



# Official Gazette

## City of Spokane, Washington

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

Volume 116

JANUARY 7, 2026

Issue 1



### MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

#### COUNCIL MEMBERS:

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

SARAH DIXIT (DISTRICT 1)

KITTY KLITZKE (DISTRICT 3)

KATE TELIS (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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### INSIDE THIS ISSUE

MINUTES	2
HEARING NOTICES	15
POLICIES AND PROCEDURES	15
JOB OPPORTUNITIES	19
NOTICES FOR BIDS	25

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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 (appearing virtually), Cathcart, Dillon, Klitzke (appearing virtually), and Zappone were present. Council Member Telis arrived at 3:34 p.m.

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.

## **INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS**

### **Climate Resilience and Sustainability Board (CPR 2024-0030)**

The City Council interviewed Santiago Rodriguez, a candidate for appointment to the Climate Resilience and Sustainability Board.

## **BRIEFING ON AGENDA ITEMS**

### **Final Agenda for December 1, 2025**

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

- Resolution 2025-0103 (adopting the City of Spokane's legislative agenda for the coming 2026 state legislative session) – Erik Poulsen
- Resolution 2025-0108 (approval and endorsement of funding for contracts for CHHs arising from the HOME-ARP program allocation for behavioral health and housing related supportive services)

## **Updated Draft Agenda for December 8, 2025**

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

- Resolution 2025-0114 (approving Year 2027 applications and adaptive projects to be paid from the Spokane Safe Streets for All Fund) – Abigail Martin and Jon Snyder

# Minutes

## **NOTICE MEETING MINUTES OF SPOKANE CITY COUNCIL Monday, December 15, 2025**

The minutes for the Monday, December 15, 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, January 7, 2026, issue of the *Official Gazette*.

## **NOTICE NO MEETING MINUTES OF SPOKANE CITY COUNCIL Monday December 29, 2025**

The Monday, December 29, 2025, regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, December 29, 2025, in recognition of New Year's Week.)

## **MINUTES OF SPOKANE CITY COUNCIL**

**Monday, December 1, 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>.

On roll call, Council President Wilkerson and Council Members Bingle (appearing virtually), Cathcart, Dillon, Klitzke (appearing virtually), and Zappone were present. Council Member Telis arrived at 3:34 p.m.

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.

## **INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS**

### **Climate Resilience and Sustainability Board (CPR 2024-0030)**

The City Council interviewed Santiago Rodriguez, a candidate for appointment to the Climate Resilience and Sustainability Board.

## **BRIEFING ON AGENDA ITEMS**

### **Final Agenda for December 1, 2025**

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

- Resolution 2025-0103 (adopting the City of Spokane's legislative agenda for the coming 2026 state legislative session) – Erik Poulsen
- Resolution 2025-0108 (approval and endorsement of funding for contracts for CHHs arising from the HOME-ARP program allocation for behavioral health and housing related supportive services)

## **Updated Draft Agenda for December 8, 2025**

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

- Resolution 2025-0114 (approving Year 2027 applications and adaptive projects to be paid from the Spokane Safe Streets for All Fund) – Abigail Martin and Jon Snyder

**Draft Agenda for December 15, 2025**

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

- OPR 2025-0845 (Interlocal Agreement and Lease with Spokane County Fire Protection District No. 9 for backup communications space for 18 months) – Maggie Yates
- Contract Amendments adding funds to inclement weather contracts: OPR 2024-0984 (The Salvation Army), OPR 2024-1022 (The House of Charity and St. Margaret's), and OPR 2024-0982 (Revive Inclement Weather Beds) – Paradis Pourzanjani
- Special Budget Ordinance C36818 (receipt of the Smith-Barbieri Progressive Fund Award) – Sarah Thompson
- Resolution 2025-0116 (approving settlement with Alisha Johnson) – Mike Piccolo
- Resolution 2025-0117 (declaring 2025 as the Year of Cooperatives – Council Member Dillon
- Resolution 2025-0118 (approving the appointment of Skyler Brown Director of Grants) – Adam McDaniel
- OPR 2025-0846 (Recommendations from the Tourism and Cultural Investment Committee for Spring 2026) – Jackson Deese
- Ordinance C36783 (Hearing on vacation of the alley between Euclid Avenue and vacated Cleveland Avenue) – Eldon Brown

**CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS****December 1, 2025, Final Agenda**

Emergency Ordinance C36803 (As amended during November 24, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Cathcart and Dillon)

**Motion** by Council Member Dillon, seconded by Council Member Cathcart, **to defer** Emergency Ordinance C36803 (relating to animal control regulations) to December 15, 2025, Agenda; **carried 7-0**.

Resolution 2025-0103 (Council Sponsors: Council Members Dillon and Zappone)

**Motion** by Council Member Zappone, seconded by Council Member Dillon, **to amend** Resolution 2025-0103 (adopting the City of Spokane's legislative agenda for the coming 2026 state legislative session) with the Zappone proposed amendment circulated by Jackson Deese at 2:35 p.m. (today, December 1); **carried 5-2**. (Automatic one-week deferral to December 8, 2025, Agenda due to amendment.)

**December 8, 2025, Updated Draft Agenda**

Resolution 2025-0114 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**Motion** by Council Member Zappone, seconded by Council Members Telis and Dillon, **to amend** Resolution 2025-0114 (approving year 2027 applications and adaptive projects to be paid from the Spokane Safe Streets for All Fund) with the Klitzke proposed amendment (filed November 25, 2025); **carried 5-2**.

Final Reading Ordinance C36776 (Deferred from November 17, 2025, Agenda, during November 17, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**Motion** by Council Member Dillon, seconded by Council President Wilkerson, **to amend** Final Reading Ordinance C36776 (relating to municipal sewer services, amending multiple sections of SMC Chapter 13.03) with the Klitzke proposed amendment (filed November 25, 2025); **carried 6-1**.

Final Reading Ordinance C36777 (Deferred from November 17, 2025, Agenda, during November 17, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to amend** Final Reading Ordinance C36776 (relating to municipal water services, amending multiple sections of Chapter 13.04) with the Klitzke proposed amendment (filed November 25, 2025); **carried 6-1**.

**December 15, 2025, Draft Agenda**

There were no considerations of amendments or deferrals for the December 15, 2025, Draft Agenda.

**Action on Standing Committee Meetings**

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to suspend** Council Rule 6.2.C (establishing the monthly date and time of standing committees) until the updated rules are adopted in early 2026, and that, beginning in January 2026, the regular committee meeting times will be as follows:

- Public Safety and Community health: First Monday of each month.
- Public Infrastructure, Environment, and Sustainability: Second Monday of each month.
- Urban Experience: Third Monday of each month.
- Finance and Administration: Fourth Monday of each month.

(This rule suspension would both establish the above regular meeting schedule and also allow for special committee meetings to be scheduled on dates other than Monday beginning in January 2026.)

