



Official Gazette

City of Spokane, Washington

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

Volume 115

NOVEMBER 12, 2025

Issue 46



MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

SHELBY LAMBDIN (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, October 27, 2025**

The minutes for the Monday, October 27, 2025, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 19, 2025, issue of the *Official Gazette*.

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, November 3, 2025**

The minutes for the Monday, November 3, 2025, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 19, 2025, issue of the *Official Gazette*.

MINUTES OF SPOKANE CITY COUNCIL**Monday, October 20, 2025****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 Bingle, Cathcart (appearing virtually), Dillon, Klitzke, Lambdin, and Zappone were present.

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

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

BRIEFING ON AGENDA ITEMS**Final Agenda for October 20, 2025**

There were no requests for staff to brief agenda items.

Updated Draft Agenda for October 27, 2025

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

- Ordinance C36771 (Cost reimbursement from Spokane Regional Emergency Communications) – Jessica Stratton
- Hearing on possible revenue sources for the 2026 Budget – Jessica Stratton
- Resolution 2025-0071 (Approving the purchase of safe speeds signage for neighbors through the Safe Streets for All Fund) – Jackson Deese
- Resolution 2025-0090 (Setting the Assessment Roll Hearing before City Council for the Downtown Parking and Business Improvement Area) – Amanda Beck
- Resolution 2025-0091 (Setting the Assessment Roll Hearing before City Council for the East Sprague Parking and Business Improvement Area) – Amanda Beck
- Ordinance C36752 (Concerning adoption of public rules) – Chris Wright
- Ordinance C36784 (Adopting the Hillyard Subarea Plan) – Tim Thompson & Spencer Gardner
- Hearing on vacation of the alley between Central Avenue and Columbia Avenue – Eldon Brown

Draft Agenda for November 3, 2025

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

- Ordinance C36773 (Relating to modernization of Title 17 of the Spokane Municipal Code) – Tim Thompson
- Ordinance C35945 (Relating to vacation of the north half of Rosewood Avenue between the east line of Helena Street) – Eldon Brown
- Ordinance C36772 (Updating the Annual City of Spokane property tax levy for 2026) – Jessica Stratton
- Beginning Hearing on 2026 Mid-Biennium Modification Budget – Jesscia Stratton
- Ordinance C36768 (Relating to emergency management) –Adam McDaniel
- Hearing on Continuation of Hearing on Vacation of Cedar Street – Eldon Brown

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS**October 20, 2025, Final Agenda**

First Reading Ordinance C36752 (First Reading deferred as amended from October 6, 2025, Agenda, to October 20, 2025, Agenda, during October 6, 2025, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to this agenda.) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

Motion by Council Member Bingle, seconded by Council Member Klitzke, **to defer** First Reading Ordinance C36752 (concerning adoption of public rules) until November 3, 2025, for first reading; **carried 7-0.**

Hearings Item H1. - Resolution 2025-0080 (Council Sponsors: Council Members Bingle and Cathcart)

Motion by Council Member Bingle, seconded by Council Member Klitzke and Cathcart, **to defer** Hearings Item H1., Resolution 2025-0080 (recognizing the Hillyard Subarea Plan as the coordinated framework and community vision for guiding future growth, economic development, and investment in the Hillyard area) until October 27, 2025; **carried 7-0.**

October 27, 2025, Updated Draft Agenda

Special Budget Ordinance C36771 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** the Council Rules for the purposes of the Dillon proposed amendment of Special Budget Ordinance C36711; **carried 7-0.**

Motion by Council Member Dillon, seconded by Council Member Lambdin, **to adopt** the Dillon Proposed Amendment, without automatic deferral, to Special Budget Ordinance C36771 [to record cost reimbursement from Spokane Regional Emergency Communications (SREC)] (filed October 9, 2025); **carried 7-0.**

Emergency Ordinance C36774 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Dillon, seconded by Council Member Zappone, **to suspend** Council Rules for purposes of adding just Emergency Ordinance C36774—relating to City Council employees—to October 27, 2025, Agenda; **carried 7-0.**

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to suspend** Council Rules and amend, without automatic deferral, just Emergency Ordinance C36774—relating to City Council employees—to adopt the Cathcart Proposed Amendment (filed October 17, 2025); **carried 7-0.**

First Reading Ordinance C36784 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Bingle, seconded by Council Member Klitzke, **to suspend** Council Rules and add just Ordinance C36784 (adopting the Hillyard Subarea Plan) for first reading on October 27, 2025, and Final Reading on November 3, 2025; **carried 7-0.**

November 3, 2025, Draft Agenda

There were no considerations of amendments or deferrals for the November 3, 2025, Draft Agenda.

Swapping Meeting Days for October F&A and November Public Safety Committees

Motion by Council Member Dillon, seconded by Council Member Lambdin, **to suspend** the rules to swap the October F&A committee meeting with the November Public Safety committee meeting (moving the October 27 F&A committee to November 3 at 12:00 p.m. and to move the November 3 Public Safety committee meeting to October 27 at 12:00 p.m.); **carried 7-0.**

Budget Amendment Adoption

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to suspend** Council Rules to (1) allow all proposed amendments to the biennial budget to be considered and adopted by a simple majority vote if circulated no later than noon on the Friday prior to final consideration of the biennial budget and (2) to allow such amendments to be adopted without deferral of final action; **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 Bingle, **to approve** the October 20, 2025, Final Agenda, as amended, October 27, 2025, Updated Draft Agenda, as amended, and November 3, 2025, Draft Agenda; **carried 7-0**.

Council Recess/Executive Session

The City Council recessed at 4:14 p.m. No executive session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION**Land Acknowledgement**

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart (appearing virtually), Dillon, Klitzke, Lambdin, 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**.

There were no **Reports from Community Organizations**.

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

ANNUAL MAYORAL STATEMENT OF THE CONDITIONS AND AFFAIRS OF THE CITY

Mayor Lisa Brown presented the Annual Mayoral Statement of the Conditions and Affairs of the City. See attachment to these minutes.

BOARDS AND COMMISSIONS APPOINTMENTS

Appointments and Reappointments to Spokane County Hotel and Motel TPA Commission (CPR 2004-0017), Plan Commission (CPR 1981-0295), Bicycle Advisory Board (CPR 1992-0059), and Transportation Commission (CPR 2024-0029)

Upon 7-0 Voice Vote, the City Council **approved** (and thereby confirmed) the following appointments and reappointments:

- Dean Feldmeier to the Spokane County Hotel and Motel TPA Commission for a three-year term, from January 1, 2024, to January 1, 2027.
- Dan Zimmerer to the Spokane County Hotel and Motel TPA Commission for a three-year term, from January 1, 2025, to January 1, 2028.
- Kyle Madsen to the Plan Commission for a four-year term, from October 20, 2025, to October 20, 2029.
- Olga Lucia Herrera to the Bicycle Advisory Board for a three-year term, from October 20, 2025, to October 20, 2028.
- Grant Shipley to the Transportation commission as the member representing City Council District 2 for a two-year term, from October 7, 2025, to October 7, 2027.
- Dylan Jouliot to the Transportation Commission as the member of the Commission with expertise with the City parking system and multiple modes of transportation in the City of Spokane for a two-year term, from October 7, 2025, to October 7, 2027.

CONSENT AGENDA

After public commentary and an opportunity for 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:

Set public hearing for October 27, 2025, on possible revenue sources for the 2026 Budget. (FIN 2025-0001) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Set public hearing for November 17, 2025, for the Citywide Capital Improvement Program 2026-2031. The first reading of the CIP ordinance will be held on November 10, 2025, at which time public testimony will also be taken. (FIN 2025-0001) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Set public hearings for November 3 and November 10, 2025, for review of the 2026 Mid-Biennium Modification Budget. (FIN 2025-0001) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Amendment to Value Blanket with ATS Inland Northwest, LLC (Spokane Valley, WA) for the standardized purchase of HVAC equipment and controls upgrades for the Wastewater Treatment Plant and MLK Community Center—additional \$200,000. (OPR 2023-0978 / ITB 5953-23) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Amendment to Master Installation Contract with ATS Inland Northwest, LLC (Spokane Valley, WA) for the replacement of HVAC equipment and full controls upgrades at the Wastewater Treatment Plant and MLK Community Center—additional amount up to \$1,000,000 (plus tax). (OPR 2023-0979) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Contract Amendment with Integrus Architecture (Spokane) for Water Department Main Campus Office Renovation Reconstruction Design and Construction Management Services from October 20, 2025, through October 31, 2026—additional amount not to exceed \$236,357 (plus tax). (OPR 2023-1224 / RFQ 5873-23) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Contract with Triumph Electric, LLC (Spokane) for generator purchase and installation with removal and disposal of existing generator at City Hall from October 15, 2025, through June 30, 2026—\$140,669 (plus tax), plus 10% contingency amount. Total: \$153,469.88 (plus tax). (OPR 2025-0701 / PW ITB 6408-25) (Council Sponsors: Council Members Dillon and Cathcart)

Master Preventative Maintenance Agreement with TK Elevator Corporation (Spokane Valley, WA) for elevator and escalator maintenance at various City facilities from July 1, 2025, through December 31, 2026—not to exceed \$83,700 (plus tax). (OPR 2025-0702) (Council Sponsors: Council Members Dillon and Cathcart)

Public Works Agreement with DSI Construction, Inc. (Spokane) for Spokane Water Department Door/Wall Project from October 20, 2025, through September 30, 2026—not to exceed \$164,890 (plus tax). (OPR 2025-0703) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through October 3, 2025, total \$9,738,547.21 (Check Nos.: 614446-614613; Credit Card Nos.: 002213-002248 ACH Payment Nos.: 145341-145532, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,397,438.58. (CPR 2025-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through October 10, 2025, total \$4,892,394.96 (Check Nos.: 614614-614719; Credit Card Nos.: 002249-002277; ACH Payment Nos.: 145533-145716), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,545,558.35. (CPR 2025-0002)
- c. Payroll claims of previously approved obligations through October 11, 2025: \$10,162,707.12 (Payroll Check Nos.: 578797-578910). (CPR 2025-0003)

Minutes:

- a. City Council Meeting Minutes: September 22, September 29, and October 14, 2025. (CPR 2025-0013)
- b. City Council Town Hall Meeting Minutes: September 29, 2025. (CPR 2025-0013)
- c. City Council Finance and Administration Standing Committee Meeting Minutes: June 23, August 25, and September 22, 2025. (CPR 2025-0015)

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCE****Special Budget Ordinance C36767 (Council Sponsors: Council Members Dillon and Cathcart)**

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36767** amending Ordinance No. C36626 passed by the City Council December 9, 2024, and entitled in part "An Ordinance adopting a Biennial Budget for the City of Spokane," and amending it to pay off the Golf Series 2018 SILP Loan, and declaring an emergency.

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

EMERGENCY ORDINANCE**Emergency Ordinance C36764 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

Upon 7-0 Roll Call Vote, the City Council **passed Emergency Ordinance C36764** of the City of Spokane, Washington, providing for the issuance and sale of a Limited Tax General Obligation Refunding Bond in the principal amount of not to exceed \$340,000 to provide funds to refund the City's Outstanding Limited Tax General Obligation Refunding Bond, 2020, Series J (Riverfront Park/Iron Bridge–Taxable); fixing the date, form, maturity, interest rate, terms and covenants of the bond; authorizing the sale and delivery of the bond to the City, declaring an emergency, and providing for other matters properly relating thereto.

