle" excludes, except where specifically referenced: a. A power wheelchair or device other than a bicycle moved by human or animal power or used exclusively upon stationary rails or tracks; b. A bicycle and a motorized foot scooter; c. An electric personal assistive mobility device and a motorized foot scooter; and

	d. A golf cart.
Vessel	Vessel means any watercraft used or capable of being used as a means of transportation on the water. This definition shall include, but not be limited to, the following: 1. Rowboats, 2. Sailboats, 3. Motorboats, 4. Canoes, 5. Kayaks, 6. Paddleboards, 7. Flotation Devices, 8. Personal watercraft, and 9. Hovercraft.
Wake Speed	Wake Speed means a slow speed producing a wake not to exceed six inches in height at its apex when reaching any shoreline, dock, or manmade structure on the shoreline, and further not to exceed five miles per hour in any event.
Waterway	Waterway is any water, waterway, lake, river, tributary, canal, lagoon, or connecting waters within the incorporated boundaries of the city of Spokane.

Section 10. That Section 16A.05.060 of the Spokane Municipal Code is amended to read as follows:

Section 16A.05.060 Commercial Loading Zones

- A. No person shall stop, stand, or park a vehicle except an authorized commercial vehicle as defined in [SMC 16A.04.100](#) or other noncommercial vehicles as authorized by the ((Parking Manager)) Parking Services Department during the hours indicated on the signs marking the zones.

- B. No person shall stop, stand, or park an authorized commercial vehicle as defined in [SMC 16A.04.100](#) or other noncommercial vehicles as authorized by the ~~((Parking Manager))~~ Parking Services Department in a signed commercial loading zone for any purpose or length of time other than active and expeditious loading and unloading. In no case shall the stopping, standing, or parking exceed thirty (30) minutes.

Section 11. That Section 16A.06.010 of the Spokane Municipal Code is amended to read as follows:

Section 16A.06.010 Permits – Generally

A. Purpose.

A parking permit may be issued to allow a vehicle to legally park in violation of specific parking regulations. A parking permit may apply in a designated parking district or zone, paid parking space, or elsewhere, depending on the specifications of the permit.

B. Authority.

The ~~((Parking Manager))~~ Parking Services Department is hereby authorized to administer a system for the issuance of parking permits and to collect fees therefor.

C. Application.

1. Application for any parking permit required by this Chapter shall be made to the Parking Services Department on forms provided for such purpose.
2. All parking permit applications shall include, at a minimum, the following information:
 - a. The name, address, and other current contact information for the applicant;
 - b. The license plate number and make, model, and year of the vehicle for which the parking permit is sought;
 - c. A statement signed and sworn by the applicant, under penalty of perjury, that all information submitted is complete, true, and accurate to the best of their knowledge; and
 - d. A copy of the current vehicle registration.
3. The ~~((Parking Manager))~~ Parking Services Department may deny a parking permit application based on a demonstrated history of improper use by the

applicant during the previous twelve (12) months.

D. Outstanding Parking Fees and Fines.

~~((4-))~~ Outstanding parking fees and fines must be resolved prior to the issuance of any parking permit type.

E. Fees.

Parking permits for authorized vehicles shall be issued, pending approval by the ~~((Parking Manager))~~ Parking Services Department, by the City upon application therefore and the paying of the fee as established in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#).

F. Proper Display of Parking Permit.

Parking permits shall be properly displayed as directed by the City.

G. Maximum Number of Parking Permits Issued.

The ~~((parking manger))~~ Parking Services Department may limit the number of any type or zone parking permit.

H. Prohibition.

1. The provisions of this Chapter do not supersede any other provisions of the Spokane Municipal Code with respect to general parking regulations.
2. It is unlawful to falsely represent oneself as eligible for a parking permit under this Chapter or to furnish any false information in, or in conjunction with, an application for a parking permit. It shall be unlawful to attempt or to reproduce or alter any parking permit issued by the City.
3. Parking permits may be transferred upon review and approval by the ~~((Parking Manager))~~ Parking Services Department.
4. Parking permits may be revoked in the event Parking Services Department determines that the owner of the vehicle, or the vehicle itself, for which a parking permit has been issued, no longer meets the eligibility requirements established by Parking Services Department. Upon no longer meeting the eligibility requirements, the holder of the parking permit shall surrender such parking permit to the Parking Services Department.

5. Violation of parking permit use shall result in the permit being revoked, cancellation of the permit, forfeiture of any fees paid or deposit, and may result in the forfeiture of future reservations if applicable.

Section 12. That Section 16A.06.020 of the Spokane Municipal Code is amended to read as follows:

Section 16A.06.020 Commercial Loading Zone Parking Permits

A commercial loading zone parking permit allows parking in any area designated by the parking permit. The parking permit may contain restrictions as deemed necessary by the ~~((Parking Manager))~~ Parking Services Department.

Section 13. That Section 16A.06.060 of the Spokane Municipal Code is amended to read as follows:

Section 16A.06.060 Temporary Curb Space Parking Permits

- A. The ~~((Parking Manager))~~ Parking Services Department may authorize temporary curb space parking permits for a verified nonprofit organization vehicle for use in a temporary no parking zone. The ~~((Parking Manager))~~ Parking Services Department shall not authorize temporary curb space parking permits for commercial purposes in the roadway.
- B. A temporary curb space parking permit allows parking in any area designated by the parking permit. The parking permit may contain restrictions as deemed necessary by the ~~((Parking Manager))~~ Parking Services Department.

Section 14. That Section 16A.06.070 of the Spokane Municipal Code is amended to read as follows:

Section 16A.06.070 Downtown Residential Parking District (DRPD) Permits

- A. Designation of Downtown Residential Parking District.

Residents of multifamily residential properties located within the Paid Parking Zone may purchase parking permits to park at designated locations within the Paid Parking Zone without additional payment at the Paid Parking Devices.

- B. Administration of Downtown Residential Parking Districts

1. In any ~~((DRPD))~~ Downtown Residential Parking District, the ~~((Parking Manager))~~ Parking Services Department may issue parking permits or other

means of identification, maintain lists of vehicles owned or used by parking permit holders, or adopt any other reasonable means of distinguishing vehicles that are validly parked in ~~((an-DRPD))~~ a Downtown Residential Parking District.

- a. A parking permit shall not guarantee or reserve to the holder an on-street parking space within the designated ~~((DRPD))~~ Downtown Residential Parking District.
 - b. ~~((DRPD))~~ Downtown Residential Parking District permits must be used within the assigned, designated area, as instructed by the City.
2. Residency. In addition to the parking permit application and requirements set forth in [SMC 16A.06.010](#), all applicants for ~~((an-DRPD))~~ Downtown Residential Parking District permit shall also demonstrate proof of the applicant's residency within the applicable ~~((DRPD))~~ Downtown Residential Parking District zone, which may include documented proof that the applicant's vehicle is registered to a residence within the ~~((DRPD))~~ Downtown Residential Parking District.
3. Authority To Regulate. In order to maintain the integrity of the downtown core, ensure a balanced system with multiple competing needs for on-street parking, and properly manage ~~((DRPD))~~ Downtown Residential Parking District zones, ~~((parking services))~~ the Parking Services Department may:
 - a. Limit the number of ~~((DRPD))~~ Downtown Residential Parking District parking permits issued per household;
 - b. Limit the total number of parking permits issued within an entire ~~((DRPD))~~ Downtown Residential Parking District zone;
 - c. Charge a fee for ~~((DRPD))~~ Downtown Residential Parking District permits before their issuance; and
4. Term. All ~~((DRPD))~~ Downtown Residential Parking District parking permits shall be issued with a term not to exceed one year to residents who comply with the requirements as set forth in this Chapter.