**Motion carried 7-0.**

**Action to Approve Agendas**

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

**Motion** by Council Member Dillon, seconded by Council Member Telis, **to approve** the December 8, 2025, Updated Draft Agenda, as modified, as next week's Final Agenda; **carried 7-0**.

**Council Recess/Executive Session**

The City Council recessed at 4:12 p.m. and immediately reconvened into Executive Session to discuss pending litigation for 30 minutes. City Attorney Mike Piccolo was present during the Executive Session. The Executive Session ended at 4:37 p.m., at which time the Agenda Review Session also ended. The City Council reconvened at 6:04 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Land Acknowledgement**

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

**Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Wilkerson.

**Roll Call**

On roll call, Council President Wilkerson and Council Members Bingle (appearing virtually), Cathcart, Dillon, Klitzke, Telis, and Zappone were present.

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

There were no **Proclamations and Salutations**.

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 from one individual and an opportunity for Council commentary, with none provided, the following action was taken:

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

Contract Amendment with the Department of Commerce to add additional funds to Connecting Housing to Infrastructure Program (CHIP) grant through June 30, 2027—additional \$131,244. (OPR 2024-0434) (Council Sponsor: Council Member Bingle)

Award of Funds from Washington Traffic Safety Commission to Municipal Court to support DUI Court from October 1, 2025, through September 30, 2026—\$160,000. (OPR 2025-0784) (Relates to Special Budget Ordinance C36802) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Recommendation to list the William and Christine Kiernan House located at 620 W 16th Avenue on the Spokane Register of Historic Places. (OPR 2025-0794) (Council Sponsors: Council Members Bingle and Dillon)

Three-year Contract with Eccovia/CaseWorthy (Salt Lake City, UT) for continued use of ClientTrack, the software platform used for the Homeless Management Information System (HMIS) from December 1, 2025, through November 30, 2028—\$500,176.92 (plus tax). (OPR 2025-0803) (Council Sponsor: Council Member Dillon)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through November 21, 2025, total \$9,431,562.92 (Check Nos.: 615522-615668; Credit Card Nos.: 002428-002466; ACH Nos.: 146796-147066), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,190,647.73. (CPR 2025-0002)

b. Payroll claims of previously approved obligations through November 22, 2025: \$11,030,766.84 (Check Nos.: 579129-579233). (CPR 2025-0003)

City Council Meeting Minutes: November 10, 2025. (CPR 2025-0013)

Benefit Supplemental Agreements for 2026 for the following Collective Bargaining Agreements:

- a. Local 270 (OPR 2022-0505)
- b. Local 270 Prosecuting Attorneys (OPR 2024-0183)
- c. Local 270 Dispatch (OPR 2022-0505)
- d. Managerial & Professional Association - A & B (OPR 2022-0793 and OPR 2022-0794)

(Council Sponsors: Council Members Dillon and Cathcart) (As added during November 24, 2025, 3:30 p.m. Agenda Review Session)

## LEGISLATIVE AGENDA

(Note: Agenda items under Hearings were considered first.)

### SPECIAL BUDGET ORDINANCES

**Special Budget Ordinance C36802 (Relates to OPR 2025-0784) (Council Sponsors: Council President Wilkerson and Council Members Zappone and Cathcart)**

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 C36802** 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 accept the Washington Traffic Safety Commission DUI Court grant, and declaring an emergency.

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

### EMERGENCY ORDINANCE

For Council action on Emergency Ordinance C36803, see section of minutes under 3:30 p.m. Agenda Review Session.

### RESOLUTIONS

For Council action on Resolution 2025-0103, see section of minutes under 3:30 p.m. Agenda Review Session.

**Resolution 2025-0106 (Council Sponsors: Council Members Bingle and Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0106** setting Hearing before City Council for January 12, 2026, for the vacation of 13th Ave. between Chestnut St. and Inland Empire Way, in the City of Spokane, as requested by owners having an interest in real estate abutting the above right-of-way.

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

**Resolution 2025-0107 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2025-0107** setting forth the City Council's approval and endorsement of funding for contracts for CHHS arising from the HEART Fund (1590 Sales and Uses Tax Revenue) allocation and authorizing the execution of the applicable and appropriate contracts once formalized without further City Council action.

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

**Resolution 2025-0108 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2025-0108** setting forth the City Council's approval and endorsement of funding for contracts for CHHS arising from the HOME-ARP program allocation for behavioral health and housing related supportive services and authorizing the execution of the applicable and appropriate contracts once formalized without further City Council action.

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

**Resolution 2025-0109 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2025-0109** setting forth the City Council's approval and endorsement of funding for contracts for CHHS arising from the FY26-28 Eviction/Homelessness Prevention program allocation and authorizing the execution of the applicable and appropriate contracts once formalized without further City Council action.

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

**Resolution 2025-0110 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2025-0110** authorizing the City to enter into subrecipient contracts for the operation of inclement weather surge capacity beds, pursuant to the Inclement Weather Surge Capacity Request for Proposals (RFP) that closed on July 31, 2025.

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

**Resolution 2025-0111 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2025-0110** authorizing the City to enter into subrecipient contracts for the operation of scattered site shelters, pursuant to the Scattered Site Shelter Operations Request for Proposals (RFP) that closed on November 3, 2025.

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

**Resolution 2025-0112 (As added during November 24, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0112** regarding approval of the proposed settlement of civil claims against City of Spokane under Spokane County Cause No. 17-2-02507-5, a class action lawsuit challenging outside city water rates—up to a maximum settlement of \$3,700,000.

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

## FINAL READING ORDINANCES

For Council action on Final Reading Ordinance C36787, see section of minutes under "Hearings."

For Council action on Final Reading Ordinance C36788, see section of minutes under "Hearings."

**Final Reading Ordinance C36778 (Automatically deferred from November 24, 2025, Agenda, due to adoption of amendment during November 24, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Zappone and Klitzke)**

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

**Upon 5-2 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36778**, as amended, prohibiting algorithmic rent price fixing, adopting a new Section 10.57.180 to Chapter 10.57 and amending Sections 07.08.158, 10.57.060, 10.57.130 and 10.57.140 of the Spokane Municipal Code.

**Ayes:** Dillon, Klitzke, Telis, Wilkerson, and Zappone

**Nos:** Bingle and Cathcart

**Abstain:** None

**Absent:** None

**Final Reading Ordinance C36816 (Added as First Reading Ordinance to November 24, 2025, Agenda, during November 24, 2025, 3:30 p.m. Agenda Review Session) (Replaces Ordinance C36762 passed by City Council on November 10, 2025) (Council Sponsors: Council Members Klitzke, Cathcart, and Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36816** granting a non-exclusive franchise to use the public right-of-way to provide noncable telecommunications service to the public to Level 3 Telecom of Washington, LLC, subject to certain conditions and duties as further provided.

