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City of Spokane, Washington

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

Volume 116

JANUARY 21, 2026

Issue 3



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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Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, January 12, 2026

AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:32 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

Roll Call

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

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

INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS

Spokane Public Library Board of Trustees (CPR 1981-0400) and Community, Housing, and Human Services Board (CPR 2012-0033)

The City Council interviewed Kris Dinnison, candidate for appointment to the Spokane Public Library Board of Trustees, and Kristin Larson, candidate for appointment to the Community, Housing, and Human Services Board.

BRIEFING ON AGENDA ITEMS

Final Agenda for January 12, 2026

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

- Consent Agenda Item No. 8: OPR 2025-0871 - Low Bid of Corridor Contractors (Spokane) for Sunset Highway (US2) Bicycle Facilities/Shared Use Path project) – Dan Buller
- Consent Agenda Item No. 9: OPR 2025-0887 - Low Bid of Selland Construction, Inc., (Wenatchee, WA) US95/ Meadowlane J-Turn project – Dan Buller
- Resolution 2025-0122 (Approving the appointment of Tom Williams as the Fire Chief of the Spokane Fire Department) – Mayor Brown
- Special Budget Ordinance C36825 (Amending Ordinance No. C36794, entitled in part, “An ordinance adopting a Mid-biennial Modification Budget for the City of Spokane”, and amending it to accept a grant from the U.S. Department of Justice for hiring police officers) – Matt Cowles and Jessica Stratton

Updated Draft Agenda for January 19, 2026

There were no requests for staff to brief agenda items as the January 19, 2026, meeting has been canceled.

Draft Agenda for January 26, 2026

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

- Resolution 2026-0001 (Authorizing the City to enter into subrecipient contracts for the operation of inclement weather surge capacity beds) – Arielle Anderson
- Ordinance C36821 [Relating to the Community, Housing, and Human Services (CHHS) Board] – Adam McDaniel and Arielle Anderson
- Ordinance C36822 (Related to the Bicycle Advisory Board) – Adam McDaniel
- Ordinance C36782 (Relating to designated festival streets) – Jackson Deese
- Ordinance C36823 (Relating to arterial streets) – Inga Note
- Ordinance C36824 (Amending the Development Fee Schedule) – Tami Palmquist
- Ordinance C36736 (Continuation of Hearing on Vacation of Cedar Street) – Eldon Brown / CM Klitzke / CM Zappone

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS**January 12, 2026, Final Agenda**

Special Budget Ordinance C36825 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** Council Rules only to add Special Budget Ordinance C36825 (accepting a grant from the U.S. Department of Justice for hiring police officers) for final consideration on the January 12, 2026, final agenda; **carried 7-0**.

Resolution 2025-0119 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Dixit, seconded by Council Member Zappone, **to make** an oral, technical amendment to RES 2025-0119 (appointing City Council members to boards, committees, and commissions for the year 2026) so the spreadsheet (that accompanies RES 2025-0119) reads Spokane Arts Commission rather than Spokane Arts; **carried 7-0**.

Motion by Council Member Dillon, seconded by Council Member Zappone, **to defer** Resolution 2025-0119 (appointing City Council members to boards, committees, and commissions for the year 2026) to Special Legislative Session on Thursday, January 15, 2026, at 1:00 p.m.; **carried 7-0**.

Grant from the Department of Justice, COPS Office, for the FY25 COPS Hiring Program (OPR 2025-0886) and Special Budget Ordinance C36825 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Dillon, seconded by Council Member Zappone, **to defer** Grant from the Department of Justice, COPS Office, for the FY25 COPS Hiring Program and Special Budget Ordinance C36825 (accepting a grant from the U.S. Department of Justice for hiring police officers) to Special Legislative Session on January 15, 2026, at 1:00 p.m.; **carried 7-0**.

Resolution 2025-0120 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Motion by Council Member Dillon, seconded by Council Member Telis, **to defer indefinitely** Resolution 2025-0120 [Joint Resolution with Spokane County authorizing the Spokane Airport Board to purchase property identified as Spokane County Assessor Parcel 24063.0107 (10614 W. 59th Avenue)]; **carried 7-0**.

Resolution 2025-0123 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to amend** Resolution 2025-0123 (recognizing the importance of cultural celebrations, including Dr. Martin Luther King Jr. Day and Juneteenth, as key moments in American history) with Cathcart Proposed Amendment filed December 23, 2025; **failed 1-6**.

Resolution 2025-0124 (Council Sponsors: Council Members Klitzke and Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend** Resolution 2025-0124 (establishing the 2026 Transportation Commission Work Plan) with Zappone Proposed Amendment filed January 8, 2026; **carried 7-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to January 26, 2026.)

Resolution 2025-0125 (Council Sponsors: Council Members Klitzke and Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend** Resolution 2025-0125 (establishing the 2026 Climate Resilience and Sustainability Board Work Plan) with Zappone Proposed Amendment filed January 8, 2026; **carried 7-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to January 26, 2026.)

Resolution 2026-0002 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Motion by Council Member Klitzke, seconded by Council Member Telis, **to suspend** Council Rules only to add Resolution 2026-0002 (regarding the City Council's adoption of the Agreed Order with Washington State Department of Ecology titled "In the Matter of Remedial Action by: City of Spokane/Spokane County, Agreed Order No. DE 24355" for remedial action at the Spokane International Airport PFAS cleanup) for final consideration on the January 12, 2026, Final Agenda; **carried 7-0**.

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

Motion by Council Member Dillon, seconded by Council Members Klitzke and Telis, **to defer** Final Reading Ordinance C36808 (relating to residential evictions entitled, "Pathways to Eviction Diversion for Spokane") to final consideration on February 2, 2026, Agenda; **carried 7-0**.

First Reading Ordinance C36820 (Council Sponsors: Council Members Dillon and Zappone)

Motion by Council Member Cathcart, seconded by Council Members Telis and Dillon, **to defer** First Reading Ordinance C36808 (prohibiting the sale and distribution of kratom products in the City of Spokane) to January 26, 2026, for first reading and final consideration on February 2, 2026, Agenda; **carried 7-0**.

January 19, 2026, Updated Draft Agenda

There were no considerations of amendments or deferrals for the January 19, 2026, Draft Agenda as the January 19 meeting has been canceled.

January 26, 2026, Draft Agenda

Continuation of Hearing on Vacation of Cedar Street between the south line of Carlisle Avenue and the north line of Montgomery Avenue (ORD C36736) (Hearing continued from December 1, 2025, Agenda during November 17, 2025, 6:00 p.m. Legislative Session) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

City Council Policy Advisor indicated Council President Wilkerson is looking for a second sponsor for Ordinance C36736. The ordinance was initially co-sponsored by former Council Member Bingle, who is no longer on the Council. Under Council Rules, in order to remain on the agenda, the item needs a second sponsor. After Council and staff discussion, the following action was taken:

Motion by Council Member Zappone, seconded by Council Member Dillon, **to send** the Cedar Street vacation matter to February 19, 2026, Urban Experience Committee; **carried 7-0**.

First Reading Ordinance C36782 (Deferred from December 8, 2025, Agenda, during November 24, 2025, 3:30 p.m. Agenda Review Session (Council Sponsors: Council Members Zappone and Klitzke)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to defer** First Reading Ordinance C36782 (relating to designated festival streets) to February 23, 2026; **carried 7-0**.

Action to Approve Agendas

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

Motion by Council Member Klitzke, seconded by Council Members Zappone and Telis, **to approve** the January 12, 2026, Final Agenda, as amended, and the January 26, 2026, Draft Agenda, as amended; **carried 7-0**.

Council Recess/Executive Session

The City Council recessed at 4:37 p.m. The City Council reconvened at 6:02 p.m. for the Legislative Session.

LEGISLATIVE SESSION**Swearing In Ceremony**

Oaths of Office for Elected Council Members Zappone, Telis, and Dixit

Council President Wilkerson provided welcoming remarks and introduced the Honorable Superior Court Judge Breean Beggs and former Council President to the podium. Judge Beggs provided the swearing in of the oaths of office for elected Council Members Zappone, Tils, and Dixit. The elected Council Members and Judge Beggs then provided remarks.

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

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

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

PROCLAMATIONS AND SALUTATIONS

January 19, 2026 *Martin Luther King Jr. Observance Day*

The proclamation was read by Council President Wilkerson. Freda Gandy, Executive Director at Martin Luther King Jr. Family Outreach Center accepted the proclamation and provided remarks.

The proclamation is attached to these minutes for reference.

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

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

BOARD AND COMMISSION APPOINTMENT

Appointment to Climate Resilience and Sustainability Board (CPR 2024-0030)

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

Upon 7-0 Voice Vote, the City Council **approved** (and thereby confirmed) the appointment of Santiago Rodriguez-Anderson to the Climate Resilience and Sustainability Board for a term of January 12, 2026, to December 31, 2027.