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

RESOLUTIONS**Resolution 2025-0083 (Council Sponsors: Council Members Dillon and Zappone)**

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0083** approving the City of Spokane's 2025-2026 federal priorities.

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

Resolution 2025-0084 (Council Sponsors: Council Members Zappone and Klitzke)

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

Upon 6-1 Roll Call Vote, the City Council **adopted Resolution 2025-0084** relating to the Spokane Safe Streets for All Fund and designating Council priorities for selection of projects.

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

Resolution 2025-0085 (Council Sponsors: Council Members Bingle and Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0085** setting hearing before City Council for November 17, 2025, for the vacation of the alley between College Avenue and Bridge Avenue and between Summit Boulevard and Lindeke Street, as requested by owners having an interest in real estate abutting the right-of-way.

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

Resolution 2025-0086 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

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

Upon 5-2 Roll Call Vote, the City Council **adopted Resolution 2025-0086** of the City of Spokane authorizing the amendment of the City of Spokane's administrative policy and procedure titled "Investments."

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

Resolution 2025-0087 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 5-2 Roll Call Vote, the City Council **adopted Resolution 2025-0087** of the City of Spokane establishing underwriting guidelines for the Spokane internal lending program.

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

Resolution 2025-0088 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 6-1 Roll Call Vote, the City Council **adopted Resolution 2025-0088** of the City of Spokane, Washington, providing for the issuance and sale of certain individual Limited Tax General Obligation Refunding Bonds in the aggregate principal amount of not to exceed \$6,611,000; establishing interfund loan facilities from the Spokane Investment Pool to refinance existing interfund loans; fixing the dates, forms, maturities, interest rates, terms and covenants of the bonds; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto.

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

Resolution 2025-0089 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0089** approving the appointment of Trace Bradburn as Director of Solid Waste for the City of Spokane.

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

Resolution 2025-0077 (Deferred as amended from October 6, 2025, Agenda, during October 6, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0077** (as amended) regarding amendment of the City of Spokane Water and Hydroelectric – Rules and Regulations of Water System Installations.

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

Resolution 2025-0078 (Deferred as amended from October 6, 2025, Agenda, during October 6, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0078** (as amended) regarding the adoption of a Public Rule for the Wastewater Management Department for Side Sewer Installation Handbook.

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

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

FINAL READING ORDINANCES

Final Reading Ordinance C36732 (First Reading deferred as amended from September 22, 2025, Agenda, to October 6, 2025, Agenda, during September 15, 2025, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to this Agenda) (Council Sponsors: Council Members Zappone and Dillon)

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

Upon 5-2 Roll Call Vote, the City Council **passed Final Reading Ordinance C36732** (as amended) renaming the "Housing Local Sales Fund" to the "HEART Fund," adopting a new Section 08.07C.051; amending Sections 07.08.155, 08.07C.020, 08.07C.030; and repealing Sections 08.07C.050 of the Spokane Municipal Code.

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

Final Reading Ordinance C36733 (First Reading deferred as amended from September 22, 2025, Agenda, to October 6, 2025, Agenda, during September 15, 2025, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to this Agenda) (Council Sponsors: Council Members Zappone and Dillon)

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

Upon 6-1 Roll Call Vote, the City Council **passed Final Reading Ordinance C36733** (as amended) establishing the Affordable Housing Permit Fee Deferral Program; adopting a new Chapter 08.21 of the Spokane Municipal Code.

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

Final Reading Ordinance C36751 (First Reading held September 8, 2025) (Council Sponsors: Council Members Klitzke and Cathcart)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36751** granting Marathon Pipe Line LLC, a limited liability company chartered in the state of Delaware, the nonexclusive right, privilege, authority and franchise to construct, operate, maintain, remove, replace, and repair existing pipeline facilities, together with equipment and appurtenances thereto, for the transportation of petroleum products and byproducts in the public right-of-way within and through the City of Spokane, Spokane County, WA.

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

Final Reading Ordinance C36753 (Council Sponsors: Council Members Lambdin and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36753** making technical corrections to Chapters 08.02, 10.29, 12.01, 12.02, 13.03 of the Spokane Municipal Code, and technical corrections to Titles 17A, 17C, 17D, 17F and 17G of the Spokane Municipal Code.

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

FIRST READING ORDINANCES

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

ORD C36765 Relating to City of Spokane employee retirement provisions, and amending Sections 03.05.210 and 03.05.260 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Bingle)

ORD C36766 Relating to solid waste SMC sections 13.02.0568, 13.02.0560 and adopting new section 13.02.564 to chapter 13.02; of the Spokane Municipal Code; and setting an effective date. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

For Council action on First Reading Ordinance C36752, see section of minutes under 3:30 p.m. Agenda Review Session.

There were no **Special Considerations**.

HEARINGS

For Council action on Hearing Item H1., see section of minutes under 3:30 p.m. Agenda Review Session.

[The City Clerk left the meeting at 7:35 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.]

(Council Member Cathcart left the meeting at 7:36 p.m.)

OPEN FORUM

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

- Brad Barnett
- Christine Quinn
- Earl Moore
- Greg Sharkey
- Greg Thomas
- Larry Andrews II
- Rick Bocook
- Sunshine Wigen
- Will Hulings
- Will Quinn

ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 7:58 p.m.

Note: Please find the Annual Mayoral Statement of the Conditions and Affairs of the City on the following page.

Annual Mayoral Statement of Conditions and Affairs 2025

Good evening, Council President Wilkerson, members of the City Council, and community members joining us here at City Hall and at home.

Tonight, during my second annual Statement of Conditions and Affairs, I want to reflect on the progress we have made over the past year and share what lies ahead as we continue building a healthier, safer, and stronger Spokane.

A Spokane region originally inhabited by the Spokane Tribe and other tribes, and where currently, thousands of urban natives from 300 unique Indigenous tribes reside.

A Spokane of multi-generational families of Irish, Italian, and German heritage.

A Spokane that is now home to those who came as refugees or immigrants pursuing the American dream or escaping political or economic turmoil - from Afghanistan, Haiti, and Ukraine.

A Spokane of recently arrived residents. With most coming from Idaho, California and Arizona.

We are a city of 230,000 residents and a city that spans 69 square miles – which is geographically larger than San Francisco. Our city is home to more than 90 parks and conservation areas (and I have now visited every one), and is made whole by our 29 unique neighborhoods.

We are a city whose services are provided by 2,200 dedicated city employees.

Every day, they make sure that clean water flows into your house and treat the 10.4 BILLION gallons of wastewater that flows out, all while protecting the river and the aquifer.

They maintain and plow 2,100 miles of streets. They take away 34 million pounds of recycling, 40 million pounds of organics, and collect a total of 254 million pounds of refuse each year.

They answer your calls for help, putting their own lives at risk for our collective safety.

So far this year, police have responded to 196,000 calls for service. Our firefighters have responded to 44,000 calls.

And in those non-emergency situations, 311 is there to help, having answered nearly 120,000 calls and 13,000 online reports for city services so far this year.

City employees investigate nuisance properties, pick up illegally dumped garbage, and clean up graffiti. They plan for the 1,000 new residents moving to Spokane each year, record these meetings so the public has access, and fulfill public records requests.

They maintain the best park system and most innovative library system for a city our size.

Did you know you can rent out not just books, but tools and you can get tickets to the theater or to a professional soccer game in our awesome downtown stadium? Starting this week, people from across Spokane can visit the library to rent out kits full of signs and barricades so they can host their own neighborhood block party.

All of these services are provided by a team that represents less than 1% of our population. And during tough budgets, like we have now, they are on the front lines as we work together to figure out how to maintain quality services with fewer resources.

Council President, would you allow us to show our appreciation to them?

As we know from our work together over the last several months, another deficit has emerged in our General Fund. Last year at this time, we faced a \$25 million deficit. Through tough decisions and doing more with less, you voted for a balanced two-year budget.

But low consumer confidence as a result of federal uncertainty and tariffs has resulted in lower spending and flat sales tax revenue, not just here, but across the state and the nation. In addition, we continue to face rising costs for the products the city purchases, just like households across Spokane.

Closing this \$13 million deficit is challenging, but I believe we can do it while minimizing impacts to both the services our residents rely on and the staff who deliver those services.

As I have said repeatedly over the last few months, we will address our budget while keeping community safety at the forefront.

Last year at this time, Spokaneites in 28 of 29 neighborhoods voted to support our community safety sales tax. And in the past year, we have made good on the promises we made.

We brought back the Fire Academy and are making the much-needed capital investments our Fire Department was forced to delay for years.

We have brought back the neighborhood resource officer program, with three officers on the job, a fourth starting in January, and plans in process to bring that total up to seven.

The traffic unit is back in action with new motorcycles.

We have the lowest vacancy rate in the Spokane Police Department that we have had in a decade, and we anticipate having all authorized, commissioned positions filled by May of 2026.

We've sustained critical programs in our courts and invested in the Office of the Police Ombuds.

We can build back our reserves and return to a place of fiscal responsibility while expanding and investing in the proven community safety measures our community wants and deserves.

That work builds on the progress of the past two years, which have been focused on overhauling systems that were not only wasteful uses of taxpayer resources, but provided poor outcomes.

A year ago this month, we closed the Trent Resource and Assistance Center. I will remind you that the City was paying \$1 million per month to fund that shelter, while only seeing roughly 1 in 10 people exit to permanent housing.

With your help, Council, we launched our navigation center and scattered site shelters, using a model that had proven successful in other cities, including Houston.

And we are seeing that success here. More than 40 percent of people utilizing the navigation center place directly into permanent housing.

When I came into office, there was no inclement weather plan, despite us dealing with frigid temperatures every winter, and heat and smoke each summer. We've tripled our investments in inclement weather sheltering and our 2026 plan has been ready since July.

In the first 10 days of our new coordinated street outreach program, 100 encampments – each with people present – were closed. And the majority of those present accepted services and were taken to our navigation center, scattered sites or other shelter.

Our navigation center now provides day services and is place where people in need of help can receive housing placement, employment services, access to primary care, mental health care, and addiction treatment.

The opioid crisis has taken too big a toll on our region, too many families mourning a loved one, but we are making progress there, too. But let me be clear – the city is not a health care provider and we are not funded to address the public health crisis of opioid addiction.

That responsibility and funding in Washington state is held by the Spokane Regional Health District and Spokane County. The mental health sales tax we all pay as county residents also is appropriated by Spokane County. We have some good partnerships underway with them, but I call on them to act with urgency to address the behavioral health and substance use disorder treatment gap.

A region our size with our high incidence of addiction related fatalities and near fatalities, should have 24 hour availability of medication assisted treatment.

The city does have opioid settlement funds because of the lawsuits filed against the opioid manufacturers by our attorney general. Thank you, City Council, for investing those funds in best practices – mobile crisis response teams, sobering beds, and the high utilizer program, which had ceased to operate in the last administration.

