



Official Gazette

City of Spokane, Washington

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

Volume 116

MARCH 11, 2026

Issue 10 Part I of II



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

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, March 2, 2026**

The minutes for the Monday, March 2, 2026, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, March 18, 2026, issue of the *Official Gazette*.

MINUTES OF SPOKANE CITY COUNCIL**Monday, February 23, 2026****AGENDA REVIEW SESSION**

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

Roll Call

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

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

INTERVIEW OF NOMINEES TO BOARDS AND COMMISSIONS**Salary Review Commission (CPR 2007-0040)**

The City Council interviewed Beau Madsen, candidate for appointment to the Salary Review Commission.

BRIEFING ON AGENDA ITEMS**Final Agenda for February 23, 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:

- Special Budget Ordinance C36843 (Related to Spokane Fire Department) – Tom Williams
- Ordinance C36841 (Related to Emergency Procurement) – Jason Nechanicky

Updated Draft Agenda for March 2, 2026

There were no requests for staff to brief agenda items.

Draft Agenda for March 9, 2026

There were no requests for staff to brief agenda items.

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS**February 23, 2026, Final Agenda**

Special Budget Ordinance C36843 (Council Sponsors: Council Members Telis and Cathcart)

Motion by Council Member Cathcart, seconded by Council Member Telis, **to suspend** Council Rules just to amend Special Budget Ordinance C36843 (related to the Spokane Fire Department) with the Cathcart Proposed Amendment filed February 20, 2026, while keeping final consideration on February 23, 2026; **carried 7-0**.

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to amend** Special Budget Ordinance C36843 (related to the Spokane Fire Department) with the Cathcart Proposed Amendment filed February 20, 2026; **carried 7-0**.

Resolution 2026-0009 (Council Rules) (Deferred to February 23, 2026, Agenda, from February 9, 2026, Agenda, during January 26, 2026, 3:30 p.m. Agenda Review Session) (As amended during February 9, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Main Motion by Council Member Zappone, seconded by Council Member Telis, **to approve** the Wilkerson/Zappone/Klitzke proposed amendment, with the following amendments:

Motion by Council Member Dillon, seconded by Council Member Zappone, **to amend** (oral amendment) so that any changes to current public comment practice, including changes to order of business related to public comment, will be effective July 9, 2026, instead of April 1, 2026; **carried 7-0**.

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to adopt** Cathcart proposed amendment No. 20 (Budget Accountability); **failed 3-4**.

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to adopt** Cathcart proposed amendment No. 21 (Council Office Spending Clarification); **failed 2-5**.

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to adopt** Cathcart proposed amendment No. 22 (Staff Procedure for Rules Amendments); **failed 1-6**.

Motion by Council Member Cathcart, seconded by Council Member Telis, **to adopt** Cathcart proposed amendment No. 23 (Legislative Process Reform); **carried 4-3**.

Motion by Council Member Cathcart, seconded by Council Member Telis, **to adopt** Cathcart proposed amendment No. 24 (Preserving Public Testimony Fairness & Agenda Item Due Diligence); **failed 1-6**.

Motion by Council Member Cathcart, seconded by Council Member Zappone, **to adopt** Cathcart proposed amendment No. 25 (Legislative Position/Testimony Sign-up and Written Record Verification); with

Motion by Council Member Zappone, seconded by Council Member Cathcart, **to amend** (oral amendment) Rule 2.16.A to "Testimony form shall include at minimum the fields for the following...;" **carried 7-0**.

Motion, as amended, by Council Member Cathcart, seconded by Council Member Zappone, **to adopt** Cathcart proposed amendment No. 25 (Legislative Position/Testimony Sign-up and Written Record Verification); **carried 7-0**.

Motion by Council Member Cathcart, seconded by Council Member Klitzke, **to divide** the question and begin with section 6 (No. 6 in the Wilkerson/Zappone Klitzke Amendment pertaining to Rule 2.16 Public Testimony Regarding Legislative Agenda Items); with

Motion by Council Member Zappone, seconded by Council President Wilkerson, to call the question (whether to divide the question and begin with section 6);

Motion by Council Member Cathcart **failed 1-6**.

Main Motion (as modified) by Council Member Zappone, seconded by Council Member Telis, **to approve** the Wilkerson/Zappone/Klitzke amendment, as modified; **carried 6-1**.

Resolution 2026-0010 (Council Sponsors: Council President Wilkerson and Council Member Dixit)

Motion by Council Member Dixit, seconded by Council Member Cathcart, **to approve** the Dixit Proposed Amendment to Resolution 2026-0010 (regarding City's participation in the Community Participatory Budgeting program) filed February 13, 2026; **failed 2-5**.

Motion by Council Member Zappone, seconded by Council Member Telis, **to approve** the Wilkerson Proposed Amendment to Resolution 2026-0010 (regarding City's participation in the Community Participatory Budgeting program) filed February 13, 2026; **carried 5-2**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the ordinance to March 2, 2026.)

Final Reading Ordinance C36738 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to approve** the Wilkerson Proposed Amendment No. 2 to Final Reading Ordinance C36738 (regarding meeting day for regular City Council meetings) filed February 20, 2026; **carried 6-1**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the ordinance to March 2, 2026.)

Motion by Council Member Cathcart, seconded by Council Member Telis, **to keep space** under First Reading Ordinances for individuals to be able to testify on Resolution 2026-0009 and Final Reading Ordinance C36738; **carried 7-0**.

First Reading Ordinance C36782 (First Reading deferred to February 23, 2026, Agenda, from January 26, 2026, Agenda, during January 12, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to March 2, 2026, Agenda) (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 March 23, 2026, for First Reading, and Final Reading on March 30, 2026; **carried 7-0**.

First Reading Ordinance C36820 (First Reading deferred to February 23, 2026, Agenda, from January 26, 2026, Agenda, during January 26, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to March 2, 2026, Agenda) (Council Sponsors: Council Members Dillon and Zappone)

Motion by Council Member Cathcart, seconded by Council Member Telis, **to amend** First Reading Ordinance C36820 (prohibiting the sale and distribution of kratom products in the City of Spokane) with the Cathcart Proposed Amendment filed January 6, 2026; **failed 1-6.**

First Reading Ordinance C36846 (Council Sponsors: Council Members Dillon, Dixit, and Telis)

Motion by Council Member Dillon, seconded by Council Member Telis, **to suspend** Council Rules to amend First Reading Ordinance C36846 (Titled “Immigration Enforcement Free Zones) with the Dillon Proposed Amendment filed February 11, 2026, while keeping First Reading on February 23, 2026, and final consideration on March 2, 2026; **carried 7-0.**

Motion by Council Member Dillon, seconded by Council Member Telis, **to adopt** the Dillon Proposed Amendment to First Reading Ordinance C36846 (Titled “Immigration Enforcement Free Zones) filed February 11, 2026; **carried 7-0.**

March 2, 2026, Updated Draft Agenda

Emergency Ordinance C36851 (Council Sponsors: Council Members Dillon and Klitzke)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** Council Rules just to add Emergency Ordinance C36851 (Interim Official Control Related to Detention Facilities) for final consideration on March 2, 2026; **carried 6-1.**

Motion by Council Member Dillon, seconded by Council Member Telis, **to add** Emergency Ordinance C36851 (Interim Official Control Related to Detention Facilities) to March 2, 2026, Legislative Agenda; **carried 6-1.**

March 9, 2026, Draft Agenda

There were no considerations of amendments or deferrals.

Action to Approve Agendas

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

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to approve** the February 23, 2026, Final Agenda, as amended, the March 2, 2026, Updated Draft Agenda, as amended, and March 9, 2026, Draft Agenda; **carried 7-0.**

Council Recess/Executive Session

The City Council recessed at 5:15 p.m. and immediately reconvened into an Executive Session to discuss labor negotiations and real estate for 45 minutes. City Attorney Mike Piccolo and Special Counsel John Henry were present for the Executive Session. The Executive Session ended at 5:55 p.m., at which time the Agenda Review Session also ended, and Council President Wilkerson made an announcement that City Council will recess until 6:05 p.m. The City Council reconvened at 6:06 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

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

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

There were no **Proclamations and Salutations.**

POETRY AT THE PODIUM

Ciara Totton read her poem “To Live is Violence.”

REPORTS FROM COMMUNITY ORGANIZATIONS

Comstock Neighborhood Council

Elizabeth Goldsmith, Chair, provided an update on the Comstock Neighborhood Council.

BOARDS AND COMMISSIONS APPOINTMENTS**Appointment to Aging and Long-Term Care Governing Board (CPR 1981-0449) and reappointment to Spokane County Hotel and Motel TPA Commission (CPR 2004-0017)**

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

- Appointment of Dawn Kinder to the Aging and Long-Term Care Governing Board for a one-year term, from January 1, 2026, to December 31, 2026.
- Reappointment of Pam Alfaro to the Spokane County Hotel and Motel TPA Commission for a three-year term, from January 11, 2026, to January 10, 2029.

CONSENT AGENDA

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

Upon 6-1 Voice Vote, the City Council **approved** Purchase from Bud Clary Chevrolet of four 2026 Chevrolet Silverado Battery Electric Pickups for Solid Waste Collections—\$254,367 (incl. tax). (OPR 2026-0055) (Council Sponsor: Council Member Dillon) (Taken Separately)

Upon 6-1 Voice Vote, the City Council **approved** Purchase from Bud Clary Chevrolet of a 2026 Chevrolet Silverado EV and a 2026 Toyota BZ electric vehicle for the Facilities Department—\$98,054 (incl. tax). (OPR 2026-0056) (Council Sponsor: Council Member Dillon) (Taken Separately)

Upon 6-1 Voice Vote, the City Council **approved** No-cost Contract Extension with Central Square Technologies, LLC (formerly Superior, LLC) (Lake Mary, FL) for administration of the False Alarm Program for the Spokane Police Department from January 31, 2026, through January 30, 2027. (OPR 2011-0535) (Council Sponsors: Council President Wilkerson and Council Member Zappone) (Taken Separately)

Upon 6-1 Voice Vote, the City Council **approved** Personal Services Agreement with Spokane Immigrant Rights Coalition to provide emergency aid and assistance for immigrant communities from January 1, 2026, through December 31, 2026—\$100,000. (OPR 2026-0127) (Council Sponsors: Council President Wilkerson and Council Member Zappone) (As added during February 9, 2026, 3:30 p.m. Agenda Review Session) (Taken Separately)

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

Assignment of Wholesail Networks, LLC, franchise agreement with the City of Spokane to NFC Northwest to continue operating its fiber system in the City. (OPR 2026-0058) (Council Sponsors: Council Members Dillon and Cathcart)

Contract Renewal No. 2 with ParkMobile, LLC (Atlanta, GA) for a mobile parking payment system from January 1, 2026, through December 31, 2026—cost not to exceed \$300,000 (Estimated \$2,500,000 Revenue). (OPR 2022-0129) (Council Sponsor: Council Member Klitzke)

Contract Amendment with Loomis Armored U.S., LLC, (Spokane) for armored car services at various City locations from December 31, 2025, through May 22, 2026—additional amount not to exceed \$35,000 (plus tax). (OPR 2024-0552) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Contract with Vector Solutions dba TargetSolutions Learning, LLC, (Tampa, FL) for Target Solutions Training Software for the Fire Department from January 25, 2026, through January 24, 2031—not to exceed \$57,981.08 (plus tax). (OPR 2026-0059) (Council Sponsors: Council President Wilkerson and Council Member Telis)

Contract Renewal 3 of 4 with DLT Solutions, LLC., (Herndon, VA) for AutoDesk software products, services and support from March 12, 2026, through March 25, 2027—\$86,476.86 (plus tax). (OPR 2023-0313) (Council Sponsors: Council Member Dillon and Cathcart)

Contract with EUNA Solutions, Inc. (Sandy Springs, GA) for subscription and support of the financial planning & budgeting software from March 22, 2026, through March 21, 2027—\$184,624.97 (plus tax). (OPR 2026-0060) (Council Sponsors: Council Member Dillon and Zappone)

Contract Renewal with BI Incorporated (Boulder, CO) for electronic monitoring services and equipment for Probation Services from March 1, 2026, through February 29, 2028—\$275,000 (plus tax, if applicable). (OPR 2024-0193) (Council Sponsor: Council Member Dillon)

Interlocal Agreement with the City of Airway Heights for the City of Spokane Development Services Center to provide building plan review, permit intake, building inspection and related services to the City of Airway Heights. (OPR 2026-0124) (Council Sponsor: Council Member Telis)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through February 6, 2026, total \$11,130,303.35 (Check Nos.: 617060-617180; Credit Card Nos.: 002702-002734; ACH Payment Nos.: 149111-149296), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$10,995,574.25. (CPR 2026-0002)

- b. Claims and payments of previously approved obligations, including those of Parks and Library, through February 13, 2026, total \$5,480,140.99 (Check Nos.: 617181-617326; Credit Card Nos.: 002735-002752; ACH Payment Nos.: 149297-149543), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,260,789.43. (CPR 2026-0002)
- c. Payroll claims of previously approved obligations through February 14, 2026: \$10,103,718.54 (Payroll Check Nos.: 579690-579772). (CPR 2026-0003)

Minutes:

- a. City Council Meeting Minutes: February 2 and February 9, 2026. (CPR 2026-0013)
- b. City Council Public Infrastructure, Environment, and Sustainability Standing Committee Meeting Minutes: February 9, 2026. (CPR 2026-0019)

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCES****Special Budget Ordinance C36840 (Relates to Resolution 2025-0006) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36840** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to finance capital needs of the City's Public Safety Answering Point (PSAP) system, and declaring an emergency.

