



# Official Gazette

## City of Spokane, Washington

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

Volume 115

**NOVEMBER 19, 2025**

Issue 47



### 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, November 10, 2025**

The minutes for the Monday, November 10, 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 26, 2025, issue of the *Official Gazette*.

**MINUTES OF SPOKANE CITY COUNCIL****Monday, October 27, 2025****AGENDA REVIEW SESSION**

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:37 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, 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 27, 2025**

There were no requests for staff to brief agenda items.

**Updated Draft Agenda for November 3, 2025**

There were no requests for staff to brief agenda items.

**Draft Agenda for November 10, 2025**

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

- Consent Agenda Item No. 12 (Outside Special Counsel Contract Amendment No. 8 with Etter McMahon, Van Wert & Oreskovich, P.C.) and 13 Outside Special Contract Amendment with Brendan Winslow-Nason and John Cadagan with the Firm Gordon Tilden Thomas & Cordell, LLP) – Elizabeth Schoedel
- Resolution 2025-0092 (authorizing the City to enter into contracts, in amount not to exceed \$1,044,816 for all contracts, for the purposes of providing scattered site shelter services for the CHHS Department) – Dawn Kinder
- Resolution 2025-0095 (committing to City Council to regularly hosting Community Days and develop and engagement strategy) – Andres Grageda
- Resolution 2025-0097 (relating to the designation of historic districts) – Council Member Cathcart / Spencer Gardner
- First Reading Ordinance C36779 (prohibiting algorithmic rent price fixing) – Jackson Deese

**CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS****October 27, 2025, Final Agenda**

Purchase of LRADs (Consent Agenda Item No. 1 - OPR 2025-0710) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

**Motion** by Council Member Lambdin, seconded by Council Member Dillon, **to defer** purchase from Safeware, Inc. (Lanham, MD) of two long-range acoustical devices (LRADs) to enhance public safety communication, emergency response, and lawful notification capabilities to November 10, 2025, Agenda; **carried 7-0**.

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

**Motion** by Council Member Cathcart, seconded by Council Member Dillon, **to defer** Emergency Ordinance C36774—relating to City Council employees—to November 3, 2025, Agenda; **carried 7-0.**

First Reading Ordinance C36784 (Council Sponsors: Council Members Bingle and Cathcart)

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, to suspend Council rules and amend just Ordinance C36784 (related to the Hillyard Subarea Plan) with the proposed planning staff amendment without triggering automatic deferral of the item; **carried 7-0.**

Emergency Ordinance C36785 (Council Sponsors: Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, Lambdin, and Zappone)

**Motion** by Council Member Bingle, seconded by Council Member Klitzke, **to suspend** Council Rules and add just the latest version of Emergency Ordinance C36785 (titled “Safe and Accessible Public Spaces”) (filed on October 27, 2025, at 3:15 p.m.) for consideration on October 27, 2025, Agenda; **carried 7-0.**

**Motion** by Council Member Bingle, seconded by Council Member Zappone, **to add** every single Council Member as a sponsor for Emergency Ordinance C36785 (titled “Safe and Accessible Public Spaces”); **carried 7-0.**

### **November 3, 2025, Updated Draft Agenda**

First Reading Ordinance C36752 (Deferred from October 20, 2025, Agenda, to November 3, 2025, Agenda, during October 20, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to amend** First Reading Ordinance C36752 (relating to public rules) with the Wilkerson Proposed Amendment (filed October 22, 2025) and Cathcart Proposed Amendment (filed October 24, 2025); **carried 7-0.** (Note: The adoption of the amendments without a rules suspension results in an automatic deferral of the resolution to November 10, 2025.)

Special Budget Ordinance C36789 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** Council Rules and add just Special Budget Ordinance C36789 (arising from increased medical claims experience) for final consideration on November 3, 2025, Agenda; **carried 6-1.**

### **November 10, 2025, Draft Agenda**

First Reading Ordinance C36786 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

**Motion** by Council Member Lambdin, seconded by Council Member Dillon, **to suspend** Council Rules **and add** just Ordinance C36786 (2026 Capital Improvement Program Ordinance) for first reading on November 10, 2025, and final consideration on November 17, 2025; **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 Klitzke, seconded by Council Member Bingle, **to approve** the October 27, 2025, Final Agenda, as amended, November 3, 2025, Updated Draft Agenda, as amended, and November 10, 2025, Draft Agenda; **carried 7-0.**

### **Council Recess/Executive Session**

The City Council recessed at 4:11 p.m. and immediately adjourned into Executive Session for purposes of discussing the sale and purchase of real estate for 15 minutes. City Attorney Mike Piccolo was present during the Executive Session. At 4:26 p.m., the Executive Session was extended for an additional five minutes. At 4:31 p.m., the Executive Session was extended for another five minutes. At 4:36 p.m., the Executive Session was extended another additional five minutes. The Executive Session ended at 4:36 p.m., at which time the Agenda Review Session also ended. City Council reconvened at 6:04 p.m. for the Legislative Session.

## **LEGISLATIVE SESSION**

### **Land Acknowledgement**

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

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Wilkerson.

**Roll Call**

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

Virginia Ramos, Legislative Assistant; 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**.

There were no **Boards and Commissions Appointments**.

**CONSENT AGENDA**

After public and Council commentary the following action was taken:

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

Grant Agreement with Spokane County to accept funding from the Washington Association of Sheriffs and Police Chiefs (WASPC) for continued participation in the Registered Sex Offender Address and Residency Verification Program from July 1, 2025, through June 30, 2026—\$60,000 Revenue. (OPR 2025-0711) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Acceptance of Washington Auto Theft Prevention Authority (WATPA) Grant for .5 of an FTE detective position to focus on auto theft enforcement and prevention in the City of Spokane from July 1, 2025, through June 30, 2027—\$181,922 Revenue. (OPR 2025-0712) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through October 17, 2025, total \$13,713,358.45 (Check Nos.: 614720 - 614881; Credit Card Nos. 002278 - 002309; ACH Nos.: 145717 - 145945), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$13,428,980.15. (CPR 2025-0002)

Minutes:

- a. City Council Meeting Minutes: October 6, 2025. (CPR 2025-0013)
- b. City Council Urban Experience Standing Committee Meeting Minutes: October 20, 2025. (CPR 2025-0017)

**LEGISLATIVE AGENDA****SPECIAL BUDGET ORDINANCE**

**Special Budget Ordinance C36771 (As amended during October 20, 2025, 3:30 p.m. Agenda Review Session)**  
**(Council Sponsors: Council President Wilkerson and Council Member Zappone)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36771**, as amended, 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 record cost reimbursement from Spokane Regional Emergency Communications (SREC), and declaring an emergency.

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

**EMERGENCY ORDINANCES**

**For Council action on Emergency Ordinance C36774, see section of minutes under 3:30 p.m. Agenda Review Session.**

**Emergency Ordinance C36785 (As added during the 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, Lambdin and Zappone)**  
After public and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Emergency Ordinance C36785** titled “Safe and Accessible Public Spaces” and relating to city public safety enforcement and incentivizing referrals for services; amending Sections 12.02.970, 12.02.1000, 12.02.1001, 12.02.1003, 12.02.1006, 12.02.1007, 12.02.1009; and adopting a new Sections 12.02.1013 and 12.02.1014 of the Spokane Municipal Code; and declaring an emergency.

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

**RESOLUTIONS**

Resolution 2025-0071 (As amended during September 29, 2025, 3:30 p.m. Agenda Review Session) (Deferred from October 6, 2025, Agenda, during October 6, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Zappone and Klitzke)

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to defer Resolution 2025-0071** (approving the purchase of safe speeds signage for neighbors through the Safe Streets for All Fund) for two weeks to November 10, 2025, Agenda; **carried 7-0.**

**For Council action on Resolution 2025-0080, see section of minutes under “Hearings.”**

**Resolution 2025-0090 (Council Sponsors: Council Members Dillon and Bingle)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0090** setting the Assessment Roll Hearing before City Council for December 1, 2025, for the Downtown Parking and Business Improvement Area (Business Improvement District – BID) and providing notice of the 2026 assessments to business and property owners.

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

**Resolution 2025-0091 (Council Sponsors: Council Members Dillon and Bingle)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0091** setting the Assessment Roll Hearing before City Council for December 1, 2025, 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.

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

**FINAL READING ORDINANCES**

**Final Reading Ordinance C36765 (Council Sponsors: Council President Wilkerson and Council Member Bingle)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36765** relating to City of Spokane employee retirement provisions, and amending Sections 03.05.210 and 03.05.260 of the Spokane Municipal Code.

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

**Final Reading Ordinance C36766 (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 **passed Final Reading Ordinance 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.

**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.

**For Council action on First Reading Ordinance C36770, see section of minutes under “Hearings.”**

**For Council action on First Reading Ordinance C36784, see section of minutes under “Hearings.”**

There were no **Special Considerations**.

**HEARINGS****Hearing on Vacation of the alley between Central Avenue and Columbia Avenue, from the east line of Freya Street to the west line of Sycamore Street, and related First Reading Ordinance C36770 (Council Sponsors: Council Members Bingle and Dillon)**

The Spokane City Council held a hearing on the vacation of the alley between Central Avenue and Columbia Avenue, from the east line of Freya Street to the west line of Sycamore Street. After an opportunity for public testimony, with none provided, the following action was taken:

**Motion** by Council Member Klitzke, seconded by Council Member Lambdin, **to close** the hearing; **carried 7-0**.

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

**Motion** by Council Member Bingle, seconded by Council Member Dillon, **to approve, subject to conditions** (in the Street Vacation Report dated August 5, 2025), the vacation of the alley between Central Avenue and Columbia Avenue, from the east line of Freya Street to the west line of Sycamore Street; **carried on 7-0 Roll Call Vote**.

**Ayes:** Bingle, Cathcart, Dillon, Klitzke, Lambdin, Wilkerson, and Zappone

**Nays:** None

**Abstain:** None

**Absent:** None

In conjunction with the hearing, Ordinance C36770—vacating the alley between Central Avenue and Columbia Avenue, from the east line of Freya Street to the west line of Sycamore Street—was read for the first time, with further action deferred.

**Hearing on Possible Revenue Sources for the 2026 Budget (FIN 2025-0001) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

The City Council held a hearing on possible revenue sources for the 2026 Budget. After staff presentation and public and Council commentary, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to continue** the hearing for possible revenue sources for the 2025 Budget to November 3, 2025; **carried 7-0**.

**Hearing on Resolution 2025-0080 (Deferred from October 20, 2025, Agenda, during October 20, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Bingle and Cathcart)**

The Spokane City Council held a hearing on Resolution 2025-0080 (recognizing the Hillyard Subarea Plan) and held first reading on Ordinance C36784 (adopting the Hillyard Subarea Plan. No staff report was provided. After public testimony, the following actions was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Klitzke, **to close** the hearing; **carried 7-0.**

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to defer indefinitely** 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; **carried 7-0.**

Note: The Hearing and Final Reading of Ordinance C36784 adopting the Hillyard Subarea Plan will be held November 3, 2025.