This program identifies individuals cycling from the street through emergency rooms, shelters, the criminal justice system and uses a coordinated approach to navigate them off the streets and out of the costly cycle

We have partnered with Spokane County to fund Maddie's Place to expand access to medication assisted treatment and to expand co-responder teams in the Fire Department.

Together, the city and the county asked the federal government – if they ever pass a budget – to help fund our mobile assistance and response teams so we can provide 24/7 service to those in crisis.

The City has an important role to play on disrupting illegal drug supply. Thank you, Council, for agreeing to fund a special US Attorney to prosecute opioid purveyors and traffickers to our co-responder teams in both police and fire...and thank you to law enforcement officers who participate in special multi-jurisdictional units to investigate and arrest drug purveyors.

People are also justifiably upset about open drug use on our streets. So far this year Spokane Police officers have made nearly 700 arrests for drug offenses, including trafficking and possession, and with two thirds of these occurring downtown.

With the changes we have proposed and I anticipate Council passing, to the city – wide camping and obstruction ordinance, officers will have more discretion to issue citations to those who resist connections to service or who are encountered frequently in violation of the ordinance.

While we are talking about crimes that happen in public space, we also need to recognize that many occur behind closed doors. October is Domestic Violence Action Month, and although reported cases are down 9 percent from last year, domestic violence remains a serious issue in our community that deserves continued attention and action.

That's why I'm supporting the Safe and Healthy Spokane Regional Task Force that is developing recommendations on how to improve our criminal justice system both in terms of facilities but also in terms of effective programming especially at the intersection of detention facilities and the court system with behavioral health and substance use disorder.

Council President, Council Member Cathcart and I are serving on an electeds committee committed to informing, receiving and hopefully implementing the task force recommendations – the task force table was set carefully with providers of services, private sector interests that want to see better outcomes and people with lived experience – those recommendation are due in the spring.

When it comes to clean and safe, I hear often people compare Spokane to Houston and Boise, but there is a difference in what those cities experience and what we are seeing here.

In those cities, the private sector stepped in to help. In Houston, the oil industry poured millions into building housing. Micron is contributing \$1 million to the City of Boise's Supportive Housing Investment Fund to fund supportive services for the unhoused.

Here in Spokane, we do not have single organization or industry stepping up with millions. But what we do have is dozens of faith communities, non-profits, and healthcare partners investing in solutions.

Knox Presbyterian Church, Morning Star Baptist Church, and Westminster United Church of Christ are sheltering our most vulnerable.

Dignified Work Day is providing employment opportunities to unhoused people who are ready to work. And they have a waitlist that is 500 people long. 500 people who want to work.

Excelsior Wellness is building an intergenerational living community and just last week, Hayden Homes gave the opportunity of home ownership to a deserving local family.

We have some amazing work being done here, but we need more.

Spokane is – and always has been – the economic heart of our region. People come here to work, to learn, to see their health care providers, or a play , to shop at premier retail locations and very cool small businesses, to eat amazing food or partake in a craft beverage, to run, play hoops, or walk or ride their bike along the greatest river gorge and falls in the middle of a city in the country.

Our hospitals and clinics are the healthcare hub for communities across eastern Washington, north Idaho, and even western Montana. Our universities and trade programs are training the next generation of the workforce including the doctors, dentists, pharmacists, nurses and other health care professionals that will care for all of us Our arts, sports, and entertainment venues bring people together and fuel our local economy.

Our school district and parks department have created an innovative shared set of projects that will, if voters approve the two measures on the ballot, renovate restrooms in every park expand educational and recreational opportunities in every neighborhood

But as we grow, we face the same challenges that come with success. We need more housing that people can afford. We need better-paying jobs that give people a path to stability. And we need more continued investment in economic development so we can keep leading the region forward.

And the city has a role to play.

We have passed bipartisan housing reform and are again on track to set even more permitting records despite the challenges of inflation, interest rates, and energy retrofits.

Our goal is to create 22,000 more housing units in the city by 2046. We specifically are working on more market rate housing downtown, and more tree canopy and bike and pedestrian safety for every neighborhood.

Through ARPA grants, we have helped small businesses improve lighting and storefronts. Small improvements add up to big impacts and make our community, safer, brighter and more inviting.

Neighborhoods have prioritized Community development block grant investments in infrastructure and traffic safety improvements.

The new Hillyard Creative District is a powerful example of how Spokane's creative economy is taking root and expanding. Northeast Spokane is now a place where artists and makers can collaborate and tell Spokane's story in new and exciting ways.

Our role at the city is also to be the convener - so partners from every sector, business, education, nonprofit – come to the table with us.

Spokane's strength has always been its people. Together, we can make sure that the opportunities growing here stay here. As we look to the year ahead, challenges remain but we are ready. With collaboration, careful planning, and a shared vision, I know we can continue building a Spokane that is stronger and safer for everyone who calls it home.

Hearing Notices

NOTICE OF HEARING TO BE HELD BEFORE SPOKANE CITY COUNCIL ON DECEMBER 1, 2025

RESOLUTION 2025-0090

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE DOWNTOWN PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2025 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C32923, as codified and amended in Chapter 04.31 SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the Downtown Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above identified ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C32923, as codified and amended in Chapter 04.31 SMC, will be on file in the Office of the City Clerk on October 31, 2025, and are open for public inspection.
2. The City Council has fixed December 1, 2025 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said assessment rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C32923, as codified and amended in Chapter 04.31 SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for the hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to Chapter 04.31 SMC.

5. The City's Finance, Treasury and Administration Department is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the businesses and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for public hearing.

ADOPTED by the City Council this 27th day of October, 2025.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Publish: November 5 and 12, 2025

**NOTICE OF HEARING
TO BE HELD BEFORE SPOKANE CITY COUNCIL ON
DECEMBER 1, 2025**

RESOLUTION 2025-0091

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2026 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C35377, as codified and amended in Chapter 04.31C SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the East Sprague Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above identified ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C35377, as codified and amended in Chapter 04.31C SMC, will be on file in the Office of the City Clerk on October 31, 2025, and are open for public inspection.
2. The City Council has fixed December 1, 2025 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said assessment rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C35377, as codified and amended in Chapter 04.31C SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for the hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to Chapter 04.31C SMC.

5. The City's Finance, Treasury and Administration Department is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the businesses and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.

6. The City Clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for public hearing.

ADOPTED by the City Council this 27th day of October, 2025.

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Publish: November 5 and 12, 2025

CITY OF SPOKANE BUDGET NOTICE

NOTICE IS HEREBY GIVEN, pursuant to RCW 35.34.100 and RCW 35.34.130, that the Mayor's Proposed 2025-2026 Mid-Biennium Modification Budget has been filed in the City Clerk's Office on (or before) November 3, 2025. A copy of the Proposed 2025-2026 Mid-Biennium Modification Budget will be available for citizen review online at the following link: <https://my.spokanecity.org/budget/>.

NOTICE IS HEREBY FURTHER GIVEN, The Council plans to meet on the dates indicated (below) in its consideration of the Proposed 2025-2026 Mid-Biennium Modification Budget during its Regular Legislative Sessions to be held at 6:00 p.m. on Monday evenings in the Council Chamber, 808 W. Spokane Falls Boulevard.

OCTOBER 27, 2025

- Hold Public Hearing on possible Revenue Sources for 2026 budget.

NOVEMBER 3, 2025

- Hold Hearing on the Proposed 2025-2026 Mid-Biennium Modification Budget.

NOVEMBER 10, 2025

- Continue Hearing on the Proposed 2025-2026 Mid-Biennium Modification Budget.

NOVEMBER 17, 2025

- Hold Hearing on the Citywide Capital Improvement Program 2026-2031. (The first reading of the CIP ordinance will be held on November 10, 2025, at which time public testimony will also be taken.)
- Tentative adoption of the Proposed 2025-2026 Mid-Biennium Budget.

The City Council reserves the right to conclude the budget hearings on November 17, 2025. The City Council may continue the hearing day-to-day up to the 25th day prior to the beginning of the next fiscal year (December 7, 2025).

Any taxpayer who wishes may appear at any of these meetings and be heard for or against any part of the Budget.

Individuals wishing to provide public testimony in person or virtually at City Council meetings shall sign in to participate through the instructions set out in the City Council's agenda packet(s) which are posted each week at the following link: <https://my.spokanecity.org/citycouncil/documents/>.

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Publish: November 5 and 12, 2025

General Notices

**Regular Meeting Notice/Agenda
The Civil Service Commission
9:30 AM – November 18, 2025**

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on November 18, 2025, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, November 17, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 30th day of October 2025.

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**Agenda
Regular Meeting of the Civil Service Commission
9:30 AM – November 18, 2025
City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - a. October 21, 2025, Minutes
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
 - a. Resolution 2025-16: Classification Actions
 - b. Resolution 2025-17: Reappointment of Commissioner Stephens
- 5. OTHER BUSINESS**
- 6. ADJOURN**

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

	Spokane City/County Historic Landmarks Preliminary Agenda Wednesday, November 19, 2025 3:00 PM Hybrid Meeting - https://www.historicspokane.org/current-agenda-items Microsoft Teams/City Council Briefing Center
TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE	
3:00 PM	Public Hearing:
	A. Spokane Register Nomination (per SMC 17D.100.020): 1. Isaac & Tillie Baum House – 1830 W Pacific Avenue 2. Jack & Barbara Phillips House – 611 S Montavilla Drive B. Special Valuation Application (per SMC 17D.100.310): 1. Hotel Collins – 701 W 2nd Avenue 2. Murgittroyd House – 516 W Sumner 3. Kiernan House – 620 W 16th Avenue 4. Corbin Park Contributing House – 727 W Waverly
4:30 PM	Commission Briefing Session:
	1. Call to Order 2. Approve 10/15/2025 meeting minutes 3. Old Business 4. New Business 5. Chairman's Report 6. HPO Staff Report 7. Other (Announcement and events)
	Adjournment:
	The next SHLC meeting will be held on Wednesday, December 17, 2025

Updates to this agenda may occur prior to the meeting – please see <https://www.historicspokane.org/current-agenda-item> for the most current agenda.

Members of the public are encouraged to join the online meeting using the following information. To participate via video follow the hyperlink below on your computer or mobile device (click on “Join the meeting now”)

Microsoft Teams meeting

Join the meeting now

Meeting ID: 262 603 992 298 7

Passcode: qe7ka2yH

Dial in by phone

+1 323-618-1887,,123930118 United States, Los Angeles

Find a local number

Phone conference ID: 123 930 118#

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 Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) 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.or. 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.