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

Special Budget Ordinance C36843 (As amended during 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Telis and Cathcart)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36843**, as amended, amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to add ten additional firefighter positions to counteract high academy washout rates, and declaring an emergency.

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

Special Budget Ordinance C36844 (Council Sponsors: Council Members Telis and Cathcart)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36844** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to provide behavioral health co-response services with Spokane County, and declaring an emergency.

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

Special Budget Ordinance C36845 (Council Sponsors: Council Members Telis and Cathcart)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36845** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to replace communications equipment in the fire training facility, and declaring an emergency.

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

There were no **Emergency Ordinances**.

RESOLUTIONS**Resolution 2026-0006 (Relates to Special Budget Ordinance C36840) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0006** of the City of Spokane, Washington, providing for the issuance and sale of taxable Limited Tax General Obligation Bonds in the aggregate principal amount of not to exceed \$6,000,000; establishing interfund loan facilities from the Spokane Investment Pool to finance capital needs for Emergency Communications Services improvements, equipment, and apparatus; fixing the date, form, maturity, interest rate, terms and covenants of the bonds; establishing the provisions for drawing on the interfund loan established thereby; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto.

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

Resolution 2026-0007 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0007** approving the appointment of Jacob Miller as the Director of Management and Budget for the City of Spokane.

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

Resolution 2026-0008 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0008** approving the appointment of Stephen Williams as the Director of Emergency Communications for the Spokane United 911 Network.

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

For Council action on Resolution 2026-0009, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Resolution 2026-0010, see section of minutes under 3:30 p.m. Agenda Review Session.

Resolution 2026-0011 (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 2026-0011** approving a limited exception to the Complete Streets ordinance for the Rowan Maple/Ash stoplights projects based on the availability of parallel routes.

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

FINAL READING ORDINANCES**Final Reading Ordinance C36642 (First Reading held April 14, 2025) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)**

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

Upon 4-3 Roll Call Vote, the City Council **passed Final Reading Ordinance C36642** vacating the west 150 feet of the alley between Mission & Sinto, from Ruby to Pearl, as requested by Chick-Fil-A.

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

For Council action on Final Reading Ordinance C36738, see section of minutes under 3:30 p.m. Agenda Review Session.

Final Reading Ordinance C36832 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36832** amending Ordinance C16154 that vacated a portion of the alley in Block 17, Subdivision of School Section 16, Township 25 North, Range 43 East of the Willamette Meridian, in the City of Spokane.

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

Final Reading Ordinance C36833 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36833** amending Ordinance C22138 that vacated designated portions of a certain street and alleys in the City and County of Spokane, Washington.

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

For Council action on Final Reading Ordinance C36834, see section of minutes under "Hearings."

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. In addition, pursuant to Council action during the 3:30 p.m. Agenda Review Session, public testimony was also allowed on Resolution 2026-0009 (adopting various amendments to the City Council's Rules of Procedures) and Final Reading Ordinance C36738 (changing the day of regular meetings of the Spokane City Council).

For Council action on First Reading Ordinance C36782, see section of minutes under 3:30 p.m. Agenda Review Session.

ORD C36820 Prohibiting the sale and distribution of kratom products in the City of Spokane; adopting a new Chapter 10.83 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon, Zappone, and Telis) (First Reading deferred to February 23, 2026, Agenda, from January 26, 2026, Agenda, during January 26, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to March 2, 2026, Agenda)

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

ORD C36838 Amending provisions of the City's Code of Ethics; amending sections 01.04B.050, 1.04B.070, 1.04B.150 and 1.04B.170 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)

ORD C36839 Updating departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.02.010, 07.03.020, 07.06.242, 07.14.030, 08.10.010, 13.02.0304, and 13.02.0364 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)

ORD C36741 Relating to the emergency procurement and amending Section 07.06.180 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)

ORD C36846 Titled "Immigration Enforcement Free Zones", establishing protections to promote trust and safety by ensuring city owned property is not voluntarily used to support immigration enforcement activities without a judicial warrant, amending sections 12.05.005, 12.05.050 and 12.05.070 of the Spokane Municipal Code (as amended during 3:30 p.m. Agenda Review Session). (Council Sponsors: Council Members Dillon, Dixit, and Telis)

For additional Council action on First Reading Ordinance C36846, see section of minutes under 3:30 p.m. Agenda Review Session.

There were no **Special Considerations**.

HEARINGS

Hearing on Final Reading Ordinance C36834 (Council Sponsors: Council Members Dillon and Klitzke)

The Spokane City Council held a hearing on Final Reading Ordinance C36834 to extend the duration of Interim Zoning Ordinance C36646 concerning height limits; setting a public hearing (for February 23, 2026); and reiterating a work program. Council President Wilkerson opened the hearing and called for any staff reports. There were no staff reports provided. Public testimony was received, after which the following action was taken:

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

After Council commentary, the following action was taken:

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to approve** Final Reading Ordinance C36834 to extend the duration of Interim Zoning Ordinance C36646 concerning height limits; **carried upon 7-0 Roll Call Vote.**

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

[The City Clerk left the meeting at 8:57 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:

- Alexis Tonasket Hoyt
- Derek Azzaro
- Jenessa Stamper
- Jim Leighty
- Karl Kistler
- Larry Andrews II
- Sharon Smith
- Spencer Coffin
- Sunshine Wigen
- Tom Lowellson

During Open Forum, Council President Wilkerson recessed the meeting at 9:09 p.m. and reconvened the meeting at 9:11 p.m.

ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 9:15 p.m.

SPECIAL MEETING MINUTES
City of Spokane City Council
MLK Day Unity Rally, March, and Resource Fair
334 W Spokane Falls Blvd
January 19, 2026

Call to Order: 10:00 a.m.

Attendance:

Council Members Present: Council President Betsy Wilkerson, Council Members Kitty Klitzke, Sarah Dixit, Kate Telis, and Paul Dillon.

Agenda Item:

- MLK Rally, March, and Resource Fair

Executive Session:

None

Adjournment:

The meeting adjourned at 11:30 a.m.

SPECIAL MEETING MINUTES
City of Spokane City Council
Media Conference
808 W Spokane Falls Blvd
January 23, 2026

Call to Order: 12:46 p.m.

Attendance:

Council Members Present: Council President Betsy Wilkerson, Council Members Zack, Zappone, Kitty Klitzke, and Kate Telis.

Agenda Item:

- Media Conference with City Council Members regarding the Council's recent acceptance of a 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

Executive Session:

None

Adjournment:

The meeting adjourned at 1:15 p.m.

SPECIAL MEETING MINUTES
City of Spokane City Council
Joint Meeting with County Commissioners, City Council Members, and Airport Board Members
1101 W College Ave
February 12, 2026

Call to Order: 10:01 a.m.

Attendance:

Council Members Present: Council President Betsy Wilkerson, Council Members Michael Cathcart, Sarah Dixit, Zack, Zappone, Kitty Klitzke, Paul Dillon, and Kate Telis.

Agenda Items:

1. Welcome and Introductions
2. Airport Presentations
 - CEO Update
 - Air Service Update
 - TRENZ Project Update
 - Clean-up Actions Update
3. S3R3 Presentation

Executive Session:

Topic: potential litigation

Start: 11:25 a.m.

Announced end time: 11:55 a.m.

Extensions: two 5min extensions

End time: 12:05 p.m.

Attorneys Present: Mike Piccolo, Elizabeth Schoedel, Matt Folsom, Brian Werst, and Devin Curda

Adjournment:

The meeting adjourned at 12:05 p.m.

General Notices

Regular Meeting Notice/Agenda
The Civil Service Commission
9:30 AM – March 17, 2026

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on March 17, 2026, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

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

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, March 17, 2026) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 05 day of March 2026.

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

Agenda

Regular Meeting of the Civil Service Commission
9:30 AM – March 17, 2026
City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - a. January 20, 2026 Minutes
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Resolution 2026-01
 - b. Resolution 2026-02
 - c. Resolution 2026-03
 - d. Open Public Meeting Training
 - e. 2025 Annual Report Presentation
5. **OTHER BUSINESS**
6. **ADJOURN**

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

	<p style="text-align: right;">Spokane City/County Historic Landmarks Preliminary Agenda Wednesday, March 18, 2026 3:00 PM</p> <p style="text-align: right;">Hybrid Meeting - https://www.historicspokane.org/current-agenda-items Microsoft Teams/City Council Briefing Center</p>
TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE	
3:00 PM	Public Hearing:
	<p>A. Spokane Register Nomination (per SMC 17D.100.020):</p> <ol style="list-style-type: none"> 1. Baumgartner House – 1125 South Bernard Street
3:45 PM	Commission Briefing Session:
	<ol style="list-style-type: none"> 1. Call to Order 2. Approve 2/18/2026 meeting minutes 3. Old Business 4. New Business 5. Chairman’s Report 6. HPO Staff Report 7. Other (Announcement and events)
	Adjournment:
	The next SHLC meeting will be held on Wednesday, April 15, 2026

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

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

Microsoft Teams meeting

Join the meeting now

Meeting ID: 262 603 992 298 7

Passcode: qe7ka2yH

Dial in by phone

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

Find a local number

Phone conference ID: 123 930 118#

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

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. C36738

An ordinance changing the day of regular meetings of the Spokane City Council and amending section 02.01.010 of the Spokane Municipal Code, and setting an effective date of June 1, 2026.

WHEREAS, pursuant to Section 9.B of the City Charter, the City Council is authorized to adopt its own rules of procedures; and

WHEREAS, pursuant to Section 10 of the City Charter, the City Council designates the time and place of its regular weekly meetings by ordinance; and

WHEREAS, regular council meetings have been held on Mondays of each week since at least 1960; and

WHEREAS, in Resolution 2024-0119, adopted on December 9, 2024, the City Council recognized there was merit in moving regular council meetings from Monday night, but also expressed its view that such a significant change should not occur without ample opportunity for public input; and

WHEREAS, in Resolution 2024-0119 the City Council further stated that implementing any change in council meeting days should be scheduled for 2026, after sufficient planning to ensure the transition from Monday nights is smooth and accompanied by corresponding changes to the Spokane Municipal Code; and

WHEREAS, the City Council has reviewed the relative merits of moving council meeting days, and finds that moving the regular legislative session to Wednesday evenings is in the best interests of city employees, council members and their staff, and the citizens of Spokane; and

WHEREAS, the City Council finds that moving committee meetings and agenda review sessions to Tuesdays, combined with the change of day for the legislative session to Wednesday evenings, will allow more time for council action at agenda review session to be reflected in council agendas;

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

Section 1. Section 02.01.010 of the Spokane Municipal Code is amended as follows:

Section 02.01.010 Time & Place

- A. Regular legislative meetings of the City Council shall be held at ~~((three-thirty))~~ six p.m. on ~~((Monday))~~ Wednesday each week in the City Council Chambers located in the lower level of City Hall at 808 West Spokane Falls Boulevard. When a ~~((Monday))~~ Wednesday is a legal holiday according to City ordinance, then the meeting may be held on the next succeeding day which is not a City holiday, or may be cancelled at the discretion of the Council President.
- B. ~~((The regular legislative meeting shall consist of an agenda review followed by an executive session, if necessary, followed by a recess until six p.m., followed by a legislative and hearings session)).~~ In addition to the regular legislative meeting, the City Council shall hold a session titled "agenda review," to consider amendments, deferrals and other changes to published council agendas for the following weeks. Agenda review shall begin at eleven (11:00) a.m. each Tuesday or may be cancelled or rescheduled at the discretion of the Council President to accommodate City holidays.
- C. The City Council may hold a study session(s) intended to provide the Council with background information and briefing from the Mayor or the Mayor's designee and selected other persons regarding forthcoming agenda matters or other items as necessary, when proper notice of the meetings has been given.
- D. An executive session may be called at any time during a regular or special meeting, committee meeting, or agenda review session of the City Council as provided in RCW 42.30.110.

E. The City Council may conduct a regular City Council meeting as a “town hall” meeting, which shall be cablecast on Channel 5 or online through the City of Spokane website and may be held outside of the regular meeting location at City Hall. Legislative business may be minimized or suspended during town hall meetings.

Section 2. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener’s errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Section 3. Effective Date. This ordinance shall go into effect on July 9, 2026 or the effective date set by Section 19 of the City Charter, whichever is later.

Passed by City Council March 2, 2026

Delivered to Mayor March 5, 2026

ORDINANCE NO. C36820

An ordinance prohibiting the sale and distribution of kratom products in the city of Spokane; adopting a new Chapter 10.83 of the Spokane Municipal Code.

WHEREAS, kratom is a psychoactive plant containing alkaloids including mitragynine and 7-hydroxymitragynine (7-OH) at low levels that can have stimulant and opioid-like effects; and

WHEREAS, the U.S. Food and Drug Administration (FDA) has warned consumers not to use products containing 7-hydroxymitragynine because of the risk of “serious adverse events, including liver toxicity, seizures, and substance use disorder (SUD)”; and

WHEREAS, the University of Washington Addictions, Drug & Alcohol Institute reports 7-hydroxymitragynine (7-OH) as an emerging drug with a higher risk of overdose and use disorder than kratom; and

WHEREAS, the FDA reports kratom-related substance use disorder where individuals have cravings for kratom, use kratom for longer or more than intended, and experience withdrawal symptoms when kratom use is stopped; and

WHEREAS, the Washington Poison Center has seen a “vertical spike” in kratom-related calls, including more calls related to 7-hydroxymitragynine and children; and

WHEREAS, kratom products and synthetic products containing 7-hydroxymitragynine (7-OH) concentrate can be found online and at local gas stations, smoke shops, and convenience stores; and

WHEREAS, the sale and distribution of kratom products have been regulated or prohibited in many states and municipalities, but are not yet regulated in Washington state; and

WHEREAS, based on the public health data, prohibiting the sale and distribution of kratom products containing 7-hydroxymitragynine until regulated by the state or federal government may reduce the risk of accidental overdose, substance misuse, and long-term health impacts, and protect the public health, safety, and welfare of residents and visitors to Spokane.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. There is enacted a new chapter 10.83 to Title 10 of the Spokane Municipal Code to read as follows:

Chapter 10.83 Sale or Distribution of Kratom Products Prohibited

- 10.83.010 Purpose and Intent
- 10.83.020 Definitions
- 10.83.030 Prohibition on Sale or Distribution of Kratom Products
- 10.83.040 Sunset Upon State or Federal Regulation

Section 10.83.010 Purpose and Intent

It is the purpose and intent of this ordinance to protect the public health and safety of Spokane residents by prohibiting the sale and distribution of kratom (*Mitragyna speciosa*) products to all individuals, including any products containing 7-hydroxymitragynine, mitragynine, or an extract, synthetic alkaloid, or synthetically derived compound.