[The City Clerk left the meeting at 8:27 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by the City Council Office for the minutes.]

### OPEN FORUM

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

- Aaron Miller
- Dave Bilsland
- David Brookbank
- Derek Azzaro
- James Gantt
- Justin Haller
- Morton Alexander
- Sunshine Wigen
- Tammie Shepard
- Will Hulings

### ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 8:53 p.m.

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## MINUTES OF SPOKANE CITY COUNCIL

**Monday, November 3, 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, Dillon, Klitzke, Lambdin, and Zappone (appearing virtually) 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 November 3, 2025**

There were no requests for staff to brief agenda items.

#### **Updated Draft Agenda for November 10, 2025**

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

- First Reading Ordinance C36801 (adopting a local option transportation tax for commercial parking for the purpose of funding transportation system and safety improvements, and establishing incentives for efficient land use that met the goals of the City's Comprehensive Plan) – Adam McDaniel / Spencer Gardner

### Draft Agenda for November 17, 2025

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

- Special Budget Ordinance C36790 (increasing Fire's overtime budget) – Matt Boston
- Special Budget Ordinance C36791 (realizing wildfire mobilization reimbursements) – Lance Dahl
- Special Budget Ordinance C36792 [accepting a LEMHWA (Law Enforcement Mental Health and Wellness Act) Grant] – Chief Hall
- Special Budget Ordinance C36793 (accepting a Mental Health Field Response Grant) – Chief Hall
- Resolution 2025-0098 (providing for the sale of surplus City property) – Dave Steele
- Ordinance C36794 (adopting a Mid-Biennial Modification Budget for the City of Spokane, Washington, for the Year 2026) – Matt Boston

### CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS

#### November 3, 2025, Final Agenda

Continuation of Hearing on Vacation of Cedar Street (continued from September 22, 2025, Agenda) (First Reading of ORD C36736 was held September 22, 2025) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to continue** Hearing on vacation of Cedar Street between the south line of Carlisle Avenue and the north line of Montgomery Avenue, EXCEPT the extension of the alley through Cedar Street to December 1, 2025; **carried 6-1**.

Resolution 2025-0104 (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

**Motion** by Council Member Bingle, seconded by Council Member Klitzke, **to suspend** Council Rules **and add** just Resolution 2025-0104 (modifying and ratifying the Mayor's Emergency Declaration) with the Wilkerson / Cathcart version in the packet for final consideration on November 3, 2025; **carried 7-0**.

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to suspend** the Council Rules **and amend** Resolution 2025-0104 (modifying and ratifying the Mayor's Emergency Declaration) with the Bingle Amendment and add to tonight's agenda without any deferral; **rejected 2-5**.

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to amend** Resolution 2025-0104 (modifying and ratifying the Mayor's Emergency Declaration) with the Dillon Amendment; **carried 4-3**. (Note: Automatic deferral to November 10, 2025, Agenda due to amendment without a rules suspension).

Resolution 2025-0105 (Council Sponsors: Council Members Lambdin, Dillon, and Klitzke)

**Motion** by Council Member Lambdin, seconded by Council Members Klitzke and Dillon, **to suspend** Council Rules **and add** just Resolution 2025-0105 (requesting the restoration of federal funding for low-income food programs) with the version in the packet for final consideration on November 3, 2025; with

**Motion to amend** by Council Member Bingle, seconded by Council Member Lambdin, **to remove** language in Resolution 2025-0105 in the fourth "BE IT ALSO RESOLVED" from the bottom which reads, "including our federal workers and SNAP beneficiaries, such as postponing utility dues;" **carried 7-0**.

**Main Motion, as amended, to suspend** Council Rules **and add** just Resolution 2025-0105 (requesting the restoration of federal funding for low-income food programs) with the version in the packet for final consideration on November 3, 2025; **carried 7-0**.

#### November 10, 2025, Updated Draft Agenda

Additional Award of CDBG Funds to Northeast Community Center (Consent Agenda Item No. 17) (Council Sponsor: Council Member Dillon)

**Motion** by Council Member Dillon, seconded by Council Member Lambdin, **to amend** Consent Agenda Item #17 (OPR 2025-0086—award of CDBG funds to the Northeast Community Center towards the completion of their covered walkway project) with the proposed Dillon amendment; **carried 7-0**.

Resolution 2025-0097 (Council Sponsors: Council Members Bingle and Cathcart)

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to defer** Resolution 2025-0097 (relating to the designation of historic districts, and proposing a pause on the designation of new districts) to December 8, 2025, for final consideration; **carried 7-0**.

Resolution 2025-0071 (Council Sponsors: Council Members Zappone and Klitzke)

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to amend** Resolution 2025-0071 (approving the purchase of safe speeds signage for neighbors through the Safe Streets for All Fund) with the proposed Zappone amendment; **carried 7-0.**

First Reading Ordinances C36776 and C36777 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to amend** First Reading Ordinances C36776 (relating to sewer) and C36777 (relating to water) with the proposed Cathcart amendments; **carried 7-0.**

First Reading Ordinance C36778 (Council Sponsors: Council Members Zappone and Klitzke)

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to defer** First Reading Ordinance C36778 (prohibiting algorithmic rent price fixing) for two weeks, to November 17 for first reading and final reading and action on November 24; **carried 7-0.**

First Reading Ordinance C36801 (Council Sponsors: Council Members Klitzke and Dillon)

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** Council Rules and add just Ordinance C36801 (adopting a local option transportation tax for commercial parking) with the version in the packet for first reading on November 10, 2025, and final consideration on November 17, 2025; **carried 5-2.**

Resolution 2025-0092 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** Council Rules for the purpose of removing Truth Ministries from next week's resolution (Resolution 2025-0092) and adjust the total contract down accordingly and adjust the timelines for the RFP; **carried 7-0.**

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, to add the Dillon amendment to Resolution 2025-0092; **carried 7-0.**

### **November 17, 2025, Draft Agenda**

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

### **Action to Approve Agenda**

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

**Motion** by Council Member Lambdin, seconded by Council Member Dillon, **to approve** the Updated Draft Agenda, as modified; **carried 6-1.**

### **Council Recess/Executive Session**

The City Council recessed at 4:57 p.m. No executive session was held. The City Council reconvened at 6:01 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, Dillon, Klitzke, Lambdin, and Zappone were present.

Jackson Deese, Legislative Assistant; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

### **ANNOUNCEMENT**

Council President Wilkerson announced some changes to the November 3, 2025, Final Agenda that occurred during the 3:30 p.m. Agenda Review Session. The Cedar Street vacation has been deferred to December 1, and Resolution 2025-0104 modifying and ratifying the Mayor's Emergency Declaration has been deferred to November 10.

There were no **Proclamations and Salutations**.

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

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

There were no **Boards and Commissions Appointments**.

### CONSENT AGENDA

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

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

Personal Services Agreement with Clarion Associates, LLC (Denver, CO) for Code Assessment and Modernization of Title 17 of the Spokane Municipal Code (Unified Development Code) from November 4, 2025, through December 31, 2027—not to exceed \$425,000 (plus tax). (Relates to Special Budget Ordinance C36773) (OPR 2025-0729) (Council Sponsors: Council Members Bingle, Dillon, and Klitzke)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through October 24, 2025, total \$6,862,752.88 (Check Nos: 614884 – 615007; Credit Card Nos.: 002310 – 002341; ACH Payment Nos.: 145946 – 146173), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,459,022.19. (CPR 2025-0002)
- b. Payroll claims of previously approved obligations through October 25, 2025: \$10,108,624.57 (Payroll Check Nos. 578911-579022). (CPR 2025-0003)

Minutes:

- a. City Council Meeting Minutes: October 30, 2025. (CPR 2025-0013)
- b. City Council Public Infrastructure, Environment and Sustainability Standing Committee Meeting Minutes: October 20, 2025. (CPR 2025-0019)

### LEGISLATIVE AGENDA

#### SPECIAL BUDGET ORDINANCE

**Special Budget Ordinance C36773 (Council Sponsors: Council Members Bingle, Dillon, and Klitzke)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance 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. (Relates to Consent Agenda Item No. 1 – OPR 2025-0729)

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

**Special Budget Ordinance C36789 (Council Sponsors: Council President Wilkerson and Council Member Zappone)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance 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.

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

**EMERGENCY ORDINANCE**

**Emergency Ordinance C36774 (As amended during October 20, 2025, 3:30 p.m. Agenda Review Session) (Deferred from October 27, 2025, Agenda, during October 27, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to defer** Emergency Ordinance C36774 (relating to City Council employees) for one week, to November 10, 2025, Agenda; **carried 7-0.**

**RESOLUTIONS**

**For Council action on Resolution 2025-0104, see section of minutes under 3:30 p.m. Agenda Review Session.**

**Resolution 2025-0105 (Council Sponsors: Council Members Lambdin, Dillon, and Klitzke)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0105** requesting the restoration of federal funding for low-income food programs.

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

**FINAL READING ORDINANCES**

**Final Reading Ordinance C35945 (First Reading held September 21, 2020) (Council Sponsors: Council Members Bingle and Dillon)**

After a presentation by City Engineer Eldon Brown, public testimony, and an opportunity for Council commentary, with none provided, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C35945** 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.

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

**For Council action on Final Reading Ordinance C36772, see section of minutes under "Hearings."**

**For Council action on Final Reading Ordinance C36784, see section of minutes under "Hearings."**

**FIRST READING ORDINANCES**

The following Ordinance was read for the first time, with further action deferred. There was an opportunity for public testimony, with none provided.

**ORD C36768** Relating to emergency management; amending the title of Chapter 02.04 and Sections 02.04.070, 02.04.080, 02.04.090; adopting new Sections 02.04.085, 02.04.095, 02.04.096, 02.04.097, and 02.04.098; and repealing Chapter 06.02 and Section 18.11.040 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Zappone)

There were no **Special Considerations**.

**HEARINGS**

(Note: Hearing items were taken out of order, with Final Reading Ordinance C36784 being considered first.)