**CITY OF SPOKANE
NOTICE OF SOLID WASTE COLLECTION AND DISPOSAL RATE INCREASE
(ORD C36589)**

Public notice is hereby given pursuant to RCW 35.21.157 that the City of Spokane plans to increase the rates for its solid waste collection and disposal services by 7.0% on January 1, 2026. The rate increase shall apply to Abatement of Public Nuisance (13.02.0224), Residential Service Rates (SMC 13.02.0502), Commercial Service Rates – Dumpsters (SMC 13.02.0504), Commercial Service Rates – Rolloffs (SMC 13.02.0506), Commercial Container Service, Placement (SMC 13.02.0508), Commercial Service Rates – Compactors (SMC 13.02.0510), Return Trip Charges (SMC 13.0512), Additional Charges for Commercial Containers (13.02.0514), Container Cleaning, Pressure Wash, Refurbishment Charge (SMC 13.02.0518), Temporary Account (SMC 13.02.0520), Rates for Equipment and Labor – Packer and Nonpacker (SMC 13.02.0528), Recycling Rates – Nonresidential – Residential Premises with Multi-unit Dwellings Premises – Additional (SMC 13.02.0552), Clean Green Yard Waste Collection (SMC 13.02.0554), General Mixed Solid Waste – Tonnage Fee (SMC 13.02.0560), Self Haul Transaction Fee (SMC 13.02.0561), Compost (SMC 13.02.0562), Waste Tires (SMC 13.02.0563), and Estimates Allowed (SMC 13.02.0568).

The new rates will take effect January 1, 2026. Questions: Please call My Spokane at 3-1-1 (inside city limits) or 509-755-2489 (outside city limits).

Ordinances

These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

ORDINANCE NO. C35945

An ordinance vacating the north half of Rosewood Avenue between the east line of Helena Street and 25 feet east of the west line of Lot 17, Block 27 of the plat of Gunn's Addition to Spokane in Section 28, T26N, R43E, W.M., Spokane, Washington from owners having an interest in real estate abutting the above right-of-way; and

WHEREAS, a petition for the vacation of the north half of Rosewood Avenue between the east line of Helena Street and 25 feet east of the west line of Lot 17, Block 27 of the plat of Gunn's Addition to Spokane in Section 28, T26N, R43E, W.M., Spokane, Washington, has been filed with the City Clerk by the owner of property abutting said street, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, a previous version of a non-user statute (RCW 36.87.090), adopted by the legislature in 1889, provided:

Any county road, or part thereof, which has heretofore been or may hereafter be authorized, which remains unopened for public use for the space of five years after the order is made or authority granted for opening the same, shall be and the same is hereby vacated, and the authority for building the same barred by lapse of time.

WHEREAS, Rosewood Avenue was dedicated in 1890 as part of the Gunn's Addition to Spokane Falls Wash plat, which plat was located in unincorporated Spokane County; and

WHEREAS, to the best of the City's knowledge and understanding, Rosewood Avenue has never been improved as a public street and opened for public use; and

WHEREAS, Rosewood Avenue and the areas surrounding it were annexed into the City of Spokane in 1994 by the Calkin's Annexation, more than five years after Rosewood Avenue was dedicated; and

WHEREAS, due in part to the fact that Rosewood Avenue has never been improved or used as a public street, various private improvements encroach into Rosewood Avenue; and

WHEREAS, by virtue of the RCW quoted above, the Spokane City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That the north half of Rosewood Avenue between the east line of Helena Street and 25 feet east of the west line of Lot 17, Block 27 of the plat of Gunn's Addition to Spokane in Section 28, T26N, R43E, W.M., Spokane, Washington, is hereby vacated. Parcel number not assigned.

Section 2. That no compensation for the assessed value of the area herein vacated shall be required by virtue of the previous version of the non-user statute (RCW 36.87.090) which vacated Rosewood Avenue by operation of law many years ago.

Passed by City Council November 3, 2025

Delivered to Mayor November 7, 2025

ORDINANCE NO. C36772

An ordinance updating the annual City of Spokane property tax levy for 2026.

WHEREAS, the Spokane City Council, the governing body of the City of Spokane, a taxing district ("District" or "City") of the State of Washington, has met and considered its budget for the calendar year 2026, holding public hearings thereon; and

WHEREAS, the District's actual regular levy amount from the previous year (2025) was \$77,399,106.08 exclusive of administrative refunds; and

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Spokane requires a regular levy as provided hereafter, as well as an EMS levy as provided hereafter, both of which include an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, and authorized refunds, in order to discharge the expected expenses and obligations of the City and in its best interest; and

WHEREAS, the District population is more than 10,000; Now, Therefore,

The City of Spokane does ordain:

Section 1. Regular Levy.

- A. An increase in the regular annual property tax levy is hereby authorized for the levy to be collected in the 2026 tax year, said increase to be in the amount of \$773,991.06, which is a percentage increase of 1% from the previous year's actual levy, prior to the inclusion of administrative refunds.
- B. This increase is exclusive of additional revenue in 2026 resulting from new construction, improvements to property, newly constructed wind turbines, increases in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law.
- C. Resolution No. 2014-0085 concerning a levy lid lift for improved and integrated streets, passed by the Spokane City Council on July 28, 2014, and approved by the voters in the election of November 4, 2014, replaces the existing \$0.57 property tax assessment for repayment of the 2004 street bond beginning in 2015. The voter approved Measure authorizes a levy lid lift of up to \$0.57 per \$1,000 of assessed valuation, in the first year, resulting in no net increase in the 2015 tax rate. This voter approved levy will remain in effect for 20 years.
- D. Resolution No. 2023-0094 concerning a levy for library services, passed by the Spokane City Council on December 4, 2023, and approved by the voters in the election of February 13, 2024, provides for an increase in the regular property tax levy in excess of state law beginning in 2025. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.07 per \$1,000 of assessed valuation. This voter approved levy will remain in effect for a period of three years.
- E. Resolution No. 2018-0103 concerning a levy for police and fire personnel and funding crime reduction programs, passed by the Spokane City Council on December 10, 2018 and approved by the voters in the election of February 12, 2019, provides for an increase in the regular property tax levy in excess of state law beginning in 2020. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.30 per \$1,000 of assessed valuation. This voter approved levy will remain in effect in perpetuity.
- F. As stated in Resolution No. 2018-0103, the Public Safety levy lid lift is a Permanent Single Year Levy Lid Lift. Pursuant to RCW 84.55.050(1), the dollar amount collected in 2020 shall be used for the purpose of computing the limitations of the Public Safety lid lift for subsequent levies in 2021 and each subsequent year thereafter.
- G. A Washington State Department of Revenue (DOR) audit determined that the City of Spokane's 2025 property tax levy was under-levied by \$130,893.93. This under-levied amount shall be incorporated into the City's 2026 property tax levy to ensure the full authorized levy amount is collected.
- H. The total regular property tax levy for 2026, including amounts estimated for new construction, annexations, refunds, any other add-ons, and the voter approved levy for library services, inclusive of under-levied or over-levied taxes

from prior years is estimated at \$79,700,000 and is a percentage increase of 2.97% from the previous year's actual levy prior to the inclusion of 2025 administrative refunds. Inclusive of 2025 administrative refunds, the 2026 levy represents a 2.43% increase.

Section 2. Existing GO Bonds.

In the case of the tax levied to raise \$11,151,425 for Principal and Interest on the City of Spokane's outstanding General Obligation Bonds, the County Assessor, in spreading the tax upon the rolls shall determine the dollar rate required.

Section 3. EMS Levy.

Ordinance C-36175 concerning a levy for emergency medical services (EMS), passed by the Spokane City Council on February 14, 2022 and approved by the voters in the election of April 26, 2022, provides for a levy for six consecutive years beginning in 2023, with the rate in the first year being \$0.50 per \$1,000 of assessed valuation.

- A. As required by RCW 84.55.120, this ordinance must specifically state the dollar increase requested, as well as the percent change from the previous year. For 2026 the City is requesting an increase of \$175,493.67 which is a 1% increase over the 2025 EMS Levy.
- B. This increase is exclusive of additional revenue in 2026 resulting from new construction, improvements to property, newly constructed wind turbines, increase in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law. The total EMS levy for 2026, including amounts we have estimated for new construction, annexations, refunds, and other add-ons, is estimated at \$17,900,000 and is a percentage increase of 1.66% from the previous year levy of \$17,607,057.

Section 4. Certification; Filing.

The City Council certifies all information as stated herein. Appropriate City staff are directed to transmit all required information required to the Clerk of Spokane County Board of County Commissioners and County Assessor, including budget estimates of amounts to be raised by taxation on assessed value of property (RCW 84.55.020), estimated beginning and ending cash balances (RCW 84.52.025), and the amount of taxes levied on assessed value within the City (RCW 84.52.070). Pursuant to Section 19 of the City Charter, this measure takes effect immediately on first reading and passage.

Passed by City Council November 3, 2025

Delivered to Mayor November 7, 2025

ORDINANCE NO. C36773

AMENDING ORDINANCE NO. C36626, ENTITLED IN PART, "AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO UPDATE AND MODERNIZE TITLE 17 OF THE SPOKANE MUNICIPAL CODE WITH A CONSULTING FIRM, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the biennial budget Ordinance No. C36626, as above entitled in part, and which passed the City Council December 9, 2024, it is necessary to make changes in the appropriations of the Building Services Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

- 1) Increase appropriation by \$425,000.
- A) Of the increased appropriation, \$425,000 is provided solely for contractual services in the Development Services Center.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to update and modernize Title 17 of the Spokane Municipal Code (SMC) with a consulting firm, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council November 3, 2025

Delivered to Mayor November 7, 2025

ORDINANCE NO. C36784

An ordinance adopting the Hillyard Subarea Plan, the coordinated framework and community vision for guiding future growth, economic development, and investment in the Hillyard area; and amending the City of Spokane Comprehensive Plan.

WHEREAS, City of Spokane Comprehensive Plan Policy LU 7.4 provides the following framework for subarea planning: *“Use the Comprehensive Plan for overall guidance and undertake more detailed sub-area and neighborhood planning in order to provide a forum for confronting and reconciling issues and empowering neighborhoods to solve problems collectively”*; and

WHEREAS, the Land Use Chapter of the City of Spokane Comprehensive Plan sets forth Goal LU 3 – Efficient Land Use, to *“Promote the efficient use of land by the use of incentives, density and mixed-use development in proximity to retail businesses, public services, places of work, and transportation systems”*; and

WHEREAS, the Transportation Chapter of the Comprehensive Plan sets forth TR Goal B: Provide Transportation Choices to *“Meet mobility needs by providing facilities for transportation options – including walking, bicycling, public transportation, private vehicles, and other choices,”* and TR Goal C: Accommodate Access to Daily Needs and Priority Destinations to *“Promote land use patterns and construct transportation facilities and other urban features that advance Spokane’s quality of life”*; and

WHEREAS, the Transportation Chapter of the Comprehensive Plan sets forth TR 8: Moving Freight, to *“identify a freight network that respects the needs of businesses as well as neighborhoods,”* through the designation of truck routes, updates to freight mapping, support for intermodal transfer facilities, and the balancing of freight mobility with neighborhood livability and safety; and

WHEREAS, the Transportation Chapter of the Comprehensive Plan sets forth TR 9: Promote Economic Opportunity, to *“focus on providing efficient and affordable multi-modal access to jobs, education, and workforce training to promote economic opportunity in the city’s designated growth areas,”* including the use of new transportation technologies, expanded transit service, and implementation of the Bicycle Master Plan; and

WHEREAS, the Transportation Chapter of the Comprehensive Plan sets forth TR 17: Paving Existing Unpaved Streets, to *“identify and prioritize resources for paving existing dirt and gravel streets and alleyways to reduce air pollution and prioritize infill and economic development”*; and