Section 15. That Section 16A.06.080 of the Spokane Municipal Code is amended to read as follows:

Section 16A.06.080 Parking Space Reservation Permit

A parking space reservation permit allows parking within a designated parking space. The parking permit may contain allowances and restrictions as deemed necessary by the ((Parking Manager)) Parking Services Department.

Section 16. That Section 16A.06.090 of the Spokane Municipal Code is amended to read as follows:

Section 16A.06.090 Temporary Parking Permit

A temporary parking permit allows parking in any area designated by the parking permit. The parking permit may contain restrictions as deemed necessary by the ((Parking Manager)) Parking Services Department.

Section 17. That Section 16A.07.010 of the Spokane Municipal Code is amended to read as follows:

Section 16A.07.010 Authority of the ((Parking Manager)) Parking Services Department

The ((Parking Manager)) Parking Services Department is hereby authorized to:

- A. establish on-street parking rates and time limits according to [SMC 08.02.083\(B\)](#);
- B. establish loading zones, safety zones, passenger loading zones, bus stops, taxi zones, and other restricted parking places, from time to time, at the locations on the public streets and highways as may be in the interest of public safety and convenience, and direct that the same be designated by appropriate signs or other markers to facilitate the movement of traffic, to eliminate congestion and danger, and to promote and maintain a more effective use of the streets and highways;
- C. grant special permissions for loading and unloading in alleys, passenger loading zones, commercial loading zones, or in ((city)) City rights-of-way and other ((city-controlled)) City-controlled parking areas under the jurisdiction of the City of Spokane;
- D. manage and update the [Paid Parking Zone map](#);
- E. direct the installation of parking payment devices in locations within the Paid Parking Zone;
- F. impound unauthorized vehicles on public property; and
- G. issue civil infractions for all violations of this chapter.

Section 18. That Section 16A.07.060 of the Spokane Municipal Code is amended to read as follows:

Section 16A.07.060 Vehicle Immobilization and Impoundment

A. Definitions

- ~~((1. "Impound" means to take and hold a vehicle in legal custody.~~
- ~~2. "Immobilization device" means a device which immobilizes the vehicle by either clamping and locking to a wheel impeding movement of the vehicle, or by attaching to the vehicle's windshield in such a manner to obscure the view of the driver, thereby preventing legal operation of the vehicle.~~
- ~~3. "Public impound" means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.~~
- ~~4. "Public Property" means any street, road, public highway or other publicly owned property.~~
- ~~5. "Scofflaw" means a vehicle which has been issued four (4) or more parking tickets which remain unpaid more than forty-five (45) days after the issuance of the ticket.~~
- ~~6. "Unauthorized vehicle", for purposes of this section, means a vehicle that is subject to impoundment after being left unattended in one of the following circumstances:~~
- ~~a. Constituting an accident or a traffic hazard as defined in RCW 46.55.113;~~
- ~~b. On a highway and tagged as described in RCW 46.55.085;~~
- ~~c. In a publicly owned or controlled parking facility, properly posted under RCW 46.55.070; or,~~
- ~~d. In violation of any of the restrictions subject to vehicle impoundment under [SMC 16A.07.070](#) or [SMC 16A.07.080](#).)~~

The following definitions apply to the terms in this chapter:

Term	Definition
Impound	"Impound" means to take and hold a vehicle in legal custody.

Immobilization device	"Immobilization device" means a device that immobilizes the vehicle by either clamping and locking to a wheel impeding movement of the vehicle, or by attaching to the vehicle's windshield in such a manner to obscure the view of the driver, thereby preventing legal operation of the vehicle.
Public impound	"Public impound" means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.
Public Property	"Public Property" means any street, road, public highway, or other publicly owned property.
Scofflaw	"Scofflaw" means a vehicle that has been issued four (4) or more parking tickets which remain unpaid for more than forty-five (45) days after the issuance of the ticket.
Unauthorized vehicle	"Unauthorized vehicle", for purposes of this section, means a vehicle that is subject to impoundment after being left unattended in one of the following circumstances: a. Constituting an accident or a traffic hazard as defined in RCW 46.55.113; b. On a highway and tagged as described in RCW 46.55.085; c. In a publicly owned or controlled parking facility, properly posted under RCW 46.55.070; or d. In violation of any of the restrictions subject to vehicle impoundment under SMC 16A.07.070 or SMC 16A.07.080.

B. If a vehicle is in violation of the time restrictions of RCW 46.55.010(14) as set forth in ((subsections (6)(a) or (6)(c))) in subsections a and c in the definition of

“Unauthorized vehicle” above, it may be immediately impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property. Vehicles in violation of ~~((6)(b))~~ Subsection b in the definition of “Unauthorized vehicle” above may be impounded within twenty-four (24) hours.

- C. If a vehicle is in violation of any of the restrictions subject to vehicle impoundment set forth in ~~((section (6)(d)))~~ subsection d in the definition of “Unauthorized vehicle” above, it may be impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property.
- D. In addition to law enforcement officers, the ~~((Parking Manager))~~ Director of Transportation and Sustainability, or ~~((his or her))~~ their designee, is a public official with jurisdiction over the public property and with authority to authorize impoundment of unauthorized vehicles on public property.
- E. The impoundment of unauthorized vehicles on public property under this section shall incorporate all procedures related to vehicle impoundment as set forth in Chapter 46.55 RCW. Chapter 46.55 RCW, as now enacted or hereinafter amended, is hereby adopted by reference as if fully set forth herein.
- F. Scofflaw List.

As frequently as practicable, the Parking Services Department, working in conjunction with Spokane Municipal Court and the collection agency contracted by the City or Spokane Municipal Court, shall prepare, maintain, and update a scofflaw list.

1. Civil Penalties to Cover Administrative Costs.

There is imposed upon the owner of every vehicle on the scofflaw list a civil penalty of the amount specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#) to cover costs of administering the scofflaw list. There is also imposed upon the owner of every vehicle on the scofflaw list that is immobilized or impounded hereunder a civil penalty of the amount specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#) to cover the additional administrative costs of immobilization and/or impoundment.

2. Notice.

- a. The City’s contracted collection agency shall give notice by first class mail to the last known registered owner of the vehicle, as disclosed by the vehicle license plate number and as provided by the Washington State Department of Licensing or equivalent vehicle licensing agency of the state in which the vehicle is registered for

each vehicle on the scofflaw list, stating that the vehicle is on the scofflaw list; and

- i. the date and the nature of each ticket overdue, and the amount due on each;
 - ii. that a scofflaw list fee in the amount specified in subsection 1 of this section has been imposed to cover administrative costs;
 - iii. the total amount currently due;
 - iv. a specific deadline for response, no less than ten (10) days after the date of mailing;
 - v. that the owner shall, by said deadline, respond to the notice. Response shall be by paying the total amount due, scheduling a hearing with the Spokane Municipal Court, or by arranging a payment schedule with the City's contracted collection agency for payment of the total amount due; and
 - vi. that if the vehicle owner fails to respond within the prescribed time period, the listed vehicle will be subject to immediate immobilization or impoundment pursuant to the procedures in [SMC 16A.07.060\(F\)](#), payment of the civil penalties imposed in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#) and payment of the costs of immobilization, towing and storage.
- b. The notice required by this subsection is sufficient if mailed to the address provided by the Washington State Department of Licensing; provided, however, that if the City's contracted collection agency, after exercising due diligence, to discover any mailing address, then notice is sufficient if it is posted on the vehicle, or personally served on the vehicle owner or driver, or provided by any other means reasonably calculated to provides notice to vehicle owner or driver.
- c. If the vehicle owner or an agent of the owner pays the fines and fees, including the amount(s) specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#), and all towing and storage charges, if any, schedules a hearing with the Spokane Municipal Court, or arranges a payment plan through the City's contracted collection agency, parking services shall remove the vehicle from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent appears to pay or sets a hearing with the Spokane Municipal Court, such

subsequent tickets shall also be paid before the vehicle is removed from the scofflaw list.