**Ayes:** Bingle, Cathcart, Dillon, Klitzke, Telis, 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 allowed on the First Reading Ordinances; however, no individuals requested to speak.

**ORD C36804** Amending Ordinance C36348 that vacated a portion of 7th Ave east of Government Way and more particularly described in the ordinance. (Council Sponsors: Council Members Bingle and Dillon)

**ORD C36805** Amending Ordinance C32816 that vacated Audubon Street from the southern right-of-way line at Hartson Avenue to the southern Alley right-of-way between Hartson Avenue and 7th Avenue, except for those portions of Audubon Street used for Government Way right-of-way. (Council Sponsors: Council Members Bingle and Dillon)

**ORD C36808** Of the City of Spokane relating to residential evictions entitled, "Pathways to Eviction Diversion for Spokane", and creating new sections 10.57.200, 10.57.210, 10.57.220, and 10.57.230 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)

**ORD C36809** Related to public notice of planning and land use actions; amending Spokane Municipal Code sections 17G.020.060, 17G.020.070, 17G.025.010, 17G.061.010, 17G.061.210; and creating a new section 17G.025.020. (Council Sponsors: Council Members Bingle and Klitzke)

**ORD C36810** Relating to implementing the co-living housing requirements of RCW 36.70A.535, amending portions of SMC 17A.020.030, 17A.020.190, 17C.111.115, 17C.111.205, 17C.111.210, 17C.111.300, 17C.111.400, 17C.190.100, and 17C.190.110. (Council Sponsors: Council Members Bingle and Dillon) (As amended during November 24, 2025, 3:30 p.m. Agenda Review Session)

There were no **Special Considerations**.

## HEARINGS

### **Hearing on Final Reading Ordinance C36787—Assessments and Assessment Roll for the Downtown Parking and Business Improvement Area for 2026 (Council Sponsors: Council Members Dillon and Bingle)**

The City Council held a hearing on the 2026 assessments and assessment roll for the Downtown Parking and Business Improvement Area. After receiving a presentation of the 2026 Downtown Business Improvement District Management Plan by Emilie Cameron, Downtown Spokane Partnership President and CEO and public testimony, the following action was taken:

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

After the hearing was closed, there was an opportunity for Council commentary, with none provided. The following action was then taken:

**Motion** by Council Member Dillon, seconded by Council Member Bingle, **to approve Final Reading Ordinance C36787** approving and confirming the 2026 Assessments and Assessment Roll for the Downtown Parking and Business Improvement Area, prepared under Ordinance C32923 as codified and amended in Chapter 4.31C SMC; **passed on 7-0 Roll Call Vote**.

**Ayes:** Bingle, Cathcart, Dillon, Klitzke, Telis, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

### **Hearing on Final Reading Ordinance C36788—Assessments and Assessment Roll for the East Sprague Parking and Business Improvement Area for 2026 (Council Sponsors: Council Members Dillon and Bingle)**

The City Council held a hearing on the 2026 assessments and assessment roll for the East Sprague Parking and Business Improvement Area. After receiving a presentation by Laverne Biel, Executive Director, and Chris Veene, East Sprague Ratepayer Advisory Board President, on the East Sprague Parking and Business Improvement Area Management Plan and receiving public testimony, 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 Dillon, **to approve Final Reading Ordinance C36788** approving and confirming the 2026 Assessments and Assessment Roll for the East Sprague Parking and Business Improvement Area, prepared under Ordinance C35377 as codified and amended in Chapter 4.31C SMC; carried upon 7-0 Roll Call Vote.

**Ayes:** Bingle, Cathcart, Dillon, Klitzke, Telis, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

[The City Clerk left the meeting at 7:26 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:

- Dave Bilsland
- John Hancock
- Larry Andrews
- Lily Wilson-Codega
- Sunshine Wigen
- Will Hulings

## ADJOURNMENT

**Motion** by Council Member Zappone, seconded by Council Member Cathcart, **to adjourn; carried 7-0**.

There being no further business to come before the City Council, the meeting adjourned at 8:38 p.m.

## MINUTES OF SPOKANE CITY COUNCIL

Monday, December 8, 2025

## AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:34 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

**Roll Call**

On roll call, Council President Wilkerson and Council Members Cathcart, Dillon, Klitzke (appearing virtually), Telis, and Zappone were present. Council Member Bingle arrived at 3:36 p.m.

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.

**INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS****Arts Commission (CPR 1981-0043) and Public Facilities District Board (CPR 1989-0145)**

The City Council interviewed Jackie Caro and Luis Mota, candidates for appointment to the Arts Commission, and Dan Rey-Bear, candidate for appointment to the Public Facilities District Board.

**BRIEFING ON AGENDA ITEMS****Final Agenda for December 8, 2025**

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

- Consent Agenda Item No. 4 (OPR 2025-0827: Low Bid of Apollo, Inc. for Havana Well Station Phase 2) – Jonathan Adams
- Resolution 2025-0115 (Amendment of the City of Spokane's Public Rule for Wastewater and Water General Facilities Charges and Incentives) – Marlene Feist

**Updated Draft Agenda for December 15, 2025**

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

- Consent agenda items #5 (OPR 2025-0830: Three-year Personal Service Master Contract with Camtek, Inc. for security monitoring services and software upgrades) and #6 (OPR 2025-0828: Three-year Master Preventative Maintenance Agreement with American Sprinkler Repair and Landscape, LLC for landscaping and snow removal services) – Dave Steele

**Draft Agenda for December 22, 2025**

There were no requests for staff to brief agenda items as the December 22, 2025, meeting has been canceled.

**CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS****December 8, 2025, Final Agenda**

Resolution 2025-0114 (As amended during December 1, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**Motion** by Council Member Klitzke, seconded by Council Member Zappone, **to amend** just Resolution 2025-0114 (approving year 2027 applications and adaptive projects to be paid from the Spokane Safe Streets for All Fund) with Klitzke/Zappone proposed amendment (filed December 15, 2025) without triggering automatic deferral of the item; **carried 5-2**.

Final Reading Ordinance C36808 (Council Sponsors: Council Members Dillon and Klitzke)

**Motion** by Council Member Dillon, seconded by Council Members Zappone and Telis, **to defer** Final Reading Ordinance C36808 (of the City of Spokane relating to residential evictions entitled, "Pathways to Eviction Diversion for Spokane") for final consideration on January 12, 2026, Agenda; **carried 7-0**.

Council Decision on Vacation of a Portion of the Alley Between College and Bridge Avenues (ORD C36769)

**Motion** by Council Member Klitzke, seconded by Council Member Zappone, **to defer** approve of conditions to final consideration on December 15, 2025; **carried 7-0**.