WHEREAS, the Housing Chapter of the Comprehensive Plan sets forth Goal H 1 – Housing Choice and Diversity to *“Provide opportunities for a variety of housing types that is safe and affordable for all income levels to meet the diverse housing needs of current and future residents”*; and

WHEREAS, the Economic Development Chapter of the Comprehensive Plan sets forth Goal ED 3 – Strong, Diverse and Sustainable Economy to *“Foster a strong, diverse, and sustainable economy that provides a range of employment and business opportunities”*; and

WHEREAS, the City of Spokane initiated the Hillyard Subarea planning process to establish a coordinated framework for land use, economic development, transportation, housing, and community investments in the Hillyard area; and

WHEREAS, the Hillyard Subarea Plan was supported by a combination of American Rescue Plan Act (ARPA) funds, an EPA Brownfields Grant, an Integrated Planning Grant from the Washington State Department of Ecology, and a direct investment from the Northeast Public Development Authority (NEPDA); and

WHEREAS, the development of the North Spokane Corridor (NSC) presents opportunities to realign Hillyard-area transportation infrastructure to improve area livability, vibrancy, connectivity, and economic activity; and

WHEREAS, other than the Comprehensive Plan, various elements of plans and programs were incorporated into the document’s goals and policies, including The Yard Development Master Plan, the Greater Hillyard North-East Planning Alliance (GHNEPA) Neighborhood Plan, the Bigelow Gulch Corridor Safety and Mobility Project, the City of Spokane Sustainability Action Plan, the City of Spokane Parks and Natural Lands Master Plan, the City of Spokane Housing Action Plan, the Hillyard Infrastructure Assessment and Needs Analysis, the Hillyard Industrial Area Stormwater Management Alternatives, the City of Spokane Broadband Assessment, the City of Spokane Water System Plan, and the City of Spokane Citywide Capital Improvement Program; and

WHEREAS, planning staff and consultants conducted outreach, including community meetings, stakeholder interviews, surveys, open houses, and online engagement, to identify community priorities and values for the Hillyard Subarea; and

WHEREAS, an online survey was completed in December of 2023 to identify priorities, challenges, and opportunities in Hillyard, and received 340 responses, including 29 from Rogers High School students; and

WHEREAS, the Draft Hillyard Subarea Plan was published for public review and comment, presenting goals and policies and implementation strategies; and

WHEREAS, community feedback was received, considered, and incorporated into the development of the long range goals and policies of the Hillyard Subarea Plan; and

WHEREAS, the Hillyard Subarea Plan identifies goals, policies, and implementation actions to promote redevelopment of underutilized properties and industrial lands, support housing choice and affordability in Hillyard, improve connections for walking, biking, and transit, strengthen the Hillyard Historic Business District as a cultural and economic hub, attract new jobs and investment consistent with Spokane's Comprehensive Plan; and

WHEREAS, on July 29, 2025, the Washington State Department of Commerce received notice of the City's intent to adopt the Hillyard Subarea Plan; and

WHEREAS, the Spokane Plan Commission held a duly noticed public hearing, deliberated, and voted to recommend City Council approval of the Hillyard Subarea Plan; and

WHEREAS, the Hillyard Subarea Plan meets the relevant review criteria of SMC 17G.020.030, in particular, this map amendment implements the Hillyard Subarea Plan better than the current map designation; and

WHEREAS, the City is in the process of updating the Spokane Comprehensive Plan as part of the 2026 periodic update required under RCW 36.70A.130, during which additional changes to the land use plan map and zoning designations will be considered; and

WHEREAS, this amendment to the Spokane Comprehensive Plan will be accompanied with zoning changes to be concurrently enacted as part of the ongoing periodic update to the Spokane Comprehensive Plan; and

WHEREAS, on October 27, 2025, the Spokane City Council held a duly noticed public hearing regarding the adoption of the Hillyard Subarea Plan.

NOW, THEREFORE, THE CITY OF SPOKANE DOES ORDAIN:

Section 1. Findings of Fact: The City Council adopts the recitals set forth herein as its findings and conclusions in support of the adoption of this ordinance and further adopts the findings, conclusions, and recommendations from the Plan Commission Findings of Fact, Conclusions, and Recommendations attached to this ordinance for the same purposes.

Section 2. Plan Adoption: That the City adopts the Hillyard Subarea Plan as an amendment to the Spokane Comprehensive Plan and as the community's coordinated framework and vision for future growth and investment in the Hillyard area, consistent with the goals and policies of the Spokane Comprehensive Plan.

Section 3. Amendment of the Land Use Plan Map: That Comprehensive Plan Map LU 1, is amended from "Light Industrial" to "Center and Corridor Core" for 53.8 acres, "Residential Low" to "Open Space" for 20.1 acres, and from "Residential Low" to "Mini Center" for 44.0 acres as shown in Attachment A.

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.

Section 5. 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 City Council November 3, 2025
Delivered to Mayor November 7, 2025**

Note: Attachment A to ORD C36784 is on file for review in the Office of the City Clerk.

ORDINANCE NO. C36789

AMENDING ORDINANCE NO. C36626, ENTITLED IN PART, "AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT DUE TO INCREASED MEDICAL CLAIMS EXPERIENCE, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the biennial budget Ordinance No. C36626, as above entitled in part, and which passed the City Council December 9, 2024, it is necessary to make changes in the appropriations of the Employee Benefits Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

- 1) Increase appropriation by \$8,000,000.
- A) Of the increased appropriation, \$8,000,000 is provided solely for insurance claims.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to increase budget due to increased medical claims experience in the Employee Benefits Fund, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council November 3, 2025

Delivered to Mayor November 7, 2025

Policies & Procedures

CITY OF SPOKANE
ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0860-25-02
LGL 2006-0030
RES 2025-0086

TITLE: **INVESTMENTS**
EFFECTIVE DATE: June 21, 2010
REVISION EFFECTIVE DATE: October 20, 2025

1.0 GENERAL

- 1.1 The purpose of this policy is to establish prudent objectives for the City's investment program and delineate the practices used by the City to invest funds and control portfolio risks.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
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- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to investments administered by the City Finance Division.

3.0 REFERENCES

SMC section 07.15, 07.15.020

RCW sections 35.39.030, 35.39.032, 35.39.034, 36.29.020, and 39.58

City Resolution 2022-0026, 2025-0086

4.0 DEFINITIONS

- 4.1 Accrued Interest - (1) The dollar amount of interest accrued on an issue, based on the stated interest rate on that issue, from its issue date to the date of delivery to the original purchaser. This is usually paid by the original purchaser to the issuer as part of the purchase price of the issue;
(2) Interest deemed to be earned on a security but not yet paid to the investor.
- 4.2 Agency Security Obligations - U.S. Government backed security that was not issued by the Treasury Department. These issues include: Federal Home Loan Bank Bonds (FHLB), Federal National Mortgage Association (FNMA), Federal Farm Credit Bank (FFCB), Federal Home Loan Mortgage Corporation (Freddie Mac), and Student Loan Marketing Association (Sallie Mae).
- 4.3 Amortization - Liquidation of a debt through installment payments.
- 4.4 Average Maturity - A weighted average of the expiration dates for a portfolio of debt securities.
- 4.5 Bankers' Acceptance (BAs) - Bankers Acceptances generally are created based on a letter of credit used in a foreign trade transaction. They are used to finance the shipment of commodities between countries as well as the shipment of some specific goods within the United States. BAs are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting bank at maturity for full face value. These notes trade at a rate equal to or slightly higher than Certificates of Deposit (CDs), depending on market supply and demand. Bankers Acceptances are sold in amounts that vary from one hundred thousand dollars (\$100,000) to one million dollars (\$1,000,000) or more with maturities ranging from thirty (30) to two hundred seventy (270) days. They offer liquidity to the investor, as it is possible to sell BAs prior to maturity at the current market price.
- 4.6 Benchmark - A bond, or fixed income index, whose terms are used for comparison with other bonds, or fixed income securities of similar maturity. The global financial market typically looks to U.S Treasury securities as benchmarks.
- 4.7 Bid - Price at which a buyer is willing to purchase a security.
- 4.8 Bill - A short-term direct obligation of the U.S. Treasury that has a maturity of not more than one year at issuance (for example, thirteen (13), twenty six (26) or fifty two (52) week maturity).
- 4.9 Bond - (1) The written evidence of debt, bearing a stated rate or stated rates of interest, or stating a formula for determining that rate, and maturing on a certain date, on which date and upon presentation a fixed sum of money plus interest is payable to the holder or owner. A municipal bond issue is usually comprised of many bonds that mature over a period of years; (2) A direct obligation of the U.S. Treasury that has a maturity of more than ten (10) years at issuance
- 4.10 Book Entry - U.S. Government and federal agency securities that do not exist in definitive (paper) form; they exist only in computerized files maintained by the Federal Reserve Bank.
- 4.11 Book Value - The amount at which an asset is carried on the books of the owner. The book value of an asset does not necessarily have a significant relationship to the market value of the security.
- 4.12 Certificates of Deposit (CDs) - Certificates issued against funds deposited in a bank for a definite period of time and earning a specified rate of return. Certificates of Deposit bear rates of interest in line with money market rates current at the time of issuance.
- 4.13 Competitive Quote Process - A process by which two (2) or more institutions are contacted to obtain prices for specific securities (sec 4.58 of this document). Supersedes Procurement and procedures as allowed per SMC 07.06.107(C).
- 4.14 Consolidated Local Improvement Districts (CLID) – a consolidation of numerous local improvement districts and their underlying bonds.
- 4.15 Coupon - The rate of interest paid at a specified time (e.g. annually or semi-annually). Where the coupon is blank, it may indicate that the bond is a "zero-coupon," or a new issue where the coupon has yet to be determined, or that it is a variable-rate bond.