**For Council action on Hearing Item H1. (continuation of Hearing on Vacation of Cedar Street), see section of minutes under 3:30 p.m. Agenda Review Session.**

**Final Reading Ordinance C36784 Adopting the Hillyard Subarea Plan (as amended during October 27, 2025, 3:30 p.m. Agenda Review Session)**

Following a presentation by Tim Thompson, Principal Planner, and public testimony from one individual, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Dillon, **to close** the hearing; **carried 7-0.**

Council commentary ensued, after which the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to pass Final Reading Ordinance C36784 as amended** 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; **carried 7-0.**

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

**Continued Hearing on Possible Revenue Sources for the 2026 Budget and Related Final Reading Ordinance C36772 Updating the Annual City of Spokane Property Tax Levy (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

The City Council held a hearing on possible revenue sources for the 2026 Budget. No staff reports were provided. After public testimony, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Members Klitzke and Lambdin, **to close** the hearing; **carried 7-0.**

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

**Motion** by Council Member Dillon, seconded by Council Member Lambdin, to pass Final Reading Ordinance C36772 updating the Annual city of Spokane property tax levy for 2026; **carried 5-2.**

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

**Beginning Hearing on 2026 Mid-Biennium Modification Budget (FIN 2025-0001) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

The City Council held a hearing on the 2026 Mid-Biennium Modification Budget. No staff reports were provided. Following the opportunity for public testimony, with none provided, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Klitzke, **to continue** the Mid-Biennium Modification Budget hearing to next Monday, November 10; **carried 7-0.**

[The City Clerk left the meeting at 7:22 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by the City Council Office for the minutes.]

## OPEN FORUM

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

- Aaron Miller
- Derek Azzaro
- James Gantt
- Larry Andrews II
- Noah Dickens
- Nolan Steiner
- Sunshine Wigen
- Tara Williamson
- Will Hulings
- Will Quinn
- William Hagy

**ADJOURNMENT**

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

There being no further business to come before the City Council, the meeting adjourned at 7:48 p.m.

# Hearing Notices

**NOTICE OF PUBLIC HEARING  
Co-living Housing Code Updates  
PROPOSED ORDINANCE C36810**

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, December 1, 2025, beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding a proposal to amend co-living development code regulations to comply with RCW 36.70A.535. Information about the City Council agenda and how to join the meeting and testify is available on the City's website: <https://my.spokanecity.org/citycouncil/meetings/>.

Any person may testify at the hearing. Public testimony on these amendments taken at the hearing will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record.

**To submit written comments or ask questions, please reach out to:**

*City of Spokane, Planning & Economic Development  
Brandon Whitmarsh, Planner II, 808 W. Spokane Falls Blvd., Spokane, WA 99201  
(509) 625 – 6846, [bwhitmarsh@spokanecity.org](mailto:bwhitmarsh@spokanecity.org)*

**Only the applicant, persons submitting written comments, and persons testifying at a hearing likely have standing to appeal the ultimate decision of the City Council.**

**Description of the proposal:** This proposal is a set of citywide development code amendments to implement the co-living requirements of ESHB 1998, adopted by the state legislature in 2024 and codified in RCW 36.70A.535.

Proposed updates include:

- Updating definitions to be in conformance with RCW 36.70A.535 (SMC 17C.020);
- Allowing co-living in all zones except Residential Agriculture and portions of the industrial zones (SMC 17C.111.115);
- No minimum open space requirements for co-living (SMC 17C.111.205);
- Sleeping units counted as 0.25 dwelling units for calculating density (SMC 17C.111.210);
- Clarifying applicability of design standards for co-living (SMC 17C.111.300 and SMC 17C.111.400);
- Removing conflicting language from the Group Living use description (SMC 17C.190.100); and
- Expanding the Residential Household Living use to be inclusive of co-living (SMC 17C.190.110).

**To learn more:** Contact Brandon Whitmarsh, [bwhitmarsh@spokanecity.org](mailto:bwhitmarsh@spokanecity.org) or visit the proposal website at <https://my.spokanecity.org/projects/co-living-housing-code-update/>.

**How to Attend the Meeting:** The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the meeting link and call-in information at the agenda posted in advance on the City Council's webpage: <https://my.spokanecity.org/citycouncil/meetings/>.

**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](mailto: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.

**NOTICE OF PUBLIC HEARING  
PROPOSED AMENDMENT TO THE SPOKANE MUNICIPAL CODE  
ORDINANCE C36809**

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, December 8, 2025 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding the proposed revisions to requirements for noticing development proposals and planning-related actions.

Information about the City Council agenda and how to join the meeting and testify is available on the City's website: <https://my.spokanecity.org/citycouncil/meetings/>.

Public testimony on these amendments will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record.

**Any person may submit written comments on the proposed action or request additional information:**

*City of Spokane, Planning & Economic Development  
Spencer Gardner, Planning Director, 808 W. Spokane Falls Blvd., Spokane, WA 99201  
(509) 625 – 6500, [sgardner@spokanecity.org](mailto:sgardner@spokanecity.org)*

**SUBJECT:** Amendments to requirements for public notice of proposed amendments to the development code and comprehensive plan; and notice of proposed plats.

**APPLICANT:** City of Spokane

**LOCATION:** Citywide

**SEPA:** Exempt from SEPA under WAC 197-11-800

**Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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](mailto: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 19, 2025

# General Notices

**NOTICE  
ABANDONED PERSONAL PROPERTY ONLINE AUCTION  
NOVEMBER 26-27, 2025**

This is to provide notification that there will be an online auction of Spokane Police Department and Spokane County Sheriff's Office abandoned personal property. The online auction will be held November 26-27, 2025, available items will be sold through J. Stout Auctions, at the following link: <https://www.jstoutauction.com/spokane-washington-location/> To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility's website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

Publish: November 19, 2025

# 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*.**

**FORGED FIBER 37 LLC  
TELECOMMUNICATIONS (NONCABLE) FRANCHISE  
Ordinance No. C36763**

An ordinance granting a non-exclusive franchise to use the public right-of-way to provide noncable telecommunications service to the public to Forged Fiber 37, LLC., a Delaware limited liability company, subject to certain conditions and duties as further provided.

THE CITY OF SPOKANE DOES ORDAIN:

- Section 1. Definitions**
- Section 2. Parties, grant**
- Section 3. Limits on permission**
- Section 4. Effective Date, Term**
- Section 5. General provisions**
- Section 6. Plans; Locate, Relocate**
- Section 7. Grantee to restore affected areas**
- Section 8. Information, good engineering, inspections**
- Section 9. Limited access, no obstruction, accommodation**
- Section 10. Undergrounding**
- Section 11. Facilities for City Use**
- Section 12. Liability; No duty**
- Section 13. Insurance**
- Section 14. Taxes, fees**
- Section 15. Franchise administration**
- Section 16. Additional**

**Section 1. Definitions**

"City" means the City of Spokane and its legal successors.

"Administering officer" is the designee of the Mayor who administers this Franchise.

"Cable television service" means the one-way transmission to subscribers of video programming and other programming service and subscriber interaction, if any, that is required for the selection or use of the video programming or other programming service.

"Facilities" means the equipment, fixtures and appurtenances necessary for Grantee to furnish and deliver telecommunications services as provided in the Franchise. It includes poles, antennas, transmitters, receivers, equipment boxes, backup power supplies, power transfer switches, electric meters, coaxial cables, fiber optic cables, wires and conduits and related materials and equipment, but not above ground pedestals or other special installations in the Public right-of-way absent written permission of the Administering officer.

"Municipal infrastructure" means the road bed and road area, street and sidewalk paving, curbing, utility easements (unless there are relevant use, structure or other restrictions), associated drainage facilities, combined sewer tanks, bike paths and other construction or improvements pertaining to public travel. It further includes municipal water and sewer lines or other municipal utility facilities, as well as municipal traffic signal, street lighting and communications facilities in the right-of-way or other areas or easements open for municipal use. It further includes skywalks, street trees, plants, shrubs, lawn and other ornamental or beautification installations owned by the City in the right-of-way or other ways open for public travel or municipal use, and accepted for municipal management or control as such. The definition is intended to encompass any municipal physical plant, fixtures, appurtenances or other facilities located in or near the right-of-way or areas or easements opened and accepted for municipal use.

"Public right-of-way" or "right-of-way" means land acquired by or dedicated to the City for public roads and streets, but does not include state highways; land dedicated for roads, streets, and highways not opened and not improved for motor vehicle use by the public; structures, including poles and conduits, located within the right-of-way; federally granted trust lands or forest board trust lands; lands owned or managed by the state parks and recreation commission; or federally

granted railroad rights-of-way acquired under 43 U.S.C. 912 and related provisions of federal law that are not open for motor vehicle use.

"Telecommunications service" means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means for hire, sale, or resale to the general public. For the purpose of this definition, "information" means knowledge or intelligence represented by any form of writing, signs, signals, pictures, sounds, or any other symbols. For purposes of this definition, "telecommunications service" excludes the over-the-air transmission of broadcast television or broadcast radio signals and "cable service" as defined in 42 USC 522 (5) or other distribution of multichannel video programming. For clarity and the avoidance of doubt, "telecommunications service" includes broadband Internet access service.

## **Section 2. Parties, grant**

- A. This is a Franchise agreement between the City of Spokane as Grantor, hereafter also "City", and Forged Fiber 37, LLC., as Grantee, hereafter also "Grantee". Grantee is a Delaware limited liability company whose home office is 208 South Akard Street. Dallas Texas 75202-4206. Any notice sent hereunder to Grantee shall be sent, via certified mail, return receipt requested, or express carrier with notice deemed given upon receipt or first refusal, to:

Forged Fiber 37, LLC.  
AT&T Legal Department  
208 South Akard Street  
Dallas, Texas 75202-4206

With a copy to email: FF\_Right\_Of\_Way@att.co

Any contact necessary for effectuating this Franchise or any logistics hereunder shall be made to: Robert Bass, AVP External Affairs, rb3794@att.co, Tel: (425) 786-8816.

Any notice sent hereunder to the City shall be sent, via certified mail, return receipt requested, or express carrier with notice deemed given upon receipt or first refusal, to:

City of Spokane  
808 West Spokane Falls Boulevard  
Spokane, WA 99201  
Attention: City Clerk's Office

With a copy to:  
City of Spokane  
808 West Spokane Falls Boulevard  
Spokane, WA 99201  
Attention: City Attorney's Office

- B. In return for promises made and subject to the stipulations and conditions stated, the City grants to Grantee general permission to enter, use, and occupy (including, but not limited to, permission to relocate, install, operate, maintain, replace, relocate, excavate, repair, reinstall, restore and upgrade fiber optic cable, small cell devices) the Public right-of-way, to locate Facilities to provide telecommunications service to the public in the City of Spokane and/or to transport telecommunications services through the City and for no other purpose. This grant expressly does not include permission to use the Public right-of-way for cable service or cable television service. The grant is by way of general permission to occupy the right-of-way, and not in place of specific location permits. In accepting this Franchise, Grantee stipulates and agrees to the City's authority to issue and require the Franchise and stipulates and agrees to the other terms and conditions hereof.

## **Section 3. Limits on Permission**

- A. Should the City determine Grantee is using the Franchise beyond its purpose set forth in Section 2B above, or functioning as a cable operator or performing other business functions beyond the scope of permission extended in the Public right-of-way, the City reserves the right to cancel this Franchise and require Grantee to follow any applicable requirements to obtain a cable franchise or other franchise from the City.
- B. Permission granted is in the nature of a quitclaim of any interest or authority the City has to make the grant, without warranty of authority by the City to the Grantee. It does not extend beyond the right-of-way, to areas such as buildings or private areas not reserved for general utility access. Grantee is solely responsible to make its own arrangements for any access needed to such places. Permission granted is nonexclusive. Grantee stipulates that the City may grant similar permission to others, provided that any such use by others does not unreasonably interfere with Grantee's use and placement of its Facilities in any right-of-way. The City additionally reserves the right to engage in any lawful municipal function, whether or not including any line of business engaged in by Grantee.