**December 15, 2025, Updated Draft Agenda**

OPR 2024-0984 [The Salvation Army (The Way Out Shelter)], OPR 2024-1022 [Catholic Charities of Eastern Washington (The House of Charity and St. Margaret's)], and OPR 2024-0982 [Revive Counseling (Revive Inclement Weather Beds)] (Council Sponsor: Council Member Dillon)

**Motion** by Council Member Dillon, seconded by Council President Wilkerson, **to suspend** Council Rules and amend just OPR 2024-0984, OPR 2024-1022, and OPR 2024-0982 with updated revised versions filed December 5, 2025, and included in agenda packet under Consent Agenda Item Nos. 13.a., 13.b., and 13.c. without triggering automatic deferral of the items; **carried 5-2**.

OPR 2024-0589 (Outside Special Counsel Contract Amendment with Endre M. Szalay of the Law Firm K&L Gates, LLP) (Council Sponsors: Council President Wilkerson and Council Member Klitzke) and OPR 2025-0862 (Five-year Contract with Euna Solutions) (Council Sponsor: Council President Wilkerson)

**Motion** by Council Member Dillon, seconded by Council Members Bingle and Klitzke, **to suspend** Council Rules and add just OPR 2025-0589 (relating to legal consultation regarding the Spokane International Airport and West Plains environmental contamination) and OPR 2025-0862 (relating to grants management software) for final consideration on December 15, 2025, Agenda; **carried 7-0**.

#### **December 22, 2025, Draft Agenda**

There were no considerations of amendments or deferrals for the December 22, 2025, Draft Agenda as the December 22 meeting has been canceled.

#### **Action to Approve Agenda**

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

**Motion** by Council Member Klitzke, seconded by Council Members Dillon, **to approve** the December 15, 2025, Updated Draft Agenda, as modified, as next week's Final Agenda; **carried 6-1**.

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

The City Council recessed at 3:51 p.m. and immediately reconvened into Executive Session to discuss potential litigation for 15 minutes. City Attorney Mike Piccolo was present during the Executive Session. The Executive Session ended at 4:03 p.m., at which time the Agenda Review Session also ended. The City Council reconvened at 6:03 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.

#### **Moment of Silence**

Council Member Telis requested a point of personal privilege to hold a moment of silence for 17 seconds to remember the 17 innocent lives that were lost to gun violence over the weekend.

#### **Roll Call**

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke (appearing virtually), Telis, and Zappone were present.

Shae Blackwell, Legislative Assistant-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Proclamations and Salutations**.

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

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

#### **BOARD AND COMMISSION APPOINTMENTS**

**Tourism & Cultural Investment (TACI) Committee (CPR 2000-0031)**

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

**Upon 7-0 Voice Vote**, the City Council **approved** (and thereby confirmed) the reappointments of Cami Aguayo, Jon Erickson, Matt Jensen, and Rose Noble to the Tourism & Cultural Investment (TACI) Committee for one-year terms, from January 1, 2026, to December 31, 2026.

## CONSENT AGENDA

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

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

Amendment to purchase of ODB X-Treme Leaf Vac for Street Department—additional \$23,085.52. Total cost: \$193,049.22 (incl. tax, delivery, and testing). (OPR 2025-0689) (Council Sponsors: Council Members Bingle and Klitzke)

Consultant Agreement Amendment with KPFF Consulting Engineers (Spokane) for Preliminary Engineering and alternative analysis for improvements to the Thorpe Tunnels to provide for development of one additional tunnel solution concept and cost estimate—additional \$13,491.19 (plus tax). (OPR 2025-0244 / ENG 2024077 / RFQU 6234-24) (Council Sponsor: Council Member Klitzke)

Interlocal Agreement Extension with Spokane County Treasurer for processing paper form payments of utility bills from January 1, 2026, through December 31, 2028—\$65,000 estimated annual cost. (OPR 2018-0556) (Council Sponsors: Council Members Bingle and Klitzke)

Low Bid of Apollo, Inc. (Kennewick, WA) for Havana Well Station Phase 2—\$3,946,282. An administrative reserve of \$394,628.20, which is 10% of the contract amount, will be set aside. (East Central Neighborhood) (OPR 2025-0827 / ENG 2025064) (Council Sponsor: Council Member Klitzke)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through November 28, 2025, total \$12,954,721.15 (Check Nos. 615669-615830; Credit Card Nos.: 002467-002480; ACH Nos.: 147067-147233), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$12,609,174.64. (CPR 2025-0002)

Minutes:

- a. City Council Special Meeting Minutes: November 7, November 11, November 13, November 20, and November 25, 2025. (CPR 2025-0013)
- b. City Council Public Infrastructure, Environment and Sustainability Standing Committee Meeting Minutes: November 17, 2025. (CPR 2025-0019)

## LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## RESOLUTIONS

**Resolution 2025-0113 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0113** approving settlement with Ryan Enquist—\$64,274.80.

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

**Nos:** None

**Abstain:** None

**Absent:** None

**Resolution 2025-0114 (As amended during 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)**

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

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2025-0114**, as amended, approving year 2027 applications and adaptive projects to be paid from the Spokane Safe Streets for All Fund.

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

**Resolution 2025-0115 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0115** regarding amendment of the City of Spokane's Public Rule for Wastewater and Water General Facilities Charges and Incentives.

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

**Resolution 2025-0103 (Deferred as amended from December 1, 2025, Agenda, during December 1, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon and Zappone)**

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

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2025-0103**, as amended, adopting the City of Spokane's legislative agenda for the coming 2026 state legislative session.

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

**FINAL READING ORDINANCES**

**Final Reading Ordinance C36560 (First Reading held August 12, 2024) (Council Sponsors: Council Members Zappone and Klitzke)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36560 vacating the alley between Lee Street and Stone Street, from the south line of Broadway Avenue to the north line of Springfield Avenue.**

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

**Final Reading Ordinance C36120 (First Reading held October 25, 2021) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36120 vacating the east 55 feet of Adams Street from the south line of Third Avenue to the north line of I-90, together with the alley between Third Avenue and I-90, from the east line of Adams Street to the west line of Jefferson Street.**

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

**Final Reading Ordinances C36776 and C36777 (As amended during December 1, 2025, 3:30 p.m. Agenda Review Session) (Deferred from November 17, 2025, Agenda, during November 17, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke) (Taken together)**

Final Reading Ordinances C36776 and C36777 were taken together. After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **passed** the following Final Reading Ordinances, as amended:

**ORD C36776** Relating to municipal sewer services, amending multiple sections of Chapter 13.03, repealing section 13.03.1208, and amending sections 13.05.010, 13.05.020, and 13.05.030 of Chapter 13.05, all of the Spokane Municipal Code, and setting an effective date.

**ORD C36777** Relating to municipal water services, amending multiple sections of Chapter 13.04, and repealing sections 13.04.2006, 13.04.2008, and 13.04.2018, all of the Spokane Municipal Code, and setting an effective date.

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

**Final Reading Ordinance C36804 (Council Sponsors: Council Members Bingle and Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36804** amending Ordinance C36348 that vacated a portion of 7th Ave east of Government Way and more particularly described in the ordinance.