CONSENT AGENDA

A request was made to take Consent Agenda Item No. 7 (Grant from the Department of Justice, COPS Office, for the FYI25 COPS Hiring Program to increase SPD's community policing capacity and crime prevention efforts) separately and consider with the related Special Budget Ordinance C36825). After public testimony and Council commentary, the following action was taken:

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

Contract Amendment with McKinstry Co. LLC. (Spokane) for HVAC preventative maintenance at the Waste to Energy Facility from March 1, 2025, through February 28, 2026—additional \$20,000 due to unanticipated repairs. Total contract amount: \$110,000.00 (plus tax). (OPR 2023-0026 / IPWQ 5678-22) (Council Sponsor: Council Member Klitzke)

Consultant Agreement with Bell & Associates, Inc. (Camas, WA) for a solid waste rate study from January 1, 2026, through December 31, 2028—\$179,819 (plus tax). (OPR 2025-0870 / IRFP 6458-25) (Council Sponsor: Council Member Klitzke)

No-cost Contract Amendment with Cummins Sales & Service (Spokane) converting the contract to a Master Contract for general repair and maintenance of medium and heavy duty trucks and equipment effective May 1, 2025. (OPR 2024-0492) (Council Sponsor: Council Member Klitzke)

Loan Contract between Drinking Water State Revolving Fund (DWSRF) and the City of Spokane for the 6 Year Capital Ray Street Well Update Project—\$7,575,000. (OPR 2025-0868 / ENG 2018101) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Drinking Water State Revolving Fund (DWSRF) agreement for a low interest loan for the Six-Year Capital Latah Valley Transmission Main Project—\$4,848,000. (OPR 2025-0885 / ENG 2025063) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Washington Traffic Safety Commission (WTSC) multi-jurisdictional High Visibility Enforcement (HVE) grant for Fiscal Year 25-26—\$60,000. (OPR 2025-0869) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Low Bid of Corridor Contractors (Spokane) for Sunset Highway (US2) Bicycle Facilities/Shared Use Path project—\$1,746,222.50. An administrative reserve of \$174,622.25, which is 10% of the contract amount, will be set aside. (West Hills Neighborhood) (OPR 2025-0871 / ENG 2024073) (Council Sponsor: Council Member Klitzke)

Low Bid of Selland Construction, Inc., (Wenatchee, WA) US95/Meadowlane J-Turn project—\$2,175,175 (plus tax). An administrative reserve of \$217,517.50 (plus tax), which is 10% of the contract amount, will be set aside. (Latah/Hangman Valley Neighborhood) (OPR 2025-0887 / ENG 2023105) (Council Sponsor: Council Member Klitzke)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through December 12, 2025, total \$13,470,876.50 (Check Nos.: 615937 – 616081; Credit Card Nos.: 002518 – 002544; ACH Nos.: 147469 – 147672), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$13,270,934.48. (CPR 2025-0002)

- b. Claims and payments of previously approved obligations, including those of Parks and Library, through December 19, 2025, total \$5,810,804.96 (Check Nos.: 616082 – 616189; Credit Card Nos.: 002545 – 002565; ACH Nos.: 147673 – 147892), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,565,690.42. (CPR 2025-0002)

- c. Claims and payments of previously approved obligations, including those of Parks and Library, through December 26, 2025, total \$12,679,782.22 (Check Nos.: 616190 – 616322; Credit Card Nos.: 002566 – 002584; ACH Nos.: 147893 – 148065), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$12,478,331.41. (CPR 2025-0002)
- d. Claims and payments of previously approved obligations, including those of Parks and Library, through January 2, 2026, total \$6,035,382.54 (Check Nos.: 616323 – 616462; Credit Card Nos.: 002585 – 002611; ACH Nos.: 148066 – 148291), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,756,351.45. (CPR 2025-0002)
- e. Payroll claims of previously approved obligations through December 20, 2025: \$10,031,044.88 (Check Nos.: 579336 – 579429). (CPR 2025-0003)
- f. Payroll claims of previously approved obligations through January 3, 2026: \$10,886,640.28 (Check Nos.: 579430 – 579514). (CPR 2025-0003)

Minutes:

- a. City Council Meeting Minutes: November 24, December 1, and December 8, 2025. (CPR 2025-0013)
- b. City Council Public Safety and Community Health Standing Committee Meeting Minutes: October 6, October 27, and December 1, 2025. (CPR 2025-0018)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCE and CONSENT AGENDA ITEM (GRANT FROM DEPARTMENT OF JUSTICE) Special Budget Ordinance C36825 and Grant from Department of Justice, COPS Office (OPR 2025-0886) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

The City Council considered Consent Agenda Item No. 7 (Grant from the Department of Justice, COPS Office – OPR 2025-0886) and related Special Budget Ordinance C36825. After public testimony and Council commentary, the following action was taken:

Motion by Council Member Dillon, seconded by Council Member Zappone, **to defer** Consent Agenda Item No. 7 (OPR 2025-0886) and related Special Budget Ordinance C36825 to Thursday, January 15, 2026, special meeting at 1:00 p.m.; **carried 7-0**.

There were no **Emergency Ordinances**.

RESOLUTIONS

For Council action on Resolution 2025-0119, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Resolution 2025-0120, see section of minutes under 3:30 p.m. Agenda Review Session.

Resolution 2025-0121 (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 2025-0121** authorizing City of Spokane Engineering Services Department staff to enter into contracts for WSDOT/FHWA funded projects, for on-call basis contracts with specialty consultants.

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

Resolution 2025-0122 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

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 2025-0122** approving the appointment of Tom Williams as the Fire Chief of the Spokane Fire Department.

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

Resolution 2025-0123 (Council Sponsors: Council President Wilkerson and Council Member Dillon)
After public testimony and Council commentary, the following actions were taken:

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to suspend** Council Rules and amend title of resolution to the title proposed under Cathcart Proposed Amendment filed December 23, 2025; **failed 1-6.**

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

After further Council commentary, the following action was taken:

Upon 6-1 Roll Call Vote, the City Council **adopted Resolution 2025-0123** recognizing the importance of cultural celebrations, including Dr. Martin Luther King Jr. Day and Juneteenth, as key moments in American history.

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

For further Council action on Resolution 2025-0123, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Resolution 2025-0124, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Resolution 2025-0125, see section of minutes under 3:30 p.m. Agenda Review Session.

Resolution 2026-0002 (As added 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 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0123** regarding the City Council's adoption of the Agreed Order with Washington State Department of Ecology titled "In the Matter of Remedial Action by: City of Spokane/Spokane County, Agreed Order No. DE 24355" for remedial action at the Spokane International Airport PFAS cleanup.

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

FINAL READING ORDINANCES

Final Reading Ordinance C36795 (First Reading deferred from November 24, 2025, Agenda, to December 15, 2025, Agenda, during November 24, 2025, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to January 12, 2026) (As amended during December 15, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon and Zappone)

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

Upon 6-1 Roll Call Vote, the City Council **passed Final Reading Ordinance C36795**, as amended, relating to the Executive and Administrative Organization; repealing Chapters 03.01A, 06.06; adopting new Chapters 03.01B and 05A.20; amending Section 05A.06.010 of the Spokane Municipal Code; and setting an effective date.

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

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

FIRST READING ORDINANCES

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

For Council action on First Reading Ordinance C36806, see section of minutes under "Hearings."

ORD C36819 Restoring updates to the fire code inadvertently removed through the adoption of Ordinance C36702; amending Section 08.02.034 of the Spokane Municipal Code. (Council Sponsors: Council Member Zappone and Council Member Klitzke)

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

ORD C36821 Relating to the Community, Housing, and Human Services (CHHS) Board; amending Chapter 04.34A of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)

ORD C36822 Related to the Bicycle Advisory Board; amending Sections 04.16.010, 04.16.020, 04.016.030, 04.016.040, 04.016.050, 04.016.070, 04.016.080, and 04.016.090 of the Spokane Municipal Code. (Council Sponsors: Council Members Klitzke and Zappone)

There were no **Special Considerations**.

HEARINGS

Hearing on Vacation of 13th Avenue between the east line of Chestnut Street and the west line of Inland Empire Way, and related First Reading Ordinance C36806 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

The Spokane City Council held a hearing on the vacation of 13th Avenue between the east line of Chestnut Street and the west line of Inland Empire Way, as requested by owners having an interest in real estate abutting the right-of-way. Following a staff report by Eldon Brown of Development Services, and an opportunity for public testimony, with none provided, the following action was taken:

Motion by Council Member Dillon, seconded by Council Member Telis, **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 Klitzke, **to approve, subject to conditions** (in the Street Vacation Report dated October 28, 2025), the vacation of 13th Avenue between the east line of Chestnut Street and the west line of Inland Empire Way; **carried 7-0**.

Ayes: Cathcart, Dillon, Dixit, Klitzke, Lambdin, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

In conjunction with the hearing, Ordinance C36806—vacating 13th Avenue between the east line of Chestnut Street and the west line of Inland Empire Way—was read for the first time, with further action deferred.

[The City Clerk left the meeting at 9:02 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:

- Ari Dean
- David Brookbank
- Edwin L. Andrews II

- JayLee Beach
- John Alder
- Justin Haller
- Megra Flatman
- Robert Richard
- Scott Ward
- Spencer Coffin
- Sunshine Wigen
- William Neville

ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 9:33 p.m.

Note: The *Martin Luther King Jr. Observance Day Proclamation* is on file with the Office of the City Clerk.

SPECIAL MEETING MINUTES**SPOKANE CITY COUNCIL**

Meeting of Thursday, January 15, 2026
1:00 P.M.

A special meeting of the Spokane City Council was held at 1:00 p.m. on Thursday, January 15, 2026, in City Council Chambers – Lower Level, City Hall, 808 W. Spokane Falls Blvd., Spokane, Washington. The purpose of the special meeting was to hold a Special Legislative Session to consider the items noted below.

The meeting was open to the public and public testimony was taken.

Roll Call

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

SPECIAL LEGISLATIVE SESSION**LEGISLATIVE AGENDA****RESOLUTION**

Resolution 2025-0119 (As amended and deferred from January 12, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

After public testimony and Council commentary, the following actions were taken:

Motion by Council Member Dillon, seconded by Council Members Zappone and Telis, **to suspend** the Council Rules to allow for discussion on the proposed Dillon amendment circulated at 10:37 a.m. this morning; **carried 7-0.**

Motion by Council Member Dillon, seconded by Council Members Zappone and Klitzke, **to accept** the Dillon proposed amendment (replaces Attachment A to the resolution with updated version); **carried 7-0.**

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2025-0119, as amended**, appointing City Council members to boards, committees, and commissions for the year 2026.