Section 10.83.020 Definitions

Term	Definition
Distribute	Distribute means to furnish, give away, exchange, transfer, deliver or supply, whether or not for monetary gain.
Kratom Product	Kratom product means any kratom analogue, food product, food ingredient, dietary ingredient, dietary supplement, or beverage intended for human consumption which contains any part of the leaf of the plant <i>Mitragyna speciosa</i> or an extract, synthetic alkaloid, or synthetically derived compound of such plant and is manufactured as a powder, capsule, pill, beverage, or other edible form.
Kratom Retailer	Kratom retailer means any person that sells or distributes kratom products or that advertises, represents, or holds itself out as selling or maintaining kratom products within the city of Spokane.

Section 10.83.030 Prohibition on Sale or Distribution of Kratom Products

- A. A person shall not distribute, sell, or permit to be sold a kratom product to any person.
- B. Any person violating this section shall be guilty of a civil infraction and shall be subject to the escalating penalties and repeat offender provisions prescribed in SMC 01.05.151.
- C. Any kratom retailer found guilty of violating this section may have its business license revoked or denied under the procedures prescribed in SMC 08.01.321.

Section 10.83.040 Sunset Upon State or Federal Regulation

This chapter shall be effective until preempted by the State of Washington or the federal government.

Section 2. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 3. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener’s errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Passed by City Council March 2, 2026
Delivered to Mayor March 5, 2026**

ORDINANCE NO. C36838

An ordinance amending provisions of the City’s Code of Ethics; amending sections 01.04B.050, 1.04B.070, 1.04B.150 and 1.04B.170 of the Spokane Municipal Code.

WHEREAS, the City’s Code of Ethics serves as the framework for establishing the rules of ethical conduct while setting forth a process to ensure that elected officials, City officers and employees are compliant with these rules, and that complaints about unethical conduct are appropriately addressed; and

WHEREAS, the City Council first adopted a Code of Ethics and created an Ethics Commission when it formally enacted a new chapter 1.04 to title 1 of the Spokane Municipal Code in 2006 under Ordinance 33785, creating a process for complaints against elected or appointed officials to be sent to the Ethics Commission for investigation and resolution; and

WHEREAS, revisions to the Code of Ethics were made under Ordinance C33911 in 2006 and Ordinance C35148 in 2014; and

WHEREAS, in 2024 the City Council adopted Ordinance C36532, recodifying the Code of ethics in Chapter 1.04B of the Spokane Municipal Code and making substantive changes to the investigative process; and

WHEREAS, the City Council finds that additional changes are necessary to ensure that publication of complaints occurs only after initial review, to avoid duplicative adjudication of the same allegations by the state's Public Disclosure Commission, and for an investigation to commence should the Ethics Commission discuss and vote to move a complaint to that stage;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 01.04B.050 of the Spokane Municipal Code is amended to read as follows:

Section 01.04B.050 Ethics Violations – Prohibited Conduct

The following shall constitute a violation of this Code of Ethics:

A. General Prohibition Against Conflicts of Interest.

In order to avoid becoming involved or implicated in a conflict of interest or impropriety, or an appearance of conflict of interest or impropriety, no current City officer or employee shall have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature, that might be seen as conflicting with the City officer or employee's proper discharge of his or her official duties, the conduct of official City business or as adverse to the interests of the City. Performance of a legally required duty by a City officer or employee shall not be considered a violation of the Code of Ethics.

1. Any employee who becomes aware that he or she might have a potential conflict of interest that arises in the course of his or her official duties shall notify in writing his or her supervisor or appointing authority of the potential conflict. Elected officials shall report potential conflicts of interest to the City Attorney.
2. Upon receipt of such a notification, the supervisor or appointing authority shall take action to resolve the potential conflict of interest within a reasonable time, which may include, but is not limited to, designating an alternative employee to perform the duty that is involved in the potential conflict. The supervisor or appointing authority shall document the disposition of the potential conflict in writing in files maintained by the appointing authority. The supervisor or appointing authority may request an advisory opinion from the Ethics Commission before addressing and resolving of the potential conflict.
3. Upon receipt of such a notification from an elected official, the City Attorney shall recommend action to resolve the potential conflict of interest, which may include a request for an advisory opinion from the Ethics Commission.

B. Personal Interests in Contracts Prohibited.

No City officer or employee shall participate in his or her capacity as a City officer or employee in the making of a contract in which he or she has a personal interest, direct or indirect, or performs in regard to such a contract some function requiring the exercise of discretion on behalf of the City. Provided, this prohibition shall not apply where the City officer or employee has only a remote interest in the contract, and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract, and thereafter the governing body authorizes, approves or ratifies the contract in good faith by a vote of its membership sufficient for the purpose without counting the vote or votes of the City officer(s) having the remote interest as defined below.

C. Remote Interest.

For purposes of this section, a "remote interest" means:

1. that of a non-salaried non-compensated officer of a nonprofit corporation;
2. that of an employee or agent of a contracting party where the compensation of such employee or agent consists entirely of fixed wages or salary;
3. that of a landlord or tenant of a contracting party;
4. that of a holder of less than one percent of the shares of a corporation, limited liability company, or other entity which is a contracting party.

D. Personal Influence in Contract Selection Prohibited.

No City officer or employee shall influence the City's selection of, or its conduct of business with, a corporation, person or firm having or proposing to do business with the City if the City officer or employee has a personal interest in or with the corporation, person or firm, unless such interest is a remote interest and where the fact and extent of such interest is disclosed and noted in the official minutes or similar records of the City prior to formation of the contract, as defined in the preceding section. Provided, however, that no City officer or employee may receive anything of value from the City as a result of any contract to which the City shall be a party except for the City officer or employee's salary or lawful compensation.

E. Representation of Private Person at City Proceeding Prohibited.

No City officer or employee shall appear on behalf of a private person, other than himself/herself or a family member or household member, as defined in this chapter, or except as a witness under subpoena, before any regulatory governmental agency or court of law in an action or proceeding to which the City or a City officer in an official capacity is a party, or accept a retainer or compensation that is contingent upon a specific action by the City. Representation of a private person pursuant to a legally required duty by a City officer or employee is permitted and shall not be considered a violation of the Code of Ethics.

F. Certain Private Employment Prohibited.

No City officer or employee shall engage in or accept private employment, or render services for, any private interest when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties.

G. Personal Interest in Legislation Prohibited.

No City officer or employee may benefit either directly or indirectly from any legislation or contract to which the City shall be a party except for the lawful compensation or salary of the City officer or employee, unless such interest is a remote interest where the facts and extent of such interest is disclosed. City council members' participation in the enactment of legislation shall be governed by chapter 42.23 RCW – The Code of Ethics for Municipal Officers and chapter 42.36 RCW – The Appearance of Fairness Doctrine. City council members shall not be prohibited from participating in the adoption of legislation when the council member has only a remote interest in the legislation, which has been disclosed, and the legislation is applicable to the general public and not unique to the council member.

H. Continuing Financial Interest.

Where a City officer, employee, or family member of a City officer or employee, has a substantial ongoing financial relationship with a corporation, firm, or person seeking a contract, or proposing to do business with the City, such City officer or employee shall not:

1. Influence or participate in the City's contract selection of or conduct business with such corporation, firm, or person; nor
2. Influence or participate in the City's contract selection of, or conduct business with, a corporation, firm, or party competing against a party that a City officer or employee has such a substantial ongoing financial relationship.
3. For purpose of this section, a substantial ongoing financial relationship is defined as: expanding beyond just a formal contractual relationship. Rather it encompasses any financial interest, direct or indirect, where a City officer, employee, or family member of a City officer or employee is involved in a client-service relationship in which:
 - a. the City officer, employee, or family member of a City officer or employee, receives a substantial portion of his or her revenue or like compensation through such relationship, whether received through his or her corporation, firm, or as an individual; or
 - b. such client-service relationship is likely to continue to provide considerable potential business or has provided substantial business in the past. This does not include prior financial relationships that are so far removed in time or rare in frequency as to be insignificant.
4. Corporations, firms, or persons doing business with the City shall be advised of this provision, and shall certify, as part of any contract with the City, that they are aware of the restrictions in this policy.

I. Disclosure of Confidential Information

1. Disclosure of Confidential Information

No City officer or employee shall, except as required or reasonably believed to be required for the performance of his/her duties, disclose confidential information gained by reason of his/her official position or use such information for his/her own personal interest. "Confidential information" is all information, whether transmitted orally or in writing, that the employee has been informed, is aware, or has reason to believe is intended to be used only for city purposes, is not intended for public disclosure, or is otherwise of such a nature that it is not, at the time, a matter of public record or public knowledge.

2. Confidential information includes, but is not limited to, personal information regarding City officials and employees; private financial and other personal information provided by city taxpayers, license holders, contractors, and customers; intelligence and investigative information, including the identity of persons filing complaints; formulas, designs, drawings, and research data obtained or produced by the city and preliminary, non-final assessments, opinions, and recommendations concerning city policies and actions. Any public official who is uncertain as to whether certain information is confidential should consult the City Attorney. An employee who is uncertain as to whether certain information is confidential should consult their immediate supervisor or department head.

J. Acceptance of Compensation, Gifts, Favors, Rewards, or Gratuity.

City employees shall not, directly or indirectly, solicit any gift or give or receive any gift, whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other form, under the following circumstances:

1. It could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties; or
2. The gift was intended to serve as a reward for any official action on their part. Public officials and city employees may accept de minimis gifts such as, but not limited to, calendars, coffee mugs, flowers, candy, cookies/snacks and other similar items that are given as a customary business practice and have no material significance to the recipient, with such gifts from any one source not to exceed one hundred dollars in value in any twelve-month period. City employees should report any gift to their immediate supervisor. This section shall not apply to gifts made to the city. All such gifts shall be given to the mayor for official disposition. This prohibition shall not apply to those items which are excluded from the definition of gift in ((SMC 1.04A.020)) in this chapter.

K. Fair and Equitable Treatment.

1. No City officer or employee shall knowingly use his or her office or position to secure personal benefit, gain, or profit, or use position to secure special privileges or exceptions for himself/herself or for the benefit, gain or profits of any other persons.

2. No City officer or employee shall employ or use the employment of any person under the City officer's or employee's official control or direction for the personal benefit, gain or profit of the City officer or employee or another beyond that which is available to every other person.
 3. No City officer or employee shall use City-owned vehicles, equipment, materials, money or property for personal or private convenience or profit. Use is restricted to such services as are available to the public generally, for the authorized conduct of official business (not personal use), and for such purposes and under such conditions as can be reasonably expected to be approved by City policies.
 4. Except as authorized by law and in the course of his or her official duties, no City officer or employee shall use the power or authority of his or her office or position with the City in a manner intended to induce or coerce any other person to provide such City employee or any other person with any compensation, gift, or other thing of value directly or indirectly.
 5. City Officers and employees are encouraged to participate in the political process on their own time and outside of the workplace by working on campaigns for the election of any person to any office or for the promotion of or opposition to any ballot proposition, but shall not use or authorize the use of City facilities of resources for such purposes except as authorized by the provisions of RCW 42.17A.555. A complaint filed with the Washington State Public Disclosure Commission regarding the same allegation shall take precedent over a complaint filed with the Ethics Commission and shall render the Ethics Code complaint moot.
- L. False and Frivolous complaints prohibited.
No person subject to the Code of Ethics shall knowingly file a false complaint or report of a violation of this Code of Ethics. A person who files a complaint with a good faith belief that a violation of the Code of Ethics has occurred shall be protected by the City's Whistleblower Protection policy as set forth in SMC (~~(1.04A.180)~~) Chapter 01.04C.
- M. Aiding others prohibited.
No City officer or employee may knowingly aid or assist any City officer or employee in the violation of any provision of this Code of Ethics.
- N. Commission of Acts of Moral Turpitude or Dishonesty Prohibited.
No City officer or employee shall commit any act of moral turpitude or dishonesty relating to his or her duties or position as a City officer or employee or arising from business with the City. Conviction of a felony or a misdemeanor involving moral turpitude or dishonesty, the nature of which demonstrates lack of fitness for the position held, shall be considered conclusive evidence of a violation of this Code of Ethics. Demonstrated acts of moral turpitude or dishonesty are not limited to felony or misdemeanor criminal convictions.
- O. Prohibited Conduct After Leaving City Service.
1. Disclosure of Privileged, Confidential, or Proprietary Information Prohibited.
No former City officer or employee shall disclose or use any privileged, confidential, or proprietary information gained because of his or her City employment.
 2. Participation in City Matters Prohibited.
No former City officer or employee shall, within a period of one year after leaving City office or employment:
 - a. participate in matters involving the City if, while in the course of employment with the City, the former City officer or employee was officially involved in the matter, or personally and substantially participated in the matter, or acted on the matter;
 - b. represent any person as an advocate in any matter in which the former City officer or employee was involved while a City officer or employee; or
 - c. participate as or with a bidder, vendor, or consultant in any competitive selection process for a City contract in which he or she assisted the City in determining the project, or work to be done, or the process to be used.
 3. Duty to Inform.
Whenever a City officer or employee wishes to contract with a former City officer or employee for expert or consultant services within one year of the latter's leaving City service, advance notice shall be given to and approval received from the Ethics Commission. Said approval shall be in written form and copied to the mayor at the same time that it is given to the individual making the request.
 4. Exceptions.
 - a. The prohibitions of subsections (2)(a) and (2)(b) of this section shall not apply to a former City officer or employee acting on behalf of a governmental agency if the Ethics Commission has determined that the service to the agency is not adverse to the interest of the City.
 - b. Nothing in this chapter shall prohibit an official elected to serve a governmental entity other than the City of Spokane from carrying out their official duties for that government entity.
 5. Corporations, firms or persons doing business with the City shall be advised of this provision, and shall certify, as part of any contract with the City, that they are aware of the restrictions in this policy. If a firm or person doing business with the City assists an employee in violating the provisions of the Code, the firm or business may be disbarred, excluded from contracting with the City for 5 years.
- P. Failure to Produce Public Records
No City officer or employee shall willfully and without just cause delay or fail to produce any city records in his or her possession or control in response to a public records request filed with the city pursuant to Chapter 42.56 RCW.