- 4.16 Credit Risk - The risk that another party to an investment transaction will not fulfill its obligations. Credit risk can be associated with the issuer of a security, a financial institution holding the entity's deposit, or a third party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one investment type with any one party.
- 4.17 Delivery - The providing of a security in an acceptable form to the entity or to an agent acting on behalf of the entity and independent of the seller. Acceptable forms can be physical securities or the transfer of book-entry securities. The important distinction is that the transfer accomplishes absolute ownership control by the purchasing entity.
- 4.18 Delivery vs. Payment - There are two (2) methods of delivery of securities: delivery vs. payment and delivery vs. receipt (also called free). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange or a signed receipt for the securities.
- 4.19 Depository Bank - A local bank used as the point of deposit for cash receipts.
- 4.20 Derivative - A financial instrument whose value is based on, and determined by, another security or benchmark.
- 4.21 Discount - (1) Amount (stated in dollars or a percent) by which the selling or purchase price of a security is less than its face amount; (2) Amount by which the amount bid for an issue is less than the aggregate principal amount of that issue.
- 4.22 Diversification - Dividing available funds among a variety of securities and institutions to minimize risk.
- 4.23 Duration - The weighted maturity of a fixed-income investment's cash flows, used in the estimation of the price sensitivity of fixed-income securities for a given change in interest rates.
- 4.24 Effective Rate - The yield received on a debt security over a period of time taking into account any compounding effect.
- 4.25 Face Value - The par value (i.e., principal, or maturity value) of a security appearing on the face of the instrument; thus, the redemption value at maturity.
- 4.26 Federal Agency Securities - Federal agency securities can be classified by the type of issuer: those issued by Federally Related Institutions, and those issued by Government Sponsored Enterprises.
- 4.27 Federally Related Institutions - Branches of the federal government and generally do not issue securities directly in the marketplace. The major issuers have been the Tennessee Valley Authority (TVA) and the Government National Mortgage Association (Ginnie Mae). Except for securities of the TVA and the Private Export Funding Corporation, the full faith and credit of the United States government back these securities.
- 4.28 Federal Reserve System - The central bank of the United States, which has regulated credit in the economy since its inception in 1913. The system includes the Federal Reserve Bank, twelve (12) district banks and the member banks of the Federal Reserve.
- 4.29 Fiduciary Funds - Assets held in a trustee or agency capacity.
- 4.30 Fund - City monies are separated into various funds. Fund types vary in applicable legal requirements to include, but are not limited to bond, documents, grant terms, contractual obligations, and the ordinance establishing the fund.
- 4.31 General Obligation Bond (GO) - A municipal bond secured by the pledge of the issuer's full faith and credit, and backed by their taxing authority.
- 4.32 Government Security - Any debt obligation issued by the U.S. Government, its agencies or instrumentalities. Certain securities, such as Treasury bonds and Ginnie Maes, are backed by the government as to both principal and interest payments. Other securities, such as those issued by the Farm Credit Bank System and Freddie Macs, are backed by the issuing agency.
- 4.33 Government Sponsored Enterprises (GSEs) - Privately owned, publicly chartered entities. They were created by Congress to reduce the cost of capital for certain borrowing sectors of the economy deemed to be important enough to warrant assistance. Today there are five (5) GSEs that issue securities: Federal Farm Credit Bank System (FFCB), Federal Home Loan Bank System (FHLB), Federal National Mortgage Association (Fannie Mae), Federal Home Loan Bank Corporation (Freddie Mac) and the Student Loan Marketing Association (Sallie Mae). These Federal Government-sponsored agencies were established by the U.S. Congress to undertake various types of financing without tapping the public treasury. In order to do so, the agencies have been given the power to borrow money by issuing securities, generally under the authority of an act of Congress.

- 4.34 Interest - The compensation paid or to be paid for the use of money, usually expressed as an annual percentage rate. Interest rates change in response to a number of things including revised expectations about inflation, and such changes in the prevailing level of interest rates affects the value of all outstanding bonds.
- 4.35 Inverse Floater - Structured notes or derivatives designed to rise in yield as interest rates fall. Also called a Reverse Floater. These are very volatile securities.
- 4.36 Investment Portfolio - A collection of investment instruments, authorized by the City and State policy, to generate investment earnings.
- 4.37 SOFR (Secured Overnight Financing Rate) - A rate that reflects the cost of borrowing overnight, backed by U.S. Treasury securities in the repo market. SOFR replaced LIBOR as the primary U.S. Dollar (USD) benchmark rate following LIBOR's phaseout in June 2023.
- 4.38 Limited Tax General Obligation (LTGO) Bonds – a general bond of a municipal government that is backed by constrained revenue sources. Such bonds are also known as “Non-Voted General Obligation Debt” where a municipality levies property taxes to meet the bond's debt service, but only up to a statutory limit which is not subject to voter approval.
- 4.39 Liquidity - The ease and speed with which an asset can be converted into cash without a substantial loss in value.
- 4.40 Local Government Investment Pool (LGIP) - The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment.
- 4.41 Local Improvement District (LID) – means of assisting benefiting properties in financing needed capital improvements through the formation of special assessment districts. The process leads to the sale of bonds to investors where such securities are repaid via annual assessments of the property owners within the improvement district.
- 4.42 Loss - The excess of the cost or book value of an asset over its selling price.
- 4.43 Master Agreement - An agreement which is controlling all transactions covered by it on an open-ended basis. A new contract is not required for each new transaction.
- 4.44 Maturity Date - The date when the principal amount of a security becomes due and payable, if not subject to prior call or redemption.
- 4.45 NASD - National Association of Securities Dealers. The largest self- regulatory securities industry organization in the United States.
- 4.46 Notes - 1) Short-term promises to pay specified amounts of money, usually secured by specific sources of future revenues, such as taxes, federal and state aid payments, and bond proceeds. 2) A direct obligation of the U.S. Treasury that has a maturity of more than one (1) year and up to ten (10) years at issuance.
- 4.47 Offer - The price at which a seller will sell a security.
- 4.48 Par Value - The nominal or face value of a debt security; that is, the value at maturity.
- 4.49 Performance - An investment's return (usually total return), compared to a benchmark that is comparable to the risk level or investment objectives of the investment.
- 4.50 Premium - (1) Amount (stated in dollars or a percent) by which the selling or purchase price of a security is greater than its face amount; (2) Amount by which the amount bid for an issue is greater than the aggregate principal amount of that issue.
- 4.51 Primary Dealers - A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission registered securities broker-dealers, banks and a few unregulated firms.
- 4.52 Principal - The invested amount on which interest is charged or earned.
- 4.53 Qualified Public Depository - A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

- 4.54 Realized Gain or Loss - A measurement which represents the difference between the fair market value and the cost of a security, realized when an investment is matured or sold.
- 4.55 Refunding - Sale of a new issue, the proceeds of which are to be used, immediately or in the future, to retire an outstanding issue by essentially replacing the outstanding issue with the new issue. Refundings are done to save interest cost, extend the maturity of the debt, or to relax existing restrictive covenants.
- 4.56 Repurchase Agreement (Repo) - A Repurchase Agreement is a contractual transaction between an investor and an issuing financial institution (not a secured loan). The investor exchanges cash for temporary ownership of specific securities, with an agreement between the parties that on a future date the financial institution will repurchase the securities at a predetermined price. An "open repo" does not have a specified repurchase date and the repurchase price is established by a formula computation.
- 4.57 Risk - A measure of the degree of uncertainty and/or of financial loss inherent in an investment or decision.
- 4.58 Safekeeping - A service to customers rendered by banks or trust companies for a fee whereby all securities and valuables of all types and descriptions are held in the bank's vaults for protection, or in the case of book entry securities, are held and recorded in the customer's name and are inaccessible to anyone else.
- 4.59 Secondary Market - Ongoing market for bonds previously offered or sold in the primary market.
- 4.60 Securities - Bonds, notes, mortgages or other forms of negotiable or non- negotiable instruments.
- 4.61 Spokane Internal Lending Program (SILP) – an approved function supported by City Resolution 2025-0086 that permits the City of Spokane's Investment Pool to purchase City issued LTGO Bonds to a limit of 20% of the overall pool's portfolio balance. This function is a City internal lending activity that permits City funds to invest in City operations/services within its service area.
- 4.62 Spokane Investment Pool - Established September 30, 2007 in accordance with RCW 35.39.034. The City of Spokane aggregates investment activity to generate interest earnings. The Pool is created by combining Treasurer's cash and Fund invested balances to consolidate resources available to the Portfolio.
- 4.63 Swap - A derivative contract through which two parties exchange the cash flows or liabilities from two different financial instruments.
- 4.64 Syndicate - A group of underwriters formed for the purpose of participating jointly in the initial offering of a new issue of securities. The terms under which a "syndicate" is formed and operates are typically set forth in an "agreement among underwriters." One or more underwriters will act as manager of the "syndicate" and one of the managers will act as lead manager and "run the books." A "syndicate" is also often referred to as an "account" or an "underwriting account."
- 4.65 Third-Party Safekeeping - A safekeeping arrangement whereby the investor has full control over the securities being held. Dealers and/or bank investment departments have no access to the securities being held.
- 4.66 Total Return - Investment performance measure over a stated time period which includes coupon interest, interest on interest, and any realized and unrealized gains or losses.
- 4.67 Treasury Bills - Treasury Bills are short-term debt obligations of the U.S. Government which have no coupon rate, mature at par value, and are generally issued at a discount to par value. They offer maximum safety of principal since they are backed by the full faith and credit of the United States Government and commonly called "T-Bills." T-Bills are issued on a regular basis with initial maturities of ninety one (91) days and one hundred eighty two (182) days. They are more popularly referred to as three (3) month and six (6) month Treasury bills. These instruments generally yield the lowest returns of the major money market instruments Treasury bills because they are considered "risk-free".
- 4.68 Treasury Notes and Bonds -Treasury Notes have maturities from one (1) to ten (10) years, and Treasury Bonds have maturities of ten (10) to thirty (30) years. Both Notes and Bonds pay periodic coupons. Since Bills, Notes and Bonds are general obligations of the U.S. Government, and since the General Government has the lowest credit risk of all participants in the money market, its obligations generally offer a lower yield to the investor than do other securities with similar maturity structures.
- 4.69 Underlying Securities - Securities transferred in accordance with a Repurchase Agreement.
- 4.70 Unrealized Gain or Loss - A measurement, which represents the difference between the fair market value and the cost of a security, taken while the investment is being held and prior to being sold or matured.

- 4.71 U.S. Government Agency Securities - A variety of securities issued by several U.S. agencies. Some are issued on a discount basis and some are issued with coupons. Some are backed by the full faith and credit guarantee of the U.S. Government, while others are not.
- 4.72 Volatility - A statistical measure of the variance of price or yield over time. Volatility is low if the price does not change very much over a short period of time, and high if there is a greater change.
- 4.73 When-Issued Trades - Typically there is a lag between the time a new bond is announced and sold, and the time it is actually issued. During this interval, the security trades "WI" - "when, as, and if issued."
- 4.74 Yield - The rate at which an investment pays out interest or dividend income, expressed in percentage terms and calculated by dividing the cash flows the security pays by the price of the security and annualizing the result

5.0 POLICY

- 5.1 It is the policy of the City of Spokane ("the City") to invest public funds in a manner which will provide the maximum security with the highest investment return, while meeting daily cash flow requirements and conforming to all state and local statutes governing the investing of public funds.

5.2 Scope

- 5.2.1 This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include all funds, except for Employees' Retirement Fund, Police Pension Fund and Fire Pension Fund.
- 5.2.2 Funds set aside to defease City debt in conjunction with an advance refunding agreement will be invested in accordance with appropriate bond documents and not necessarily in compliance with this policy. Should bond covenants be more restrictive than this policy, funds will be invested in full compliance with those restrictions.
- 5.2.3 Funds held by the County Treasurer during tax collection periods shall be governed by the County's investment policies to the extent that they do not conflict with this policy and should be invested by the County Treasurer for the benefit of the City as stipulated by the City in accordance with RCW 36.29.020.

5.3 Prudence

- 5.3.1 The Investment Committee and designated staff shall act responsibly and prudently in order to maintain the safety of the public's funds.
- 5.3.2 The standard of prudence that shall be practiced at all times without exception shall be the "Prudent Person Rule" which reads: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- 5.3.3 The Chief Financial Officer or their designee acting in accordance with any written procedures, the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes. Should any such loss occur, however, the Chief Financial Officer or their designee shall report it to the Investment Committee, who shall then take appropriate action to prevent any future occurrences.