- C. The grant of permission from the City does not extend to municipal buildings or other municipally owned or leased structures or premises held in a proprietary or ownership capacity. For such locations, Grantee should make specific written lease arrangements directly with the municipal department controlling such building or other structure or area, all arrangements to be approved in accord with applicable requirements.

#### **Section 4. Effective Date, Term**

This Franchise is effective as of the effective date of the Ordinance ("Effective Date"); PROVIDED, that it shall not be effective unless and until the written acceptance of this ordinance by the Grantee, signed by its proper officers, shall be filed with the City Clerk within thirty (30) days of enactment. It expires at midnight ten (10) years thereafter. This does not affect the City's right to revoke the Franchise for cause, abandonment, or because of breach of any material promise, condition or stipulation stated herein.

#### **Section 5. General Provisions**

- A. Grantee is and will remain in good standing as a limited liability company registered to do business in the State of Washington, and pay all taxes or fees applicable thereto. Grantee will maintain a public telephone number 24 hours a day, seven days a week for the City's access, personally staffed at least during normal business hours. The Grantee will notify the City within five business days if Grantee's contact information changes.
- B. Grantee will coordinate its activities with other utilities and users of permitted areas to avoid unnecessary cutting, damage or disturbance to the Public right-of-way and other permitted areas, and to conduct its planning, design, installation, construction and repair operations to maximize the life and usefulness of the paving and Municipal infrastructure. Grantee agrees that its uses in Franchised areas are fully subordinate to Municipal infrastructure needs and uses, the general public travel and access uses and the public convenience, except as may be otherwise required by law. Grantee promises to minimize or avoid any hazard, danger or inconvenience to Municipal infrastructure needs and uses, public travel, and the public convenience.
- C. Grantee will maintain membership with the Inland Empire Utility Coordinating Council (IEUCC) or other similar or successor organization designated to coordinate underground fixture locations and installations. Grantee is familiar with Ch. 19.122 RCW, Washington State's "Underground Utilities" statute. Grantee will familiarize itself with local procedures, custom and practice relating to the one-call locator service program, and will see to it that its contractors or others working in the right-of-way on Grantee's behalf are similarly well informed.

#### **Section 6. Plans; Locate, Relocate**

- A. Grantee's plans for construction or installation shall be submitted to the Administering officer as requested under such advance notification as the Administering officer may reasonably require, with a copy of such plans to the City's ITSD Director, Developer Service Director, City Engineer, and any other information requested by the City. Grantee promises that all its installations shall be placed in the standard location for buried telecommunications fiber cable not to be less than (30) thirty inches below the paved surface and as determined by local regulation, custom and practice in effect on the date that permits or authorizations are issued for the applicable Facilities, or as designated by the Administering officer. In the event that cable is needed to be installed above ground, all above ground pedestals or other above ground structures besides telephone poles and related guide wire supports are subject to separate review and approval by the Administering officer, in addition to other Franchise requirements. If the location of the Grantee's facility is already occupied by City utilities, the Grantee is required to submit new plans showing the location that the Grantee will now be occupying. Grantee will not be considered to have breached the Franchise or acted in such a way as to terminate the Franchise if it reduces the amount of right-of-way occupied.
- B. The City reserves the right to change, regrade, relocate, or vacate the Public right-of-way and/or skywalk over the right-of-way. If Grantee is required to relocate its cable, relocation costs incurred by Grantee will be reimbursed by the City and/or any other entity requiring the relocation or funding the project that is requiring the relocation, subject to the conditions set forth in Section 6. The City agrees to give Grantee preliminary notice of any such request ("initial notice date"). Grantee must submit design plans within sixty (60) days of an initial notice date, with relocation to be accomplished within one hundred and eighty (180) days of the initial notice date or thirty days of the City's final approval of Grantee's design plan, whichever is later. In addition, the City agrees to work with Grantee to give additional advance notice as may be reasonable under the circumstances or to extend additional time, considering the nature and size of the project and other factors. Upon expiration of the time limits specified, Grantee will relocate, remove, or reroute its Facilities, as ordered by the Administering officer. This provision prevails over others in the event of conflict or ambiguity. In case of emergency, the City will provide notice as soon as reasonably practicable, giving reasonable consideration also for Grantee's needs.
- C. Under the provisions of RCW 35.99.060, the Administering officer may require Grantee to relocate its Facilities within the right-of-way, when reasonably necessary for construction, alteration, repair, or improvement of the right-of-way for purposes of public welfare, health, or safety. The same terms and timelines as exists in Section 6(B) shall apply for the relocation contemplated in this Section 6(C).

- D. Grantee shall complete the relocation by the date specified by the Administering officer, unless extended by said official after a showing by Grantee that the relocation cannot be completed by the date specified using best efforts and meeting safety and service requirements. As provided in RCW 35.99.60, Grantee may not seek reimbursement for its relocation expenses from the City except for City requested relocations:
1. Where Grantee has paid for the relocation cost of the same Facilities in the right-of-way at the request of the City within the past five years, Grantee's share of the cost of relocation will be paid by the City when the City is requesting the relocation;
  2. Where aerial to underground relocation of authorized Facilities in the right-of-way is required by the City, where Grantee has any ownership share of the aerial supporting structures, the additional incremental cost of underground compared to aerial relocation, or as provided for in the approved tariff if less, will be paid by the City requiring relocation; and
  3. Where the City requests relocation in the right-of-way solely for aesthetic purposes, unless otherwise agreed to by the parties.
  4. The parties agree that "relocation" refers to a permanent movement of Facilities required of Grantee by the City, and not a temporary or incidental movement of Facilities, such as a raising of lines to accommodate house moving and the like, or other revisions Grantee would accomplish without regard to Municipal request.
- E. As provided by RCW 35.99.060, where a project is primarily for private benefit, the private party or parties shall reimburse the cost of relocation in the same proportion to their contribution to the costs of the project. Grantee understands however that the City has no obligation to collect such reimbursement and enforcement of any such rights shall be solely by Grantee. Upon stipulation of all parties, the Administering officer may arbitrate any dispute referenced in this subsection E or refer the matter to the Hearings Examiner, provided, costs of the same as may be assessed by the City shall be borne by the participants. Grantee is not otherwise precluded from recovering costs associated with relocation, consistent with applicable state or federal law, where it does not directly or indirectly create additional liability or expense to the City.
- F. The Administering officer may require the relocation, adjustment or securing of Facilities at Grantee's expense at any location in the event of an unforeseen emergency that creates an immediate threat to the public safety, health, or welfare. Where the City determines to abandon or vacate any right-of-way or other permitted area, it is the Grantee's responsibility to resolve any question of Grantee's continued occupancy or use of such areas directly with the owner of such areas.
- G. Grantee may be subject to SMC 17C.355A Wireless Communication Facilities. The Grantee is subject to all applicable zoning laws and requirements in effect on the date that the permits or authorizations are issued for the applicable Facilities, as permitted by law when installing Facilities in the Public right of way.
- H. Grantee may be required to obtain a master lease/permit agreement for attachment of telecommunications equipment or other facilities in the Public right of way.
- I. The City has the right to charge the Grantee, if the Grantee is a service provider providing personal wireless services, site specific charges for placement of new personal wireless facilities in the right of way and for the placement of personal wireless facilities on structures owned by the Grantor pursuant to RCW 35.21.860.
- J. The Grantee will work with the City to provide access to conduit or ductsthe Grantee is placing in the public right of way when feasible in accordance with RCW 35.99.070.

#### **Section 7. Grantee to Restore Affected Areas**

Subject to Section 6 as it may apply, whenever Grantee damages or disturbs any location in or near the right-of-way or other permitted area, Grantee will promptly restore the same to original or better condition at its expense, as reasonably required by the Administering officer. Grantee will restore and patch all surfaces cut in accord with the City's generally applicable Pavement Cut Policy, on file with the Administering officer to maintain and preserve the useful life thereof. Any damage or disturbance to facilities, fixtures or equipment of the City or others shall be promptly repaired. Pavement restorations shall be maintained in good condition and repair by Grantee until such time as the area is resurfaced or reconstructed. If Grantee fails or delays for more than thirty (30) days after receipt of written notice from the City or the Administering officer in performing any obligation here or elsewhere in the Franchise following receipt of written notice of such failure or delay, the City may proceed to correct the problem and bill Grantee for the expense, upon such reasonable notice as determined by the Administering officer under the circumstances. Grantee will reimburse City within thirty (30) days following receipt of an invoice together with reasonably supporting documentation evidencing such expense.

**Section 8. Information, Good engineering, Inspections**

- A. Grantee will supply information reasonably requested by the Administering officer such as installation inventory, location of existing or planned Facilities, maps, plans, operational data, and as-built drawings of Grantee's installations or other information reasonably related to Grantee's Facilities, unless the information is confidential and/or proprietary. The information shall be in format compatible with City operations. Grantee is responsible for defending any public record requests as it may desire.
- B. Grantee property and Facilities shall be constructed, operated and maintained according to good engineering practice. In connection with the civil works of Grantee's system, such as trenching, paving, compaction and locations, Grantee promises to comply with the American Public Works Association Standard Specifications, the edition being that in current use by the City, together with the City Standard Plans and City's Supplemental Specifications thereto, all as now or hereafter amended, excluding existing non-conforming uses and other changes to the Specifications which do not apply to previously-constructed improvements and/or wireless communications facilities. Grantee promises its system shall comply with the applicable federal, state and local laws, and the National Electric Safety Code and Washington Electrical Construction Code, where applicable. Grantee will familiarize itself with the City of Spokane's Specifications and other right-of-way installation and location requirements, on file with the Administering officer and make reasonable effort to be familiar with updates or changes thereto.