1. A "city record" is a "public record" as defined by RCW 42.56.010(3).
2. "Just cause" to delay or fail to produce means:
 - a. A reasonable belief that production of the record is exempt from public disclosure pursuant to Chapter 42.56 RCW or other statute which exempts or prohibits disclosure of specific information or records; and/or
 - b. The city record is subject to legal review to determine whether it is subject to an exemption from disclosure pursuant to Chapter 42.56 RCW; and/or
 - c. The requester has been notified in writing that additional time is required to produce the city record and/or determine whether it is subject to an exemption from disclosure pursuant to Chapter 42.56 RCW.

Section 2. That Section 01.04B.070 of the Spokane Municipal Code is amended to read as follows:

Section 01.04B.070 Duties and Powers

- A. It is the duty of the Ethics Commission to serve as a tribunal for the adjudication of complaints whenever someone has alleged a violation of this chapter. For this purpose, the Commission has a duty to consider all evidence in determining whether such a violation occurred and in setting an appropriate penalty.
- B. The Ethics Commission is authorized to compel the attendance of witnesses, administer oaths, take the testimony of a person under oath, and in connection therewith, to require the production for examination of any books or papers relating to any matter before the Commission. For witnesses who refuse to attend and give testimony at a hearing, the Ethics Commission may petition the superior court for a subpoena requiring the person to appear and to produce evidence if so ordered, or to give testimony concerning the matter before the Commission. Failure to obey such order of the court may be punished by the court as contempt.
- C. The Ethics Commission is authorized to establish operating policies, procedures, forms, and rules consistent with this chapter, subject to the approval of the City Council. The Ethics Commission shall review its policies and procedure annually and shall make modifications as necessary. The Commission shall maintain a manual of such policies and procedures which shall be posted and maintained as part of the City's website.
- D. The Ethics Commission may, when circumstances make it necessary to do so, retain outside legal counsel and other experts, as needed, after solicitation of recommendations from the City Attorney (unless the need to retain outside counsel is caused by a conflict involving the City Attorney's Office).
- E. The Ethics Commission may make recommendations to the City Council for amendments to this chapter and for such other legislation affecting the subject matter of this chapter as the Ethics Commission may deem necessary or desirable.
- F. The Ethics Commission shall develop educational programs which inform agencies, public officials and city officers and employees about City, state and federal ethics laws, and the importance of ethics to the public's confidence in municipal government.
- G. The Commission shall post all advisory opinions, preliminary review of complaints by the City Attorney pursuant to SMC 1.04B.150, investigative reports pursuant to SMC 1.04B.160 and concluded adjudicative materials of the Commission(,) including, but not limited to (~~the advisory opinions, the initial review by the City Attorney, pleadings and party submissions, ((investigative reports,))~~) and decisions of the Commission, on the City's website within thirty days of receipt of opinions, preliminary reviews, investigative reports or concluded adjudicative material (~~(issuance of the material)~~). Upon the recommendation of the City Attorney, the Commission may redact or withhold from publication any record deemed to be legally protected from disclosure under RCW 42.56 or other applicable federal, state or local law.

Section 3. That Section 01.04B.150 of the Spokane Municipal Code is amended to read as follows:

Section 01.04B.150 Preliminary Review of Ethics Complaint

- A. Preliminary Review of Complaint
Upon receipt of a complaint, the City Attorney's Office shall conduct a preliminary review to determine whether the allegations, if proven, establish a violation of the City's Code of Ethics.
 1. If, upon preliminary review of the complaint, the City Attorney finds that the respondent is not subject to the Code of Ethics, the City Attorney shall within five business days provide the Ethics Commission with written notification of this finding along with a recommendation that the Commission Chair summarily dismiss the complaint pursuant to SMC 01.04B.200 (A). The complainant shall also be provided notification of this finding and recommendation. The complainant may appeal the summary dismissal of the complaint by filing an appeal with the City Clerk's Office within ten days of the date of the Chair's decision. In the event of an appeal, the Chair shall not participate in the Commission's deliberation or decision. The appeal will be determined by the remaining members of the Commission. A determination by the Commission to affirm the decision of the Chair shall be final with no further appeal rights.
 2. If, upon preliminary review of the complaint, the City Attorney finds that the complaint contains an allegation which, even if true, would not constitute prohibited conduct in violation of the Code of Ethics, the City Attorney shall within five business days provide written notification to Ethics Commission of his or her opinion and recommendation that complaint

be dismissed pursuant to SMC 01.04B.200 (B), and shall provide the Commission with a proposed order of dismissal. The complainant shall also be provided notification of this opinion. A decision of the Ethics Commission to dismiss a complaint based upon the recommendation of the City Attorney pursuant to this subsection may be appealed by the complainant to the Hearing Examiner by filing an appeal with the Hearing Examiner's Office within ten days of the date of the Ethics Commission's decision. The only matter before the Hearing Examiner on appeal is whether the complainant has set forth allegations, that if true, would constitute prohibited conduct in violation of the Code of Ethics.

3. If, upon preliminary review of the complaint, the City Attorney determines that the complaint alleges facts that, if proven, may establish an ethics violation ((;)) or if the Ethics Commission after discussion of the preliminary review votes to have an independent investigation, the complaint shall be referred by the City Attorney to an independent investigator to commence an investigation for purposes of determining whether there is reasonable cause to believe that a violation of the Code of Ethics has occurred.

Section 4. That Section 01.04B.170 of the Spokane Municipal Code is amended to read as follows

Section 01.04B.170 Post-Investigation Procedures

- A. If the investigator finds that the evidence fails to establish that the subject of the complaint has committed prohibited conduct, the independent investigator shall prepare an investigative report with a recommendation of that the complaint be dismissed.
 1. Whenever an investigator makes a recommendation of dismissal, the investigative report and copies of all documents relating to the investigation shall be forwarded to the Ethics Commission for a final decision on dismissal. Copies of the investigative report and all documents related to the investigation shall be served upon the complainant and the subject of the complaint.
 2. Upon receipt of an investigator's investigative report and a recommendation of dismissal, the Ethics Commission ((may)) shall enter an order of dismissal, copies of which shall be served on the complainant and on the subject of the complaint. Such order shall be entered within ten business days.
- B. If, after investigation, the independent investigator determines that there is reasonable cause to believe the subject of the complaint has committed prohibited conduct in violation of the Code of Ethics, he or she shall prepare an investigative report detailing the evidence and stating the basis for his or her determination. The investigative report and copies of all documents relating to the investigation shall be forwarded to the Ethics Commission with a recommendation that a hearing be held. Copies of the investigative report and all documents related to the investigation shall be served upon the complainant and the subject of the complaint.
- C. Response by Subject of Complaint
 1. If the subject of the complaint accepts the findings of the investigative report, he or she may stipulate to the violation by submitting a letter to the Ethics Commission within ten business days indicating his or her agreement with the findings. In such instance, the matter will proceed to a hearing before the Ethics Commission for adoption of the stipulation and imposition of a penalty.
 2. The subject of the complaint may contest the findings of the investigative report by submitting a letter within ten business days to the Ethics Commission indicating his or her disagreement with the findings and requesting that a hearing be held to formally contest the findings.
 3. If the subject of the complaint contests the findings detailed within the investigative report or otherwise fails to respond within ten business days to the findings of the investigative report, the matter shall proceed to a contested hearing before the Ethics Commission.

Section 5. 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 6. 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 March 2, 2026

Delivered to Mayor March 5, 2026

ORDINANCE NO. C36839

An ordinance updating departmental titles as a result of the adoption of Ordinance C36795; amending Sections 04.02.010, 07.03.020, 07.06.242, 07.14.030, 08.10.010, 13.02.0304, and 13.02.0364 of the Spokane Municipal Code.

WHEREAS, the Spokane City Council adopted Ordinance C36795, which renamed My Spokane to Spokane 311; and

WHEREAS, Ordinance C36795 also made departmental updates to the Finance and Administration Division; and

WHEREAS, this ordinance makes code updates to the division and department titles to reflect the passage of Ordinance C36795.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 04.02.010 of the Spokane Municipal Code is amended to read as follows:

Section 04.02.010 Policy to Collect Accounts

- A. It is the policy of the City to promptly identify and collect all duly payable moneys related to services rendered, damage to City property, or any other source.
- B. It is the policy of the City to regularly review and, as necessary, adjust schedules for fees, charges, and other assessments to ensure the City recovers at least the actual cost of delivering said services. Accordingly, during the even year of each biennium, all city departments shall review as appropriate their schedules for fees, charges, and other assessments to ensure there is adequate cost recovery for the services rendered and shall then report the status and outcome of such review to the Mayor and City Council. The biennial review and adjustment shall be governed by the following specific criteria:
 - 1. Except as otherwise provided in this section, fees, charges and assessments shall be adjusted by reference to the Consumer Price Index published by the United States Bureau of Labor Statistics, (All City Average (CPI-U and CPI-W)) or such other applicable index or formula appropriate for the service rendered.
 - 2. General facilities charges shall be updated and maintained pursuant to Chapters 13.03 and 13.04 of the Spokane Municipal Code.
 - 3. Transportation impact fees shall be updated and maintained pursuant to Chapter 17D.075 of the Spokane Municipal Code.
 - 4. This section shall not apply to criminal and civil penalties fees, which shall be adjusted consistent with state law and any penalty schedule established separately under the Spokane Municipal Code.
 - 5. In reviewing fees, charges, and other assessments each biennium, each City department shall systematically and resolutely pursue opportunities to maximize operational efficiency, eliminate waste, streamline processes, and minimize administrative costs to ensure the lowest possible financial burden on payers. This includes exploring innovative solutions that enhance effectiveness and reduce expenses. In conjunction with the Information Technology ((~~Division~~) Department), departments shall also evaluate and implement apt software and platforms that automate workflows, improve accuracy, and reduce the costs associated with calculating and billing fees, charges, and other assessments.
 - 6. Nothing in this section shall be construed to prohibit review and adjustment of fees more frequently than every biennium.

Section 2. That Section 07.03.020 of the Spokane Municipal Code is amended to read as follows:

Section 07.03.020 Amount

- A. The amount of any imprest fund shall not exceed the amount fixed in the table below:

Department	Amount not to exceed
Accounting Department Imprest Fund	\$1,000.00
City Attorney Imprest Fund	\$1,000.00
Development Services Center Imprest Fund	\$1,500.00
((My Spokane) <u>Spokane 311</u> Imprest Fund	\$4,800.00
Parks and Recreation Imprest Fund	\$2,500.00
Parks and Recreation Imprest Fund – Riverfront Park	\$25,000.00
Risk Management Imprest Fund	\$300,000.00
Solid Waste Collection Department Imprest Fund	\$200.00
Solid Waste Disposal Department Imprest Fund	\$9,000.00
Spokane Fire Department Imprest Fund	\$700.00
Spokane Municipal Court Imprest Fund	\$1,300.00
Spokane Municipal Court Imprest Fund – Parking Violations	\$300.00
Spokane Police Department Imprest Fund – Administration	\$1,500.00
Spokane Police Department Imprest Fund – Investigations	\$60,000.00
Spokane Police Department Imprest Fund – Records	\$3,000.00
Spokane Police Department – Travel Expense Cash Advance Fund	\$20,000.00
Spokane Public Library – Imprest Fund	\$3,000.00
Spokane Public Library – Travel Expense Cash Advance Fund	\$10,000.00
Street Department Imprest Fund	\$500.00
Water and Hydroelectric Services Department Imprest Fund	\$1,000.00

- B. The Mayor may increase, subject to subsection (A) of this section, or decrease the amount in an imprest fund from time to time.