- d. The owner of a vehicle that is subject to the procedures of this section and in [SMC 16A.07.060\(F\)\(3\)](#) and [\(4\)](#), is entitled to a hearing in the Spokane Municipal Court pursuant to RCW 46.55.120 (2)(b) to contest the validity of the immobilization, impoundment, or the amount of towing and storage charges. Any request for a hearing and the resolution thereof shall be as set forth in RCW 46.55.120 (3), which are hereby adopted by reference as now exist or hereafter may be amended.
- e. Failure to appear for a scheduled hearing or to remain current and in good standing on any arranged payment plan with the City's contracted collection agency((;)) will result in the vehicle returning to the scofflaw list and being eligible for immediate immobilization.

3. Immobilization.

- a. If the owner of a vehicle to whom notice has been sent pursuant to [SMC 16A.07.060\(F\)\(2\)](#) fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges then due, including but not limited to the amount(s) specified in the [City of Spokane Parking Fee Schedule \(SMC 08.02.083\(A\)\)](#), the vehicle can be removed from the scofflaw list under [SMC 16A.07.060\(F\)\(2\)\(c\)](#) and may be immobilized by installing an immobilization device on the vehicle.
- b. The person installing the immobilization device shall leave under the windshield wiper or otherwise attach to such vehicle a notice advising the owner that:
 - i. the vehicle has been immobilized by the City of Spokane for failure to pay four or more uncontested parking tickets within forty-five (45) days of their issuance,
 - ii. that release of the immobilization device may be obtained by paying the fines, fees, and civil penalties due,
 - iii. that unless such payments are made within two (2) business days of the date of the notice, the vehicle will be impounded, and
 - iv. that it is unlawful for any person to remove or attempt to remove the immobilization device, to damage the immobilization device, or to move the vehicle with the

immobilization device attached.

- c. No parking restriction otherwise applicable to the vehicle applies while the vehicle is immobilized by an immobilization device installed under the provisions of this section.
- d. Before the vehicle may be released from immobilization, the vehicle owner or an agent of the owner shall pay all fines and fees then due, including but not limited to the amounts specified in the [City of Spokane Parking Fee Schedule](#) ([SMC 08.02.083\(A\)](#)).

Upon such payment, the vehicle shall be removed from the scofflaw list, and the immobilization device shall promptly be removed from the vehicle. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, the subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from immobilization.

4. Impoundment.

- a. The following vehicles may be impounded:
 - i. A vehicle that was issued eight (8) or more parking tickets that are unpaid forty-five (45) or more days after the date of their issuance, where the registered owner of the vehicle was sent a notice pursuant to [SMC 16A.07.060\(F\)](#) and the owner fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges the vehicle can be removed from the scofflaw list under [SMC 16A.07.060\(F\)\(2\)\(c\)](#); or
 - ii. A vehicle that was immobilized pursuant to [SMC 16A.07.060\(D\)](#) and the vehicle's owner failed to pay all fines, fees, and administrative charges within two (2) business days of the date the vehicle was immobilized, such that the vehicle can be removed from the scofflaw list under [SMC 16A.07.060\(F\)\(2\)\(c\)](#); or
- b. The uniform impound authorization and inventory form provided for by administrative rule by the Washington ((state patrol)) [State Patrol](#) pursuant to RCW 46.55.075 shall be used when applicable.

If a vehicle has been impounded pursuant to [SMC 16A.07.060\(F\)\(4\)](#), before the vehicle may be released from impound, the vehicle owner or an agent of the owner shall pay all fines and fees then owing, including but not limited to the amounts specified in the [City of Spokane Parking Fee Schedule](#) ([SMC 08.02.083\(A\)](#)); and

all towing and vehicle storage charges. Upon such payment, the vehicle shall be removed from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, such subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from impoundment.

Section 18. That Section 16A.07.070 of the Spokane Municipal Code is amended to read as follows:

Section 16A.07.070 When a Vehicle Is Subject to Immediate Impoundment

A vehicle may be subject to immediate impoundment under the following circumstances and if no reasonable alternative to impoundment exists:

- A. When the vehicle is obstructing or is likely to obstruct the normal flow of vehicular or pedestrian traffic. ([SMC 16A.05.240](#))
- B. When the vehicle blocks a fire hydrant or lane, constitutes a danger to travel, impedes safe passage, or poses a threat to public safety. ([SMC 16A.05.170](#), [SMC 16A.05.180](#), [SMC 16A.05.240](#), [SMC 16A.05.370](#))
- C. When a vehicle with an expired registration of more than forty-five days is parked on a public street. (RCW 46.16A.030(7))
- D. When the vehicle is illegally occupying a zone or parking space where, by order of the ~~((Parking Manager))~~ Director of Transportation and Sustainability or Chief of Police or Fire or their designees, parking is limited to pre-authorized vehicles, designated classes of vehicles, or is prohibited during certain hours, on designated days or at all times, if the zone has been established with signage for at least twenty-four (24) hours giving notice that a vehicle will be removed if illegally parked in the zone and where such vehicle is interfering with the proper and intended use of such zones or parking space(s). ([SMC 16A.05.050](#), [SMC 16A.05.060](#), [SMC 16A.05.330](#), [SMC 16A.05.340](#), [SMC 16A.05.350](#), [SMC 16A.05.410](#), [SMC 16A.05.450](#), [SMC 16A.05.460](#))
- E. When the vehicle is impeding snow removal or other street needs after notice has been given by the City by way of press, radio, and/or television, or by other notice to the occupants in the neighborhood. ([SMC 16A.61.564](#))
- F. Whenever a vehicle without a special license plate, placard, or decal indicating that the vehicle is being used to transport a person with disabilities under RCW 46.19.010 is parked in a stall or space clearly and conspicuously marked under RCW 46.61.581, which space is provided on private property without charge or on public property.

Section 19. That Section 16A.60.010 of the Spokane Municipal Code is hereby repealed.

Section 20. That Section 16A.61.5703 of the Spokane Municipal Code is amended to read as follows:

Section 16A.61.5703 Special Loading Zones

- A. Permits for creating special loading zones for use by commercial vehicles and vehicles while engaged in services in conjunction with public utilities, construction and maintenance, and special parking zones for use by official clearly identifiable news media vehicles and clearly identified vehicles of charitable nonprofit service organizations and vehicles qualifying for an Entertainment Parking District (EPD) privilege as provided in [SMC 16A.04.100\(G\)](#) may be issued by the ~~((Parking Manager))~~ Parking Services Department, in accordance with rules and regulations established by the ~~((Parking Manager))~~ Parking Services Department.
- B. An approved special loading zone shall be established and designated by meter hood, temporary sign(s), barricade(s), or other device approved by the ~~((Parking Manager))~~ Parking Services Department and used by the permittees to create, in the case of commercial vehicles, a special loading zone in a regular parking space for a time period normally not exceeding thirty minutes for the purpose of expeditiously loading and unloading commodities, and in the case of news media vehicles a special parking zone in a regular parking space for a period normally not exceeding one hour for the purpose of news reporting activities, and in the case of charitable nonprofit service organizations a special parking zone in a regular parking space for a period normally not exceeding one hour for the purpose of performing charitable services for the benefit of the inhabitants of the City.
- C. Use of EPD special loading zones by qualifying vehicles shall not exceed the time necessary to support the operational and parking needs to support an entertainment venue.
- D. Special loading zones shall not be established in loading or restricted zones or in paid parking zone spaces of less than a one-hour time limit and shall contain thereon a card which identifies the permittee and the date and time of the special loading zone.
- E. Vehicles lawfully parked at a paid parking space in a special loading zone at the time a special loading zone is established are not in violation of this section until the applicable parking time for the vehicle has expired.
- F. EPD special loading zones are only valid within the EPD. Permittees of EPD special loading zones are responsible ~~((to designate))~~ for reporting unauthorized vehicles to an authorized law enforcement officer and must agree to indemnify and hold harmless the City and its agents against all loss or liability because of a wrongful impound or any claims related thereto.