Ayes: Cathcart, Dillon, Dixit, Klitzke, Telis, Wilkerson, and Zappone

Nays: None

Abstain: None

Absent: None

SPECIAL CONSIDERATIONS

Special Budget Ordinance C36825 and Grant from the Department of Justice, COPS Office (OPR 2025-0886) (Deferred from January 12, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Police Chief Hall provided a staff report and responded to Council inquiries. Public testimony was taken on the items and Council commentary ensued. Council Policy Advisor Chris Wright noted the Grant from the Department of Justice should be considered first and before the Special Budget Ordinance becomes relevant. The following actions were taken:

Upon 5-2 Roll Call Vote, the City Council **approved** the Grant from the Department of Justice, COPS Office, for the FY25 COPS Hiring Program (CHP) to increase SPD's community policing capacity and crime prevention efforts—\$1,000,000.

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

Upon 5-2 Roll Call Vote, the City Council **passed Special Budget Ordinance C36825** amending Ordinance No. C36794, entitled in part, "An ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to accept a grant from the U.S. Department of Justice for hiring police officers, and declaring an emergency.

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

ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 2:59 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment, and Sustainability Committee
City Council Chambers
December 15, 2025

Call to Order: 12:05 PM

Recording of the meeting may be viewed here: <https://vimeo.com/1146741399?fl=pl&fe=s>

Attendance

Committee Members Present:
Council Member Michael Cathcart), Council President Betsy Wilkerson, Council Member Zack Zappone, Council Member Paul Dillon, Council Member Kitty Klitzke, Council Member Kate Telis, Council Member Jonathan Bingle.

Agenda Items

Discussion Items

1. PUBLIC WORKS MONTHLY DIRECTOR'S REPORT - DECEMBER 2025 - MARLENE FEIST (10 minutes)
2. 2026 PUBLIC WORKS CONSTRUCTION PROJECT UPDATE - DAN BULLER (15 minutes)
3. 2025 OFFICIAL ARTERIAL STREET MAP CHANGES - INGA NOTE (5 minutes)
4. ACCEPTANCE OF GRANT FUNDS – FY25 COPS HIRING GRANT PROGRAM - MATT COWLES (5 minutes)
5. DWSRF LOAN AGREEMENT FOR LATAH VALLEY TRANSMISSION MAIN PROJECT - MARK PAPICH (5 minutes)
6. DEPARTMENT OF HEALTH LOAN AGREEMENT FOR RAY STREET WELL UPDATE PROJECT - BERYL FREDRICKSON (5 minutes)
7. ORDINANCE RELATED TO THE BICYCLE ADVISORY BOARD - ADAM McDANIEL/JON SNYDER/TYLER KIMBRELL (5 minutes)
8. 2026 TRANSPORTATION COMMISSION WORK PLAN RESOLUTION - JON SNYDER (5 minutes)
9. 2026 CLIMATE RESILIENCE AND SUSTAINABILITY BOARD WORK PLANRESOLUTION - JON SNYDER (5 minutes)
10. RESOLUTION RECOGNIZING THE IMPORTANCE OF CULTURAL CELEBRATIONS - LISA GARDNER & ALEX GIBILISCO (5 minutes)
11. RESOLUTION APPOINTING COUNCIL MEMBERS TO BOARDS, COMMITTEES, AND COMMISSIONS FOR THE YEAR 2026. - GIACOBBE BYRD (10 minutes)

12. COUNCIL STAFF, BOARD & COMMISSION UPDATES - KITTY KLITZKE (10 minutes)

Consent Items

1. 5200 OUTSIDE COUNSEL CONTRACT AMENDMENT - K&L GATES (PUBLIC WORKS)
2. AIRPORT JOINT RESOLUTION AUTHORIZING PROPERTY PURCHASE (CITY COUNCIL)
3. EUNA AMPLIFUND GRANTS (FINANCE, TREASURY & ADMIN)
4. CONTRACT FOR SOLID WASTE RATE STUDY (SOLID WASTE COLLECTION)
5. CONTRACT AMENDMENT FOR ANNUAL HVAC SERVICES (SOLID WASTE DISPOSAL)
6. 5100 - NO COST CONTRACT AMENDMENT WITH CUMMINS SALES AND SERVICE (FLEET SERVICES)
7. RESOLUTION FOR AUTHORIZED ON-CALL CONSULTANTS FOR PUBLIC WORKS FEDERAL-AID PROJECTS (ENGINEERING SERVICES)

Executive Session

None.

Adjournment

The meeting adjourned at 1:47 PM

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment & Sustainability Committee
City Council Chambers
January 12, 2026

Call to Order: 12:02 PM

Recording of the meeting may be viewed here: <https://vimeo.com/1153742435?fl=pl&fe=sh>

Attendance

Committee Members Present: Betsy Wilkerson, Paul Dillon (arrived at 12:04 PM), Michael Cathcart, Zack Zappone, Kitty Klitzke, Kate Telis, Sarah Dixit

Discussion Items

1. PUBLIC WORKS MONTHLY DIRECTOR'S REPORT FOR JANUARY 2026 -MARLENE FEIST (10 minutes)
◊ **No action taken, Presentation Only**
2. TRANSPORTATION DIRECTOR'S MONTHLY REPORT FOR JANUARY 2026 -JON SNYDER (5 minutes)
◊ **No action taken, Presentation Only**
3. UPDATE ON SPOKANE FALLS BOULEVARD REBUILD - KEVIN PICANCO (10 minutes)
◊ **No action taken, Presentation Only**
4. SPECIAL BUDGET ORDINANCE – HR RANGE CHANGE – JANUARY 2026 -ALLISON ADAM (5 minutes)
◊ **No action taken, Presentation Only**
5. CONSTRUCTION MANAGEMENT ON CALL SERVICES - ADDITIONAL FUNDS -DAN BULLER (5 minutes)
◊ **No action taken, Presentation Only**
6. 0680 - 1970 SOLE SOURCE RESOLUTION & CONTRACT READY REBOUND -JASON NECHANICKY (5 minutes)
◊ **No action taken, Presentation Only**
7. 5100 - PURCHASE OF 2 ELECTRIC VEHICLES FOR DEVELOPMENT SERVICES -RICK GIDDINGS (5 minutes)
◊ **No action taken, Presentation Only**
8. 5100 - PURCHASE OF 8 REFUSE TRUCKS FOR SOLID WASTE COLLECTIONS -RICK GIDDINGS (5 minutes)
◊ **No action taken, Presentation Only**
9. COUNCIL STAFF, BOARD & COMMISSION UPDATES – KITTY KLITZKE (5 minutes)
◊ **No action taken, Presentation Only**

Consent Items

1. 5300 PMWEB, INC (INFORMATION TECHNOLOGY)
2. AMENDMENT/EXTENSION OF GRANICUS GOVQA PUBLIC RECORDS REQUEST PLATFORM (INFORMATION TECHNOLOGY)

3. AMENDING 2026 TRANSPORTATION IMPACT FEE SCHEDULE (INTEGRATED CAPITAL MANAGEMENT)
4. 0500 RESOLUTION REGARDING THE ADOPTION OF THE AGREED ORDER WITH WASHINGTON STATE DEPARTMENT OF ECOLOGY (CITY ATTORNEY)
5. 4320 ORDINANCE AMENDMENT SMC 13.03A (WASTEWATER MANAGEMENT)
6. CONSENT TO AMEND EVERGREEN STORMH2O CONTRACT OPR 2023-1125 TO INCREASE THE TOTAL BUDGET BY AN ADDITIONAL \$38,907 (WASTEWATER MANAGEMENT)
7. SPECIAL BUDGET ORDINANCE – FY25 DOJ COPS HIRING GRANT FUNDING (POLICE)
8. PURCHASE OF 2 IRRIGATION TRUCKS FOR THE WATER DEPARTMENT (FLEET SERVICES)
9. CONTRACT RENEWAL FOR ANNUAL HVAC SERVICES - MCKINSTRY CO., LLC (SOLID WASTE DISPOSAL)
10. CONTRACT RENEWAL FOR INSULATION SERVICES - BRANDSAFWAY SERVICES, LLC (SOLID WASTE DISPOSAL)
11. CONTRACT RENEWAL FOR LANDFILL GROUNDWATER MONITORING SERVICES - JACOBS ENGINEERING GROUP, INC. (SOLID WASTE DISPOSAL)

Executive Session

Announced Topics: Pending litigation, potential litigation, and to review the performance of public employees.

Attorneys Present: Elizabeth Schoedel and Lynden Smithson

Start time: 1:10 p.m.

Announced End time: 1:35 p.m.

Two five minute extensions

End time: 1:45 p.m.