Section 3. That Section 07.06.262 of the Spokane Municipal Code is amended to read as follows:

Section 07.06.262 Change Orders - Contract Amendments

- A. The Mayor may authorize, by change order or contract amendment, aggregate increases of up to ten percent (10%) of the total contract dollars per contract, not to exceed one hundred thousand dollars (\$100,000), upon verification by the (~~Director of Finance, Treasury and Administration~~) Chief Financial Officer or their designee that funds are available.
- B. Notwithstanding subsection (A) of this section, the City Council hereby directs and authorizes the Mayor to delegate approval/signature authority for change orders where a pre-approved administrative reserve has been established without individual approval of each change order by the City Council.
(~~(1. The City Council shall approve City Policy 5200-08-01 for implementing this subsection.))~~)

Section 4. That Section 07.10.010 of the Spokane Municipal Code is amended to read as follows:

Section 07.10.010 Definitions

As used in this chapter, the following words have the following meanings:

- (~~(A. "City" means the City of Spokane, Washington, a first class charter city duly organized and existing under and by virtue of the laws of the State of Washington and the charter of the City.~~
- ~~B. "Chief Financial Officer" means the director appointed by the mayor and confirmed by the city council who is charged with the responsibility for the overall direction of the finance, treasury and administration department of the City.~~
- ~~C. "Qualified public depository" or "depository" means a financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of the State of Washington, which has been approved by the Washington public deposit protection commission to hold public deposits, and which has segregated for the benefit of said Commission eligible collateral having a value of not less than its maximum liability.~~
- ~~D. "Treasurer" means the treasurer of the City, who is the custodian of City funds.))~~

<u>Term</u>	<u>Definition</u>
<u>City</u>	<u>City means the City of Spokane, Washington, a first-class charter city duly organized and existing under and by virtue of the laws of the State of Washington and the charter of the City.</u>
<u>Chief Financial Officer</u>	<u>Chief Financial Officer means the director appointed by the Mayor and confirmed by the City Council who is charged with the responsibility for the overall direction of the Finance and Administration Division of the City of Spokane.</u>
<u>Qualified Public Depository/Depository</u>	<u>Qualified Public Depository or depository means a financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of the State of Washington, which has been approved by the Washington Public Deposit Protection Commission to hold public deposits, and which has segregated for the benefit of said Commission eligible collateral having a value of not less than its maximum liability.</u>
<u>Treasurer</u>	<u>Treasurer means the treasurer of the City, who is the custodian of City funds.</u>

Section 5. That Section 07.14.030 of the Spokane Municipal Code is amended to read as follows:

Section 07.14.030 Budget Monitoring and Review

- A. The Finance(~~, Treasury~~) and Administration Division shall provide regular, monthly, financial reports, including budget-to-actual data for the General Fund and any other key fund(s), as necessary. The reports will be provided to the City Council as soon as reasonably available upon the closing of the period.

1. As part of the regular monthly reports, a summary of the General Fund budgeted revenue and expenditures shall be provided with estimates of beginning and ending fund balance and reserves with presumptions and trends, and, when available, council budget staff outlooks defined in the estimates.
 2. In the month following the end of a quarter's Finance and Administration Committee Meeting, the Management and Budget Department will provide a summary of potential financial or operational issues that may impact the City's overall financial position, either positively or negatively, based on analysis of actuals relative to the approved budget.
 3. In the month following the end of the quarter, the Management and Budget Department will provide proposed special budget ordinances as deemed appropriate based on operational activities, grant or contract awards, financial projections, or other relative information. City Council will determine which proposed special budget ordinances will proceed for the approval process.
- B. The Finance(~~(, Treasury)~~) and Administration Division shall provide a pre-audit year- end financial report for the General Fund, and any other key fund deemed appropriate. The report will include relative fund/reserve balances for the General Fund. The report will be provided to the City Council as soon as reasonable and reliable financial information is available following the close of the fiscal year, but no later than the end of June.
- C. Based on analysis of financial activity from the previous fiscal year, as reported in the pre-audit year-end financial report, the Finance(~~(, Treasury)~~) and Administration Division shall provide:
1. An update to the General Fund Six -Year Forecast based on all known or expected revenues and expenditures. The General Fund Six-Year Forecast will include the current biennium's budget and updated projections for the subsequent four years and, at council discretion, council budget staff projections for the same periods. The report will be provided to the City Council by the July Finance and Administration Committee meeting.
 2. For any department that is in the General Fund or a fund supported by the General Fund, an unfavorable variance report showing deviations of 10% or more (or \$2.0 million, whichever is greater) from the estimated year-to-date budget at the dept/fund level, shall be presented to City Council by the Finance and Administration Division on or before July 31st of the even-numbered year. The report will include both revenues and expenses and should be accompanied by as much explanatory narrative as possible and, if applicable, a corrective action plan.
 3. During even years, at the November Finance and Administration Committee meeting, the Administration will provide a recommendation to the City Council which, via Special Budget Ordinance, resolves any material budget variances. During odd years, material budget variances will be resolved via the mid-biennium modification period identified within SMC 07.01.020.
- D. The Finance(~~(, Treasury)~~) and Administration Division, and other senior administration personnel and cabinet members, shall, upon concurrence of the (~~(mayor)~~) Mayor, make themselves available for budget deliberations with the City Council on a bimonthly basis, or more frequently as mutually agreed with the (~~(mayor)~~) Mayor. The (~~(city council)~~) City Council shall establish bimonthly study sessions on the second Thursday of each month, or on the third Thursday if necessary because of a (~~(city)~~) City holiday, for budget presentations and discussions with program managers, cabinet-level department heads, and senior level administrators. The Administration should make other staff members available as necessary, or beneficial to the content of the planned discussion. The bimonthly study sessions shall be held in a location that allows for real-time public viewing of the study session via a live telecast or streaming in the same manner as regular briefing and legislative session of the (~~(city council)~~) City Council.
- E. Concurrent to the joint budget deliberations, the City Council, led by the Finance & Administration Committee Chair and Vice Chair acting in consultation with all council members, shall develop a draft resolution to the administration identifying council budget priorities, to be placed on Finance & Administration Committee agenda as a standing legislative item no later than April of each year, with final action by the City Council to occur no later than the first council meeting in July.
- F. The Council Budget Director shall continuously act as a liaison between the City Council and administration throughout the budget development period. The Budget Director's mission during the budget process is to ensure information sharing, clarification of financial data, and collaboration among and communication to all council members.

Section 6. That Section 08.10.010 of the Spokane Municipal Code is amended to read as follows:

Section 08.10.010 Definitions

In construing the provisions of this chapter, except where otherwise stated or apparent from the context, the following definitions apply:

- ~~(A. "Cable franchise fee" means a fee assessed pursuant to SMC 10.27A.310 upon a cable operator by the City as a condition of a cable franchise.~~
- ~~B. "Department" means the administrative official responsible for the functions of the office of taxes and licenses, or other designee of the division director of finance, treasury and administration.~~
- ~~C. Gross Income.~~
- ~~1. "Gross income" or "gross revenues" means the value proceeding or accruing from the sale of tangible personal property or service, and receipts (including all sums earned or charged, whether received or not) by reason of the investment of~~

capital in the business engaged in, including rentals, royalties, fees, interest and other emoluments however designated (excluding receipts or proceeds from the sale or use of real property or any interest therein, and the proceeds from the sale of notes, bonds, mortgages or other evidences of indebtedness, or stocks and the like), and without any deduction on account of the cost of the property sold, the cost of materials used, labor costs, taxes, interest or discount paid, or any expense whatsoever, and without any deduction on account of losses.

2. "Gross income" is further defined to mean the total gross income received or earned as above noted on a cash receipts or on an accrual basis according to the method of accounting regularly employed by the taxpayer during the period for which the taxes are applicable.

D. "Internet" means the international computer network of both federal and nonfederal interoperable packet switched data networks, including the graphical subnetwork called the world wide web.

E. "Internet service" means a service that includes computer processing applications, provides the user with additional or restructured information, or permits the user to interact with stored information through the internet or a proprietary subscriber network. "Internet service" includes provision of internet electronic mail, access to the internet for information retrieval, and hosting of information for retrieval over the internet or the graphical subnetwork called the world wide web.

F. "Pager telephone business service", commonly known as pager service, has that common meaning and includes one-way communication services such as tone only (beeper), numeric or alphanumeric messaging, and tone and voice messaging. It includes talk-back paging, conventional dispatch radio and specialized mobile radio pager service.

G. "Person" means an individual, entity, co-partnership, joint venture, firm, club, company, joint stock company, corporation, assignee, successor, receiver, administrator, executor, trustee in bankruptcy, trust, estate, association, society, governmental unit, municipal corporation or quasi-municipal corporation, including the City, a City department, or officer, agent or employee of any of the foregoing.

H. Solid Waste.

1. "Solid waste collection service" means receiving solid waste for transfer, processing, treatment, storage or disposal, including but not limited to, all collection services. It does not include the operation of public or private dumps, transfer stations and similar operations. It does not include operation of a regional solid waste disposal system, to the extent the same may be established by interlocal agreement between the City and County of Spokane, although components of charges for taxable solid waste collection service may include charges of regional system facilities, including transfer stations, dumps or waste to energy disposal facilities.

2. "Solid waste", for purposes of this subsection, means garbage, trash, rubbish or other material discarded by the generator as worthless or not economically viable for further use. "Solid waste" includes infectious, hazardous or toxic wastes, and recyclable or reusable materials collected in whole or part for recycling or salvage as part of a general solid waste collection service to the public.

I. "Taxpayer" means any person liable for the tax or license fee imposed under this chapter.

J. "Tax year" or "taxable year" means the particular taxpayer's fiscal year or such fiscal year as adjusted in the discretion of the division director of finance, treasury and administration to accommodate the taxpayer's method of accounting.

K. Telephone Business.

1. "Telephone business" means the business of providing by any person of access to a local telephone network, local telephone network switching service, toll service or coin telephone services, or the providing of telephonic, video, data or similar communication or transmission for hire, via a local telephone network, toll line or channel, cable, microwave or similar communication or transmission system. It includes the provision of transmission to and from the site of an internet provider via a local telephone network, toll line or channel, cable microwave or similar communication or transmission system, or any other similar telecommunications business activity lawfully taxable by the City of Spokane.

2. "Telephone business" includes cooperative or farmer line telephone companies or associations operating exchanges.

3. "Telephone business" includes cellular telephone service, which is a two-way voice and/or data telephone/telecommunications system based in whole or in a substantial part upon wireless radio communications, whether or not subject to regulation by the Washington State Utilities and Transportation Commission (WUTC). It includes cellular mobile service.

a. "Cellular mobile service" includes additional varieties of partly or entirely wireless radio communications services commonly referenced or marketed as specialized mobile radio (SMR), personal communications services (PCS) and other such wireless radio communications technologies accomplishing a purpose similar to cellular mobile service.

4. "Telephone business" does not include the providing of competitive telephone service, the providing of cable television service, the providing of broadcast services by radio or television stations. It further does not include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider; provided, in the event any statutory prohibition of municipal taxation of internet service providers hereafter expire or otherwise be removed, then at such time, "telephone business" shall thereafter include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider. (Note: State prohibits taxation of internet providers.)

- L. ~~“Competitive telephone service” means the providing by any person of telecommunications equipment or apparatus, or service related to that equipment or apparatus, such as repair or maintenance service, if the equipment or apparatus is of a type which can be provided by persons that are not subject to regulation as telephone companies under Title 80 RCW and for which a separate charge is made, provided “competitive telephone service” does not include cellular telephone service. “Telecommunications” is as defined in RCW 80.04.010.)~~

<u>Term</u>	<u>Definition</u>
<u>Cable franchise fee</u>	<u>Cable franchise fee means a fee assessed pursuant to SMC 10.27A.310 upon a cable operator by the City as a condition of a cable franchise.</u>
<u>Cellular mobile service</u>	<u>Cellular mobile service includes additional varieties of partly or entirely wireless radio communications services commonly referenced or marketed as specialized mobile radio (SMR), personal communications services (PCS), and other such wireless radio communications technologies accomplishing a purpose similar to cellular mobile service.</u>
<u>Competitive telephone service</u>	<u>Competitive telephone service means the providing by any person of telecommunications equipment or apparatus, or service related to that equipment or apparatus, such as repair or maintenance service, if the equipment or apparatus is of a type which can be provided by persons that are not subject to regulation as telephone companies under Title 80 RCW and for which a separate charge is made, provided “competitive telephone service” does not include cellular telephone service. “Telecommunications” is as defined in RCW 80.04.010.</u>
<u>Department</u>	<u>Department means the administrative official responsible for the functions of the Office of Taxes and Licenses, or other designee of the Chief Financial Officer.</u>
<u>Gross Income/Gross Revenues</u>	<ol style="list-style-type: none"> <li data-bbox="704 972 1549 1331">1. <u>Gross income or gross revenues means the value proceeding or accruing from the sale of tangible personal property or service, and receipts (including all sums earned or charged, whether received or not) by reason of the investment of capital in the business engaged in, including rentals, royalties, fees, interest and other emoluments however designated (excluding receipts or proceeds from the sale or use of real property or any interest therein, and the proceeds from the sale of notes, bonds, mortgages or other evidences of indebtedness, or stocks and the like), and without any deduction on account of the cost of the property sold, the cost of materials used, labor costs, taxes, interest or discount paid, or any expense whatsoever, and without any deduction on account of losses.</u> <li data-bbox="704 1331 1549 1478">2. <u>“Gross income” is further defined to mean the total gross income received or earned as above noted on a cash receipt or on an accrual basis according to the method of accounting regularly employed by the taxpayer during the period for which the taxes are applicable.</u>
<u>Internet</u>	<u>Internet means the international computer network of both federal and nonfederal interoperable packet-switched data networks, including the graphical subnetwork called the World Wide Web.</u>
<u>Internet Service</u>	<u>Internet Service means a service that includes computer processing applications, provides the user with additional or restructured information, or permits the user to interact with stored information through the Internet or a proprietary subscriber network. “Internet service” includes the provision of internet electronic mail, access to the internet for information retrieval, and hosting of information for retrieval over the internet or the graphical subnetwork called the World Wide Web.</u>