G. Violation of proper special loading zone use shall result in the meter hood, temporary sign(s), barricade(s), or other device approved by the ((Parking Manager)) Parking Services Department being removed from the space, cancellation of the permit, and forfeiture of any deposit. Rates to be charged for special loading zones shall be as set out in the City of Spokane Parking Fee Schedule ([SMC 08.02.083\(A\)](#)).

Section 21. That Section 16A.62.010 of the Spokane Municipal Code is hereby repealed.

Section 22. That Section 16A.65.010 of the Spokane Municipal Code is hereby repealed.

Section 23. That Section 16A.84.010 of the Spokane Municipal Code is hereby repealed.

Section 24. 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 25. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

PASSED by the City Council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** PIES **Date:** 01/12/2026**Committee Agenda type:** Consent**Date Rec'd**

12/17/2025

Clerk's File #

ORD C36831

Cross Ref #**Project #****Council Meeting Date:** 02/02/2026**Submitting Dept**

WASTEWATER MANAGEMENT

Bid #**Contact Name/Phone**

RAYLENE 625-7901

Requisition #**Contact E-Mail**

RGENNETT@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

BWILKERSON KKLITZKE KTELIS

Sponsoring at Administrators Request

NO

Lease? NO**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

4320 ORDINANCE AMENDMENT SMC 13.03A

Agenda Wording

Pretreatment Ordinance Amendment - Wastewater Management section 13.03A.0204 Local Limits [2.4]

Summary (Background)

The RPWRF Industrial Pretreatment Program administers wastewater regulations that protect our workers, the treatment process, infrastructure, water quality, and biosolids quality. Pollutants of concern are monitored and limited to protect the treatment facility from pass through and interference. The Program is required and authorized to regulate pollutants from Industrial Users. Periodically, the pollutant limits assigned to Industrial Users are required to be updated. The City's NPDES Permit required recalculation of these limits based on current conditions and standards. The new limits now need to be codified in SMC 13.03A.0204.

What impacts would the proposal have on historically excluded communities?

N/A - Public Works services and projects are designed to serve all citizens and businesses. We strive to offer a consistent level of service to all, to distribute public investment throughout the community, and to respond to gaps in services identified in various City plans. We recognize the need to maintain affordability and predictability for utility customers. And we are committed to delivering work that is both financially and environmentally responsible. This item supports the operations of Public Works.

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 - This work is designed to manage costs and continue service delivery in support of all citizens and taxpayers and maintain compliance with regulatory requirements.

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

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

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

This work is consistent with all City Policies and Procedures and is required to maintain compliance with regulatory requirements.

Council Subcommittee Review

Pretreatment Ordinance Amendment - Wastewater Management section 13.03A.0204 Local Limits [2.4]

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$		
Current Year Cost	\$		
Subsequent Year(s) Cost	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	GENNETT, RAYLENE		
<u>Division Director</u>	FEIST, MARLENE		
<u>Accounting Manager</u>	ALBIN-MOORE, ANGELA		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
		hbarnhart@spokanecity.org	
kkeck@spokanecity.org		mmurray@spokanecity.org	
Tax & Licenses		atagnani@spokanecity.org	

ORDINANCE NO. C36831

AN ORDINANCE relating to pretreatment, to chapter 13.03A of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the City is updating and amending section 13.03A.0204 of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1: That SMC section 13.03A.0204 is amended to read as follows:

13.03A.0204 Local Limits [2.4]

A. The following limits are established as local limits, expressed as Maximum Allowable Discharge Limits. No Significant Industrial User may discharge wastewater into the POTW in excess of the following concentrations:

1. Arsenic: ~~((0.12))~~ 0.070 mg/L.

~~((2. Benzene: <0.5 mg/L))~~

~~((3))~~ 2. Cadmium: 0.093 mg/L.

~~((4. Total Chromium: <5.0 mg/L.))~~

~~((5))~~ 3. Copper: 0.74 mg/L.

~~((6))~~ 4. Cyanide: ~~((1.04))~~ 0.25 mg/L.

~~((7))~~ 5. Fats, oils, and, grease: See SMC 13.03A.0201(B)(19).

~~((8))~~ 6. Lead: 0.32 mg/L.

~~((9))~~ 7. Mercury: 0.012 mg/L.

~~((10))~~ 8. Nickel: ~~((1.74))~~ 1.15 mg/L.

~~((11))~~ 9. Silver: 0.46 mg/L.

~~((12))~~ 10. Zinc: ~~((2.59))~~ 1.83 mg/L.

~~((13))~~ 11. The pH limit set in SMC 13.03A.0201(B)(2) may also be enforced as a local limit.

~~((14))~~ 12. Molybdenum: ~~((0.66))~~ 0.39 mg/L.

~~((15))~~ 13. Selenium: ~~((0.40))~~ 0.27 mg/L.

14. PCBs: 0.000064 mg/L.

- B. Users that discharge wastewater into any sewer that conveys wastewater to Spokane County Regional Water Reclamation Facility must comply with the limits set forth in Spokane County Code Chapter 8.03A.0204.
- C. The above limits apply at the point where the wastewater is discharged to the POTW (end of the pipe). All concentrations for metallic substances are for “total” metal unless indicated otherwise. The Plant Manager may impose mass limitations in addition to or in place of the concentration-based limitations shown in subsection (A) of this section. Where a user is subject to a categorical pretreatment standard and a local limit for a given pollutant, the more stringent limit or applicable pretreatment standard shall apply.
- D. Limits may be established for all users, groups, or specific users. They may be designed to ameliorate temporary or permanent discharge characteristics, or to accommodate any new or special temporary or permanent condition of the POTW, its effluent receiving water, or other environmental problem. The Plant Manager may set limits as instantaneous maximums or for other durations (e.g., daily maximum or monthly average limits) where deemed proper.
- E. Whenever determined appropriate, the Plant Manager may develop best management practices (BMPs) for general application, in individual discharge permits or general discharge permits, to implement local limits and the requirements of article II of this chapter and require documentation of compliance. Failure to follow such requirements is a violation of this chapter.

NOTE: Bracketed enumerations reference the numbering in the EPA Region 10 Model

Section 2. Effective Date. This ordinance shall take effect and be in force on April 1, 2026.

PASSED BY THE CITY COUNCIL ON _____

Council President

Attest:

Approved as to form:

City Clerk

Assistance City Attorney

Mayor

Date

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

1/9/2026

Clerk's File #

ORD C36836

Cross Ref #

OPR 2026-0053

Project #**Council Meeting Date:** 02/02/2026**Submitting Dept**

PARKS & RECREATION

Bid #**Contact Name/Phone**

NICK HAMAD 363-5452

Requisition #**Contact E-Mail**

NHAMAD@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Council Sponsor(s)

KKLITZKE SDIXIT

Sponsoring at Administrators Request

NO

Lease? YES**Grant Related?** NO**Public Works?** NO**Agenda Item Name**

APPROVAL OF PARK BOARD LEASE TO AMERICAN INDIAN COMMUNITY

Agenda Wording

AN ORDINANCE approving lease of portion of High Bridge Park to American Indian Community Center for 50 years.