Adjournment

The meeting adjourned at 1:45 PM

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, January 15, 2026

Call to Order: 11:48 AM

Recording of the meeting may be viewed here: Spokane City Council

Attendance

Committee Members Present:

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

Discussion Items (No Action Taken)

1. MONTHLY PERMIT REPORT – TAMI PALMQUIST
2. INFORMATIONAL REPORT PROGRESS PERIODIC UPDATE TO THE CITY'S COMPREHENSIVE PLAN, PLANSPOKANE 2046, INCLUDING CLIMATE PLANNING – TIRRELL BLACK
3. RESOLUTION TO SET HEARING – ASTOR SOUTH OF SHARP VACATION – ELDON BROWN
4. AMENDING ORDINANCE C-22136 TO RELEASE EASEMENTS – ELDON BROWN
5. AMENDING ORDINACNE C-16154 TO RELEASE EASEMENTS – ELDON BROWN
6. ORDINANCE IMPLEMENTING THE HOME STARTS HERE INITIATIVE – ADAM McDANIEL/ SPENCER GARDNER
7. ORDINANCE UPDATING TRANSPORTATION DIVISION AND DEPARTMENTAL TITLES AS A RESULT OF THE ADOPTION OF ORDINANCE C-36795
8. UPDATING POSITION AND DEPARTMENTAL TITLES AND CODE PROVISIONS TO CONFORM TO ORDINANCES C-36752 AND C-36795 – ADAM McDANIEL
9. EXTENSION OF INTERIM ZONING ORDINANCE FOR HEIGHT LIMITS – SPENCER GARDNER
10. COMMUTE TRIP REDUCTION INTERLOCAL AGREEMENT RENEWAL – DELLA MUTUNGI
11. APPROVAL OF PARK BOARD LEASE TO AMERICAN INDIAN COMMUNITY CENTER – NICK HAMAD
12. CONTRACT APPROVAL FOR CDBG-CV FUNDS AWARD TO MEALS ON WHEELS – HEATHER PAGE
13. ORDINANCE RELATING TO GOOD NEIGHBOR AGREEMENTS – PAUL DILLON

Consent Items (No Action Taken)

1. ORDINANCE FOR ASTOR SOUTH OF SHARP VACATION – DEVELOPMENT SERVICES
2. IMPOUND AND ABANDONED RV DISPOSAL SERVICES – POLICE
3. CAMERON-REILLY, LLC. CONSTRUCTION CONTRACT / CSO 34-1 SPORT COURT IMPROVEMENTS (\$359,658.00+TAX) – PARKS – OPERATIONS
4. MFTE CONDITIONAL AGREEMENT FOR 1777 AND 1841 E UPRIVER DRIVE – PLANNING & ECONOMIC DEVELOPMENT

Public Testimony

None

Executive Session

None

Adjournment

The meeting adjourned at 12:46

General Notices

Order of Forfeiture – No Claim

In a seizure conducted by the Spokane Police Department in the State of Washington for the county of Spokane.

Report No.: 2025-20206605

Date of Seizure Notice: 10/07/2025

Date of Seizure: 10/06/2025

Claim Deadline: 11/21/2025

Seizure No.: 25-027

To: IVAN A. MANCHADO-RASCON

The seizing agency, Spokane Police Department (SPD), to the said claimant, IVAN A. MANCHADO-RASCON:

You are hereby notified that the SPD seized the property listed below, pursuant to RCW 69.50.505/10.105/010. These items are subject to forfeiture and no property rights exist in them.

A Drug Notice of Seizure and Intended Forfeiture was served on the above recipient within fifteen days following the date of seizure pursuant to RCW 69.50.505/10.105.010.

"Failure of a party to file an application for an adjudicative proceeding within the time limit or limits established by statute or agency rule constitutes a default and results in the loss of that party's right to an adjudicative proceeding, and the agency may proceed to resolve the case without further notice to, or hearing for the benefit of, that party, except that any default or other dispositive order affecting that party shall be served upon him or her or upon his or her attorney, if any." RCW 34.05.440.

The above named recipient failed to file an application for an adjudicative proceeding within the time limit. This constitutes a default and results in the loss of the above named recipient's right to an adjudicative hearing. RCW 69.50.505/10.105.010. As a result, the SPD has now resolved this seizure as a default and the items listed below are hereby forfeited to the SPD.

The above named recipient is entitled to seek reconsideration or other administrative relief pursuant to RCW 34.05. A petition for reconsideration must be filed within ten days following the date of service of this order. RCW 34.05.470.

THE FOLLOWING PROPERTY HAS BEEN FORFEITED:

Item #	Description (for vehicles, do not include the VIN#)
3	\$16,630.00 In US Currency

Lt. Robert Boothe #409
 Spokane Police Officer
 1100 W. Mallon Ave
 Spokane, WA 99260

Publish: January 14, 21, and 28, and February 4, 11, and 18, 2026

NOTICE
SEIZED PERSONAL PROPERTY ONLINE AUCTION
January 28th, 2026

This is to provide notification that there will be an online auction of Spokane Police Department seized property. The online auction will be held January 28, 2026, available items will be sold through J. Stout Auctions, at the following link: <https://www.jstoutauction.com/spokane-washington-location/> To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility's website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

Publish: January 21, 2026

Ordinances

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

ORDINANCE NO. C36795

An ordinance relating to the Executive and Administrative Organization; repealing Chapters 03.01A, 06.06; adopting new Chapters 03.01B and 05A.20; amending Section 05A.06.010 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the City of Spokane executive branch, led by the Mayor, is organized into divisions, administrative departments, and administrative offices; and

WHEREAS, Section 25 of the City Charter requires the "rights, powers, and duties" of departments to be prescribed and discontinued by ordinance.

NOW, THEREFORE, the City of Spokane does ordain:

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

Section 02.005.010 Council President and City Council

- A. As provided in the City Charter a City Council President and six City Council Members constitute the City Council, which is the legislative body of the City. The City Council President and City Council Members have no administrative authority over personnel matters except the Council President and the Council Members:
 1. Appoint, evaluate and discharge the Hearing Examiner;
 2. appoint, evaluate, and discharge the City Council's full-time, seasonal, project and interim staff, as provided in Section 02.005.030;
 - (3. ~~approve the appointment by the Mayor of the City Attorney, the City Clerk, and the permanent, acting, or interim administrative head in each department and division; provided:~~
 - a. ~~any person appointed for the position of department head on a permanent basis shall be placed on the city council agenda by the mayor within 30 days of the appointment and considered for approval pursuant to section 24 of the city charter;~~
 - b. ~~persons appointed for the job positions of interim or acting department head shall serve as such for up to 180 days, which period can be extended for up to an additional 180 days by city council resolution;))~~
 - (4) 3. appoint nominees of the Mayor to boards, commissions, and other official City agencies, unless otherwise provided;
 - (5) 4. hire, supervise, evaluate, and discharge their individual legislative assistants.
- B. The Council President reviews the preparation of the agenda for City Council meetings, briefings, and study session meetings and presides at meetings of the City Council. The Council President also serves as the Mayor Pro Tem. The Council President shall serve as the primary signatory on all Council budgetary, expenditure, and appropriation matters as related to the Council Office budget; consistent with City procedures and policies.
- C. City Council agenda items shall be submitted and processed consistent with the City Council Rules of Procedure and administrative policies and procedures.
- D. The City Council shall establish standing and ad hoc committees by rule to assist in the performance of its assigned duties

E. Any City Council committee with more than three Council Members as committee members shall be considered a committee of the whole City Council. All meetings of such a committee shall be considered a City Council meeting with the appropriate public meeting notice. No legislative action may be taken at any standing or ad hoc committee unless the committee meeting was noticed as a special meeting in compliance with the Washington Open Public Meetings Act (OPMA) and applicable City Council Rules of Procedure.

F. All standing committee meetings shall be open to the public except when the committee adjourns into executive session. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, other individuals recognized by the committee, and members of the public who sign up to testify pursuant to council rules. Participation by Council Members, including deliberation and voting, shall be open to all Council Members when the standing committee is meeting as a committee of the whole and as a special Council meeting.

Section 2. That Chapter 03.01A of the Spokane Municipal Code is hereby repealed.

Section 3. That there is adopted a new Chapter 03.01B of the Spokane Municipal Code to read as follows:

Chapter 03.01B Executive and Administration

Article I Administrative Branch

- 03.01B.010 Divisions Defined and Established
- 03.01B.011 Administrative Departments Defined and Established

Article II Executive

- 03.01B.020 Office of the Mayor
- 03.01B.021 Office of Civil Rights, Equity, and Inclusion

Article III City of Spokane Divisions

- 03.01B.030 Communications and Marketing
- 03.01B.031 Community and Economic Development
- 03.01B.032 Finance and Administration
- 03.01B.033 Housing and Human Services
- 03.01B.034 Public Works
- 03.01B.035 Spokane Police
- 03.01B.036 Transportation and Sustainability

Article IV Communications and Marketing Division

- 03.01B.040 Neighborhood Services
- 03.01B.041 Spokane 311

Article V Community and Economic Development Division

- 03.01B.050 Arts, Culture, and Historic Preservation
- 03.01B.051 Code Enforcement
- 03.01B.052 Development Services
- 03.01B.053 Planning Services

Article VI Finance and Administration Division

- 03.01B.060 Accounting
- 03.01B.061 Facilities Management
- 03.01B.062 Fleet Services
- 03.01B.063 Grants Management
- 03.01B.064 Information Technology
- 03.01B.065 Management and Budget
- 03.01B.066 Purchasing and Contracts

Article VII Housing and Human Services Division

- 03.01B.070 Housing and Homeless Services
- 03.01B.071 Family and Youth Services

Article VIII Public Works Division

- 03.01B.080 Engineering Services
- 03.01B.081 Integrated Capital Management
- 03.01B.082 Solid Waste Collection
- 03.01B.083 Solid Waste Disposal
- 03.01B.084 Wastewater Management
- 03.01B.085 Water and Hydroelectric Services

Article IX Spokane Police Department

- 03.01B.090 Administration and Investigation
- 03.01B.091 Analytics, Research, and Technology
- 03.01B.092 Patrol