<u>Pager telephone business service</u>	<u>Pager telephone business service, commonly known as pager service, has that common meaning and includes one-way communication services such as tone only (beeper), numeric or alphanumeric messaging, and tone and voice messaging. It includes talk-back paging, conventional dispatch radio, and specialized mobile radio pager service.</u>
<u>Person</u>	<u>Person means an individual, entity, co-partnership, joint venture, firm, club, company, joint stock company, corporation, assignee, successor, receiver, administrator, executor, trustee in bankruptcy, trust, estate, association, society, governmental unit, municipal corporation or quasi-municipal corporation, including the City, a City division, a City department, or officer, agent or employee of any of the foregoing.</u>
<u>Solid Waste</u>	<u>Solid Waste means garbage, trash, rubbish, or other material discarded by the generator as worthless or not economically viable for further use. "Solid waste" includes infectious, hazardous, or toxic wastes, and recyclable or reusable materials collected in whole or part for recycling or salvage as part of a general solid waste collection service to the public.</u>
<u>Solid Waste Collection Service</u>	<u>Solid Waste Collection Service means receiving solid waste for transfer, processing, treatment, storage, or disposal, including but not limited to, all collection services. It does not include the operation of public or private dumps, transfer stations, and similar operations. It does not include operation of a regional solid waste disposal system, to the extent the same may be established by interlocal agreement between the City and County of Spokane, although components of charges for taxable solid waste collection service may include charges of regional system facilities, including transfer stations, dumps, or waste-to-energy disposal facilities.</u>
<u>Taxpayer</u>	<u>Taxpayer means any person liable for the tax or license fee imposed under this chapter.</u>
<u>Tax year/taxable year</u>	<u>Tax year or taxable year means the particular taxpayer's fiscal year or such fiscal year as adjusted in the discretion of the City of Spokane's Chief Financial Officer to accommodate the taxpayer's method of accounting.</u>
<u>Telephone Business</u>	<p><u>Telephone business means the business of providing by any person access to a local telephone network, local telephone network switching service, toll service, or coin telephone services, or the providing of telephonic, video, data, or similar communication or transmission for hire, via a local telephone network, toll line or channel, cable, microwave or similar communication or transmission system. It includes the provision of transmission to and from the site of an internet provider via a local telephone network, toll line or channel, cable, microwave or similar communication or transmission system, or any other similar telecommunications business activity lawfully taxable by the City of Spokane. Telephone business includes cooperative or farmer line telephone companies or associations operating exchanges. Telephone business includes cellular telephone service, which is a two-way voice and/or data telephone/telecommunications system based in whole or in a substantial part upon wireless radio communications, whether or not subject to regulation by the Washington State Utilities and Transportation Commission (WUTC). It includes cellular mobile service.</u></p> <p><u>Telephone business does not include the providing of competitive telephone service, the providing of cable television service, the providing of broadcast services by radio or television stations. It further does not include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider; provided, in the event any statutory prohibition of municipal taxation of internet service providers hereafter expire or otherwise be removed, then at such time, "telephone business" shall thereafter include the provision of internet service, including the reception of dial-in connection, provided at the site of the internet service provider. (Note: State prohibits taxation of internet providers.)</u></p>

Section 7. That Section 13.02.0304 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0304 Vacancies – Changes in Service Needs

- A. A customer may request that service be halted temporarily when the premises are vacant.
- B. The department must receive at least three (3) business days' advance notice.
- C. Service suspensions for less than fourteen (14) days are not granted.
- D. Customers are further required to notify ~~((promptly)) ((My Spokane))~~ Spokane 311, the city's centralized customer service center, of any changes in service needs.
- E. No credit will be issued for failure to notify the department of vacancies or changes in service needs. Consideration may be made on a case-by-case basis at the discretion of the director or ~~((his))~~ their designee.

Section 8. That Section 13.02.0364 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0364 Unacceptable Wastes

- A. Departmental collection operations are intended to collect normal household and business wastes. No person may deposit or relinquish for collection or disposal any unacceptable wastes.
 - 1. "Unacceptable wastes" are generally identified under general standards and with a specific list.
 - 2. Customers are encouraged to contact ~~((My Spokane))~~ Spokane 311 ~~((;-))~~ in advance, by dialing 3-1-1 (if inside the city limits) or 509.755.2489 (if outside the city limits) with any questions or to make special advance arrangements.
- B. General Standards.
 - 1. Unacceptable wastes include infectious wastes, as identified in chapter 10.35 SMC. Further included are any wastes which are of extreme temperatures, harmful vapors, the presence of corrosive, flammable, explosive or toxic chemicals, or any materials with physical or other properties which render collection operations hazardous or which create a risk to the public health and safety, to the health or safety of departmental employees or of damage to departmental collection vehicles or equipment.
 - a. The director may declare any wastes unacceptable and may cause to be published a list of unacceptable wastes in the *Official Gazette*.
 - 2. Customers engaged in manufacturing or commercial pursuits who are or may be a source of unacceptable waste must notify the director with full details and information.
 - a. Such customers must make special arrangements prior to deposit or commingling said materials with other solid waste for collection.
 - b. The department accepts household hazardous wastes at the waste-to-energy plant.
- C. Specific List.

In addition to wastes with general characteristics described above, unacceptable wastes include:

 - 1. liquid wastes, both bulk and containerized, exceeding a volume of one gallon, unless specific advance arrangements are made with the department;
 - 2. waste tires, exceeding four out for collection at one time (wheels need to be removed to be collected);
 - 3. any materials regulated by the ~~((State of Washington department of ecology))~~ Washington State Department of Ecology as dangerous under chapter 173-303 WAC, or as hazardous wastes by the United States ~~((environmental protection agency))~~ Environmental Protection Agency under 40 CFR, applicable parts;
 - 4. any equipment or machinery used for refrigeration, provided the department will accept household refrigerators from residential premises.
 - a. Additionally, for nonresidential customers, this prohibition does not apply if the refrigerant has been properly removed by the customer;
 - 5. improperly wrapped or secured wastes which emit noxious, foul odors to disturb or annoy a reasonable person.
 - a. Such wastes would include, as examples, quantities of manure, offal or other such noxious materials not securely wrapped or secured;
 - 6. animal remains in an amount over fifteen pounds are prohibited from disposal in the waste stream by Spokane County health district regulations.
 - a. Animal remains fifteen pounds or less must be separately and securely bagged as a condition of acceptance.
 - b. For larger animals, customers may contact the disposal department (waste-to-energy plant) for special arrangements at (509) 625-6580, a rendering service, or SpokAnimal at (509) 534-8133.

D. Northside Landfill MFS Limits.

With prior approval, certain wastes may be accepted at the northside landfill at locations or cells as designated by the director, under terms and conditions determined by the director. The director may consider either general or specific standards heretofore set forth. The director may consider TCLP test criteria, in addition to Washington State (~~(department of ecology)~~) Department of Ecology dangerous waste regulations and U.S. EPA hazardous waste regulations and considering the need to avoid leachate risks because leachate from the waste (as produced by U.S. EPA toxicity characteristic leaching procedure) exceeds pretreatment standards as established by the Spokane (~~(wastewater management department)~~) Wastewater Management Department or for any other reason.

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

Section 10. Clerical 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 March 2, 2026

Delivered to Mayor March 5, 2026

ORDINANCE NO. C36841

An ordinance relating to the emergency procurement; amending Section 07.06.180 of the Spokane Municipal Code.

WHEREAS, the City is authorized to waive competitive bid requirements in the event of an emergency; and

WHEREAS, the City recognizes the need for administrative efficiency and has authorized thresholds for which administration can execute contracts without Council approval such as Minor Contracts Execution SMC 07.06.260; and

WHEREAS, this proposed ordinance seeks to standardize emergency procurement with the remainder of procurement practices.

NOW, THEREFORE, the City of Spokane does ordain:

That Section 07.06.180 of the Spokane Municipal Code is amended to read as follows:

Section 07.06.180 Emergency Procurement

A. The City Council, by resolution may waive (~~(public)~~) competitive bid requirements for (~~(purchases)~~) procurement of goods, Public Works and services above the minor contract threshold in the event of an emergency.

B. If the emergency requires procurements above the minor contract threshold prior to City Council action, the Mayor may declare an emergency situation exists, waive public bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation.

1. Contract awarded pursuant to subsection B of this section shall be presented to the City Council.

~~((4-))~~ C. If a contract is awarded without public bidding due to an emergency, a written finding of the existence of an emergency must be made by the no later than two (2) weeks following the award of the contract.

~~D.~~ Departments may enter into contracts not to exceed the minor contract threshold as an emergency procurement without competitive procurement pursuant to procedures established by the Purchasing Department and without a mayoral emergency declaration, or city council resolution.

~~((E-))~~ E. Force account work by City crews shall be in accordance with state law.

~~((D-))~~ F. Emergency procurements are made with such competition as is practicable under the circumstances.

Passed by City Council March 2, 2026

Delivered to Mayor March 5, 2026

ORDINANCE NO. C36846

An ordinance titled "Immigration Enforcement Free Zones", establishing protections to promote trust and safety by ensuring city owned property is not voluntarily used to support immigration enforcement activities without a judicial warrant, amending sections 12.05.005, 12.05.050 and 12.05.070 of the Spokane Municipal Code.

WHEREAS, the official motto for the City of Spokane is "In Spokane We All Belong"; and

WHEREAS, the City of Spokane strives to be a welcoming city for immigrants and refugees; and

WHEREAS, the increase of aggressive federal immigration enforcement tactics have caused fear and trauma in our communities including schools and workplaces; and

WHEREAS, the City of Spokane values that all residents feel safe and protected on city property such as community centers, libraries and public facilities district; and

WHEREAS, RCW 35.22.280 states: "[Any city of the first class shall have power] to make all regulations necessary for the preservation of public morality, health, peace, and good order within its limits"; and

WHEREAS, the Washington State Constitution states: "No person shall be disturbed in his private affairs, or his home invaded, without authority of law"; and

WHEREAS, the Fourth Amendment of the United States Constitution states: "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized"; and

WHEREAS, in the case United States v. Vertigo-Urquidez the U.S. Supreme Court held that persons "protected by the Fourth Amendment, and by the First and Second Amendments, and to whom rights and powers are reserved in the Ninth and Tenth Amendments, refers to a class of persons who are part of a national community or who have otherwise developed sufficient connection with this country to be considered part of that community"; and

WHEREAS, in 2018 the City Council enacted Ordinance C35681, codified in Section 12.05.050 of the Spokane Municipal Code, which established provisions to restrict warrantless entry of federal immigration officials onto City property and revised in 2025 with the "Safe and Welcome in Spokane" ordinance; and

WHEREAS, Ordinance C35681 did not extend to use of public property for staging; and

WHEREAS, the City Council wishes to expand the definition of "city property" as it relates to immigration enforcement;

WHEREAS, the City of Spokane urges the State of Washington to create an Immigration Hotline where Washington residents have the ability to report civil rights violations by immigration enforcement;

NOW THEREFORE, the City of Spokane does ordain:

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

Section 12.05.005 Definitions

- A. "Agent" means any person acting within the scope of employment by or acting on behalf of the City of Spokane including City-facility property managers.
- B. "Baby changing facility" means a table or other device suitable for changing the diaper of a child.
- C. "Employee" means any person holding a regularly compensated position of employment with the City of Spokane including elected officers.
- D. "Basic City Facility" or "Basic City Facilities" means public safety facilities, including fire and police stations; City-owned water reservoirs and other utility facilities; city-owned and city-funded facilities providing emergency shelter or transitional housing; and community centers. For purposes of this chapter, utility facilities shall not include privately constructed utility facilities, stormwater facilities and conveyance systems, or water and wastewater utility transmission and distribution systems and related appurtenances, to include without limitation, pipe replacements and relocations; well upgrades; pump stations; lift stations, etc.

- E. "City-funded" facility with respect to an individual facility means a facility receiving \$50,000 in the aggregate in any calendar year from the City, directly or indirectly, including but not limited to the general fund expenditures, special revenue or tax funds, and grants, and including any funds for which the city is a fiscal or pass-thru agent. This term does not include any facility that provides services to domestic violence victims, as defined in RCW 70.123.020.
- F. "City Property" is expanded to include any or city-owned or city-controlled property. Property means any real or personal property, land, building, facility, structure, equipment, or space owned, leased, operated, or controlled by the City of Spokane. "City Property" shall exclude property under the exclusive control of the Spokane Park Board or the Library Board of Trustees.
- ((F)) G. "Emergency shelter" means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations. This term does not include any facility that provides services to domestic violence victims, as defined in RCW 70.123.020.
- ((G)) H. "Federal civil immigration enforcement operations" means an operation than has one of its objectives the identification or apprehension of a person or persons in order to investigate them for a violation of the immigration law and subject them to one or more of the following:
1. Civil immigration detention;
 2. Removal proceedings; and
 3. Removal from the United States
- ((H)) I. "Good neighbor agreement" means a supplemental written agreement as part of a City contract with a provider or operator to foster communication and collaboration among parties associated with the emergency shelter or transitional housing facility, which contains the following framework:
1. Establishment of a good neighbor communication team shall consist of the following stakeholders, each of whom commits to the requirements of the agreement:
 - a. Representative(s) of the operator of the emergency shelter or transitional housing facility; and
 - b. Representative(s) from the City's Community, Housing, and Human Services (CHHS) Department; and
 - c. A representative from the City's Office of Neighborhood Services; and
 - d. Owner of property where emergency shelter or transitional housing facility will be located; and
 - e. The council chair or designee of the neighborhood council representing the geographic area where the facility is located in the neighborhood, so long as that neighborhood council designates an individual.
 2. The good neighbor communication team may include any of the following, each of whom commits to the requirements of the good neighbor agreement and to the terms of the executed Good Neighbor Agreement as conditions to participation on the communications team:
 - a. A resident of the emergency shelter or transitional housing subject to the Good Neighbor Agreement;
 - b. Property owners, residents, and tenants residing or operating a business immediately adjacent to the facility;
 - c. The Spokane Police Chief or his/her designee;
 - d. A member or staff employee of the City Council;
 - e. A representative from the City's Code Enforcement and Parking Division; and
 - f. A representative from the local school district if school-age children are expected to be served.
 3. A requirement that the communication team establish and maintain regular points of contact for communications on a seven-day, 24-hour basis, including name(s), telephone number(s), electronic mail address(es) and other means of communication to address any public health and safety issues arising from the operation of the facility.
 4. A designated point-of-contact ensuring a shelter availability website is updated in coordination with the Community, Housing, and Human Services (CHHS) Department.
 5. A commitment of the good neighbor communication team to attend, upon reasonable advance notice and request, meetings of the neighborhood council representing the geographic area where the facility is located.
 6. The executed agreement shall include specified remedies and methods of dispute resolution in the event there is a breach of the terms of the Good Neighbor Agreement.
 7. The good neighbor agreement shall contain provisions for the prioritization and expedited removal of unauthorized encampments consistent with SMC 12.02.1009(C).
- ((I)) J. "LEED" is a green building rating and certification system developed by the U.S. Green Building Council to evaluate environmental performance from a whole building perspective, including sites, water efficiency, energy & atmosphere, materials & resources, indoor environmental quality, locations & linkages, awareness & education, innovation in design, and regional priority.
- ((J)) K. "Nonpublic" means any area of a City facility, property, or public right of way that is not generally open and accessible to the general public or for which public access is temporarily restricted, such as a permitted special event that requires express permission from the permit holder to enter, an area requiring a valid ticket for a bona fide attendee or passenger, or an area where permission to enter has been given by a City employee or an employee of a tenant in a City facility on an individual basis. Areas posted as "Restricted" in City facilities shall be considered to be non-public areas.