**Section 9. Limited Access, No Obstruction, Accommodation**

- A. The City reserves the right to limit or exclude Grantee's access to a specific route, Public right-of-way or other location when, in the reasonable judgment of the Administering officer, there is inadequate space, a pavement cutting moratorium, subject to the requirements of applicable law, unnecessary damage to public property, public expense, inconvenience, interference with City utilities, or for any other reasonable cause determined by the Administering officer, provided, it shall do so consistent with the Federal Telecommunications Act of 1996 and RCW 35.99.050 as applicable.
- B. Grantee must raise any concerns under the aforementioned laws or other applicable laws which it believes limit the City's authority or Grantee's obligations to the City pertaining to this Franchise at the time such issue is first known or should have been reasonably known by Grantee.
- C. Grantee will not interfere with Municipal infrastructure uses of the right-of-way or other permitted areas. Grantee shall maintain a minimum underground horizontal separation of five (5) feet from City water facilities and ten (10) feet from above-ground City water facilities including sewer and storm water facilities unless modified in writing; PROVIDED, that for development in new areas, the City, together with Grantee and other utility purveyors or authorized users of the right-of-way, will develop and follow the Administering officer's reasonable determination of a consensus for guidelines and procedures for determining specific utility locations, subject additionally to this Franchise. Subject to Section 6, the City may require Grantee to make reasonable accommodation for public or third party needs in the construction of Grantee Facilities in the right-of-way as, in the reasonable judgment of the Administering officer, are necessary to preserve the condition of, or reduce the interference with, such right-of-way, and a reasonable apportionment of any expenses of any such accommodation; PROVIDED, that this Franchise creates no third party beneficial interests. Notwithstanding the foregoing, it remains the responsibility of the Grantee to anticipate and avoid conflicts with other right-of-way occupants or users, other utilities, franchisees, or permittees existing within the right-of-way as of the date of this Ordinance. The City assumes no responsibility for such conflicts.

**Section 10. Undergrounding**

The City reserves the right to develop a general policy on undergrounding and to require Grantee's participation therein, in coordination the City's underground program for other utility service providers, as a condition of Grantee's new installation or major maintenance or restoration construction activities of overhead facilities under this Franchise. The purpose of this section is to recognize and preserve the City's control over uses of the Public right-of-way, consistent with the Municipal policy favoring undergrounding of overhead lines for aesthetic reasons.

**Section 11. Facilities for City Use**

- A. Except as covered by mutual agreement, whenever Grantee constructs, relocates or places ducts or conduits in the Public right-of-way as part of the Facilities, Grantee will provide the City where technically feasible, judged by objective engineering standards, with additional duct or conduit and related structures necessary to access the conduit at its actual incremental out-of-pocket costs plus 10% to cover all internal costs. The parties agree to execute any documents needed to satisfy RCW 35.99.070 as it may apply. The City may review supporting third party billings to support incremental cost claims. Unless otherwise agreed, the City further agrees not to resell, lease, sublease, or grant an IRU or other right to use in any Grantee Facilities provided under this paragraph, or use such Facilities to provide communications services for hire, sale or resale, to the public or any third party which is not a governmental entity. All Facilities supplied shall be maintained to technical specifications.
- B. The City is permitted to attach to aerial poles for aerial fiber cabling and required mounting hardware in situations where (i) the existing pole agreements between Grantee and the other party would not be violated by the City's attachment use of the aerial pole, and (ii) Grantee and/or third party, as applicable, and City enter into a mutually agreeable and fully-executed pole attachment agreement.

- C. Grantee agrees to notify the City ITSD Director, Developer Service Director, and City Engineer at least sixty (60) days prior to opening a trench or placing overhead lines at any location to allow the parties to implement paragraph B herein as those provisions may apply. As to all matters encompassed in this Section, the parties further agree to do anything required by law to maintain the effectiveness of such arrangements and to negotiate in good faith any matters not otherwise fully resolved. Each party acknowledges receipt of good and adequate consideration for all matters encompassed in this Section.

#### **Section 12. Liability; No duty**

- A. Grantee waives all claims, direct or indirect, for loss or liability, whether for property damage, bodily injury or otherwise, against the City arising out of Grantee's enjoyment of Franchise or permit privileges. This waiver does not apply to negligent or intentional acts of the City outside a governmental or regulatory capacity, such as granting this franchise or permits. Except to the extent caused by the negligent or intentional acts of the City, its boards, officers, agents and employees, Grantee will indemnify and hold the City, its boards, officers, agents and employees harmless from any and all third party claims, accidents, losses, or liabilities arising from or by reason of any intentional or negligent act, occurrence or omission of the Grantee, whether singularly or jointly with others, its representatives, permittees, employees or contractors, in the construction, operation, use, or maintenance of any of the Grantee's property or Facilities.
- B. Grantee accepts that access to any franchised area is furnished "as is". The City has made no assessment or guarantee as to its suitability for Grantee needs or compatibility of Grantee uses with other needs. Grantee waives immunity under Title 51 RCW in any cases involving the City of Spokane relating solely to indemnity claims made by the City directly against Grantee for claims made against the City by Grantee's employees and affirms that the City and Grantee have specifically negotiated this provision, as required by RCW 4.24.115, to the extent it may apply. This waiver has been mutually negotiated.
- C. It is not the intent of this Ordinance to acknowledge, create, or expand any duty or liability of the City for any purpose. Any City duty nonetheless deemed created shall be a duty to the general public and not to any specific party, group, or entity.
- D. A Party's liability for any claim arising under or relating to this agreement shall be limited solely to direct damages and shall exclude any indirect, special, incidental or consequential damages.

#### **Section 13. Insurance**

- A. Grantee shall furnish satisfactory evidence of commercial general liability insurance and maintain the same in good standing, with limits of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate, with the City of Spokane included as an additional insured as their interest may appear under this Agreement.
- B. Any Grantee insurance policy shall be primary and non-contributory with any insurance or program of self-insurance that may be maintained by the City. On or before June 1st of each year and at the time of granting this Franchise, as a condition of Franchise validity, Grantee shall file with the City Clerk, with copy to the City Risk Manager, proof of continued insurance coverage, in the amounts required in this Section, through a Certificate of Insurance, including the blanket additional insured endorsement indicating City coverage required herein

#### **Section 14. Taxes, fees**

- A. No Franchise fee is assessed for telecommunications service providers in accord with the prohibition of state law (RCW 35.21.860). If the prohibition of telecommunications service provider franchise fees is removed or modified to allow a franchise fee, the parties agree to negotiate this provision as a material term on which agreement is required for continuation of this franchise, PROVIDED, the City must give one hundred eighty (180) days' notice to invoke this provision and any franchise fee under it shall be prospective in nature.
- B. Nothing in this Franchise shall otherwise limit the City's power to lawfully tax or recover any lawful expenses in connection with this Franchise. Grantee agrees to pay all applicable lawful taxes due under this Franchise and any lawful expenses due under this Franchise within ninety (90) days of billing. Failure to pay within ninety (90) days after demand by the City and exhaustion of any applicable remedies is a material breach of this Franchise.

#### **Section 15. Franchise Administration**

Questions of application or interpretation of this Franchise are determined by the Administering officer or a court of competent jurisdiction. Said officer may issue enforcement orders, upon due notice as deemed proper, promulgate rules and procedures as deemed necessary and grant exceptions, which shall be revocable. Nothing in the Franchise limits the City's police or regulatory power in general or over its right-of-way or other franchised areas. For the performance of all franchise obligations, time is of the essence. All City acts under this Franchise are discretionary guided by considerations of the public health, safety, esthetics and convenience.

**Section 16. Additional**

- A. Grantee may assign this Franchise or any of its rights under this Franchise or delegate any of its duties under this Franchise, with the prior written consent of the City, which consent will not be unreasonably withheld, conditioned or delayed, provided, however, that Grantee may assign this Franchise or any of its rights under this Franchise or delegate any of its duties under this Franchise to (i) any entity that it controls, is under common control with or is controlled by or (ii) any entity that is the survivor of a merger, consolidation or other business combination or that acquires all or substantially all of the assets of Grantee. The City may not assign this Franchise or any of its rights under this Franchise or delegate any of its duties under this Franchise, without the prior written consent of Grantee. Any assignment or delegation in violation of this Section is null and void.

No capital stock may ever be issued based on any permission to use or occupy the right-of-way or other permitted areas or the value thereof. The City will provide written notice of any condemnation or annexation actions that would affect Grantee's rights. In any condemnation proceeding brought by the City, Grantee shall not be entitled to receive any return thereon, except for its value.

- B. This Franchise may be revoked by the City Council by resolution because of any material breach, after giving at least thirty (30) days' written notice to Grantee and opportunity to cure. Similarly, Grantee may elect to terminate this Franchise because of any material breach of the City's obligations, after giving at least thirty (30) days' written notice to the City and opportunity to cure. Except as otherwise provided for in this Franchise, and upon written notice, the defaulting party will have thirty (30) days to cure defaults under the terms of this Franchise. Neither party is in default of this Franchise if the party provided written notice commences to cure the default within the thirty (30) day period and diligently and in good faith continues to cure the default. If any default exists after the applicable cure period, the non-defaulting party may, without prejudice to any other rights or remedies at law or in equity or under this Franchise, terminate this Franchise.

No forbearance by the City of any term or condition of this Franchise shall ever comprise a waiver or estoppel of the City's right to enforce said term or condition. Grantee may surrender its Franchise to the City upon sixty (60) days written notice to the Administering officer, subject to acceptance by the City, by a resolution of the City Council. Notwithstanding anything to the contrary contained herein, this Franchise may only be modified through a written amendment executed by both the City and Grantee.

- C. Upon termination, surrender or expiration of the Franchise, Grantee may be required to remove all its Facilities as ordered by the Administering officer or otherwise abandon the cable in place, first removing all electronics, if any, rendering the same safe. In the event removal is required, Grantee shall remove the Facilities within one hundred twenty (120) days of receipt of written notice from City. Grantee will have no further obligations under this Franchise.
- D. Grantee understands that this Franchise applies to itself as well as all of Grantee's contractors, successors, and assigns. Grantee accepts full responsibility to the City for full performance of all Franchise obligations by Grantee, its contractors, successors, and assigns.
- E. This Franchise is governed by the laws of the State of Washington, and venue for any litigation arising out of or in connection with privileges extended herein is stipulated to be in Spokane County.
- F. (Force Majeure) Except as otherwise provided in this Franchise, neither party hereto will be in default under this Franchise if and to the extent that any failure or delay in a party's performance of one or more of its obligations hereunder, is caused by any of the following conditions, and such party's performance is excused and extended during the period of any such delay: act of God (such as, flood, back water caused by flood, tornado, earthquake, and unforeseeably severe weather); fire; government codes, ordinances, laws, rules, regulations or restrictions not in effect at the time of execution of this Franchise (collectively, "Regulations"); war or civil disorder; or vandalism, or any other events beyond the reasonable control of the party seeking relief under this Section, provided that the party claiming relief under this Section promptly notifies the other in writing of the existence of the event relied on and the cessation or termination of the event. The party claiming relief under this Section must exercise reasonable efforts to minimize the time for any such delay.

Both parties hereto acknowledge that events under this Section may occur which are incapable of being cured so as to allow the parties to enjoy the full benefit of their rights under the Franchise. If a party is unable to conduct its business due to an event of force majeure as described in this Section, and the force majeure occurs and remains uncured after sixty (60) days, the party not claiming inability to perform under force majeure may, at its option, terminate this Franchise without further obligation.

- G. (Authority to Sign) Each party hereto hereby represents and warrants to the other that the person or entity signing this Franchise on behalf of such party is duly authorized to execute and deliver this Franchise and to legally bind the party on whose behalf this Franchise is signed to all of the terms, covenants and conditions contained in this Franchise.