Article X Transportation and Sustainability Division

- 03.01B.100 Parking Services
- 03.01B.101 Street

Article XI Stand-alone Administrative Departments

- 03.01B.110 Office of the City Attorney
- 03.01B.111 Office of the City Clerk
- 03.01B.112 Human Resources
- 03.01B.113 Public Defender
- 03.01B.114 Spokane Fire Department
- 03.01B.115 Spokane United 911 Network

Article XII Board-governed Divisions

- 03.01B.120 Spokane Parks and Recreation
- 03.01B.121 Spokane Public Library

Article XIII Board-governed Stand-alone Administrative Departments

- 03.01B.130 Civil Service
- 03.01B.131 Office of Police Ombuds
- 03.01B.132 Retirement

Article I. Administrative Branch**Section 03.01B.010 Administrative Divisions Defined and Established**

- A. A City of Spokane administrative division is an organizational unit with administrative responsibility over two or more administrative departments focused on providing accountable, efficient, and effective City services within a general functional area of City government. An administrative division shall consist of no more than two employees exempt from civil service. Except as otherwise provided, the administrative divisions listed in this chapter shall have all the rights and powers granted and duties imposed by authority of the laws of the state and the charter and ordinances of the City now existing or subsequently adopted, subject to the general supervision and control of the Mayor.
- B. Administrative divisions may promulgate public rules in the form and manner set forth in Chapter 3.14 of the Spokane Municipal Code.
- C. Pursuant to Section 24 of the City of Spokane Charter, the Mayor appoints all administrative heads and assistant administrative heads of each division. The appointment of the administrative head of each division is subject to approval by the Spokane City Council. A resolution approving the appointment shall be placed on the City Council's agenda within thirty (30) calendar days of the appointment. Any person appointed by the Mayor as an administrative head of a division in an interim or acting capacity may serve up to 180 calendar days and may be extended for up to an additional 180 calendar days by City Council resolution. Any interim appointment shall be deemed terminated 180 days after the initial interim appointment or the city council's extension of the initial interim appointment, as applicable.
- D. The City of Spokane consists of the following divisions:

City of Spokane Administrative Divisions
Communications and Marketing
Community and Economic Development
Finance and Administration
Housing and Human Services
Public Works
Spokane Police
Transportation and Sustainability

E. The City of Spokane consists of two divisions that are administered concurrently by an appointed board:

Board-governed Divisions	Governing Board
Spokane Parks and Recreation	Spokane Park Board
Spokane Public Library	Spokane Public Library Board of Trustees

Section 03.01B.011 Administrative Departments Defined and Established

A. A City of Spokane administrative department is an organizational unit that has been authorized through the City of Spokane budget to employ at least three employees, with no more than two employees exempt from civil service. Except as otherwise provided, the administrative departments and offices listed in this chapter shall have all the rights and powers granted and duties imposed by authority of the laws of the state and the charter and ordinances of the City now existing or subsequently adopted, subject to the general supervision and control of the Mayor.

B. Administrative departments may consist of one or more offices organized by function or program.

C. Administrative departments and offices may promulgate public rules in the form and manner set forth in Chapter 3.14 of the Spokane Municipal Code.

D. Pursuant to Section 24 of the City of Spokane Charter, the Mayor appoints all administrative heads and assistant administrative heads in each department. The appointment of the administrative head of each department is subject to approval by the Spokane City Council. A resolution requesting Council approval of the appointment shall be placed on the City Council's agenda within thirty (30) calendar days of the appointment. Any person appointed by the Mayor as an administrative head of an administrative department in an interim or acting capacity may serve up to 180 calendar days and may be extended for up to an additional 180 calendar days by City Council resolution. Any interim appointment shall be deemed terminated 180 days after the initial interim appointment or the city council's extension of the initial interim appointment, as applicable.

E. The appointment and termination of persons within the classified service shall follow the procedures of the civil service system as provided in Section 55 of the City Charter.

F. The City of Spokane consists of the following administrative departments:

Communications and Marketing Division
Office of Neighborhood Services
Spokane 311
Community and Economic Development Division
Arts, Culture, and Historic Preservation
Code Enforcement
Development Services
Planning Services
Finance and Administration Division
Accounting
Facilities Management
Fleet Services
Grants Management
Information Technology
Management and Budget
Purchasing and Contracts
Housing and Human Services Division
Housing and Homeless Services
Family and Youth Services

Public Works Division
Engineering Services
Integrated Capital Management
Solid Waste Collection
Solid Waste Disposal
Wastewater Management
Water and Hydroelectric Services
Spokane Police
Administration and Investigation
Analytics, Research, and Technology
Patrol
Transportation and Sustainability Division
Parking Services
Street

G. The City of Spokane has the following stand-alone administrative departments:

Stand-alone Administrative Departments
City Attorney
City Clerk
Human Resources
Spokane Fire Department
Spokane United 911 Network

H. The City of Spokane has the following stand-alone administrative departments administered concurrently by an appointed board:

Board-governed Administrative Departments	Governing Board
Civil Service	Civil Service Commission
Police Ombuds	Office of the Police Ombuds Commission
Retirement	Spokane Employees' Retirement System Board

Article II. Executive

Section 03.01B.020 Office of the Mayor

- A. Pursuant to Section 24 of the City of Spokane Charter, the Mayor is the City of Spokane's Chief Executive Officer, responsible for directing the activities of the City of Spokane's employees and managing the City's biennial budget to ensure the delivery of efficient and effective services, facilitate economic opportunity, and enhance the quality of life for residents and visitors to Spokane.
- B. The Office of the Mayor includes assistants to the Mayor necessary for the efficient operation of City government.
- C. The City Administrator and Deputy City Administrator assist the Mayor in the direction of City operations. The City Administrator and Deputy City Administrator are appointed and removed by the Mayor.
- D. The Office of Emergency Management, within the Office of the Mayor, administers the City's emergency management program. The Director of Emergency Management is appointed by the Mayor.

- E. As provided in SMC 1.02.130, the Mayor may delegate specific functions, authority, and responsibility, including the signing of documents.
- F. The Mayor is chair of the Sister Cities Association of Spokane, the nonprofit corporation that oversees the Sister Cities program by contract with the City.

Section 03.01B.021 Office of Civil Rights, Equity, and Inclusion (OCREI)

- A. The Office of Civil Rights, Equity, and Inclusion (OCREI) is an administrative department within the Office of the Mayor established to provide citywide leadership and guidance in the areas of civil rights, equity, and inclusion. The Office of Civil Rights, Equity, and Inclusion promotes the removal of historical and existing barriers to access to services within the boundaries of the city of Spokane and works to eliminate discrimination in housing, employment, and public accommodations for all people; receive, oversee investigations and resolve complaints of discrimination not under the jurisdiction of other government entities; recommend policies to all departments and divisions of City government in matters affecting civil rights, equity and inclusion; recommend implementation plans for such programs and policies; and promote awareness within City government and the city of Spokane through public education and outreach.
- B. The Office of Civil Rights, Equity, and Inclusion serves as the administrative liaison to the Spokane Human Rights Commission.

Article III City of Spokane Divisions

Section 03.01B.030 Communications and Marketing

- A. The Communications and Marketing Division informs residents and employees about important City issues and provides opportunities for increased participation in government.
- B. The Communications and Marketing Division consists of the following administrative departments and offices:

Communications and Marketing Division
Administrative Departments
Neighborhood Services (ONS)
Spokane 311
Offices
Creative Services
Web Services

- C. The Office of Creative Services, within the Communications and Marketing Division, provides consultation on and produces video, audio, photography, graphics, and digital imaging to support all City communications and marketing. It provides technical AV support within City Hall. Promotes government transparency by recording and publicly sharing city meetings, which fulfills public information requests. Additionally, it manages programming and emergency broadcasts on the city government channel available under the cable franchise agreements.
- D. The Office of Web Services, within the Communications and Marketing division, designs, develops, and hosts multiple City websites.

Section 03.01B.031 Community and Economic Development

- A. The Community and Economic Development Division leads building plan review, permitting, and inspection of new and existing structures, long-range planning, economic development, historic preservation, and maintains health and safety in the built environment. The Community and Economic Development Division promotes housing development and economic growth with a focus on existing city of Spokane businesses and targeted industries that provide quality, high-wage jobs for the community. The Community and Economic Development Division serves as the liaison to public development authorities, business improvement districts, neighborhood business associations, and regional economic development organizations.
- B. The Community and Economic Development Division consists of the following administrative departments:

Community and Economic Development Division
Administrative Departments
Arts, Culture & Historic Preservation
Code Enforcement
Development Services
Planning Services

Section 03.01B.032 Finance and Administration

- A. The Finance and Administration Division is responsible for managing all fiscal affairs of the City of Spokane.
- B. The Finance and Administration Division consists of the following administrative departments and offices:

Finance and Administration Division
Administrative Departments
Facilities Management
Fleet Services
Grants Management
Information Technology
Management and Budget
Purchasing and Contracts
Offices
Internal Auditor
Performance Management
Risk Management
Taxes and Licenses

- C. The Office of the Internal Auditor supports the City of Spokane's governance framework by assessing internal controls, risk management practices, and operational performance through objective, risk-based assurance, and advisory services.
- D. The Office of Performance Management provides citywide guidance in project management, continuous improvement, and performance management. The Office of Performance Management serves as the City of Spokane's project management office (PMO).
- E. The Office of Risk Management administers the City's self-insured property and liability fund to ensure the City resolves claims promptly.