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

**Final Reading Ordinance C36805 (Council Sponsors: Council Members Bingle and Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36805** amending Ordinance C32816 that vacated Audubon Street from the southern right-of-way line at Hartson Avenue to the southern Alley right-of-way between Hartson Avenue and 7th Avenue, except for those portions of Audubon Street used for Government Way right-of-way.

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

For Council action on Final Reading Ordinance C36808, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Final Reading Ordinance C36809, see section of minutes under "Hearings."

For Council action on Final Reading Ordinance C36810, see section of minutes under "Hearings."

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

## HEARINGS

For Council action relating to Council Decision on vacation of a portion of the alley between College Avenue and Bridge Avenue and between Summit Boulevard and Lindeke Street (First Reading of ORD C36769 held on November 17, 2025), see section of minutes under 3:30 p.m. Agenda Review Session. (Council Sponsors: Council Members Dillon and Bingle)

Hearing on Final Reading Ordinance C36809 (Council Sponsors: Council Members Bingle and Klitzke)

The City Council held a hearing on Final Reading Ordinance C36809 related to public notice of planning and land use actions. After an opportunity for staff reports, with none provided, and public testimony, the following action was taken:

**Motion** by Council Member Dillon, seconded by Council Member Bingle, **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 Dillon, seconded by Council Member Telis, **to approve Final Reading Ordinance C36809** related to public notice of planning and land use actions; amending Spokane Municipal Code sections 17G.020.060, 17G.020.070, 17G.025.010, 17G.061.010, 17G.061.210; and creating a new section 17G.025.020; **passed upon 7-0 Roll Call Vote**.

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

**Nays:** None

**Abstain:** None

**Absent:** None

**Hearing on Final Reading Ordinance C36810 (As amended during November 24, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Bingle and Klitzke)**

The City Council held a hearing on Final Reading Ordinance C36810 relating to implementing the co-living housing requirements of RCW 36.70A.535. After an opportunity for staff reports, with none provided, and public testimony, the following action was taken:

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

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

**Motion** by Council Member Dillon, seconded by Council Member Telis, **to approve Final Reading Ordinance C36810**, as amended, relating to implementing the co-living housing requirements of RCW 36.70A.535, amending portions of SMC 17A.020.030, 17A.020.190, 17C.111.115, 17C.111.205, 17C.111.210, 17C.111.300, 17C.111.400, 17C.190.100, and 17C.190.110; **passed upon 7-0 Roll Call Vote**.

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

**Nays:** None

**Abstain:** None

**Absent:** None

[The City Clerk left the meeting at 6:46 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:

- Chud Wendle
- Elizabeth Goldsmith
- Larry Andrews II
- Spencer Coffin
- Sunshine Wigen

## ADJOURNMENT

**Motion** by Council Member Zappone, seconded by Council Member Bingle, **to adjourn**; **carried 7-0**.

There being no further business to come before the City Council, the meeting adjourned at 6:57 p.m.

# Hearing Notices

## BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 724 E Baldwin Ave Spokane WA 99207, PARCEL NUMBER: 35084.2602, LEGAL DESCRIPTION: HEATHS 5TH L3 B26, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on January 13<sup>th</sup>, 2026 at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane, WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said show cause hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Russell Aldrich  
Code Enforcement, City of Spokane  
808 West Spokane Falls Blvd.  
Spokane, WA 99201-3333  
509-625-6300  
raldrich@spokanecity.org

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.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: December 24 and 31, 2025 and January 7, 2026

# Policies & Procedures

CITY OF SPOKANE PUBLIC WORKS DIVISION/ DEVELOPMENT SERVICES PUBLIC RULE	RULE 5200-25-01 LGL 2023-0029 RES 2025-0115 (Replaces RES 2025-0059)
TITLE: GENERAL FACILITY CHARGES – INCENTIVES, WAIVERS AND OFFSETS	
EFFECTIVE DATE: MARCH 5, 2024 REVISION EFFECTIVE DATE: October 6, 2025; January 1, 2026	

## 1.0 GENERAL

1.1 The City of Spokane Public Works Division establishes the following Public Rule, policy, and procedures for General Facility Charges (GFC) incentives, waivers, and offsets.

This Public Rule relates to the requirement for municipal utilities to identify alternative non-utility revenues or funds before agreeing to waive or offset any connection charges. SHB 1326, enacted and effective July 23, 2023, allows connection charges to be waived or offset for properties owned or developed for purposes of providing emergency shelter, transitional housing, permanent supportive housing, or affordable housing, provided that a separate non-utility source of revenue such as general funds, grant dollars or other identified revenue stream is identified. This Public Rule outlines the parameters of how such offsets or waivers will be identified and awarded.

Additionally, ESB 5662, enacted and effective July 27, 2025, codified in RCW 35.92.385 allows for connection charges to be deferred ("Permissive Waiver") so long as the property is maintained and covenanted in perpetuity as affordable housing pursuant to 36.70A.030(5).

## 1.2 TABLE OF CONTENTS

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

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This Public Rule shall apply to the City of Spokane Development Services Center, Wastewater Management Department, Water and Hydroelectric Department, Integrated Capital Department, Engineering Services Department, and the Planning and Economic Development Department.

## 3.0 REFERENCES

- Spokane Municipal Code (SMC) Chapter 08.07D
- Spokane Municipal Code (SMC) Chapter 08.15
- Spokane Municipal Code (SMC) Chapter 13.03
- Spokane Municipal Code (SMC) Chapter 13.04
- Spokane Municipal Code (SMC) Chapter 17C.300
- Ordinance C-36369 and C-36372
- RCW 35.92.380
- RCW 35.92.385

## 4.0 DEFINITIONS

- 4.1 "Conversion" means the period in time when the property(ies) no longer meet the requirements qualifying it/them for GFC incentives, i.e., the property(ies) are no longer serving as affordable housing.
- 4.2 "Deferral" means that payment of GFC charges is delayed until the end of the duration outlined by the funding source that qualifies a project for deferral (e.g., 20-year MFTE). Deferred GFC charges may be permanently deferred as outlined in Section 6.2.1-6.2.3.
- 4.3 "GFC Charges" means those charges set forth in SMC 13.03.0734 and SMC 13.04.2044 as may be amended from time to time by the City and/or the Engineering News-Record Index (ENR) calculated by City Staff, from October to October for the previous year. The initial ENR index will occur prior to March 5, 2024, after which this annual increase will occur January 1, 2025, and occur each January 1 thereafter.
- 4.4 "Offset" means the amount of GFC charges that are paid by an external, non-utility funding source.