**Passed by City Council November 10, 2025**  
**Delivered to Mayor November 13, 2025**

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**ORDINANCE NO C36768**

An ordinance relating to emergency management; amending the title of Chapter 02.04 and Sections 02.04.070, 02.04.080, 02.04.090; adopting new Sections 02.04.085, 02.04.095, 02.04.096, 02.04.097, and 02.04.098; and repealing Chapter 06.02 and Section 18.11.040 of the Spokane Municipal Code.

**WHEREAS**, Washington state law requires each political subdivision to establish by ordinance or resolution a local emergency management organization or to be a member of a joint local emergency management organization in accordance with the state comprehensive emergency management plan and program; and

**WHEREAS**, RCW 38.52.070 requires all cities to adopt and update Comprehensive Emergency Management Plans (CEMPs) and participate in emergency planning and disaster preparedness activities; and

**WHEREAS**, RCW 38.52.070 requires jurisdictions to prepare a limited English proficiency communication plan as part of the City's Comprehensive Emergency Management Plan; and

**WHEREAS**, RCW 38.52.091 authorizes local emergency management organizations to collaborate with other public and private agencies via a mutual aid or interlocal agreement; and

**WHEREAS**, the development of the City's Comprehensive Emergency Management Plan (CEMP) provides for the City to officially be designated a local emergency management organization under state law; and

**WHEREAS**, state law requires each local organization for emergency management to have a director appointed by the executive head of the political subdivision to have direct responsibility for the organization, administration, and operation of emergency management, subject to the direction and control of such executive officer; and

**WHEREAS**, the Spokane Municipal Code should reflect the City's role and responsibilities as a local emergency management organization and officially recognize the emergency management duties of the Director of Emergency Management;

**NOW, THEREFORE**, the City of Spokane does hereby ordain as follows:

**Section 1** . That the title of Chapter 02.04 is amended to read as follows:

**Chapter 02.04 (~~(Civil Emergencies)~~) Emergency Management**

**Section 2** . That Section 02.04.070 of the Spokane Municipal Code is amended to read as follows:

**Section 02.04.070 Notice of Declarations of Emergency and Emergency Orders**

Notice of any declaration of civil emergency or emergency order issued pursuant to the authority of this chapter shall be given as soon as practicable by such means as are practicable to the news media within the general area of the City, the public, the governor, the state military department, and the Spokane (~~(City/County Department of)~~) County Emergency Management or successor agency.

**Section 3** . That Section 02.04.080 of the Spokane Municipal Code is amended to read as follows:

**Section 02.04.080 Designation of Executive Head of the City**

The (~~(mayor)~~) Mayor or the Mayor's designee shall serve as the designated executive head of (~~(the city)~~) City government (~~(to coordinate efforts with the Spokane local director of emergency management)~~) for purposes of emergency management pursuant to chapter 38.52 RCW.

**Section 4** . That there is adopted a new Section 02.04.085 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

**Section 02.04.085 Director of Emergency Management**

- A. The Mayor shall appoint a Director of Emergency Management, who shall report to the City Administrator and be responsible for the administration of the City's emergency management program and coordination with local, state, and federal partners.
- B. The Director of Emergency Management shall:
  1. Administer emergency management activities to assist the City in mitigating, preparing for, responding to, and recovering from major emergencies and disasters;
  2. Advise on the preparation, implementation, and regular review of the City's Comprehensive Emergency Management Plan (CEMP);
  3. Assist the Executive Head in issuing emergency declarations;

4. Assist the Executive Head in requesting the Governor's proclamation of a state of emergency when local resources are inadequate to respond effectively;
5. Coordinate with City divisions and departments, community partners, and state, federal, and neighboring jurisdictions to develop joint emergency plans and mutual aid agreements;
6. Consult with the City Attorney regarding the exercise of emergency powers.

**Section 5.** That Section 02.04.090 of the Spokane Municipal Code is amended to read as follows:

**Section 02.04.090 Duties of ~~((Director of Emergency Management and))~~ the Executive Head**

The ~~((director of emergency management and the executive head))~~ Executive Head shall be responsible for the following:

- A. ~~((To issue or request))~~ Issuing or requesting issuance of declarations of civil emergency pursuant to SMC 2.04.030.
- B. ~~((To issue))~~ Issuing emergency orders pursuant to SMC 2.04.040.
- C. ~~((To request that))~~ Requesting the governor proclaim a state of emergency or disaster when ~~((in the opinion of the mayor,))~~ the resources of the City, area, or region are inadequate to cope with the emergency or disaster.
- D. Other duties as may be imminently necessary for the protection of life and property.

**Section 6.** That there is adopted a new Section 02.04.095 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

**Section 02.04.095 Emergency Management Policy**

- A. It is the policy of the City of Spokane to optimize the use of manpower, resources, and facilities in emergencies and to cooperate with neighboring jurisdictions to the fullest extent possible. Spokane residents are encouraged to maintain the ability to be self-sufficient for a minimum of seventy-two (72) hours and preferably up to seven (7) days.
- B. All City personnel shall support emergency preparedness, response, and recovery efforts as directed by the approved Comprehensive Emergency Management Plan.
- C. The City shall fund emergency management activities through authorized City funding mechanisms and may enter into mutual aid or cost-sharing agreements with regional partners as necessary.

**Section 7.** That there is adopted a new Section 02.04.096 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

**Section 02.04.096 Comprehensive Emergency Management Plan**

The City of Spokane's Comprehensive Emergency Management Plan (CEMP) is the state-approved official emergency operations plan of the City of Spokane. It shall be reviewed regularly, conform to the requirements of RCW 38.52.070, be consistent with the National Incident Management System (NIMS), and be submitted to the Washington State Emergency Management Division.

**Section 8.** That there is adopted a new Section 02.04.097 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

**Section 02.04.097 Liability Protection for Volunteers and Emergency Workers**

Pursuant to RCW 38.52.180, liability protections shall be afforded to emergency workers acting within the scope of their duties under the City's Comprehensive Emergency Management Plan (CEMP) and property owners allowing the use of facilities for emergency sheltering.

**Section 9.** That there is adopted a new Section 02.04.098 to Chapter 02.04 of the Spokane Municipal Code to read as follows:

**Section 02.04.098 Limited English Proficiency Communications**

- A. During a crisis, emergency, or public safety situation, all City departments shall make it a priority to offer language access services and ensure interpretation and translation services are present and available to assist LEP residents with critical language needs, including, but not limited to, Marshallese and American Sign Language or alternative accommodations.

- B. If a crisis, emergency, or public safety situation requires posting of warning signs, the department would translate those signs into the appropriate significant population or Established languages according to neighborhood demographics, as identified by the City's Language Access Program.

**Section 10.** That Chapter 06.02 of the Spokane Municipal Code is hereby repealed.

**Section 11.** That Section 18.11.040 of the Spokane Municipal Code is hereby repealed.

**Section 12. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**Section 13. 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 10, 2025**

**Delivered to Mayor November 13, 2025**

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### ORDINANCE NO C36774

An ordinance relating to City Council employees, amending Sections 02.005.010, 02.005.030 and 02.005.100 of the Spokane Municipal Code, and repealing Sections 02.005.050 through 02.005.090 of the Spokane Municipal Code, and declaring an emergency.

**WHEREAS,** the City Council requires independent city employees, reportable only to the City Council, to perform its legislative functions; and

**WHEREAS,** historically the Council found it necessary to employ regular, full-time administrative, budget, and policy staff to assist in its legislative functions; and

**WHEREAS,** the City Council believes the current council staff structure set forth in Spokane Municipal Code is overly specific and cumbersome; and

**WHEREAS,** modifications to the municipal code relating to council staffing must be enacted before the council can adopt its mid-year budget changes for 2026; and

**WHEREAS,** the need to modify the municipal code prior to council's adoption of the budget was not identified until very recently, and was sudden, unexpected, and requires immediate action; and

**WHEREAS,** the normal course of legislative procedures of the City Council will not result in timely adoption of changes to the municipal code prior to the Council's vote on the budget; and

**WHEREAS,** the ordinance is necessary for the immediate support of the of City government and its existing public institutions;

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

**Section 1.** That Section 02.005.010 of the Spokane Municipal Code is amended to read as follows:

#### **Section 02.005.010 Council President and City Council**

- A. As provided in the City Charter a City Council President and six City Council Members constitute the City Council, which is the legislative body of the City. The City Council President and City Council Members have no administrative authority over personnel matters except the Council President and the Council Members:
1. Appoint, evaluate and discharge the Hearing Examiner;
  2. appoint, evaluate, and discharge the City Council's full-time, seasonal, project and interim staff, as provided in Section 02.005.030;
  - ~~((3. appoint, evaluate, and discharge the City Council's seasonal, project and interim staff, as provided in Section 02.005.030;))~~
  - ~~((4))~~ 3. approve the appointment by the Mayor of the City Attorney, the City Clerk, and the permanent, acting, or interim administrative head in each department and division; provided:

- a. any person appointed for the position of department head on a permanent basis shall be placed on the city council agenda by the mayor within 30 days of the appointment and considered for approval pursuant to section 24 of the city charter;
  - b. persons appointed for the job positions of interim or acting department head shall serve as such for up to 180 days, which period can be extended for up to an additional 180 days by city council resolution;
  - ((5)) 4. appoint nominees of the Mayor to boards, commissions, and other official City agencies, unless otherwise provided;
  - ((6)) 5. hire, supervise, evaluate, and discharge their individual legislative assistants.
- B. The Council President reviews the preparation of the agenda for City Council meetings, briefings, and study session meetings and presides at meetings of the City Council. The Council President also serves as the Mayor Pro Tem. The Council President shall serve as the primary signatory on all Council budgetary, expenditure, and appropriation matters as related to the Council Office budget; consistent with City procedures and policies.
- C. City Council agenda items shall be submitted and processed consistent with the City Council Rules of Procedure and administrative policies and procedures.
- D. The City Council shall establish standing and ad hoc committees by rule to assist in the performance of its assigned duties.
- E. Any City Council committee with more than three Council Members as committee members shall be considered a committee of the whole City Council. All meetings of such a committee shall be considered a City Council meeting with the appropriate public meeting notice. No legislative action may be taken at any standing or ad hoc committee unless the committee meeting was noticed as a special meeting in compliance with the Washington Open Public Meetings Act (OPMA) and applicable City Council Rules of Procedure.
- F. All standing committee meetings shall be open to the public except when the committee adjourns into executive session. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, other individuals recognized by the committee, and members of the public who sign up to testify pursuant to council rules. Participation by Council Members, including deliberation and voting, shall be open to all Council Members when the standing committee is meeting as a committee of the whole and as a special Council meeting.