Section 03.01B.033 Housing and Human Services

- A. The Housing and Human Services Division serves residents by securing and allocating resources and implementing and overseeing programs designed to connect people, neighborhoods, and organizations to housing, resources, and services
- B. The Housing and Human Services Division consists of the following administrative departments:

Housing and Human Services Division
Administrative Departments
Housing and Homeless Services
Family and Youth Services

C. The Housing and Human Services Division serves as the administrative liaison to the Community, Housing, and Human Services (CHHS) Board.

Section 03.01B.034 Public Works

A. The Public Works Division provides services critical to residents' lives, including the City's major utility enterprises, including water, wastewater, and solid waste.

B. The Public Works Division consists of the following administrative departments and offices:

Public Works Division
Administrative Departments
Engineering Services
Integrated Capital Management
Solid Waste Collection
Solid Waste Disposal
Wastewater Management
Water and Hydroelectric Services
Offices
Utility Billing

C. The Office of Utility Billing executes the billing process for utilities, both internally and externally. This process includes meter reading, billing production, customer service, credit & collection services, and inter-fund billing.

Section 03.01B.035 Spokane Police Department

A. The Spokane Police Department (SPD) provides evidence-based, constitutional, and community-centered policing as the primary law enforcement agency of the city of Spokane.

B. The Spokane Police Department is a division with the following administrative departments:

Spokane Police Department
Administrative Departments
Administration and Investigation
Analytics, Research, and Technology
Patrol

Section 03.01B.036 Transportation and Sustainability

A. The Transportation and Sustainability Division leads the delivery of transportation services and infrastructure, and coordinates sustainability efforts across the city, to improve the livability, safety, and mobility of all residents.

B. The Transportation and Sustainability Division consists of the following administrative departments:

Transportation and Sustainability Division
Administrative Departments
Parking Services
Street

C. The Director of Transportation and Sustainability, or their designee, serves as the administrative liaison to the City's Transportation Commission and Climate, Resilience, and Sustainability Board.

Article IV Communications and Marketing Division

Section 03.01B.040 Neighborhood Services (ONS)

A. Pursuant to Section 71 of the City of Spokane Charter, the Office of Neighborhood Services (ONS) is an administrative department within the Communications and Marketing Division that serves as the liaison between the legislative and executive branches of the City, the neighborhood councils, and the Community Assembly.

B. Pursuant to Section 72 of the City of Spokane Charter, the Director of Neighborhood Services serves as the administrative head of the Office of Neighborhood Services.

Section 03.01B.041 Spokane 311

Spokane 311 is an administrative department within the Communications and Marketing Division that serves as the centralized customer service office managing customer service requests from residents and visitors by phone, online, and in person.

Article V Community and Economic Development Division

Section 03.01B.050 Arts, Culture, and Historic Preservation

A. Arts, Culture, and Historic Preservation is an administrative department within the Community and Economic Development Division. The Arts, Culture, and Historic Preservation Department fosters stewardship and investment in historic properties by providing incentives to redevelop, rehabilitate, and revitalize properties and buildings while preserving character, creating construction jobs, and increasing the tax base for the community. The department also promotes, develops, and executes programs to enhance public awareness of and interest in the arts and the preservation of the city of Spokane's cultural heritage.

B. The Historic Preservation Officer, or their designee, serves as the administrative liaison to the Spokane City/County Historic Landmarks Commission.

C. Arts, Culture, and Historic Preservation Department serves as the administrative liaison to the Spokane Arts Commission.

Section 03.01B.051 Code Enforcement

Code Enforcement is an administrative department within the Community and Economic Development Division that serves as the primary contact for land use complaints and is responsible for enforcing the City's health, zoning, safety codes, and ordinances.

Section 03.01B.052 Development Services

Development Services is an administrative department within the Community and Economic Development Division that reviews and approves plans, issues building and occupancy permits, and inspects building projects for compliance with building and other construction codes.

Section 03.01B.053 Planning Services

A. Planning Services is an administrative department within the Community and Economic Development Division responsible for the preparation and maintenance of the City of Spokane Comprehensive Plan to guide the community's long-term physical, economic, and social growth and for other matters of neighborhood and City planning, including regional coordination and urban design.

B. The Planning Services Department serves as the administrative liaison to the Plan Commission, Bicycle Advisory Board and Design Review Board.

Article VI Finance and Administration Division

Section 03.01B.060 Accounting

Accounting is an administrative department within the Finance and Administration Division responsible for preparing financial statements, maintaining the general ledger, paying bills, billing customers, payroll, inventory management, disseminating and monitoring financial policies and internal controls, financial analysis, administration of some joint governmental agencies, receipt, and technical review of grant applications and the closeout of grants and financial assistance awards.

Section 03.01B.061 Facilities Management

Facilities Management is an administrative department within the Finance and Administration Division responsible for the strategic management of all City-owned assets, leases, real estate, and facilities.

Section 03.01B.062 Fleet Services

Fleet Services is an administrative department within the Finance and Administration Division responsible for the management of all vehicles and equipment in the City of Spokane's fleet, including fuel management, installing and maintaining vehicular communication equipment and systems, emergency and preventative maintenance, assisting with the development of specifications for and administering the acquisition of motor vehicles and other rolling equipment, scheduling and performing equipment maintenance and repairs, and maintaining replacement schedules, rental rates and equipment history, and coordinates joint activities with other governmental entities.

Section 03.01B.063 Grants Management

Grants Management is an administrative department within the Finance and Administration Division providing centralized management, oversight, and other support services to City divisions and departments involving the application, administration, reporting, and closeout of grants and financial assistance awards.

Section 03.01B.064 Information Technology

Information Technology (IT) is an administrative department within the Finance and Administration Division responsible for information technology application and system support, including electronic mail, telephone system, network infrastructure, helpdesk, GIS, datacenter operations, data management, cyber security, and contract management, including software/hardware/professional services/licensing/fiber.

Section 03.01B.065 Management and Budget

Management and Budget is an administrative department within the Finance and Administration Division that assists the Chief Financial Officer in budget development and administration by reviewing and analyzing the City's financial condition, reporting revenues and expenditures of divisions and departments. The Management and Budget Department is responsible for coordinating the development of the biennial budget, budget control, financial forecasting and planning, and the budget activities of all divisions and departments.

Section 03.01B.066 Purchasing and Contracts Department

- A. Purchasing and Contracts is an administrative department within the Finance and Administration Division responsible for the administration and operational support to program managers, including contract engagement and compliance monitoring, relative performance and financial tracking, and budget review. Additionally, the department is responsible for procuring public works, goods, and services through competitive bid, quote, or proposal, processing purchase orders and contracts, managing inventories, and disposing of surplus property.
- B. The department director, Director of Purchasing and Contracts, shall act as the Chief Compliance & Procurement Officer for all City activities involving purchasing.

Article VII. Housing and Human Services Division

Section 03.01B.070 Housing and Homeless Services

Housing and Homeless Services is an administrative department within the Housing and Human Services Division responsible for leading the execution of the Spokane Regional Continuum of Care 2025-2030 5-year Strategic Plan to Prevent and End Homelessness and administering the City of Spokane's affordable housing programs.

Section 03.01B.071 Family and Youth Services

Family and Youth Services is an administrative department within the Housing and Human Services Division responsible for the development and execution of programs and partnerships that help families and children thrive in the city of Spokane.

Article VIII. Public Works Division

Section 03.01B.080 Engineering Services Department

Engineering Services is an administrative department within the Public Works Division that serves as the design and construction management arm of the City. The Engineering Services Department designs and manages the construction of public streets, sewers, and water systems. The Engineering Services Department also assists private development by inspecting private infrastructure projects for compliance with federal, state, and local requirements.

Section 03.01B.081 Integrated Capital Management (ICM)

Integrated Capital Management (ICM) is an administrative department within the Public Works Division that maintains and manages capital programs in coordination with other City divisions and departments, including coordination of the administration, capital project budgeting, grant and loan funding and program management of the City's utility assets as well as transportation, right of way, stormwater, and all utility capital infrastructure programs. ICM also manages the correlation between these areas and the City of Spokane's Comprehensive Plan related to transportation, stormwater, wastewater, and water infrastructure, and performs short-term and long-term planning analysis. The environmental analytics section of Integrated Capital Management maintains, analyzes, and reports data for the City around greenhouse gases, energy, and climate resilience. The environmental analytics section supports the Planning Services Department with data analysis.

Section 03.01B.082 Solid Waste Collection

Solid Waste Collection is an administrative department within the Public Works Division that is responsible for collecting solid waste, organics and recyclables generated in the city of Spokane and managing all other aspects of solid waste collection and related sanitation matters within the city except as assigned to the Solid Waste Disposal Department as allowed by law.

Section 03.01B.083 Solid Waste Disposal

Solid Waste Disposal is an administrative department within the Public Works Division that handles solid waste disposal and related functions for solid waste generated in the city of Spokane, not assigned to the Solid Waste Collection Department. The Solid Waste Disposal Department maintains and operates the Waste-to-Energy (WTE) facility that processes municipal solid waste in compliance with all environmental permits. It manages long-haul disposal, landfills, special-handling waste, waste-reduction strategies, and recycling education and outreach. The Solid Waste Disposal Department also handles solid waste disposal for other participating local jurisdictions by interlocal agreement.

Section 03.01B.084 Wastewater Management

- A. Wastewater Management is an administrative department within the Public Works Division responsible for managing all wastewater in the city of Spokane, including stormwater. The City's wastewater system includes customers inside the city limits, those outside the city in the City of Spokane's sewer service area, and wholesale flows from Spokane County.
- B. The Wastewater Management's sewer maintenance section cleans and maintains the public storm and sanitary sewer mains and pumps on-site private treatment facilities when requested.
- C. The Wastewater Management's Riverside Park Water Reclamation Facility (RPWRF) section operates and maintains the City's water reclamation facility, public pump stations, and associated pressure lines. RPWRF also leads the City of Spokane's biosolids management and pretreatment programs.