## 5.0 POLICY

- 5.1 It is the Policy of the City of Spokane not to waive GFC Charges without prior identification of a non-utility revenue stream such as general fund dollars or grant funds.
- 5.2 Any offset or deferral of the developer's cost of the GFC shall be replaced with funds from non-utility revenue sources, such as grant dollars or other general fund revenues.
- 5.3 Such offset or deferral must be clearly identified and paid by the other source at time of application for connection, application for a building permit, or as otherwise ordered by the Director of Public Works.

5.4 In limited circumstances defined in 6.2 below, some affordable housing projects may receive a “permissive waiver” of a portion of GFC charges without payment by a non-utility revenue stream in return for the placement of a 50-year covenant to retain specific affordability requirements.

## 6.0 PROCEDURES

### 6.1 “Permissive Waiver” of some GFC Charges; Conditions of Waiver

- 6.1.1 A “Permissive Waiver” allows for a waiver of some GFC charges without a specific non-utility funding source in return for a 50-year covenant to limit sales or leases to low-income households and other requirements.
- 6.1.2 A permissive waiver of 50% of GFC Charges that would be regularly charged may be granted by the City for owner-occupied properties with a covenant that limits sales to low-income households earning no more than 80 percent of the area median income.
- 6.1.3 A permissive waiver of 50% of GFC Charges that would be regularly charged may be granted by the City for rental properties with a covenant to limit leases to low-income households earning no more than 60 percent of the area median income.
- 6.1.4 For multi-family residential projects that include housing units with both qualified, affordable units and non-qualified units, the permissive waiver will be pro-rated accordingly. For example, if a project has 10 units, but only half of them meet the requirements, the permissive waiver would equal half of the original 50% permissive waiver.
- 6.1.5 An additional permissive waiver in the amount of 25% of GFC Charges for rental or owner-occupied properties that meet the requirements listed in 6.1.2 and 6.1.3 if the project completes an application for a Washington State Department of Commerce Connecting Housing to Infrastructure Program (CHIP) grant to pay for such GFC charges but does not receive a CHIP grant award because of lack of available funds. Again, the additional waiver will be pro-rated for multi-family projects that include both qualified and non-qualified units as in 6.1.4.
- 6.1.6 Any covenant satisfying the requirements of the above Sections 6.1.2 and 6.1.3 shall, at least, contain explicit restrictions that include:
  1. Price restrictions and household income limits as defined in 6.1.2 and 6.1.3.
  2. A provision that specifies that if the property is converted to a use other than as set forth in 6.2, the property owner must pay the applicable General Facilities Charges at the rate in effect at the time of conversion.
  3. Maintenance and habitability. The owner shall maintain all residential rental units and all tenant-serving facilities in a state of good repair and in continuous compliance with SMC 17F.070.400.
- 6.1.7 All Covenants required under 6.1 shall be recorded with the Spokane County Auditor. At such time as a property receiving a permissive waiver is no longer operating under the eligibility requirements, all GFC connection charges for the properties are immediately due and payable to the City’s water and wastewater utilities as a condition of continued service. The amount owed would be equal to the GFC rates in effect at the time of the change.
- 6.1.8 GFCs for fire service are not eligible for the permissive waiver.

### 6.2 GFC Incentives.

In response to the ongoing local and national housing crisis, fifty percent (50%) of a project’s GFC Charges may be deferred or offset for the construction of affordable housing as defined in RCW 36.70A.030(5). Deferred or offset fees shall be paid by an identified alternative non-utility revenue source at the time GFC Charges are due. The remainder shall be paid by the developer. Projects that qualify for the affordable housing deferral or offset shall meet one of the following criteria:

- 6.2.1 For a project that qualifies for the twelve-year exemption under the Multiple Family Housing Property Tax Exemption as described in SMC 08.15.090, GFC Charges subject to this rule may be deferred for the life of the property tax exemption. Projects that maintain qualifying status for the entire twelve-year period may have fees permanently offset at the end of the twelve-year period.

- 6.2.2 For a project that qualifies for the twenty-year exemption under the Multiple Family Housing Property Tax Exemption as described in SMC 08.15.090, GFC Charges subject to this rule may be deferred for the life of the property tax exemption. Projects that maintain qualifying status for the entire twenty-year period may have fees permanently offset at the end of the twenty-year period.
- 6.2.3 For a project that qualifies for the sales and use tax exemption under the Sales and Use Tax Deferral Program for Affordable Housing as described in SMC 08.07D, GFC Charges subject to this rule shall be deferred for the life of the sales and use tax exemption. Projects that maintain qualifying status for the entire ten-year period may have fees permanently offset at the end of the ten-year period.
- 6.2.4 For projects that qualify for the use of funds from the Sales and Use Tax for Housing and Housing-Related Supportive Services as described in chapter 08.07D SMC, GFC Charges subject to this rule may be offset.
- 6.2.5 For projects receiving funding through state, or federal programs for affordable housing, fees under this section may be offset.
- 6.2.6 For projects to build owner-occupied property with a covenant to limit sales to low-income households earning no more than 80 percent of the area median income, fees under this section may be offset, so long as affordability is retained for a minimum of 50 years.

### 6.3 Failure to Maintain Qualifications for Deferred GFC Charges.

A project with deferred GFC Charges that maintains qualifying status under 6.1 or 6.2 for the duration specified shall have the indicated amount of GFC Charges offset permanently at the end of the term. A project that fails to maintain qualifying status under 6.1 for the duration specified shall immediately pay all deferred GFC Charges to the City at the current rates (e.g., a project that qualifies for deferral in 2025 fails to maintain eligibility in 2030, GFCs are due at the 2030 rates).

### 6.4 Maximum Limit of Deferral or Offset under Section 6.1.

- 6.4.1 The maximum offset or deferral for a water GFC Charge shall be forty thousand (\$40,000) per project
- 6.4.2 The maximum offset or deferral for a sewer GFC Charge shall be twenty thousand dollars (\$20,000) per project.
- 6.4.3 There is no maximum limit for permissively waived water or sewer GFC charges.

### 6.5 Funding.

- 6.5.1 Offsets or deferrals shall be awarded on a first-come, first-served basis. When an identified alternative source of revenue is depleted, another revenue source must be identified or an offset or deferral shall not be awarded.
- 6.5.2 Some alternative sources of revenue, such as grant funds, may have additional restrictions on the use of funds. A project that qualifies for a deferral or offset under this rule may not qualify for any of the identified alternative sources of revenue. A project that fails to qualify under the limitations of available alternative sources of revenue shall not be awarded an offset or deferral.
- 6.5.3 Nothing in this Public Rule shall preclude the use of third-party sources of funding, such as grants, from contributing towards a project's GFC Charge.

### 6.6 Other incentives may be identified based on the project details, timing, state or local incentives upon approval of the Director of Planning and Economic Services Department.

## 7.0 RESPONSIBILITIES

The City of Spokane Wastewater Management Department, Water and Hydroelectric Department, the City of Spokane Integrated Capital Management Department, Engineering Services Department, and the City of Spokane Accounting Departments through the Planning and Economic Development Department shall administer this Public Rule.