- 5.3.4 Purchase of securities shall be made for investment and not speculation.

5.4 Objectives

- 5.4.1 The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the primary objectives of safety and liquidity. Core investments are limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- a. A security with declining credit may be sold early to minimize loss of principal.
- b. A security swap that would improve the quality, yield or target duration in the portfolio.
- c. Liquidity needs of the portfolio require that the security be sold.

5.4.2 Therefore, the primary and secondary objectives, in order of priority, of the City's investment activities will be as follows:

- a. Safety: Safety of principal is the primary objective of the City's investment program. City investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To obtain this objective, the City will diversify its investments by investing funds among a variety of securities and financial institutions offering independent returns.
- b. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating and capital spending requirements which might be reasonably anticipated.
- c. Return on Investment: The City's investment portfolio will be structured with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the agencies investment risk constraints and the cash flow characteristics of the portfolio.

5.5 Delegation of Authority

5.5.1 Authority to manage the City's investment program is derived from Spokane Municipal Code chapter 7.15 which delegates responsibility for the City's investment program to the City Investment Committee.

5.5.2 Management responsibility for the investment program is hereby delegated to the Chief Financial Officer or their designee who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5.5.3 Daily operational responsibility for the investment program is hereby delegated to the City Finance Treasury and Administration Department who shall establish written procedures for the operation of the investment program consistent with the Investment Policy. Procedures should reference the following: purpose, cash review, investment selection, purchase of an investment, settlement and follow-through, accounting, reporting and auditing.

5.5.4 No one person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer or their designee. The Chief Financial Officer or their designee shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of staff involved in the accounting for investment activities.

5.6 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that may conflict with the proper execution of the investment program, or may impair their ability to make impartial investment decisions. Officers and employees shall disclose to the Investment Committee any material financial interests in financial institutions that conduct business with the City, and they shall also disclose any personal financial/ investment positions that could be related to the performance of the City's portfolio. Officer and employees shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

5.7 Authorized Financial Dealers and Institutions

5.7.1 The City Chief Financial Officer or their designee shall maintain on file a current listing of financial institutions authorized and prepared by the Washington Public Deposit Protection Commission (PDPC) to provide depository services in the state of Washington. In addition, a list will also be maintained of approved security broker/dealers. These may include primary dealers, or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) and investment departments of local banks. No public deposits shall be made except in qualified public depositories as provided in chapter 39.58 RCW.

5.7.2 Approved security broker/dealers will be selected based on the following criteria:

- financial condition, strength and capability to fulfill commitments,
- regulatory status of the dealer, and
- background and expertise of the individual representative

5.7.3 Prospective broker / dealers must provide the City Chief Financial Officer or their designee with the following: National Association of Securities Dealers (NASD) certification, proof of Washington State registration, and written certification that the prospective broker / dealer understands and will adhere to this Investment Policy.

- 5.7.4 An annual review of the financial condition and registrations of the selected qualified financial institutions and broker / dealers will be conducted by the Chief Financial Officer or their designee. A current audited financial statement is required to be on file for each financial institution and broker/ dealer in which the entity invests.
- 5.7.5 The City shall strive to use a competitive bid process where its selected NASD broker / dealers will compete for investment transactions, but it is recognized that this may not be appropriate for every investment decision.
- 5.7.6 The City reserves the right to remove any broker/ dealer from the list of approved brokers / dealers if services from them are lacking or if any broker / dealer fails to comply with documentation requirements.

5.8 Authorized and Suitable Investments

- 5.8.1 Care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment officer(s) are trained and competent to handle. The City is empowered by statute to invest in any of the securities identified as eligible investments as detailed in the Washington State Treasurer's publication titled "Eligible Investments for Public Funds."
- 5.8.2 The City chooses to invest in the following types of investments:
- Treasury Securities
 - Federal Agency Securities (Mortgage-backed securities included)
 - Washington State Treasurer's Local Government Investment Pool
 - Non-negotiable Certificates of Deposit (Must be with PDPC-qualified public depository)
 - PDPC Financial Institution Sponsored Investment Accounts
 - Banker Acceptances (Issuing institution's commercial paper credit rating must be A1/P1)
 - Repurchase Agreements
 - General Obligation Bonds of any state or local government
 - Bonds of the City of Spokane, as that term is defined in section 4.9.
 - City of Spokane bonds or warrants of a local improvement district which are within the protection of the local improvement guaranty fund
 - Commercial Paper
- 5.8.3 The City may purchase new issue securities for a delayed settlement. These securities typically are issued at par and are available from most of the dealers in the new issue market. It will be at the Chief Financial Officer's or their designee's discretion to wait to purchase these issues after they "break syndicate" (are "free to trade" at negotiable prices) allowing the City to ask dealers to offer the securities at a market price that may differ from the initial offering price of par.
- 5.8.4 Repurchase agreements are subject to the following limitations:
- a. A signed Public Securities Association (PSA) Master Repurchase Agreement is required.
 - b. No security shall be accepted for repurchase agreement transactions whose market value is not readily available.
 - c. Collateral shall be required on Repurchase Agreements as described in section 5.9 of this policy.
- 5.8.5 General obligation bonds of a state or local government must have at the time of investment one (1) of the three (3) highest credit ratings of a nationally recognized statistical rating organization (NRSRO) other than General Obligation bonds of the City of Spokane or "bonds" as that term is defined in section 4.9.
- 5.8.6 Commercial paper is subject to the following limitations:
- a. Commercial paper must be rated with the highest short-term credit rating of any two (2) NRSROs, at the time of purchase. If the commercial paper is rated by more than two (2) NRSROs, it must have the highest rating from all of the organizations.

- b. Commercial paper holdings may not have maturities exceeding two hundred and seventy (270) days. Commercial paper must also be issued by U.S. corporations and cannot be an obligation of any financial institution.
- c. Any commercial paper purchased with a maturity longer than one hundred (100) days must also have an underlying long- term credit rating at the time of purchase in one (1) of the two (2) highest rating categories of an NRSRO and be asset-backed (collateralized).
- d. The percentage of commercial paper may not exceed ten percent (10%) of the total assets of the portfolio.
- e. Commercial paper must be purchased in the secondary market and not directly from the issuers.

5.8.7 Derivatives or securities that derive value and / or yield from an underlying asset or an external index are prohibited unless they fall into one (1) of the following categories: zero coupon treasury instruments, zero coupon agency instruments, agency security obligations that have call features, agency security obligations that have step-up features at pre-determined intervals and agency obligations that float with interest rates or external indexes such as treasury bills, SOFR, COFI, or the Fed Funds rate, and swap debt obligations only as they pertain to the asset liability management program.

- a. Agency obligation inverse floaters are prohibited.
- b. Derivative securities not previously utilized must be approved by Investment Committee.

5.8.8 The City shall only invest in securities when the final maturity date is known at the time of purchase.

5.9 Collateralization

5.9.1 Collateral will be required on Repurchase Agreements, and will be limited to treasury, agency and money market securities. Collateral shall be delivered to the City's safekeeping agent, or through a tri-party arrangement in which the proper documents delineating the responsibilities of the parties have been executed. A clearly-marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained.

5.9.2 In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be one hundred two percent (102%) of market value of principal and accrued interest. Such collateral shall be revalued on a periodic basis, but not less than weekly, in order to maintain market protection. The right of substitution is granted.

5.10 Safekeeping and Custody

5.10.1 All security transactions, including collateral for repurchase agreements, entered into by the City will be conducted on a delivery versus payment (DVP) basis. Securities will be held by a third-party custodian designated by the Chief Financial Officer or their designee and evidenced by safekeeping receipts.

5.11 Diversification

5.11.1 The City will diversify its investments by security type, institution and maturity with the intention to minimize risk.

5.11.2 Investments with any single securities broker/dealer or financial institution will generally not exceed fifty percent (50%) of the total portfolio except for the Washington State Treasurer's Local Government Investment Pool (LGIP) which can be up to one hundred percent (100%).

5.11.3 Security limitations by type will follow these maximum guidelines:

Treasury Securities.....	100%
Federal Agency Securities.....	90%
-Individual issues.....	10%
-Individual Agency.....	40%
FDIC Guaranteed senior unsecured debt obligations	30%
(Under the Temporary Liquidity Guaranteed Program (TLGP) or other federal government guaranteed programs. Must carry the full faith and credit of the United States Government.)	
-Individual issuer.....	10%
Washington State Treasurer's Local Government Investment Pool.....	100%

Non-negotiable Certificates of Deposit.....	60%
(Must be with PDPC-qualified public depository)	
-Individual issuing bank.....	10%
PDPC Financial Institution Sponsored Investment Accts.....	50%
Banker Acceptances (Must be A1/P1L.....	10%
Individual banks.....	2%
Repurchase Agreements.....	25%
General Obligation bonds of any state or local government.....	10%
Other than "bonds" of the City of Spokane as defined in section 4.9	
City of Spokane notes, bonds and warrants.....	20%
(Includes CLID or LID and "bonds" as defined in section 4.9)	
Commercial Paper (Must be A1/P1).....	10%
Individual issuer.....	2%

5.12 Maturity Structure

5.12.1 To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. The City shall generally invest in securities maturing five (5) years or less from the date of purchase. The average maturity of all securities owned should be no longer than three (3) years. Exceptions to the five (5) year maximum and three (3) year average maturity are stated below.

- a. Funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the identifiable funds.
- b. Funds may be invested in the City's CLID or LID bonds and notes with maturities exceeding five (5) years.
- c. Funds may be invested in qualified General Obligation bonds of the City of Spokane or "bonds" as defined in section 4.9 with maturities exceeding five (5) years.

5.13 Internal Control

The Chief Financial Officer or their designee shall establish a system of internal controls, which shall be reviewed by the State Auditor. This review will examine internal controls over investment activities for compliance with policies and procedures. Such review may result in recommendations to change operating procedures to improve internal control. Controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation or imprudent actions.

5.14 Performance Standards

5.14.1 The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

5.14.2 Market Yield (Benchmark): The City generally follows an active investment strategy in that it monitors market conditions and position the portfolio in response to the current interest rate environment. Given this strategy, the basis used by the Investment Committee to determine whether market yields are being achieved shall be to identify a benchmark that is comparable to the related portfolio investment duration (for example if the duration of the portfolio is one (1) year, the one-year Treasury yield would be an appropriate benchmark). The Investment Committee shall periodically review portfolio duration and characteristics to ensure selected benchmarks are relevant and where necessary make appropriate changes.

5.15 Reporting

The Chief Financial Officer or their designee presents investment earnings as part of regular reporting on General Fund Revenues. Additional reports shall be provided upon request as needed.

5.16 Investment Policy Adoption

The City's Investment Policy shall be adopted by resolution of the City Council. The policy shall be reviewed by the Finance Committee annually and any significant modification thereto shall be approved by the City Council.