Section 03.01B.085 Water and Hydroelectric Services

Water and Hydroelectric Services is an administrative department within the Public Works Division that operates and maintains the public water supply system, including fire protection via public fire hydrants. The system includes water mains and pipelines, well stations, reservoirs, and booster stations that deliver clean drinking water to homes and businesses within the City of Spokane's retail water service area, which includes areas both inside and outside the City's corporate limits.

Article IX. Spokane Police Department

Section 03.01B.090 Spokane Police Department - Administration and Investigation

Administration and Investigation is an administrative department within the Spokane Police Department that leads the department's victim advocacy, special events management, and dispatch services programs. Administration and Investigation also leads the Major Crimes Unit, Special Victims Unit, Domestic Violence Unit, Civil Enforcement Unit, Criminal Intelligence Unit, and the Special Investigations Unit.

Section 03.01B.091 Spokane Police Department - Analytics, Research, and Technology

Analytics, Research, and Technology is an administrative department within the Spokane Police Department that leads the department's data analytics and technology programs that drive decision-making, prevent crime, improve public safety response, and strengthen police investigations.

Section 03.01B.092 Spokane Police Department – Patrol

Patrol is an administrative department within the Spokane Police Department that leads the Spokane Police Department's response to calls for police services and provides place-based proactive policing to reduce crime through prevention strategies.

Article X. Transportation and Sustainability Division

Section 03.01B.100 Parking Services

Parking Services is an administrative department within the Transportation and Sustainability Division that leads the operation and enforcement of on-street parking services provided by the City of Spokane.

Section 03.01B.101 Street

The Street Department is an administrative department within the Transportation and Sustainability Division responsible for providing day-to-day safe and efficient movement of persons and goods throughout the city and for maintaining and preserving the City's public streets, bridges, and traffic control devices. The Street Department has two field operations sections: street maintenance and traffic operations.

Article XI. Stand-alone Administrative Departments

Section 03.01B.110 Office of the City Attorney

- A. The Office of the City Attorney is an administrative department that renders legal advice, counsel, and services to the Mayor, City Council, all City divisions, departments, City employees, and certain intergovernmental agencies.
- B. The Office of the City Prosecutor is the criminal branch of the Office of the City Attorney. It is responsible for the prosecution of all misdemeanor crimes and civil infractions that occur within the city of Spokane. The City Attorney designates the City Prosecutor.
- C. Pursuant to Section 32 of the City of Spokane Charter, the City Attorney appoints and removes all Assistant City Attorneys and Assistant City Prosecutors.

Section 03.01B.111 Office of the City Clerk

- A. The Office of the City Clerk is an administrative department that serves as the repository for the City's official records and supports both the legislative and administrative branches, while also serving the public by administering the City's public records request process and facilitating access to the City's records. The City Clerk acts as the City's Records Officer and the editor and publisher of the *Official Gazette*.
- B. The City Clerk is a member of the Fire Pension Board and the Police Pension Board.

Section 03.01B.112 Human Resources

- A. Human Resources is an administrative department that administers all aspects of employment and labor relations, except the responsibilities of the Civil Service system, for City of Spokane employees and some employees of other local agencies by agreement.
- B. The Human Resources Department administers the City of Spokane's workers' compensation program for all employees injured on the job and the City of Spokane's safety program.

Section 03.01B.113 Office of Public Defender

- A. The Office of Public Defender is an administrative department that provides legal representation to indigent persons appointed by the Spokane Municipal Court for representation who have been accused of misdemeanor and gross misdemeanor charges under the criminal and motor vehicle sections of the Spokane Municipal Code.
- B. The Office of Public Defender handles some Spokane County cases that are conflicted and referred to the City of Spokane through an agreement with the Spokane County Public Defender's office.

Section 03.01B.114 Spokane Fire Department

The Spokane Fire Department is an administrative department that provides firefighter and emergency medical services to residents and visitors to Spokane.

Section 03.01B.115 Spokane United 911 Network

Spokane United 911 Network is an administrative department that serves as the City's Primary Public Safety Answer Point (PSAP), receiving all 911 calls initiated within the city of Spokane. The Spokane United 911 Network operates alternative response lines, monitors alarms, and manages relevant databases and radio requirements.

Article XII Board-governed City of Spokane Divisions

Section 03.01B.120 Spokane Parks and Recreation Division

- A. Pursuant to Article V of the City of Spokane Charter, the procurement, disposition, improvement, and management of parks, playgrounds, designated boulevards, designated parkways, trees in streets and other rights-of-way, and other designated public places is vested in the Park Board. The Park Board also adopts a budget for the Spokane Parks and Recreation Division.
- B. The Park Board performs its duties and responsibilities through the Spokane Parks and Recreation Division.
- C. The Spokane Parks and Recreation Division consists of the following administrative departments:

Spokane Parks and Recreation Division
Administrative Departments
Spokane Parks and Recreation – Budget and Finance
Spokane Parks and Recreation – Operations
Spokane Parks and Recreation – Recreation
Spokane Parks and Recreation – Riverfront Spokane

- D. The Spokane Parks and Recreation – Budget and Finance Department, within the Spokane Parks and Recreation Division, performs the finance and budget functions of Spokane Parks and Recreation and serves as administrative staff to the Finance Committee of the Park Board.
- E. The Spokane Parks and Recreation – Operations Department, within the Spokane Parks and Recreation Division, provides for park operations functions of Spokane Parks and Recreation. The Spokane Parks and Recreation – Operations Department serves as administrative staff to the Land Committee of the Park Board.
- F. The Spokane Parks and Recreation – Recreation Department, within the Spokane Parks and Recreation Division, provides administrative and professional work for the recreation functions of Spokane Parks and Recreation. The Spokane Parks and Recreation – Recreation Department serves as the administrative staff to the Recreation Committee of the Park Board.
- G. The Spokane Parks and Recreation – Riverfront Spokane Department, within the Spokane Parks and Recreation Division, provides administrative and professional work for Riverfront Spokane and the entertainment functions of Spokane Parks and Recreation. The Spokane Parks and Recreation – Riverfront Spokane Department serves as the administrative staff to the Riverfront Park committee of the Park Board.
- H. The Director of Parks and Recreation leads the Spokane Parks and Recreation Division. The Director of Parks and Recreation and the administrative heads of each Parks and Recreation division administrative department are appointed by the Mayor and approved by the City Council. The appointment of the Director of Parks and Recreation and the appointment of the administrative heads of each Spokane Parks and Recreation administrative department require concurrence from the Park Board.
- I. The Director of Parks and Recreation serves as the administrative liaison to the Park Board.

Section 03.01B.121 Spokane Public Library

- A. The Spokane Public Library connects community members of all ages with education, information, resources, and programming. The Spokane Public Library provides access to free books, movies, music, events, printing, computers, Wi-Fi, meeting rooms, research and instruction, business, and workforce support to the community.
- B. The Spokane Public Library Board of Trustees is the governing body of the Spokane Public Library and may adopt personnel, procurement, contracting, and other policies pursuant to state law.
- C. Pursuant to RCW 27.12, the Executive Director of the Spokane Public Library is appointed by the Spokane Public Library Board of Trustees.
- D. The City may perform budgeting, accounting, personnel, and other administrative services for the Spokane Public Library by agreement, provided nothing in this code shall limit the authority of the Spokane Public Library Board of Trustees from adopting and executing policies and procedures for the loaning or renting Spokane Public Library materials or providing education, information, resources, and programming.

E. Spokane Public Library employees are not City of Spokane employees for Civil Service or collective bargaining purposes.

Article XIII. Board-governed Stand-alone Administrative Departments

Section 03.01B.130 Civil Service

A. Civil Service is an administrative department governed by the Civil Service Commission that performs duties required by Article VI of the City of Spokane Charter, including Civil Service job descriptions, examinations, maintenance of eligibility lists, and the investigation and processing of applications and Civil Service Commission appeals.

B. The Chief Examiner is the Director of Civil Service.

C. Pursuant to Section 52 of the City of Spokane Charter, the Chief Examiner is appointed by and reports directly to the Civil Service Commission.

Section 03.01B.131 Office of Police Ombuds

A. The Office of the Police Ombuds (OPO) is an independent administrative department that performs duties required by Article XVI of the City of Spokane Charter.

B. The Police Ombuds is appointed following the procedures provided in SMC 04.32.

Section 03.01B.132 Retirement

A. Retirement is an administrative department responsible for processing pensions for the Spokane Employees' Retirement System (SERS) and the LEOFF 1 Police and Firefighters' Pension plans.

B. Subject to Washington state law, the Spokane Employees' Retirement System (SERS) Board and the Firefighters' Pension Board provide for the proper investment of the money in the respective retirement funds. Under the direction of the respective boards, the Retirement Department administers the investment funds for these pension plans.

C. The Director of Retirement serves as the administrative head of the Retirement Department. The Director of Retirement is appointed by the Mayor and approved by the City Council. The appointment of the Director of Retirement requires concurrence from the Spokane Employees' Retirement System (SERS) Board.

Section 4. That Section 05A.06.010 of the Spokane Municipal Code is amended to read as follows:

Section 05A.06.010 Municipal Court Employees

A. Pursuant to RCW 3.50.080, all employees of the municipal court shall, for all purposes, be deemed employees of the City of Spokane. They shall be appointed by and serve at the pleasure of the presiding municipal judge.