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# 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.

## DIGITAL FORENSICS ANALYST SPN 152

Open Entry

**DATE OPEN:** Monday, January 5, 2026

**DATE CLOSED:** January 19, 2026

**SALARY:** \$88,969.68 annual salary, payable bi-weekly, to a maximum of \$125,447.04

### CLASS SUMMARY:

Acquires, processes, analyzes, and preserves digital forensic evidence in support of criminal investigations; prepares evidence for examination; reports orally and in writing; and testifies in court about the procedures used and results obtained.

### EXAMPLES OF JOB FUNCTIONS:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Plans and coordinates digital forensic science activities, and determines strategies for digital forensic analysis based upon specific criminal case requirements. Identifies and acquires digital evidence from modern computer sources including but not limited to personal computers, thumb drives, cell phones and tablets, Internet of Things devices, and local and server-based storage.
- Maintains chain of custody and forensic validity of evidence and related documentation. Prepares digital media for imaging by ensuring data integrity. Preserves digital data and evidence.
- Creates forensically sound duplicates of evidence that ensures the original evidence is not unintentionally modified. Documents original condition of digital and other evidence, and makes backup copies of digital information.
- Recovers hidden, deleted, or corrupted files; traces network, internet, and cellular communications. Detects, accesses, and analyzes password-protected or encrypted data, alternate data streams, and other forms of concealed data. Performs virus scanning on digital media.
- Performs forensic keyword searches and records results. Queries, extracts, and reports on data from relational databases while maintaining data integrity.
- Analyzes data and provides technically accurate results and reports.
- Researches and adopts new hardware, software, and processes in the digital forensic field. Maintains, calibrates and validates tools, techniques, equipment, and software used in the forensic examination process.
- Provides technical guidance and training to investigators and prosecutors.
- Documents hardware and software configuration of examiner's system and systems to be examined, including drive conditions and internal components. Documents irregularities encountered, actions taken in response, and any changes made to systems.
- Acts as an expert witness in court, grand jury, or other legal proceedings through oral testimony, written reports or affidavits, or other legal instruments. Prepares and provides oral and written reports.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

#### Open-Entry Requirements:

- Education: Bachelor's degree in computer science, information systems, information security, or related field.
- Experience: Two years of experience conducting digital forensic examinations on personal computers and mobile devices.

#### Licenses and Certifications:

- Possession of a valid driver's license, to be maintained throughout employment.
- Possession of a certification comparable to one of the following is required within six months of appointment: International Association of Computer Investigative Specialists (IACIS) Certified Mobile Device Examiner, IACIS Certified Forensic Computer Examiner, or Law Enforcement & Emergency Services Video Association International (LEVA) Certified Video Forensic Technician.
- Possession of all three certifications (or comparable) is required within 18 months of appointment. These certifications must be maintained throughout employment.

**Background Check:**

All applicants are subject to a thorough police background investigation, including but not limited to criminal history, pre-employment drug screening, and polygraph.

**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, the City 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 Training and Experience Evaluation (T&E), with scoring weight 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 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.

Training and Experience 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, January 5, 2026, and Monday, January 19, 2026, will test Thursday, January 22, 2026, through Monday, January 26, 2026.

**Note: Additional testing sessions may be added depending on the number of applicants.**

The examination may include such subjects as:

- Education and Training in Digital Forensics field
- Experience in Digital Forensics work, investigation, and analysis

**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 31st day of December 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

**SENIOR ENGINEER I-II SPN 233**  
Open Entry

**DATE OPEN:** Monday, January 5, 2026

**DATE CLOSED:** Continuous

**SALARY:** \$100,265.76 annual salary, payable bi-weekly, to a maximum of \$151,421.76

**CLASS SUMMARY:**

Advanced-level engineering professionals serve as project managers and provide guidance and oversight to staff and consultants performing engineering design and construction management work related to public and private infrastructure and utilities projects. The City of Spokane has Senior Engineers located in departments such as Water, Sewer, Streets, Integrated Capital Management, Development Services, Solid Waste, and Engineering Services. We currently have vacancies for a design engineer and a construction management engineer in Engineering Services.

**EXAMPLES OF JOB FUNCTIONS:**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures for assigned operations.
- Monitors activities of the work unit. Identifies opportunities for improving service delivery and procedures, provides recommendations, reviews with appropriate management staff, and implements improvements.
- Performs advanced technical calculations; develops construction documents including plans, specifications, and estimates; ensures functions meet all applicable laws, regulations, and City policies. Reviews plans, design drawings, calculations, and specifications of staff and consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.
- Participates in budget preparation. Identifies resource needs, prepares detailed cost estimates with appropriate justifications, and monitors expenditures. Tracks Federal, State, and local funding related to various projects and studies.
- Supervises and gives technical advice and guidance to staff and consultants concerning project feasibility, design, or execution; provides support for design-related questions or necessary revisions throughout project work. Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Serves as a project manager. Plans, schedules, conducts, or coordinates detailed phases of work. Develops project charters and scopes, conducts project site visits and field exploration, oversees project design, construction, and implementation, and coordinates project operations with other divisions and outside agencies. Ensures projects meet mandated engineering standards, budgeted funds, best practices, and City goals and objectives.
- Prepares requests for proposals for professional and other contracted services. Evaluates proposals and recommends award, negotiates contracts, and administers contracts to ensure compliance with City specifications and service quality. Revies change orders for errors and omissions and incorporates changes into future designs.
- Supervises and assigns work to staff and consultants performing engineering design and construction work related to public works projects and systems; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Performs complex study and analysis of issues or systems; develops and calibrates the analysis procedures for investigation to determine quality results.
- Provides staff assistance to management. Prepares and presents staff reports and other written materials. Supervises the establishment and maintenance of reports, records and files. Ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public. Prioritizes, addresses, and resolves inquiries from internal and external sources, complaints, and administrative issues.; recommends corrective actions to resolve issues. Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public. May testify as an expert in hearings or appeals relevant to the work.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

Senior Engineer I:

- *Experience:* Six years of professional engineering work experience with two years as a licensed Professional Engineer (PE).
- *Licenses and Certifications:*
  - ◊ Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - ◊ Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

**Senior Engineer II:**

- **Experience:** Ten years of professional engineering work experience with six years as a licensed Professional Engineer (PE).
- **Licenses and Certifications:**
  - ◊ Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - ◊ Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

**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, the City 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 Training and Experience Evaluation (T&E), with scoring weight 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 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.

The Training and Experience examination with instructions will be emailed out via a link from City of Spokane (info@governmentjobs.com) upon review of the applicant's minimum qualifications. Once you receive the link, the testing window is Thursday, 12:00 AM to the following Monday at 11:59 PM.