Summary (Background)

On January 8, 2026 the Park Board approved a land lease agreement with the American Indian Community Center (AICC), granting rights to use a 2.25 acre portion of High Bridge Park to develop the new AICC building. This lease finalizes the terms of a lease the Park Board agreed to in principle via a supporting resolution adopted in January 2023. This agreement was developed after park board land committee determined in October 2025 that the proposal is consistent with the 'alternative use of park land' policy and provides a quantifiable net benefit to the park system. This lease agreement incorporates feedback from the December park board land committee. Consistent with Park Board policy relating to long-term leases of park land, the lease identifies an in-kind net benefit to the park system of \$896,000. Annual rent payment is \$1 per year. The lease is renewable for an additional 50-year term on mutual agreement. Per Section 48 of the City Charter, all lease of park land for more than three years must be approved via ordinance. The agenda packet includes Park Board materials relating to the lease and a draft ordinance.

What impacts would the proposal have on historically excluded communities?

The land restores to native use a portion of land historically significant to the Spokane Tribe, along the Spokane River, which will enable the AICC to continue to provide services to native and non-native populations.

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?

Consistent with January 2023 Park Board resolution to lease land to the AICC for construction of a new facility for AICC.

Council Subcommittee Review

reviewed and approved by Park Board.

Fiscal Impact			
Approved in Current Year Budget?		N/A	
Total Cost	\$	0	
Current Year Cost	\$	0	
Subsequent Year(s) Cost	\$	0	
<u>Narrative</u>			
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	
<u>Dept Head</u>	GBYRD	<u>ACCOUNTING -</u>	GBYRD
<u>Division Director</u>	GBYRD		
<u>Accounting Manager</u>	GBYRD		
<u>Legal</u>	GBYRD		
<u>For the Mayor</u>	GBYRD		
Distribution List			
cbaird@spokanecity.org			

ORDINANCE NO C36836

AN ORDINANCE approving the lease of a portion of High Bridge Park to the American Indian Community Center for 50 years.

WHEREAS, The American Indian Community Center (AICC) has long been a place of connection, stability and opportunity for Native families across the Inland Northwest; and

WHEREAS, the AICC began in 1967 as a gathering place for urban Indians in Spokane, and has since grown into a 501(c)(3) nonprofit that delivers employment, educational and social services while preserving culture and community ties; and

WHEREAS, the AICC has represented more than 300 Tribes and Alaska Native Villages, including each of Washington's 29 Tribes, and today serves more than 3,200 clients annually and supports over 10,000 people across 21 counties in Eastern Washington and North Idaho; making Spokane the largest Native hub between Seattle and Minneapolis; and

WHEREAS, despite its reach and impact, AICC has never had a permanent home, in 57 years has relocated 11 times, forcing families and staff to adapt repeatedly, and its current facility in urban northwest Spokane, is undersized, inaccessible and already outgrown; and

WHEREAS, the AICC has embarked on "The Forever Home Project," an effort to secure a *permanent home* for a 25,000-square-foot facility at High Bridge Park, near the ancestral salmon fishing grounds of the Spokane people; and

WHEREAS, in January 2023 the Spokane Park Board agreed by resolution to work with the AICC to provide a permanent location for the AICC in or near High Bridge Park; and

WHEREAS, in November of 2025, the Park Board Land Committee determined the AICC proposal to construct a community center on approximately 2.25 acres of land within High Bridge Park would result in a quantifiable net-improvement to the city park system as outlined in city administrative policy 1400-24-17.

WHEREAS, the AICC and Park Board agreed to a form of lease, attached to this ordinance as Exhibit A (the "AICC Lease") ; and

WHEREAS, on January 8, 2026, the Spokane Park Board unanimously approved the AICC Lease; and

WHEREAS, Article V, Section 48 of the City Charter requires that the lease of park property for a period of more than three years be approved by the City Council by ordinance;

NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. Lease Approval. The lease of park property to the American Indian Community Center for a term of fifty (50) years, under the terms set forth in the attached lease agreement, is approved by the City Council in compliance with Article V, Section 48 of the Charter of the City of Spokane. The park property is a 2.25 portion of High Bridge Park, more particularly described in the "Ground Lease Area" designated in Exhibit "A" to the AICC Lease.

Section 2. Legal Description. Pursuant to its terms, the AICC Lease may be amended at a future date to include a detailed legal description, and the amended lease and/or a memorandum thereof may be recorded in the records of Spokane County at the option of the American Indian Community Center.

PASSED by the city council on _____

Council President

Attest:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date

AGENDA SHEET FOR PARK BOARD MEETING OF: January 8, 2026



Submitting Division
Parks & Recreation

Contact Person
Nick Hamad

Phone No.
509.363.5452

Cross reference
CR: ORD C 36836

Department: ☒ Finance ☐ Operations ☐ Recreation/Golf ☐ Riverfront Park

Committee: ☒ Finance ☐ Golf ☐ Land ☐ Recreation ☐ Riverfront ☐ UFTC

Type of contract: ☐ New ☒ Lease ☐ Renewal/Ext. ☐ Amendment/CO ☐ Other

Beginning date: 01/08/2026 Expiration date: 12/31/2076 06/01/2525 ☐

CLERKS' FILE OPR 2026-0053
RENEWAL
CROSS REF 2023-0047
ENG
BID
REQUISITION

AGENDA WORDING:

American Indian Community Center / High Bridge Park Land Lease
(\$896,000 revenue)

MASTER PLAN CORRELATION

M.P. GOAL: _____
M.P. OBJECTIVE: _____
M.P. PRIORITY TIER: _____

BACKGROUND: (Attach additional sheet if necessary)

Land lease agreement with the American Indian Community Center granting rights to use a 2.25 acre portion of High Bridge Park to develop the new American Indian Community Center building.

This agreement was developed after park board land committee determined in October 2025 that the proposal is consistent with the 'alternative use of park land' policy and provides a quantifiable net benefit to the park system. This lease agreement incorporates feedback from the December park board land committee.

RECOMMENDATION:

Motion to approve High Bridge Park land lease agreement with American Indian Community Center.

ATTACHMENTS: Include in packets. See back of Agenda Sheet for specific supporting document requirements.

SIGNATURES:

Nick Hamad
Requester - Nick Hamad

Jason Conley
Dept. Manager Jason Conley

Garrett Jones
Director of Parks & Recreation - Garrett Jones

Megan Dyson
Parks Accounting - Megan Dyson

Megan Kapaun
Legal Dept. - Megan Kapaun

DISTRIBUTION:

Parks: Accounting

Parks: Sarah Deatrich

Budget Manager:

Requester: Nick Hamad

karens@aiccinc.org

lindal@aiccinc.org

garrett jones

PARK BOARD ACTION:

APPROVED BY SPOKANE PARK BOARD

[Signature]
Park Board President
January 8, 2026

Spokane Park Board

Briefing Paper



Committee	Finance Committee			Committee meeting date: January 6, 2026
Requester	Nick Hamad			Phone number: 509.363.5452
Type of agenda item	☐ Consent	☐ Discussion	☐ Information	☒ Action
Type of contract/agreement	☐ New ☐ Renewal/ext. ☒ Lease ☐ Amendment/change order ☐ Other			
City Clerks file (OPR or policy #)	OPR 2023-0047			
Master Plan Goal, Objective, Strategy (Click HERE for link to the adopted plan)			Master Plan Priority Tier: (pg. 171-175)	
Item title: (Use exact language noted on the agenda)	American Indian Community Center / High Bridge Park Land Lease (\$896,000 revenue)			
Begin/end dates	Begins: 01/08/2026		Ends: 12/31/2076	☐ 06/01/2525
Background/history: Land lease agreement with the American Indian Community Center granting rights to use a 2.25 acre portion of High Bridge Park to develop the new American Indian Community Center building. This agreement was developed after park board land committee determined in October 2025 that the proposal is consistent with the 'alternative use of park land' policy and provides a quantifiable net benefit to the park system. This lease agreement incorporates feedback from the December park board land committee.				
Motion wording: Motion to approve High Bridge Park land lease agreement with American Indian Community Center.				
Approvals/signatures outside Parks: ☐ Yes ☒ No If so, who/what department, agency or company: American Indian Community Center Name: Linda Lauch Email address: lindal@aiccinc.org Phone: (509) 535-0886				
Distribution: Parks – Accounting karens@aiccinc.org Parks – Sarah Deatrich lindal@aiccinc.org Requester: Nick Hamad garrett jones Grant Management Department/Name:				
Fiscal impact: ☐ Expenditure ☒ Revenue Amount: Budget code:				
Vendor: ☐ Existing vendor ☒ New vendor Supporting documents: ☐ Quotes/solicitation (RFP, RFQ, RFB) ☐ W-9 (for new contractors/consultants/vendors) ☐ Contractor is on the MRSC Roster - City of Spokane ☐ ACH Forms (for new contractors/consultants/vendors) ☐ UBI: Business license expiration date: ☐ Insurance Certificate (min. \$1 million in General Liability)				

AMERICAN INDIAN COMMUNITY CENTER LAND LEASE AGREEMENT

This Land Lease Agreement ("Agreement") is between the City of Spokane Park Board ("Park Board"), and the American Indian Community Center ("AICC"), hereinafter referred to as a "Party" and collectively as the "Parties".

WHEREAS, the American Indian Community Center wishes to provide recreational and social services for the Indian community in Spokane and find a dedicated location for this purpose; and

WHEREAS, the Park Board is empowered by Article V of the City Charter with the authority to care for, manage, control and improve all parks and grounds used for park purposes and the authority to grant leases and privileges under such restrictions and for such compensation as the Board may prescribe; and

WHEREAS, in January 2023, the Park Board had adopted a resolution to partner with the American Indian Community Center to help them find a dedicated facility for its activities; and

WHEREAS, in November 2025, the Park Board Land Committee unanimously agreed that leasing a 2.25-acre portion of High Bridge Park in exchange for the development of new park improvements equal to or higher than the value of the land to be leased, which would be considered a Quantifiable Net Improvement under the Alternative Use on Park Land Policy dated November 21, 2024; and

WHEREAS, the parties desire to enter into this Land Lease and Use Agreement for the construction of the new American Indian Community Center within High Bridge Park and the subsequent use and operation;

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE. The purpose of this Agreement is for the Park Board to lease land to the American Indian Community Center in order to allow the AICC to construct and operate a new community center in High Bridge Park. The lease granted under this Agreement shall begin upon final execution of this Agreement by the Parties after Spokane City Council approval, which the Park Board shall pursue in a timely manner according to the City Council procedures and shall run for a period of fifty (50) years. The total amount of Park land to be leased to the AICC at High Bridge Park will not exceed 2.25 acres. The 2.25 acres includes land for an approximately 22,000 square foot building, public parking, an outdoor amphitheater, walkways, landscaping and other necessary requirements (hereinafter referred to as the "Community Center").
2. TERM OF AGREEMENT. The term of this Agreement begins on January 8, 2026, and shall run through December 31, 2076, unless amended by written agreement or terminated earlier under the provisions. If the American Indian Community Center

does not begin construction on authorized improvements on or before January 1, 2030, this lease agreement may be terminated by the Park Board.

3. PROPERTY. The property to be leased to the AICC is located on a 2.25-acre plot of undeveloped land within High Bridge Park, located at the corner of A Street and Riverside Avenue as depicted in Exhibit A, attached hereto and incorporated by this reference. The AICC shall have exclusive control of the Community Center during the time a community center is maintained on that site. Park Board shall have the option to use the premises for Parks and Recreation programming when the AICC is not using the premises. The premises shall not be used for any other purposes without the consent of the AICC. All structures erected on the property shall remain the property of the AICC as long as the property is used as an American Indian Community Center. Parks' use of the premises shall in no way be exclusive and shall not infringe upon the AICC's primary usage of the premises. Parks' use shall be at no cost to Parks and is not part of the Quantifiable Net Improvement determination. The AICC shall maintain and secure all improvements within the dedicated lease area for the duration of this agreement. Following construction of the AICC improvements, a metes and bounds legal description defining the lease area shall be prepared at the request and expense of AICC, which completed legal description shall be added to this agreement by amendment.
4. CONDITIONS. The Park Board leases to the AICC park property for use as the site of a community center subject to the following conditions:
 - A. During the design, development and construction phases of the community center, AICC will present the Park Board design plans for review and comment limited to the exterior building, landscaping and impact on the Park. The AICC staff and construction project team shall review, consider, and, when feasible, incorporate the Park Board's comments into the construction design. After the Park Board's review and AICC's approval of the design and development phase of design for the construction of the community center, only substantial changes to the construction documents need to be reviewed by the Park Board and approved by the AICC; and
 - B. Concurrent with construction of AICC improvements within the lease area, the AICC shall construct park improvements within High Bridge Park, including but not limited to: a public restroom, public parking and/or trailhead, and a public playground. These improvements must have a value of no less than Eight Hundred Ninety-Six Thousand Dollars (\$896,000.00), which is the median broker's opinion of value of the lease area. These improvements shall be considered the Quantifiable Net Improvement to Parks required to grant the requested land lease. Upon substantial completion of these improvements, they shall become the property of Parks; and

C. The AICC shall replace every existing non-invasive tree greater than 12 inches in diameter removed from the community center site with one new tree placed within the park, after consultation and concurrence from Park staff; and

D. The Park Board may lease additional park property to the AICC to be used as a staging area for construction upon such terms as agreed upon by the Park Board and the AICC. The AICC agrees to return the property to its condition before use.

5. **MAINTENANCE.** The AICC shall be responsible for maintenance of all improvements and land within the lease area, including the community center, the parking lot used by the AICC and associated landscaping and irrigation, all driveways, sidewalks and frontage landscape adjacent to the community center; including snow removal, surface sweeping, restriping of parking space lanes, landscape maintenance and repair, and re-construction of site elements at the end of their useable life. The Parties shall address cost sharing for any jointly used surface parking lot repairs (parking south of the AICC facility) in the event the need to repair or replace the asphalt surface. Parks shall maintain all park land and features adjacent to the community center lease area, including the additional park improvements constructed by the AICC as outlined in section 4.B. Maintenance shall be a cooperative venture worked out in the best interests of the Park Board.
6. **TERMINATION.** If the AICC closes the American Indian Community Center, the lease shall terminate. Should the AICC cease to operate a community center on the premises, as contemplated under this agreement, the AICC shall remove all structures from the property and restore the property to a park like condition. This demolition and removal shall occur under the consultation and approval of the Park Board, unless in its discretion, the Park Board notifies the AICC that the improvements may remain.
7. **RENT.** The AICC shall pay the Park Board \$1 per year as rent for the use of the park land as described in this Lease. It is the understanding of the Parties hereto that rent is a negligible amount because the AICC will provide improvements with a value sufficient to be considered the Quantifiable Net Improvement required by the Alternative Use on Park Land Policy.
8. **NOTICE.** All notices, demands, requests, and other communications under this Agreement must be in writing and shall be effective upon delivery by hand or email, one (1) day following the day when deposited with a reputable, established overnight courier service for delivery to the intended addressee, or three (3) business days after deposited in the United States mail, postage prepaid, certified or registered, and addressed to Licensor or to Licensee at the corresponding address set forth below. Any notices sent by email shall be delivered

to the email addresses set forth below, or such other email address as designated by a party during the Term. Notice will be sent to the following recipients:

AICC

Attn: Linda Lauch, Executive Director
1025 W. Indiana Ave
Spokane, WA 99205
Email: lindal@aiccinc.org

City of Spokane

Attn: Garrett Jones, Director of Parks and Recreation
808 W. Spokane Falls Blvd. Suite 500
Spokane, WA 99201
Email: gjones@spokanecity.org

Copy to:
Attn: General Counsel

Copy to: City Attorney's Office
Attn: Megan Kapaun
808 W. Spokane Falls Blvd. Suite 550
Spokane, WA 99201
Email: mkapaun@spokanecity.org

9. **RECORDING.** The AICC may record this Lease or a Notice thereof at their discretion. If the AICC records a memorandum or "short form" of this Lease, it shall be in a form customarily used for such purposes. Said memorandum or short form of this Lease shall describe the parties, the Property, the lease term and any other provisions reasonably required, shall incorporate this Lease by reference and shall specify that any inconsistency between the memorandum of lease and this Lease shall be resolved in favor of this Lease.
10. **APPLICABLE LAW.** Notwithstanding anything to the contrary contained in this Agreement, this lease Agreement is subject in all respects to all applicable Laws, including, but not limited to, the Revised Code of Washington, the Spokane Municipal Code, and all present and future contracts entered into by, all other entities, governing bodies or organizations having jurisdiction over the rights and benefits granted to the AICC herein.

SPOKANE PARK BOARD

By _____ Date _____

(Name) _____

(Title) _____

AMERICAN INDIAN COMMUNITY CENTER

By _____ Date _____

(Name) _____

(Title) _____

Approved as to form:

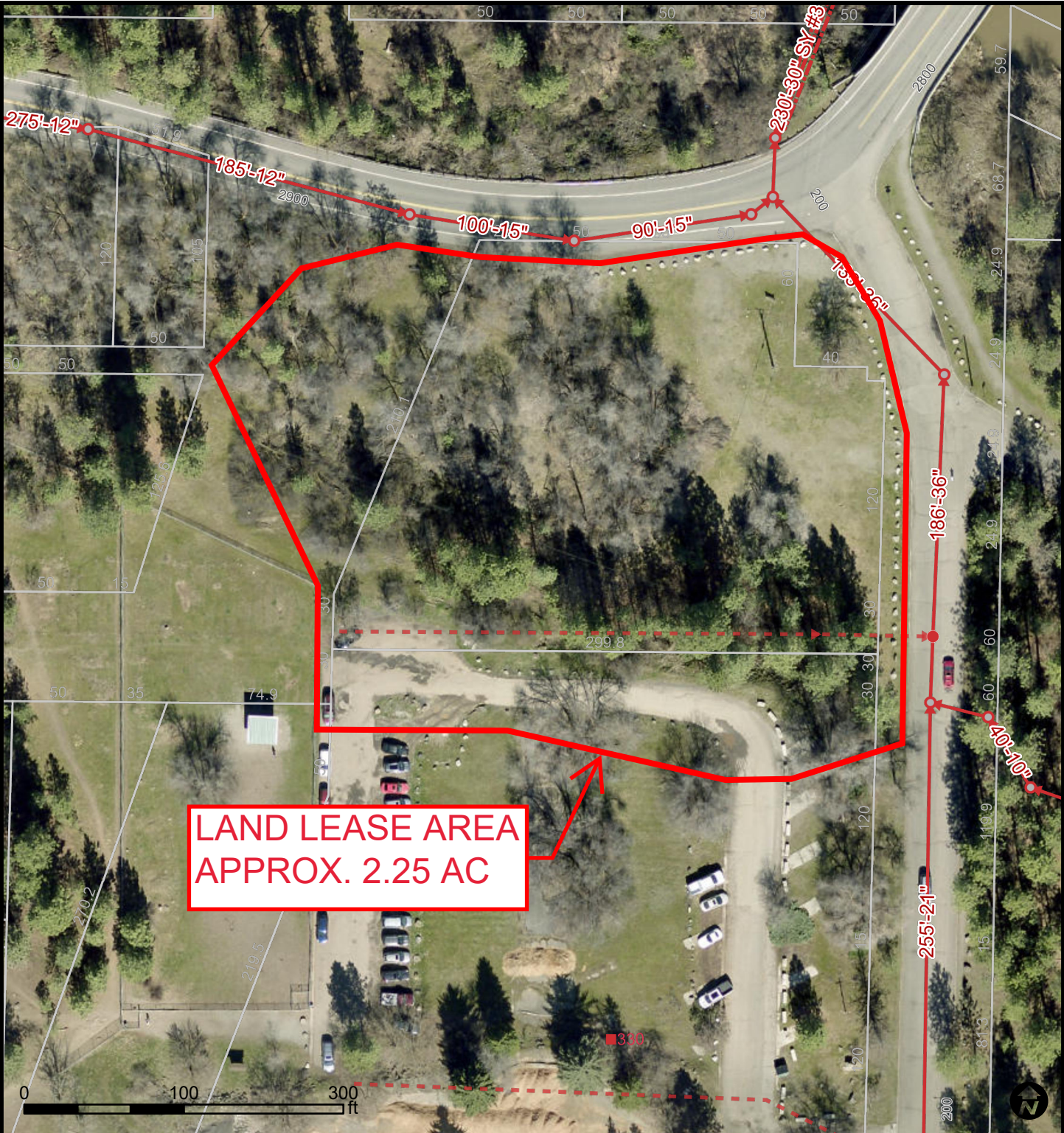
Attest:

Assistant City Attorney

City Clerk

EXHIBIT A
LAND LEASE AREA

Ground Lease Area



Legend

 City of Spokane Boundary

 Parcel

Address Point

-  Primary
-  Secondary
-  County Address Point
-  Hundred Block
-  Parcel Dimension

World Imagery
Low Resolution
15m Imagery
High Resolution
60cm Imagery
High Resolution
30cm Imagery
Citations

30cm
Resolution
Metadata

City of Spokane GIS



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.

VOLUME
CUT VOLUME (UNADJUSTED) 3956.69 CU. YD.
FILL VOLUME (UNADJUSTED) 4761.98 CU. YD.
NET VOLUME (UNADJUSTED) 805.30 CU. YD. <FILL>