B. The Court Administrator, who shall also have the duties of the Clerk of the Municipal Court, shall be appointed by the Presiding Judge of the Municipal Court upon a majority vote of judges present at a regularly scheduled judges' meeting. Under the direction of the presiding municipal judge, the Court Administrator, as Clerk of the Court, is responsible for the clerical functions of the Court and for the operation of any municipal violations bureau, as may be established under the provisions of RCW 3.50.030.

Section 5. That there is adopted a new Chapter 05A.20 of the Spokane Municipal Code to read as follows:

Chapter 05A.20 Community Justice Services

Section 05A.20.010 Community Justice Services

A. The Community Justice Services Department operates as the misdemeanor probation department of the Spokane Municipal Court pursuant to the authority granted under Rule 11 of the Administrative Rules for Courts of Limited Jurisdiction (ARLJ 11). The department is responsible for supervising individuals placed under court-ordered supervision or pretrial release to ensure compliance with judicial directives, promote accountability, and enhance public safety. Consistent with evidence-based practices, the department conducts pre-sentence and post-sentence investigations, administers jail alternative programs including electronic monitoring and other court approved services, performs financial eligibility screenings for public defense representation, and facilitates referrals to treatment and community-based programs designed to reduce recidivism. The department collaborates with law enforcement, service providers, and community partners to support rehabilitation, promote victim safety, and uphold the effective administration of justice within the city of Spokane.

B. The Director of Community Justice Services, or equivalent administrative head, shall be responsible for the overall management, operations, and strategic direction of the department. The Director shall be appointed by the Presiding Judge of the Municipal Court, following a majority vote of the judges present at a regularly scheduled judges' meeting.

Section 6. That Chapter 06.06 of the Spokane Municipal Code is hereby repealed.

Section 7. Effective Date. The effective date of this ordinance shall be the later of January 1, 2026 or the time set forth in Section 19 of the City Charter.

Section 8. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

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

Passed by City Council January 12, 2026
Delivered to Mayor January 15, 2026

ORDINANCE NO. C36825

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT A GRANT FROM THE U.S. DEPARTMENT OF JUSTICE FOR HIRING POLICE OFFICERS, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the General Fund and the Public Safety and Judicial Grant Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

Add 8 classified police officers (from 87 to 95) in the Police Department.

Increase appropriation by \$606,214.

Of the increased appropriation, \$606,214 is provided solely for base wages and associated employee benefits in the Police Department.

Section 2. That in the budget of the Public Safety and Judicial Grant Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

Increase revenue by \$1,000,000.

Of the increased revenue, \$1,000,000 is provided solely from U.S. Department of Justice (DOJ) Office of Community Oriented Policing Services (COPS) hiring grant program.

Increase appropriation by \$1,000,000.

Of the increased appropriation, \$1,000,000 is provided solely for base wages and associated employee benefits.

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept the DOJ COPS Hiring grant, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council January 15, 2026
Delivered to Mayor January 20, 2026

Job Opportunities

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

AMENDMENT

AMENDMENT

AMENDMENT

SENIOR ENGINEER I-II

SPN 233

(Announcement of 01/05/2026)

The above titled announcement is hereby amended to read:

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.

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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. As a Fair Chance employer, City of Spokane does not conduct initial background screening for non-public safety positions.

ATTORNEY ASSISTANT SPN 027

Open Entry

DATE OPEN: Monday, January 19, 2026**DATE CLOSED:** Monday, February 2, 2026 **SALARY:** \$53,578.08 annual salary, payable bi-weekly, to a maximum of \$83,457.36**CLASS SUMMARY:**

Attorney Assistants perform paraprofessional legal and secretarial work in the Office of the City Attorney, Office of the Hearing Examiner, the Police Department's Civil Enforcement Unit, or other department that employs attorneys.

EXAMPLES OF JOB FUNCTIONS:

- Prepares, organizes, reviews and files a variety of legal pleadings such as trial briefs, motions, orders, judgments, notices of appearance, answers to complaints, depositions, affidavits, interrogatories, summons and subpoenas.
- Prepares ordinances and resolutions using proper forms of execution and acknowledgment.
- Prepares contracts for attorney approval.
- Selects, prepares, and completes legal documents incidental to the closing of real estate transactions, such as deeds, promissory notes, deeds of trust, reconveyances, closing statements, UCC documents and excise tax affidavits, under a limited practice certification from the Washington State Supreme Court pursuant to APR 12. Effectuates closing between the parties.
- Locates debtors, arranges accounts receivable payments, maintains payment records and data bases, drafts legal documents to press claims on behalf of the City, presents City's case in Small Claims Court, works with collection agencies and performs related collection duties.
- Maintains case docket and diary; collects, assembles and organizes documents into working files.
- Files, retrieves and disposes of documents.
- Creates and maintains files by extracting information from local and state databases; enters case and client information into applicable computer databases and manages documents within.
- Responsible for closing, storage and/or destruction of files according to policies and procedures.
- Selects and/or makes recommendations for purchase of supplies and equipment.
- Assists in the preparation of the office's budget and maintains budget and expense account records, financial records, and payroll records.
- Acts as receptionist as required. Sorts, reads, and annotates incoming mail and legal documents; attaches appropriate files to facilitate the necessary action; maintains follow up.
- Maintains the office's library.
- Makes arrangements for and coordinates appointments, meetings, conferences and depositions.
- Independently meets the public and other City employees; answers inquiries requiring knowledge of City policies, procedures and activities, or directs persons to proper offices.
- Operates various office equipment.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Applicants must meet all requirements when they apply.

- *Education:* High school diploma or equivalent
- *Experience:* Two years of experience as a legal secretary under the direction of an attorney in a predominantly civil or appellate practice.
- *Substitution:* Satisfactory completion of a legal secretary or similar training program OR a Limited Practice Officer (LPO) certification may substitute for one year of experience.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

EXAMINATION DETAILS:

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

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

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

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

The examination will consist of a 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 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.** Computer 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 19, 2026, and Monday, February 2, 2026, will test Thursday, February 5, 2026, through Monday, February 9, 2026.

T&E Subjects May Include:

- Work Experience related to:
 - ◊ attorney assistance and court litigation
 - ◊ administration of a legal office
 - ◊ contracts
- Computer Skills and Experience

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 14th day of January 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

LABORER I SPN 501
Open Entry

DATE OPEN: Monday, January 26, 2026

SALARY: \$43,597.44 annual salary, payable bi-weekly, to a maximum of \$67,505.04

DATE CLOSED: Monday, February 9, 2026

CLASS SUMMARY:

Performs unskilled and limited semi-skilled manual work in various departments.

EXAMPLES OF JOB FUNCTIONS:

- Work performed varies with department to which assigned.
- Digs and backfills ditches and holes by hand; loads and unloads trucks; sets out barricades; and directs traffic at construction sites.
- Polices and cleans in and around assigned buildings. Assists in the clearing or maintenance of grounds and areas.
- Assists craft specialists and other trade workers in the construction, repair and maintenance of buildings, equipment and/or furnishings.
- When assigned to night shift, also watches assigned building or areas for any damage or danger of loss to property. Turns off electrical equipment, waters lawns, answers and records telephone messages.
- Sweeps streets, gutters and alleys by hand; loads trash or snow into trucks; spreads sand on icy streets; prepares grade, spreads stone chips, fills paving cracks, spreads paving mix, operates paint line removing machine, and otherwise assists in street maintenance.
- Cleans reservoirs, and assists in laying water mains, installing hydrants, cleaning valves, cutting pipe and other water service operations.
- Assists in maintenance and construction of sewer infrastructure, and TV inspection of sewers. Cleans storm water lines and catch basins. Pumps septic tanks and cesspools.
- Operates thread cutting machine to cut pipe, etc.
- May instruct seasonal employees in setting up risers and chairs, and cleaning facilities after events.
- Cleans and transports vehicles from one location to another. Replenishes supplies and equipment in vehicles.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

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

- *Education:* High school diploma or equivalent.
- *Experience:* One year of laboring experience.

License and Certifications:

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid driver's license.

EXAMINATION DETAILS:

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

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. **Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.**

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

The examination will consist of a written test, with scoring weight assigned as follows:

- Multiple-Choice Examination: 100%

Two methods of testing will be offered. Candidates will choose which method is best for them and self-schedule accordingly based on availability. Self-schedule notifications will be sent to candidates upon approval of application review.

Written Testing will be conducted at City Hall, 808 W Spokane Falls Blvd, Spokane, WA, 99201, on Thursday, February 19, 2026, at 2:00 P.M. Additional sessions may be made available depending upon number of applicants and testing space available.

Online Remote Testing Examination links with instructions will be emailed prior to 12:00 a.m. Pacific time on Thursday, February 19, 2026, and will expire at 11:59 p.m. on February 23, 2026. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

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

The test may include such subjects as:

- Safety & Vehicle Operation
- Interpersonal Skills
- Reading
- Math & Reasoning
- Mechanics

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 14th day of January 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #6478-26
Stormwater Program and Infrastructure Evaluation and Assessment
City of Spokane Wastewater Maintenance Department

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

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, February 16th, 2025**. Hard copies, emails, and late submittals will not be accepted.

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

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

It is the Proposer's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Request for 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, February 16th, 2025**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. 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.

Tanya Lester
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: January 14 and 21, 2026

REQUEST FOR PROPOSALS #6487-26
Ecology GROSS Grant Regional Stormwater Education Consultant

City of Spokane Wastewater & Public Works Departments

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

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, February 9th, 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, February 9th, 2025**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

"It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract."

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. 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.

Tanya Lester
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: January 21 and 28, 2026