**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 31st day of December 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**SENIOR ENGINEER I-II SPN 233**  
Promotional

**DATE OPEN: Monday, January 5, 2026**

**SALARY: \$100,265.76 annual salary, payable bi-weekly, to a maximum of \$151,421.76**

**DATE CLOSED: January 19, 2026**

**CLASS SUMMARY:**

Advanced-level engineering professionals serve as project managers and provide guidance and oversight to staff and consultants performing engineering design and construction management work related to public and private infrastructure and utilities projects. The City of Spokane has Senior Engineers located in departments such as Water, Sewer, Streets, Integrated Capital Management, Development Services, Solid Waste, and Engineering Services. We currently have vacancies for a design engineer and a construction management engineer in Engineering Services.

**EXAMPLES OF JOB FUNCTIONS:**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures for assigned operations.
- Monitors activities of the work unit. Identifies opportunities for improving service delivery and procedures, provides recommendations, reviews with appropriate management staff, and implements improvements.
- Performs advanced technical calculations; develops construction documents including plans, specifications, and estimates; ensures functions meet all applicable laws, regulations, and City policies. Reviews plans, design drawings, calculations, and specifications of staff and consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.
- Participates in budget preparation. Identifies resource needs, prepares detailed cost estimates with appropriate justifications, and monitors expenditures. Tracks Federal, State, and local funding related to various projects and studies.
- Supervises and gives technical advice and guidance to staff and consultants concerning project feasibility, design, or execution; provides support for design-related questions or necessary revisions throughout project work. Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Serves as a project manager. Plans, schedules, conducts, or coordinates detailed phases of work. Develops project charters and scopes, conducts project site visits and field exploration, oversees project design, construction, and implementation, and coordinates project operations with other divisions and outside agencies. Ensures projects meet mandated engineering standards, budgeted funds, best practices, and City goals and objectives.
- Prepares requests for proposals for professional and other contracted services. Evaluates proposals and recommends award, negotiates contracts, and administers contracts to ensure compliance with City specifications and service quality. Revies change orders for errors and omissions and incorporates changes into future designs.
- Supervises and assigns work to staff and consultants performing engineering design and construction work related to public works projects and systems; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Performs complex study and analysis of issues or systems; develops and calibrates the analysis procedures for investigation to determine quality results.
- Provides staff assistance to management. Prepares and presents staff reports and other written materials. Supervises the establishment and maintenance of reports, records and files. Ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public. Prioritizes, addresses, and resolves inquiries from internal and external sources, complaints, and administrative issues.; recommends corrective actions to resolve issues. Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public. May testify as an expert in hearings or appeals relevant to the work.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Promotional Requirements:**Senior Engineer I:

- *Experience:* Two years of work experience with the City in the classification of Associate Engineer II (SPN: 232).
- *Licenses and Certifications:*
  - ◊ Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - ◊ Possession of a valid State of Washington Driver's License, to be maintained throughout employment.
  - ◊ Departments may require additional certifications to be obtained and maintained during employment according to regulatory requirements.

**NOTE: Current City of Spokane employees who have completed initial probation and are within the line of progression, can apply to this promotion if they meet the open entry requirements, per Civil Service Rule VI, Section 3.**

**Open-Entry Requirements:**Senior Engineer I:

- *Experience:* Six years of professional engineering work experience with two years as a licensed Professional Engineer (PE).
- *Licenses and Certifications:*
  - ◊ Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.

- ◊ Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

**Senior Engineer II:**

- **Experience:** Ten years of professional engineering work experience with six years as a licensed Professional Engineer (PE).
- **Licenses and Certifications:**
  - ◊ Possession of a valid State of Washington Professional Engineer (PE) license in engineering or designated specialty area, to be maintained throughout employment. Applicants licensed in other states must obtain Washington State PE license within six months of appointment.
  - ◊ Possession of a valid State of Washington Driver's License, to be maintained throughout employment.

**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, the City 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 Training and Experience Evaluation (T&E), with scoring weight 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 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.

You will receive a link to the Senior Engineer I-II T&E via email, prior to 4:00 p.m. Pacific Time on the start dates and will expire at 4:00 p.m. on the due dates as listed below. Please note that this email will be sent from City of Spokane (info@governmentjobs.com).

Applicants who apply and meet the minimum qualifications between Monday, January 5, 2026, and Monday, January 19, 2026, will test Thursday, January 22, 2026, through Monday, January 26, 2026.

**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 31st day of December 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### ABBREVIATED REQUEST FOR QUALIFICATIONS FREYA-PALOUSE ROUNDABOUT DESIGN CITY OF SPOKANE, WA

**DESCRIPTION:** Design of a 5-Leg Roundabout at Freya-Palouse Intersection

**DUE DATE:** Tuesday, January 20, 2026  
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 real estate acquisition both during design and construction. Sample types of tasks/project components include:

- Design of a 5-leg roundabout, including a minor amount of utility design and including plans and specifications.
- Substantial real estate acquisition will be required. The city's on-call real estate consultant will acquire the parcels or portions of parcels identified by the design consultant in the ROW plan he will prepare.
- Environmental review will be done by City personnel.
- A topo survey has been done for the site by city personnel. Follow-up survey needs will be done by city personnel.
- Some geotechnical work has been done by the City's on-call geotechnical consultant. If additional geotechnical exploration is needed, that work will be done by the design consultant or his subconsultant.
- Existing and projected traffic count information is available.

#### **EVALUATION CRITERIA**

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

Criteria	Weighting
Design experience of roundabouts, particularly those more complicated than a standard four legged "cross" intersection	60%
Design experience of pedestrian/bike facilities within roundabouts	10%
Project team/staffing plan/project approach	15%
Experience with WSDOT/FHWA funded projects	15%

#### **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 December 24 and 31, 2025 and January 7, 2026 (2023133)

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**PW INVITATION TO BID**  
**Demolition/Asbestos Abatement at 101 & 105 N Madelia**  
City of Spokane Code Enforcement Department

**PW ITB #6484-26**

**Description:** The City of Spokane Code Enforcement Department is soliciting electronic bids for the Demolition/Asbestos Abatement at 101 & 105 N Madelia, Spokane WA

**Optional Pre-Bid Meeting:** There is an optional pre-bid meeting on **Friday, January 9, 2026, at 11:00 am** at 101/105 N Madelia, Spokane WA

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, January 19, 2026, at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

The Public Work Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

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

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, January 19, 2026**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince  
City of Spokane Purchasing

Publish: December 31, 2025 and January 7, 2026

**REQUEST FOR PROPOSALS #6479-26  
CONCERT BOOKING, PRODUCTION SERVICES FOR  
GESA PAVILION SUMMER CONCERT SERIES**

City of Spokane Parks & Recreation Department

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

**Optional Pre-Bid Meeting and Venue Tour** on January 19, 2026, at 1:00 pm at Gesa Pavilion Conference Room – 574 N Howard Street, Spokane WA 99201

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, January 26, 2026**. 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 Proposals.

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, January 26, 2026**. 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

Thea Prince  
Senior Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: January 7 and 14, 2026

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