- L. “Staging area” means an area that is used to assemble, mobilize, and deploy personnel, vehicles, equipment, or materials, for any purpose arising out of or related to civil immigration enforcement operations.
- M. “Surveillance” means observing, recording, monitoring, or collecting information about individuals for civil immigration enforcement purposes, including through cameras, license plate readers, drones, or other technologies.
- ~~((K))~~ N. “Transitional housing” means a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living. The term does not include transitional housing with fewer than twenty residents.
- ~~((L))~~ Q. “United States Citizenship and Immigration Services” means the agency of the United States Department of Homeland Security and any successor agency charged with overseeing United States immigration laws.
- ~~((M))~~ P. “United States Customs and Border Protection” means the agency of the United States Department of Homeland Security and shall include any successor federal agency charged with border enforcement.
- ~~((N))~~ Q. “United States Immigration and Customs Enforcement” means the agency of the United States Department of Homeland Security including Enforcement and Removal Operations and Homeland Security Investigations and shall include any successor federal agency charged with the enforcement of immigration laws.
- ~~((O))~~ R. “U.S. Green Building Council” is an organization serving as the nation’s foremost leaders from across the building industry working to promote buildings that are environmentally responsible, profitable, and healthy places to work and live.

Section 2. That section 12.05.050 of the Spokane Municipal Code is amended to read as follows:

Section 12.05.050 Section 12.05.050 Federal Civil Immigration Enforcement Operations on City Property

- A. It is the intent of the City of Spokane to protect and ensure the Fourth Amendment rights afforded to all people under the United States Constitution and in accordance with all state and federal laws.
- B. For the purpose of executing federal civil immigration enforcement operations, City of Spokane employees or agents of the City of Spokane, shall not give consent to United States Immigration and Customs Enforcement, United States Customs and Border Protection, United States Citizenship and Immigration Services officers, agents, representatives to access nonpublic areas of City of Spokane owned or operated facilities, property, equipment, vehicles, nonpublic databases, or nonpublic portions of otherwise public databases absent a judicial criminal warrant specifying the information or persons sought.
- C. Unless required by a valid judicial warrant or court order, no department, employee, official, contractor, or agent of the City shall knowingly permit City-owned or City-controlled property to be used for staging civil immigration enforcement operations; processing, interviewing, or temporarily detaining individuals for civil immigration purposes; surveillance or monitoring activities related to civil immigration enforcement; or as operations bases, coordination points, or logistical hubs for civil immigration enforcement actions.
- ~~((C))~~ D. Permission to access any city facility, property, equipment, vehicles, or nonpublic database without a judicial criminal warrant for the purpose of executing federal civil immigration enforcement operations shall only be provided with the express, written approval of the Mayor. Such permission must be granted for each authorized entry by a federal officer, or it is invalid under this ordinance.
- ~~((D))~~ E. Any warrantless attempts or requests for access to City facilities, property, equipment or nonpublic databases for the purpose of executing federal civil immigration enforcement operations shall be immediately sent to the Mayor or the designee responsible for the operation of the facility, property, vehicle, database or equipment.
- ~~((E))~~ F. This chapter is enacted for the benefit of all persons and entities located in or traveling through the City of Spokane.

Section 3. That section 12.05.070 of the Spokane Municipal Code is amended to read as follows:

Section 12.05.070 Enforcement

- A. City departments and agencies shall collaborate to identify City-owned and controlled parking lots, vacant lots, garages, buildings, and other City-owned property that could be used as a staging area, processing location, operations base, or other support for civil immigration enforcement.
- ~~((A))~~ B. The City of Spokane grants the right to any aggrieved party to seek judicial relief in a court of competent jurisdiction against any party other than the City of Spokane or its employees and agents for any violation of this Chapter including municipal, state and federal rights of privacy, quiet enjoyment and travel in private business areas that are not open to the general public.

C. City departments and agencies shall ensure that all such properties have clear signage in English and Spanish stating substantially as follows: "This property is owned and controlled by the City of Spokane. It may not be used for civil immigration enforcement, including use as a staging area, processing location, or operations base." Such signage shall also incorporate a QR code that will translate the sign into other languages.

~~(B)~~ D. Nothing in the Chapter shall be construed to prevent the enforcement of municipal, county or state laws by any municipal, county or state law enforcement agencies in non-public areas.

Section 4. 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 5. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Passed by City Council March 2, 2026
Delivered to Mayor March 5, 2026

ORDINANCE NO. C36851

An ordinance adopting an interim official control to immediately implement the City's Comprehensive Plan, HOME Starts Here Initiative, and regional Comprehensive Economic Development Strategy and protect the public health and safety of residents by prohibiting the use of private property for detention facilities and eliminating detention facilities as an allowable conditional use outside of the Essential Public Facilities process required by the Growth Management Act; amending Sections 17C.111.100, 17C.120.100, 17C.123.040, 17C.124.100, 17C.130.100, 17C.190.530, and 17C.320.080; and repealing Section 17C.190.520 of the Spokane Municipal Code; setting a public hearing; and declaring an emergency.

WHEREAS, Article XI, Section 11 of the Washington State Constitution grants cities police power authority "to make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws"; and

WHEREAS, THRIVE Spokane, the Spokane region's Comprehensive Economic Development Strategy 2.21 states: "Ensure the region has adequate commercial and industrial developments, particularly Class B office space, to support business retention, expansion, and attraction efforts; and

WHEREAS, the City of Spokane's Comprehensive Plan Policy Goal ED 2 - Land Availability for Economic Activities states: "Ensure that an adequate supply of useable industrial and commercial property is available for economic development activities; and

WHEREAS, the City of Spokane's Comprehensive Plan Policy LU 1.10 – Industry calls for the City to "Provide a variety of industrial locations and site sizes for a variety of light and heavy industrial development and safeguard them from competing land uses"; and

WHEREAS, the City of Spokane's Comprehensive Plan identifies multiple economic development strategies necessary for attracting new businesses and supporting the expansion of existing businesses, including Quality of Life Protection (ED 8.1) and Sustainable Economic Strategies (ED 8.2) that strive to achieve economic development in a manner that minimizes physical, social, and environmental impacts; and

WHEREAS, the city of Spokane has identified a need for more than 22,000 housing units by 2046; and

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

WHEREAS, detention facilities, sited outside of the Essential Public Facilities process, are recognized as a conditional use in Residential Multifamily, Residential High Density, Community Business, General Commercial, and all Industrial zones which conflicts with the vision of the City's Comprehensive Plan, strategies of the Spokane Region Comprehensive Economic Development Strategy, and goals of the HOME Starts Here Initiative; and

WHEREAS, the Brown Administration and Spokane City Council have identified an immediate need to protect the public health and safety of residents by ensuring that land zoned for residential, commercial, and industrial use allows uses that meet the community's economic development strategy, housing goals, and Comprehensive Plan, and does not permit uses that conflict with these plans and policies; and

WHEREAS, Washington state law in RCW 36.70A.200 does not recognize certain facilities operated by private entities in which persons are detained in custody under process of law pending the outcome of legal proceedings but are not used for punishment, correction, counseling, or rehabilitation following the conviction of a criminal offense as Essential Public Facilities; and

WHEREAS, Washington state law in RCW 70.395.030 prohibits any person, business, or state or local governmental entity from operating a private detention facility within the state or utilizing a contract with a private detention facility within the state, or utilizing a contract with a private detention facility outside of Washington state; and

WHEREAS, the Brown Administration and Spokane City Council have identified an immediate need to protect the public health and safety of residents by prohibiting the use of private property for detention facilities; and

WHEREAS, the Spokane City Council intends to utilize the authority granted under RCW 36.70A.390 to adopt an interim official control to immediately implement the City's Comprehensive Plan, HOME Starts Here Initiative, and regional Comprehensive Economic Development Strategy and protect the public health and safety of residents by prohibiting the use of private property for detention facilities and eliminating detention facilities as an allowable conditional use outside of the Essential Public Facilities process required by the Growth Management Act; and

WHEREAS, pursuant to RCW 36.70A.390, the City Council may adopt an interim official control that may be effective for one year if a work plan is developed for related studies; and

WHEREAS, RCW 36.70A.390 authorizes the enactment of an interim official control without a hearing; and

WHEREAS, pursuant to RCW 36.70A.390, when the City Council adopts an interim official control without holding a public hearing on the proposed interim official control, it must hold a hearing on the adopted interim official control within at least sixty days of its adoption; and

WHEREAS, the Spokane City Council finds that the interim official control imposed by this ordinance is necessary for the protection of the public peace, health, and safety and for the immediate support of City government and its existing public institutions; and

WHEREAS, the normal course of legislative procedures of the City Council cannot timely address the issue without the threat of applications and nonconforming uses vesting under the existing code, thereby causing or exacerbating harm to the community and government functions.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim official control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 5 below.

Section 2. Purpose. The purpose of this interim official control is to immediately implement the City's Comprehensive Plan, HOME Starts Here Initiative, and regional Comprehensive Economic Development Strategy, and to protect the public health and safety of residents by prohibiting the use of private property for detention facilities and eliminating detention facilities as an allowable conditional use outside of the Essential Public Facilities process required by the Growth Management Act.

Section 3. Duration of Interim Official Control. The interim official control imposed by this Ordinance shall be in effect for up to a period of one year, beginning on the date of the adoption of this Ordinance. During this period, the City will evaluate other potential land use actions that help the City achieve its economic development, housing, and growth priorities and conditional use criteria necessary to protect public health and safety of residents related to siting of Essential Public Facilities as part of the City's Comprehensive Plan update.

Section 4. Work Plan. Pursuant to RCW 36.70A.390, a work plan related to this ordinance shall include continued public participation and notice pursuant to chapter 17G.025 SMC. The work plan will evaluate other potential land use actions that help the City achieve its economic development, housing, and growth priorities, and conditional use criteria necessary to protect public health and safety of residents related to siting of Essential Public Facilities as part of the City's Comprehensive Plan update.

Section 5. Public Hearing. Pursuant to RCW 35.63.200 and 36.70A.390, the City Council will hold a public hearing on this interim official control on March 2, 2026. Immediately after the public hearing, the City Council will adopt findings of fact on the subject of this interim official control.

NOW, THEREFORE, the City of Spokane does ordain:

Section 6. That Section 17C.111.100 of the Spokane Municipal Code is amended to read as follows:

Section 17C.111.100 Residential Zone Primary Uses

A. Permitted Uses (P).

Uses permitted in the residential zones are listed in [Table 17C.111.100-1](#) with a "P." These uses are allowed if they comply with the development standards and other standards of this chapter.

B. Limited Uses (L).

Uses permitted that are subject to limitations are listed in [Table 17C.111.100-1](#) with an "L." These uses are allowed if they comply with the limitations as listed in the footnotes following the table and the development standards and other standards of this chapter. In addition, a use or development listed in [SMC 17C.320.080](#), Decision Criteria, is also subject to the standards of this chapter. The paragraphs listed below contain the limitations and correspond with the bracketed [] footnote numbers from [Table 17C.111.100-1](#).

C. Conditional Uses (CU).

Uses that are allowed if approved through the conditional use review process are listed in [Table 17C.111.100-1](#) with a "CU." These uses are allowed provided they comply with the conditional use approval criteria for that use, the development standards and other standards of this chapter. Uses listed with a "CU" that also have a footnote number in the table are subject to the standards cited in the footnote. In addition, a use or development listed in [SMC 17C.320.080](#), Decision Criteria, is also subject to the standards of this chapter. The conditional use review process and approval criteria are stated in [SMC 17C.320](#), Conditional Uses.

D. Uses Not Permitted (N).

Uses listed in [Table 17C.111.105-1](#) with an "N" are not permitted. Existing uses in categories listed as not permitted are subject to the standards [chapter 17C.210 SMC](#), Nonconforming Situations.