**Section 2.** That Section 02.005.030 of the Spokane Municipal Code is amended to read as follows:

**Section 02.005.030 City Council's Office Staff**

- A. ((The council president and the city council members may, subject to budget appropriation, appoint and remove office staff as necessary to support the performance of their legislative duties. The number and type of regular full-time positions, other than legislative assistants, is determined by a majority of the city council. Responsibilities and accountabilities for all full-time staff other than legislative assistants are determined by a majority of the city council with day-to-day supervision provided by the council president or their designee. All regular full-time employees, other than legislative assistants, hired or discharged after the effective date of this ordinance shall be appointed via resolution by a majority vote of the city council and may only be discharged by a majority plus one vote of the city council.)) As part of budget appropriations, the city council may create, modify and eliminate council positions as necessary to support the performance of their legislative duties. The number and type of regular positions are determined by a majority of the city council. Job scope of duties, responsibilities and accountabilities for all staff are determined by a majority of the city council. Day-to-day supervision for council staff, other than legislative assistants, is provided by the council president or their designee. Other than legislative assistants, and except as may otherwise be set forth in the council rules of procedure, the council president, with prior notice to and after consultation with council members during executive session, may hire and discharge council staff outside of the regular budget process.
- ~~((B. City council central staff shall consist of all full-time staff employed by the city council, except for legislative assistants. The positions described in Sections 02.005.050 through 02.005.090 shall be permanent positions within the council office budget. Subject to budget appropriation, other positions, including council's initiative managers, may be created by the council president to serve the office as needed. The council president shall be responsible to nominate persons to fill the regular central staff positions, and in each instance the selection of central staff shall be confirmed as provided in section 02.005.030.))~~
- ~~((C)) B.~~ The council president maintains the authority as the city council department head to appoint and discharge seasonal or project employees, or to engage outside consultants, as available budget allows.

**Section 3.** That Section 02.005.050 of the Spokane Municipal Code is repealed.

**Section 4.** That Section 02.005.060 of the Spokane Municipal Code is repealed.

**Section 5.** That Section 02.005.070 of the Spokane Municipal Code is repealed.

**Section 6.** That Section 02.005.080 of the Spokane Municipal Code is repealed.

**Section 7.** That Section 02.005.090 of the Spokane Municipal Code is repealed.

**Section 8.** That Section 02.005.100 of the Spokane Municipal Code is amended to read as follows:

**Section 02.005.100 Council Legislative Assistants**

- A. Each council member, including the council president, is authorized to hire a legislative assistant who shall be supervised and may be discharged by the council member at their sole discretion; provided, that the council, in consultation with the City Attorney and the Human Resources Department, and by majority vote, may establish uniform employment standards as are reasonably necessary to ensure the effective operation of individual council member offices within the legislative body. Notwithstanding the foregoing, each legislative assistant's primary duty is to support, represent, and serve their employing council member's office.
- B. No later than January 1, 2024, there shall be a legislative assistant II position that includes all of the responsibilities of a legislative assistant as well as additional skills and competencies that support the city council office as a whole. Those skills and competencies will be determined during the process of creating the job description, which will be led by the council president or their designee.

**Section 9. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

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

**Section 11. Emergency Findings.** Pursuant to Section 01.01.080 of the Spokane Municipal Code, the City Council adopts the foregoing recitals as its findings, and declares that an urgency and emergency exists such that this ordinance is necessary for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 19 of the City Charter, upon the affirmative vote of five members of the City Council.

**Passed by City Council November 10, 2025  
Delivered to Mayor November 13, 2025**

# 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.**

## **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 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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 29<sup>th</sup> day of October 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**ENGINEERING TECHNICIAN III SPN 203**  
Promotional

**DATE OPEN:** Monday, November 17, 2025

**DATE CLOSED:** Monday, December 1, 2025

**SALARY:** \$56,417.76 annual salary, payable bi-weekly, to a maximum of \$88,593.84

**CLASS SUMMARY:**

Performs supervisory or responsible, sub-professional engineering or planning work in the field or office involving the application of technical skills.

**EXAMPLES OF JOB FUNCTIONS:**

- Organizes and draws plans, profiles, and specifications for public works projects. Prepares or assists in preparing labor and material estimates. Computes quantities, and prepares property and assessment district descriptions. Locates utilities, and assists in field checking plans.
- Assists in the design of public works projects. May assist in structural design. Checks plans for accuracy.
- Computes areas and percentage rates of assessment for properties and for local improvement districts. Computes costs for each property, prepares preliminary assessment rolls and prepares final assessment rolls.
- Performs difficult drafting work, and conducts studies and surveys relating to land use planning, zoning, or traffic control. Processes zone changes, permits, and petitions. May supervise part time or subordinate employees.
- May assist on a survey crew, perform other office work, or perform snow removal as required.
- Supervises maintenance of water distribution system records.
- Operates a calculator, computer, reproduction machine, and drafting equipment.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Completion of two years of experience in the classification of Engineering Technician II (SPN 202), Public Works Journey Level Inspector (SPN 216) or a combination thereof.
- *Licenses:* Valid driver's license or evidence of equivalent mobility.

**Note:** Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI, Section 3.

**Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering related field to include algebra, trigonometry, surveying and drafting.
- *Experience:* At least three years of experience in operating modern computer-aided drafting/design program. Additional experience may substitute for the education requirements on a year for year basis.

- *Substitutions:* Graduation from a four year college or university with a degree in Civil Engineering may substitute for the above requirements.
- *License:* Valid 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.

This examination consists of a computer-based multiple-choice exam and a pass/fail performance test. Scoring weights are assigned as follows:

- Multiple-choice Exam: 100%
- Performance Exam: Pass/Fail

**MULTIPLE-CHOICE AND PERFORMANCE EXAMINATION DETAILS**

- Test Date: December 3, 2025
- Test Time: TBD
- Test Method: On Computer
- Test Location: Civil Service Test Room, 4th Floor, City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Examination:
  - ◊ Multiple-Choice Examination: 2 hours
  - ◊ Performance Examination: 1 Hour

The multiple-choice examination may include such subjects as:

- Plan Reading
- Mathematics
- Standards and Specifications

The performance examination will include:

- AutoCAD

**PERFORMANCE EXAMINATION DETAILS**

The passing candidates based on multiple-choice exam scores will take a break and then must complete a performance examination. This is a pass/fail examination that is required.

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 13th day of November 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

**LABORER II SPN 502**

## Open Entry

**DATE OPEN: Monday, November 17, 2025****DATE CLOSED: Monday, December 1, 2025****SALARY: \$46,729.44 annual salary, payable bi-weekly, to a maximum of \$72,954.72****CLASS SUMMARY:**

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job

**EXAMPLES OF JOB FUNCTIONS:**

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- Performs related work as required.

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

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* High School diploma or equivalent.
- *Experience:* Two years of laboring experience.
- *License:* Possession of a valid driver's license. Must possess a Class B Commercial Driver's License (CDL) with air brake endorsement.

**EXAMINATION DETAILS:**

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

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane. 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.

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

**EXAMINATION DETAILS:**

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.** Computer reservations can also be made through your local, public library. Multiple-choice 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.

**NOTE:** You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.

The written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Safety & Occupational Hazards
- Technical Competence
- Vehicle Operations.

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 13th day of November 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**LABORER II SPN 502**  
Promotional

**DATE OPEN:** Monday, November 17, 2025

**DATE CLOSED:** Monday, December 1, 2025

**SALARY:** \$46,729.44 annual salary, payable bi-weekly, to a maximum of \$72,954.72

**CLASS SUMMARY:**

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job.

**EXAMPLES OF JOB FUNCTIONS:**

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.

- *License:* Possession of a valid driver's license. Must obtain a Class B Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

**Note:** Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI Section 3.

**Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* High School diploma or equivalent.
- *Experience:* Two years of laboring experience.
- *License:* Possession of a valid driver's license. Must possess a Class B Commercial Driver's License (CDL) with air brake endorsement.

**EXAMINATION DETAILS:**

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

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane. 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.

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

**MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, December 4, 2025
- Test Time: 9:00 A.M.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Organizational Awareness
- Safety & Occupational Hazards
- Teamwork
- Technical Competence
- Vehicle Operations

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 13th day of November 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### US 195/Meadowlane Engineering Services File No. 2023105

This project consists of the construction of approximately 4,600 cubic yards of excavation and embankment, 7,200 cubic yards of common borrow, 3,900 cubic yards of crushed surfacing, 15,500 square yards of 8-inch thick HMA pavement, 500 linear feet of sidewalk and curb or curb and gutter, 13,300 linear feet of pavement markings, 220 square feet of signs, 18 luminaires, 300 linear feet of high-tension cable barrier removal, 4 cable barrier terminals, traffic control, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. December 15, 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.

Publish: November 19 and 26, 2025

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**ABBREVIATED REQUEST FOR QUALIFICATIONS  
GEOTECHNICAL ENGINEERING CONSULTANT SERVICES FOR FEDERAL AID PROJECTS 2026-2027**

CITY OF SPOKANE, WA

**DESCRIPTION:** Geotechnical Engineering Consultant Services for Federal Aid Projects 2026-2027

**DUE DATE:** Tuesday, December 9, 2025  
No later than 1:00 p.m.

**DELIVERY:** via email to: jradams@spokanecity.org

**SCOPE OF SERVICES**

The scope of services may include tasks associated with geotechnical engineering both during design and construction. Sample types of tasks/project components include:

- Classification of soils by appropriate methods
- Determination of soil properties by appropriate means
- Determination of foundation and wall design parameters
- Pavement subgrade characterization and pavement design
- Evaluation of Water mounding in relationship to stormwater injections
- Conducting geophysical studies, test borings, test excavations, infiltration testing, aquifer testing
- Identification of restrictive infiltration layers below the ground surface
- Slope stability and groundwater seepage analysis
- Geotechnical report preparations
- Phase 1 and Phase 2 environmental site assessments
- Conducting special inspections or other geotechnical related construction phase inspections

**POTENTIAL PROJECTS FOR WHICH A CONSULTANT MAY BE REQUIRED**

- Freya – Palouse Roundabout
- Sunset Shared Use Trail – Deer Heights to Spotted Rd.
- Millwood Trail – Greene St to Felts Field
- Spokane Falls Blvd. Rebuild – Post St. to Division St.
- Riverside Ave. – Monroe to Wall
- Safe Streets for Spokane
- Flett Middle School SRTS – Wellesley Ave & Assembly Blvd
- Sacajawea Middle School SRTS – Grand Blvd. – 37<sup>th</sup> to 29<sup>th</sup> Ave
- Driscoll Blvd. Sidewalk – Garland to Wellesley
- Division St BRT Active Transportation

**EVALUATION CRITERIA**

The following criteria will be evaluated when reviewing statements of qualifications.

| Criteria                                                                         | Weighting |
|----------------------------------------------------------------------------------|-----------|
| Qualifications of key personnel including project manager and firm               | 40%       |
| Past performance/references relevant to areas itemized above on similar projects | 40%       |
| Ability to respond to City requests for assistance in a timely manner            | 20%       |

**SUBMITTAL REQUIREMENTS**

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/> or can be requested from [eraea@spokanecity.org](mailto:eraea@spokanecity.org) or by calling 509-625-6700.