CONCRETE: 11,184 SF
ASPHALT: 19,600 SF

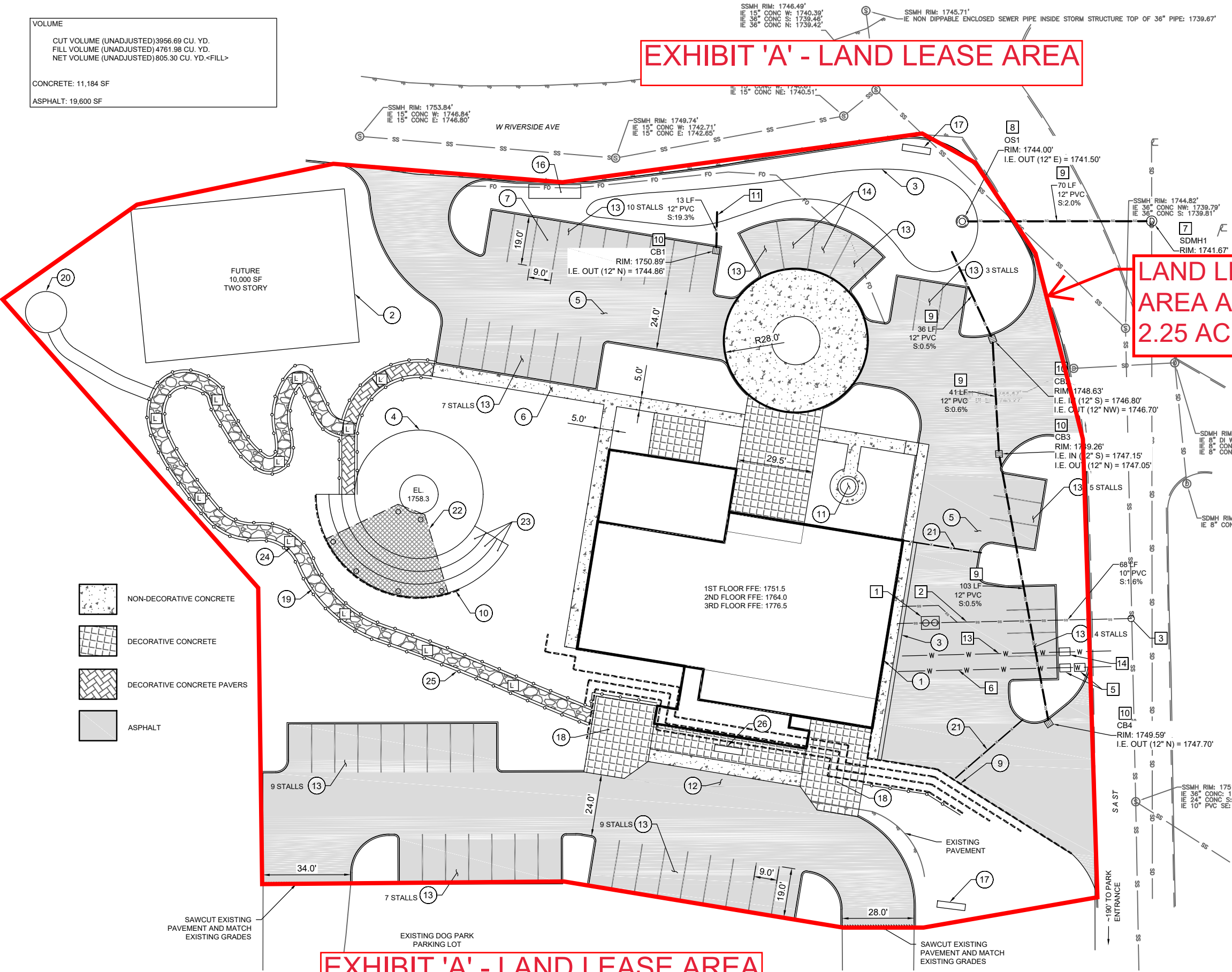
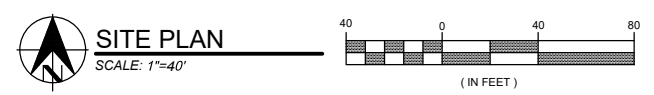
EXHIBIT 'A' - LAND LEASE AREA

KEYNOTES

- 1 MAIN BUILDING
- 2 FUTURE BUILDING
- 3 ROLLED CURB
- 4 STORY CIRCLE
- 5 ASPHALT AREA, TYP
- 6 SIDEWALK, TYP
- 7 STANDARD PARKING STALL, TYP
- 8 ADA PARKING STALL, TYP
- 9 RETAINING WALL
- 10 CIRCLE RETAINING WALL
- 16 BUS STOP
- 17 MONUMENT SIGN
- 18 PATIO
- 19 INTERPRETIVE TRAIL
- 20 SWEAT LODGE
- 21 SECURITY GATE
- 22 SHADE STRUCTURE
- 23 STORY CIRCLE TIER
- 24 ADA LANDING
- 25 36" HIGH HANDRAIL, 920 LF
- 26 DIRECTIONAL SIGN

UTILITY NOTES

- 1 5'X7' SANITARY GREASE INTERCEPTOR
- 2 4" PVC SEWER
- 3 CONNECT 4" SEWER TO EXISTING 36" SEWER MAIN. APPROXIMATE I.E. OF NEW SERVICE: 1742.8'
- 4 2 1/2" PVC WATER SERVICE
- 5 2 1/2" PVC WATER METER AND DOUBLE CHECK VALVE
- 6 NEW WATER SERVICE TO CONNECT TO FUTURE WATER MAIN
- 7 NEW STORMWATER MANHOLE OVER EXISTING STORMWATER LINE
- 8 OVERFLOW STRUCTURE FOR POND DISCHARGE
- 9 12" PVC STORMWATER
- 10 CATCH BASIN
- 11 POND INLET
- 12 CURB CUTS TO ALLOW RUNOFF TO SHEET FLOW TO POND
- 13 4" FIRE PROTECTION SERVICE
- 14 DOUBLE CHECK VALVE



LAND LEASE BOUNDARY.
AREA APPROXIMATELY
2.25 ACRES

EXHIBIT 'A' - LAND LEASE AREA



AMERICAN INDIAN
COMMUNITY CENTER
PRELIMINARY SCHEMATIC DESIGN



**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

12/11/2025

Clerk's File #

ORD C36832

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**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		\$	
<u>Narrative</u>			
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	
<u>Dept Head</u>	MACDONALD, STEVEN		
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	KAPAUN, MEGAN		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
		ebrown@spokanecity.org	
tpalmquist@spokanecity.org		edjohnsons@spokanecity.org	
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

Mayor

Date: _____

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

N Hogan St

E Front Ave

N Helena St

0 30 60 90
Feet



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.

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

12/11/2025

Clerk's File #

ORD C36833

Cross Ref #**Project #****Council Meeting Date:** 02/09/2026**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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	MACDONALD, STEVEN		
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	KAPAUN, MEGAN		
<u>For the Mayor</u>	PICCOLO, MIKE		
Distribution List			
		ebrown@spokanecity.org	
mnilsson@spokanecity.org		tpalmquist@spokanecity.org	
edjohnson@spokanecity.org		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. 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 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 _____

Council President

Attest: _____
City Clerk

Approved as to Form:

Assistant City Attorney

Mayor

Date: _____

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-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,

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.

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

N Hogan St

E Front Ave

N Helena St

0 30 60 90
Feet



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.

**Agenda Sheet for City Council:****Committee:** Urban Experience **Date:** 01/15/2026**Committee Agenda type:** Discussion**Date Rec'd**

1/6/2026

Clerk's File #

ORD C36834

Cross Ref #

ORD C36646

Project #**Council Meeting Date:** 02/09/2026**Submitting Dept**

PLANNING & ECONOMIC

Bid #**Contact Name/Phone**

SPENCER 509-625-6097

Requisition #**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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>	GARDNER, SPENCER		
<u>Division Director</u>	MACDONALD, STEVEN		
<u>Accounting Manager</u>	ZOLLINGER, NICHOLAS		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>	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:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

**Agenda Sheet for City Council:****Committee:** Finance & Administration **Date:** 08/25/2025**Committee Agenda type:** Discussion**Date Rec'd**

6/10/2025

Clerk's File #

ORD C36738

Cross Ref #**Project #****Council Meeting Date:** 10/06/2025**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	\$		
<u>Narrative</u>			
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	
<u>Dept Head</u>			
<u>Division Director</u>			
<u>Accounting Manager</u>	BUSTOS, KIM		
<u>Legal</u>	SCHOEDEL, ELIZABETH		
<u>For the Mayor</u>			
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:

Approved as to form:

City Clerk

City Attorney

Mayor

Date

Effective Date