5.17 Investment Allocation - Spokane Investment Pool

- 5.17.1 Purpose - To establish and explain the investment allocation methodology used to distribute investment portfolio earnings to funds participating in the Spokane Investment Pool.
- 5.17.2 Investment earnings shall be allocated in accordance with the applicable legal requirement(s) of the underlying fund. Such legal requirements include, but are not limited to, bond documents, grant terms, contractual obligations, or the ordinance establishing the Fund. Absent such legal requirements, the Chief Financial Officer or their designee shall establish by resolution, the rate and manner in which investment earnings shall be allocated in accordance with RCW 35.39.034. (See RES 2022-0026.)
- 5.17.3 It is the policy of City to allocate portfolio earnings to participating Funds on a monthly basis. Participating funds are to receive a proportionate share of all monthly earnings based on their average invested balance. Unrealized gains and losses, realized gains and losses, and amortization of Premium and Discount are to be allocated at least quarterly. For reporting purposes, at the close of the fiscal year, an entry will be made to accrue interest earned but not yet received as of the end of the year.
- 5.17.4 The Investment allocation methodology applies to all funds participating in the investment pool. These funds are accounted for in the Operation of Cash and Investments report and include all funds except for Fiduciary Funds.

6.0 PROCEDURE

The Chief Financial Officer or their designee shall adopt department procedures which shall be in compliance with this policy.

7.0 RESPONSIBILITIES

The City Finance, Treasury and Administration Division shall administer this policy.

8.0 APPENDICES

N/A

CITY OF SPOKANE
WATER AND HYDROELECTRIC DEPARTMENT
PUBLIC RULE AND REGULATION

RULE 4100-25-04
LGL 2025-0024
RES 2025-0077

TITLE: RULES AND REGULATIONS FOR WATER SERVICE INSTALLATION

EFFECTIVE DATE: October 20, 2025
REVISION EFFECTIVE DATE: N/A

1.0 GENERAL

City of Spokane issues Rules and Regulations for Water Service Installations which are updated from time to time and consistent with the City's legal requirements for the water system. The attached Rules and Regulations for Water System Installations are designed to address the more common concerns found during inspections of the Water System. Builders and property owners have the ultimate responsibility to contact and clarify any and all Water Service Installation Rules and Regulations, prior to installation.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

Water and Hydroelectric Department

3.0 REFERENCES

WAC 296 155 Part N
WAC 246-290-490
Chapter 13.04 Water 13.04.130 Sub-Section D
SMC 13.04.0806 – 13.04.0812

4.0 DEFINITIONS

See Attached Exhibit “A”

5.0 POLICY

5.1 It is the policy of the City Water Department to create rules and regulations for water service installation and connections to the water services and ensure protection of the entire water system.

5.2 Water System Installation Rules and Regulations as attached as Exhibit “A” herein, and which will be updated from time to time, shall be adopted and will apply to all City Water Connections.

6.0 PROCEDURES –

6.1 Procedures are outlined in attached Exhibit “A” – Rules and Regulations for Water System Installations.

6.2 The City has no responsibility for maintenance, operations or repair of any water service connection to the public water system.

6.3 All responsibility for maintenance, operations or repair is the responsibility of the property owners.

7.0 RESPONSIBILITIES

This Public Rule shall be maintained by the Water and Hydroelectric Department

8.0 APPENDICES

8.1 Exhibit “A” – City of Spokane Water Department Rules and Regulations for Water Service Installations

Note: Exhibit “A” is on file with the Office of the City Clerk.

CITY OF SPOKANE WASTEWATER MANAGEMENT PUBLIC RULE AND REGULATION	RULE 4310-25-02 LGL 2025-0025 RES 2025-0078
TITLE: REGULATIONS AND SPECIFICATIONS FOR SIDE SEWER INSTALLATION	
EFFECTIVE DATE: October 20, 2025 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

City of Spokane Wastewater Management Department issues regulations and specifications for side sewer installation which are updated from time to time and are consistent with state and federal legal requirements. The attached City of Spokane Side Sewer Installation Handbook for Side Sewer Installations is designed to address the more common concerns found during inspections of side sewers. Builders have the ultimate responsibility to contact and clarify the Wastewater Service Installation rules and regulations.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

Wastewater Management Department

3.0 REFERENCES

Chapter 13.03 SMC
SMC 17G.101.100
Spokane Regional Health District (SRHD) Rules and Regulations
SMC 08.02.037

4.0 DEFINITIONS

See Attached Exhibit "A".

5.0 POLICY

- 5.1 It is the policy of the City Wastewater Management Department to create rules and regulations for side sewer installation and connections to the sewer system and to ensure protection of the entire sewer system.
- 5.2 The Side Sewer Installation Handbook which is attached as Exhibit "A" hereto, and which will be updated from time to time, shall be adopted and will apply to all City Side Sewer Connections.

6.0 PROCEDURES –

- 6.1 Procedures are outlined in attached Exhibit "A" - Side Sewer Installation Handbook.
- 6.2 The City has no responsibility for maintenance, operations or repair of any side sewer connection to the public sewer system.
- 6.3 All responsibility for maintenance, operations or repair is the responsibility of the property owner.

7.0 RESPONSIBILITIES

This Public Rule shall be maintained by the Wastewater Management Department

8.0 APPENDICES

- 8.1 Exhibit "A" – City of Spokane Side Sewer Installation Handbook for Side Sewer Service Installation

Note: Exhibit "A" is on file with the Office of the City Clerk.

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

AMENDMENT

AMENDMENT

AMENDMENT

POLICE RECORDS SPECIALIST

SPN 016

(Announcement of 06/30/2025)

The above titled announcement is hereby amended to read:

Closing Date: Monday, November 24, 2025

AMENDMENT**AMENDMENT****AMENDMENT****POLICE RADIO DISPATCHER I**

SPN 283

(Announcement of 1/27/2025)

The above titled announcement is hereby amended to read:

Closing Date: Monday, December 1, 2026

COMMUNITY PROGRAMS COORDINATOR SPN 058

Open Entry

DATE OPEN: Monday, November 10, 2025**DATE CLOSED: Monday, November 24, 2025****SALARY: \$66,064.32 annual salary, payable bi-weekly, to a maximum of \$93,542.40****CLASS SUMMARY:**

Performs community organization and outreach work in initiating and managing community based programs and policy development, within a division or department.

EXAMPLES OF JOB FUNCTIONS:

- Develops and implements from conception to conclusion, programs based in the community and/or utilizing community members. Manages programs, initiatives, and related grants in accordance with applicable laws, policies, and guidelines. Develops and implements research, modification and development of regulations and policies.
- Works with a wide range of community members, government and non-government representatives and officials, and other City departments, to develop and implement a wide variety of initiatives under City or other government programs. May be required to travel to various sites to conduct program elements.
- Develops and implements public education and outreach about City and government services. Meets with representatives of public and private agencies. May develop and provide training to community members participating in various programs. Designs, develops and disseminates informational and promotional materials relating to programs or utilized during meetings. Coordinates with others, both inside and outside of the City for additional dissemination of information.
- Negotiates contract awards subject to director review and approval, manages program documents and files, and prepares reports as required. Processes and manages contracts with community partners, such as community centers, animal control and other non-profit entities. Reviews applications for special events; coordinates with applicants and agencies on logistics, fees, on-site inspections, and approval of permits.
- Organizes, schedules and/or facilitates a variety of meetings and events, both at City Hall and in the community. Examples of these meetings are City Council meetings, neighborhood council meetings, business group meetings, community informational meetings and workshops. Presents reports, provides information, recruits volunteers and answer questions at these meetings.
- May perform computer analysis using a personal computer. Prepares and maintains reports and records as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open-Entry Requirements:**

- *Education:* Bachelor's degree from an accredited four-year college or university in public administration or related field; **AND**
- *Experience:* One year of professional work experience in planning and implementation of community programs and community involvement, including program planning, administration, and coordination.

Licenses and Certifications:

Applicants must possess a driver's license or evidence of equivalent mobility.

EXAMINATION DETAILS:

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

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

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

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

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

- T&E Examination 100%

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.** Reservations can also be made through your local, public library.

TRAINING AND EXPERIENCE EVALUATION DETAILS:

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

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 31st day of October 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

WATER EFFICIENCY SPECIALIST SPN 090
Open Entry

DATE OPEN: Monday, November 17, 2025

DATE CLOSED: Monday, December 1, 2025

SALARY: \$52,325.28 annual salary, payable bi-weekly, to a maximum of \$81,807.84

CLASS SUMMARY:

Facilitates the implementation of Water Department resource efficiency programs for all water system customers.

EXAMPLES OF JOB FUNCTIONS:

- Educates commercial and residential customers about water efficient landscapes, appropriate irrigation schedules, and programs and technologies that result in water conservation. Answers technical questions in person, over the telephone, or in writing from internal staff and external customers.
- Reviews applications from residential and commercial water department customers to participate in water efficiency programs such as turf replacement and irrigation and landscaping upgrades; and interior retrofitting of plumbing fixtures.
- Conducts initial site evaluations. Reviews photos, sketches, and applications for compliance with codes, regulations, and ordinances. Approves efficiency program applications and enrolls customers.
- Audits residential and commercial irrigation systems for current water use and potential savings. Identifies and evaluates individualized opportunities to improve efficiency through landscape changes, irrigation management and available technologies.
- Conducts water efficiency program activities, lectures, and programs for a variety of audiences. Assists with educational outreach, including in the primary, secondary, and postsecondary schools and at community events. Writes and assists in developing program educational materials and forms such as application, inspection, and approval forms; outdoor watering guides; public presentations; and plant lists.
- Collects and reviews data related to water efficiency programs. Creates and maintains spreadsheets to monitor program participants. Refers customers to Utilities Billing for eligible rebates. Estimates municipal water use savings through implementation of efficiency programs. Evaluates the effectiveness of programs and recommends changes in programs or public outreach.
- Maintains associated records and databases, and prepares reports on programs.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open-Entry Requirements:

- *Education:* Associate degree in horticulture, arboriculture, natural resource science, or related field; and

- *Experience:* Two years in landscaping, irrigation, resource conservation, or related field experience.
- *Substitution:* Spokane County Master Gardeners as recognized by the American Horticulture Society may waive the education requirement.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Licenses and Certifications:

Applicants must possess a valid driver's license, to be maintained throughout employment.

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Ability to move boxes of printed materials weighing up to 30 lbs.

EXAMINATION DETAILS:

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

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

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

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

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

- T&E Examination 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

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

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.** Reservations can also be made through your local, public library.

Examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, November 17, 2025, and Monday, December 1, 2025, will test Thursday, December 4, 2025, through Monday, December 8, 2025.

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 29th day of October 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Wellesley – Freya to Havana Reconstruction Engineering Services File No. 2018076

This project consists of the construction of approximately 9,000 square yards of 7-inch thick asphalt pavement, 4,700 linear feet of curb and/or gutter, 1,700 square yards of 2-inch thick asphalt pavement (for mixed use path), 2,200 linear feet of storm sewer (various sizes/materials), two stormwater ponds, 57 drainage structures, 1,800 linear feet of 12-inch diameter water distribution main, 280 linear feet of 8-inch diameter sewer main, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. December 8, 2025, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

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

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

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

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

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

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

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

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

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

Publish: November 12, 2025