Submittals shall be submitted via email to [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

Questions about the RFQ can also be directed to Jonathan Adams at [jradams@spokanecity.org](mailto:jradams@spokanecity.org)

**ADA INFORMATION**

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Jonathan Adams at [jradams@spokanecity.org](mailto:jradams@spokanecity.org) or by calling 509-625-6267.

**TITLE VI STATEMENT**

The City of Spokane in accordance with 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 it will affirmatively ensure that in 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.

Publish: November 19, 26, and December 3, 2025 (RFQ 2025080)

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**ABBREVIATED REQUEST FOR QUALIFICATIONS  
HISTORICAL RESOURCE CONSULTANT SERVICES FOR FEDERAL AID PROJECTS 2026-2027**

CITY OF SPOKANE, WA

**DESCRIPTION:** Historical Resource Consultant Services for Federal Aid Projects 2026-2027

**DUE DATE:** Tuesday, December 9, 2025  
No later than 1:00 p.m.

**DELIVERY:** via email to: jradams@spokanecity.org

**SCOPE OF SERVICES**

The scope of services will include tasks associated with cultural resources both during design and construction. Sample types of tasks/project components include:

- Preparation of cultural and historic resources studies including field exploration as required
- Coordination with area Indian tribes and DAHP
- Consultation with City of Spokane design engineers to recommend ways to eliminate project effects on cultural/historic resources
- Construction phase monitoring

**POTENTIAL PROJECTS FOR WHICH A CONSULTANT MAY BE REQUIRED**

- Freya – Palouse Roundabout
- Sunset Shared Use Trail – Deer Heights to Spotted Rd.
- Millwood Trail – Greene St to Felts Field
- Spokane Falls Blvd. Rebuild – Post St. to Division St.
- Riverside Ave. – Monroe to Wall
- US 195/ Inland Empire Way
- Safe Streets for Spokane
- Flett Middle School SRTS – Wellesley Ave & Assembly Blvd
- Sacajawea Middle School SRTS – Grand Blvd. – 37<sup>th</sup> to 29<sup>th</sup> Ave
- Driscoll Blvd. Sidewalk – Garland to Wellesley

**EVALUATION CRITERIA**

The following criteria will be evaluated when reviewing statements of qualifications.

| Criteria                                                              | Weighting |
|-----------------------------------------------------------------------|-----------|
| Qualifications of key personnel including project manager and firm    | 40%       |
| Past performance/references relevant to similar projects              | 40%       |
| Ability to respond to City requests for assistance in a timely manner | 20%       |
| Cost Containment                                                      | 25%       |

**SUBMITTAL REQUIREMENTS**

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/> or can be requested from [eraea@spokanecity.org](mailto:eraea@spokanecity.org) or by calling 509-625-6700.

Submittals shall be submitted via email to [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

Questions about the RFQ can also be directed to Jonathan Adams at [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

**ADA INFORMATION**

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This

material can be made available in an alternate format by emailing Jonathan Adams at jradams@spokanecity.org or by calling 509-625-6267.

#### TITLE VI STATEMENT

The City of Spokane in accordance with 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 it will affirmatively ensure that in 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.

Publish: November 19, 26, and December 3, 2025 (RFQ 2025081)

### **ABBREVIATED REQUEST FOR QUALIFICATIONS REAL ESTATE CONSULTANT SERVICES FOR FEDERAL AID PROJECTS 2026-2027**

CITY OF SPOKANE, WA

DESCRIPTION: Real Estate Consultant Services for Federal Aid Projects 2026-2027

DUE DATE: Tuesday, December 9, 2025  
No later than 1:00 p.m.

DELIVERY: via email to: jradams@spokanecity.org

#### SCOPE OF SERVICES

The scope of services may include tasks associated with real estate acquisition both during design and construction. Sample types of tasks/project components include:

- Appraisals & review appraisals
- Negotiate with property owners
- Prepare offer letters and administrative offer summaries
- Obtain property owner signatures
- Prepare ROW certification packages
- Relocation assistance

#### POTENTIAL PROJECTS FOR WHICH A CONSULTANT MAY BE REQUIRED

- Freya – Palouse Roundabout
- Sunset Shared Use Trail – Deer Heights to Spotted Rd.
- Millwood Trail – Greene St to Felts Field
- Spokane Falls Blvd. Rebuild – Post St. to Division St.
- Safe Streets for Spokane
- Flett Middle School SRTS – Wellesley Ave & Assembly Blvd
- Sacajawea Middle School SRTS – Grand Blvd. – 37<sup>th</sup> to 29<sup>th</sup> Ave
- Driscoll Blvd. Sidewalk – Garland to Wellesley
- Division St BRT Active Transportation
- Ash, Maple and Monroe Streets Preservation - G&O
- Mission Ave – Napa St. to Greene St. G&O
- Ray St. – 18<sup>th</sup> Ave. to 29<sup>th</sup> Ave G&O
- 29<sup>th</sup> and Sprague Avenues Preservation - G&O

#### EVALUATION CRITERIA

The following criteria will be evaluated when reviewing statements of qualifications.

| Criteria                                                                         | Weighting |
|----------------------------------------------------------------------------------|-----------|
| Qualifications of key personnel                                                  | 25%       |
| Expertise and approach to various tasks described in Scope of Services           | 25%       |
| Past performance/references relevant to areas itemized above on similar projects | 25%       |
| Cost Containment                                                                 | 25%       |

**SUBMITTAL REQUIREMENTS**

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/> or can be requested from [eraea@spokanecity.org](mailto:eraea@spokanecity.org) or by calling 509-625-6700.

Submittals shall be submitted via email to [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

Questions about the RFQ can also be directed to Jonathan Adams at [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

**ADA INFORMATION**

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Jonathan Adams at [jradams@spokanecity.org](mailto:jradams@spokanecity.org) or by calling 509-625-6267.

**TITLE VI STATEMENT**

The City of Spokane in accordance with 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 it will affirmatively ensure that in 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.

Publish: November 19, 26, and December 3, 2025 (RFQ 2025082)

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**ABBREVIATED REQUEST FOR QUALIFICATIONS  
SURVEYING CONSULTANT SERVICES FOR FEDERAL AID PROJECTS 2026-2027**

CITY OF SPOKANE, WA

**DESCRIPTION:** Surveying Consultant Services for Federal Aid Projects 2026-2027

**DUE DATE:** Tuesday, December 9, 2025  
No later than 1:00 p.m.

**DELIVERY:** via email to: [jradams@spokanecity.org](mailto:jradams@spokanecity.org)

**SCOPE OF SERVICES**

The scope of services may include tasks associated with surveying both during design and construction. Sample types of tasks/project components include:

- Boundary surveying
- Topographical and site surveying
- Mapping
- Construction staking
- Writing of parcel or easement legal descriptions
- Monument preservation and DNR permit processing

**POTENTIAL PROJECTS FOR WHICH A CONSULTANT MAY BE REQUIRED**

- Freya – Palouse Roundabout
- Sunset Shared Use Trail – Deer Heights to Spotted Rd.
- Millwood Trail – Greene St to Felts Field
- Spokane Falls Blvd. Rebuild – Post St. to Division St.
- Safe Streets for Spokane
- Flett Middle School SRTS – Wellesley Ave & Assembly Blvd
- Sacajawea Middle School SRTS – Grand Blvd. – 37<sup>th</sup> to 29<sup>th</sup> Ave
- Driscoll Blvd. Sidewalk – Garland to Wellesley
- Division St BRT Active Transportation
- Ash, Maple and Monroe Streets Preservation - G&O
- Mission Ave – Napa St. to Greene St. G&O
- Ray St. – 18<sup>th</sup> Ave. to 29<sup>th</sup> Ave G&O
- 29<sup>th</sup> and Sprague Avenues Preservation - G&O

**EVALUATION CRITERIA**

The following criteria will be evaluated when reviewing statements of qualifications.

| Criteria                                                              | Weighting |
|-----------------------------------------------------------------------|-----------|
| Qualifications of key personnel including project manager and firm    | 40%       |
| Past performance/references relevant to similar projects              | 40%       |
| Ability to respond to City requests for assistance in a timely manner | 20%       |

#### SUBMITTAL REQUIREMENTS

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/> or can be requested from [eraea@spokanecity.org](mailto:eraea@spokanecity.org) or by calling 509-625-6700.

Submittals shall be submitted via email to [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

Questions about the RFQ can also be directed to Jonathan Adams at [jradams@spokanecity.org](mailto:jradams@spokanecity.org)

#### ADA INFORMATION

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#### TITLE VI STATEMENT

The City of Spokane in accordance with 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 it will affirmatively ensure that in 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.

Publish: November 19, 26, and December 3, 2025 (RFQ 2025083)

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

#### Upcoming NOFA Information Grant #6468-25

#### Culturally Specific Treatment of Opioid Use Disorder

*Deadline for application is December 15, 2025 at 1:00 pm.*

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Funding Availability (NOFA) to solicit applications from Organizations that have the capacity and experience to provide Culturally Specific Treatment for Opioid Use Disorder. This program's project goals and desired outcomes are:

- Support the planning and launch of culturally specific, evidence-based behavioral health treatment to ensure treatment options provide everyone with the same opportunity for success, stabilization, and recovery. The proposal may also invest in prevention for historically marginalized communities.

This Notice of Funding of Availability will award a grant up to \$500,000 to provide the above

**NOFA Opens:** Wednesday, November 19, 2025 – <https://spokane.procureware.com/>

**NOFA Closes:** Monday, December 15, 2025 at 1:00 p.m.

**Workshop:** Week of December 1, 2025 – notification will be posted in Procureware <https://spokane.procureware.com/> and sent out through ProcureWare.

Publish: November 19 and 26, 2025

**REQUEST FOR QUALIFICATIONS # 6470-25  
2026-2029 ON-CALL LANDSCAPE ARCHITECTURE SERVICES**

**City of Spokane PARKS & RECREATION DEPARTMENT**

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on Monday, December 15, 2025**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

It is the Proposer's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Request for Qualifications.

The right is reserved to reject any and all Proposals and to waive any informalities.

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, December 15, 2025**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. 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 #.

**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. 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](mailto: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.

Thea Prince  
Sr. Procurement Specialist  
City of Spokane Purchasing & Contracts

Publish: November 19 and 26, 2025

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**REQUEST FOR QUALIFICATIONS # 6471-25  
2026-2029 ON-CALL ARCHITECTURE SERVICES**

**City of Spokane PARKS & RECREATION DEPARTMENT**

The City of Spokane is soliciting electronic Proposals for the above titled Request for Qualifications.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on Monday, December 15, 2025**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

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Thea Prince  
Sr. Procurement Specialist  
City of Spokane Purchasing & Contracts

Publish: November 19 and 26, 2025