TABLE 17C.111.100-1 RESIDENTIAL ZONE PRIMARY USES (Click here to view PDF)					
Use is: P – Permitted N – Not Permitted L – Allowed, but special limitations CU – Conditional Use review required	RA	R1	R2	RMF	RHD
RESIDENTIAL CATEGORIES					
Group Living [1]	L/CU	L/CU	L/CU	L/CU	L/CU
Residential Household Living	P	P	P	P	P
COMMERCIAL CATEGORIES					
Adult Business	N	N	N	N	N
Commercial Outdoor Recreation	N	CU	CU	CU	CU
Commercial Parking	N	N	N	N	N
Drive-through Facility	N	N	N	N	N
Major Event Entertainment	N	N	CU	CU	CU
Office	N	N	N	CU[2]	CU[2]
Quick Vehicle Servicing	N	N	N	N	N
Retail Sales and Service	N	N	N	N	N
Mini-storage Facilities	N	N	N	N	N
Vehicle Repair	N	N	N	N	N

INDUSTRIAL CATEGORIES					
High Impact Uses	N	N	N	N	N
Industrial Service	N	N	N	N	N
Manufacturing and Production	N	N	N	N	N
Railroad Yards	N	N	N	N	N
Warehouse and Freight Movement	N	N	N	N	N
Waste-related	N	N	N	N	N
Wholesale Sales	N	N	N	N	N
INSTITUTIONAL CATEGORIES					
Basic Utilities [3]	L	L	L	L	L
Colleges	CU	CU	CU	P	P
Community Service	L[4]/CU	L[4]/CU	C[4]/CU	P	P
Daycare	P	P	P	P	P
Medical Center	CU	CU	CU	CU	CU
Parks and Open Areas	P	P	P	P	P
Religious Institutions	L[5]/CU	L[5]/CU	L[5]/CU	P	P
Schools	L[6]/CU	L[6]/CU	L[6]/CU	P	P
OTHER CATEGORIES					
Agriculture	L[7]	N	N	N	N
Aviation and Surface Passenger Terminals	N	N	N	N	N
((Detention Facilities))	((N))	((N))	((N))	((CU))	((CU))
Essential Public Facilities	CU	CU	CU	CU	CU
Mining	N	N	N	N	N
Rail Lines and Utility Corridors	CU	CU	CU	CU	CU
Notes:					
* The use categories are described in chapter 17C.190 SMC.					
* Standards that correspond to the bracketed numbers [] are stated in SMC 17C.111.110.					
* Specific uses and development may be subject to the standards in SMC 17C.320.080.					

Note: For the remainder of ORD C36851, Job Opportunities, and Notices for Bids, see Volume 116, Issue 10, Part II of the Official Gazette.



Official Gazette

City of Spokane, Washington

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

Volume 116

MARCH 11, 2026

Issue 10 Part II of II



MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

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PAUL DILLON (DISTRICT 2)

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ZACK ZAPPONE (DISTRICT 3)

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Ordinances Cont.

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*.

Section 7. That Section 17C.120.100 of the Spokane Municipal Code is amended to read as follows:

Section 17C.120.100 Commercial Zones Primary Uses

- A. Permitted Uses – “P.”
 Uses permitted in the commercial zones are listed in Table 17C.120.100-1 with a “P.” These uses are allowed if they comply with the development standards and other standards of this chapter.
- B. Limited Uses – “L.”
 Uses allowed that are subject to limitations are listed in Table 17C.120.100-1 with an “L.” These uses are allowed if they comply with the limitations as listed in the footnotes following the table and the development standards and other standards of this chapter. In addition, a use or development listed in Part 3 of this division, Special Use Standards, is also subject to the standards of those chapters.
- C. Conditional Uses – “CU.”
 Uses that are allowed if approved through the conditional use review process are listed in Table 17C.120.100-1 with a “CU.” These uses are allowed provided they comply with the conditional use approval criteria for that use, the development standards, and other standards

of this chapter. Uses listed with a “CU” that also have a footnote number in the table are subject to the standards cited in the footnote. In addition, a use or development listed in Part 3 of this division, Special Use Standards, is also subject to the standards of those chapters. The conditional use review process and approval criteria are stated in chapter 17C.320 SMC, Conditional Uses.

- D. Uses Not Permitted – “N.”
 Uses listed in Table 17C.120.100-1 with an “N” are not permitted. Existing uses in categories listed as not permitted are subject to the standards of chapter 17C.210 SMC, Nonconforming Situations.

TABLE 17C.120.100-1 COMMERCIAL ZONE PRIMARY USES						
Use is: P: Permitted N: Not Permitted L: Allowed, but Special Limitations CU: Conditional Use Review Required	O (Office)	OR (Office Retail)	NR (Neighborhood Retail)	NMU (Neighborhood Mixed Use)	CB (Community Business)	GC (General Commercial)
Residential Categories						
Group Living [1]	L/CU	L/CU	L/CU	L/CU	L/CU	L/CU
Residential Household Living	P	P	P	P	P	P
Commercial Categories						
Adult Business	N	N	N	N	L[2]	L[2]
Commercial Outdoor Recreation	N	N	N	N	P	P
Commercial Parking	CU[3]	CU[3]	P	P	P	P
Drive-through Facility	L[4]	L[4]	L[4]	L[4]	P	P

Major Event Entertainment	N	N	N	N	P	P
Office	P	P	P	P	P	P
Quick Vehicle Servicing	N	N	L[5, 10]	L[5, 7, 10]	P	P
Retail Sales and Service	N	L/CU[6]	P	L[7]	P	P
Mini-storage Facilities	N	N	N	N	L[9]	L[9]
Vehicle Repair	N	N	N	N	P	P
Mobile Food Vending	L[13]	L[13]	L[13]	L[13]	L[13]	L[13]
Industrial Categories						
High Impact Uses	N	N	N	N	N	N
Industrial Service	N	N	N	N	L/CU[8, 10]	L/CU[8, 10]
Manufacturing and Production	N	N	L[8, 10]	L[7, 8, 10]	L/CU[8, 10]	L/CU[8, 10]
Railroad Yards	N	N	N	N	N	N
Warehouse and Freight Movement	N	N	N	N	L/CU[8, 10]	L/CU[8, 10]
Waste-related	N	N	N	N	N	N
Wholesale Sales	N	N	N	N	L/CU[8, 10]	L/CU[8, 10]
Institutional Categories						
Basic Utilities	P	P	P	P	P	P
Colleges	P	P	P	P	P	P
Community Service	P	P	P	P	P	P
Daycare	P	P	P	P	P	P
Medical Centers	P	P	P	P	P	P
Parks and Open Areas	P	P	P	P	P	P
Religious Institutions	P	P	P	P	P	P
Schools	P	P	P	P	P	P
Other Categories						
Agriculture	N	N	N	N	CU	CU
Aviation and Surface Passenger Terminals	CU	CU	CU	CU	CU	CU
((Detention Facilities))	((N))	((N))	((N))	((N))	((CU))	((CU))
Essential Public Facilities	CU	CU	CU	CU	CU	CU
Mining	N	N	N	N	N	N
Rail Lines and Utility Corridors	CU	CU	CU	CU	CU	CU
Notes:						
<ul style="list-style-type: none"> The use categories are described in <u>chapter 17C.190 SMC</u>. Standards that correspond to the bracketed numbers [] are stated in <u>SMC 17C.120.110</u>. Specific uses and developments may be subject to the standards in Part 3 of this division, Special Use Standards. 						

Section 8 . That Section 17C.123.040 of the Spokane Municipal Code is amended to read as follows:

Section 17C.123.040 Permitted Uses

A. Permitted Uses.

Uses permitted in the residential zones are listed in Table 17C.123.040-1 with a "P." These uses are allowed if they comply with the development standards and other standards of this chapter.

B. Limited Uses.

Uses permitted that are subject to limitations are listed in Table 17C.123.040-1 with an "L." These uses are allowed if they comply with the limitations as listed in the footnotes following the table and the development standards and other standards

of this chapter. The paragraphs listed below contain the limitations and correspond with the bracketed [] footnote numbers from Table 17C.123.040-1.

C. Conditional Uses.

Uses that are allowed if approved through the conditional use review process are listed in Table 17C.123.040-1 with a "CU." These uses are allowed provided they comply with the conditional use approval criteria for that use, the development standards, and other standards of this chapter. The conditional use review process and approval criteria are stated in SMC 17C.320, Conditional Uses.

D. Uses Not Permitted.

Uses listed in Table 17C.123.040-1 with an "N" are not permitted. Existing uses in categories listed as not permitted are subject to the standards chapter 17C.210 SMC, Nonconforming Situations.

Table 17C.123.040-1 Hamilton Form-Based Code Primary Uses		
Use is: P – Permitted N – Not Permitted L – Allowed, but special limitations CU – Conditional Use review required	CA1	Shopfront
Residential Categories		
Group Living [1]	L/CU	L/CU
Single-Unit Residential Household Living	N	N
Other Residential Household Living	P	L [2]
Commercial Categories		
Adult Business	N	N
Commercial Outdoor Recreation	N	N
Commercial Parking	N	N
Structured Parking	P	L [3]
Drive-through Facility	N	N
Major Event Entertainment	P	N
Office	P	P
Quick Vehicle Servicing	N	N
Retail Sales and Service	P	P
Mini-storage Facilities	N	N
Vehicle Repair	N	N
Industrial Categories		
High Impact Uses	N	N
Industrial Service	N	N
Manufacturing and Production	N	N
Railroad Yards	N	N
Warehouse and Freight Movement	N	N
Waste-related	N	N
Wholesale Sales	N	N
Institutional Categories		
Basic Utilities	P	N
Colleges [4]	L	L
Community Service	P	P
Daycare	P	P
Medical Center	N	N
Parks and Open Areas	N	N
Religious Institutions	P	P
Schools	P	P
Other Categories		
Agriculture	N	N
Aviation and Surface Passenger Terminals	N	N
((Detention Facilities))	((N))	((N))

Essential Public Facilities	CU	CU
Mining	N	N
Rail Lines and Utility Corridors	N	N
<p>[1] Must comply with the regulations found in SMC <u>17C.190.100</u>.</p> <p>[2] Residential uses are not permitted on the ground floor in Shopfront designated areas.</p> <p>[3] Structured parking is not permitted on the ground floor in Shopfront designated areas.</p> <p>[4] The accessory uses of housing, retail, and offices are permitted. Lecture halls, food halls, health and sports facilities, laboratories, and other accessory uses not specifically allowed are not permitted within the Hamilton Form-Based Code. Dormitory style housing must comply with the regulations found in SMC 17C.190.100 for group living.</p>		

Section 9 . That Section 17C.124.100 of the Spokane Municipal Code is amended to read as follows:

Section 17C.124.100 Downtown Zones Primary Uses

- A. Permitted Uses – “P.”
Uses permitted in the downtown zones are listed in Table 17C.124.100-1 with a “P.” These uses are allowed if they comply with the development standards and other standards of this chapter.
- B. Limited Uses – “L.”
Uses allowed that are subject to limitations are listed in Table 17C.124.100-1 with an “L.” These uses are allowed if they comply with the limitations as listed in the footnotes following the table and the development standards and other standards of this chapter. In addition, a use or development listed in Part 3 of this division, Special Use Standards, is also subject to the standards of those chapters.
- C. Conditional Uses – “CU.”
Uses that are allowed if approved through the conditional use review process are listed in Table 17C.124.100-1 with a “CU.” These uses are allowed provided they comply with the conditional use approval criteria for that use, the development standards, and other standards of this chapter. Uses listed with a “CU” that also have a footnote number in the table are subject to the standards cited in the footnote. In addition, a use or development listed in Part 3 of this division, Special Use Standards, is also subject to the standards of those chapters. The conditional use review process and approval criteria are stated in chapter 17C.320 SMC, Conditional Uses.
- D. Uses Not Permitted – “N.”
Uses listed in Table 17C.124.100-1 with an “N” are not permitted. Existing uses in categories listed as not permitted are subject to the standards of chapter 17C.210 SMC, Nonconforming Situations.

((~~Table 17C.124.100-1 Downtown Zone Primary Uses (See Linked Document)~~))

TABLE 17C.124.100-1 DOWNTOWN ZONE PRIMARY USES				
Use is: P – Permitted N – Not Permitted L – Allowed, but special limitations CU – Conditional use review required	DTC	DTG	DTU	DTS
Residential Categories				
Group Living [1]	L/CU	L/CU	L/CU	L/CU
Residential Household Living	P	P	P	P
Commercial Categories				
Adult Business [2]	N	N	N	CU [2]
Commercial Outdoor Recreation	CU	CU	CU	CU
Commercial Parking	L [3]	L [3]	L[3]	L [3]
Drive-through Facility [4]	L[4]	L[4]	L[4]	L [4]
Major Event Entertainment	P	P	P	P
Office	P	P	P	P

Quick Vehicle Servicing	N	L [5,10]	L [5,10]	L [5,10]
Retail Sales and Service	L [6]	L [6]	L [6]	P
Mini-storage Facilities [9]	N	L [8,10]	L [8,10]	L [8,10]
Vehicle Repair	N	L [5,10]	L [5,10]	P
Mobile Food Vending	L[14]	L[14]	L[14]	L[14]
Industrial Categories				
High Impact Uses	N	N	N	N
Industrial Service	N	N	N	N
Manufacturing and Production	L [7,8,10]	L [7,8,10]	L [7,8,10]	L [7,8,10]
Railroad Yards	N	N	N	N
Warehouse and Freight Movement	L [7,8,10]	L [7,8,10]	L [7,8,10]	L [7,8,10]
Waste-related	N	N	N	N
Wholesale Sales	L [7,10]	L [7,10]	L [7,10]	L [7,10]
Institutional Categories				
Basic Utilities	P	P	P	P
Colleges	P	P	P	P
Community Service [11]	L/CU	L/CU	L/CU	L/CU
Daycare	P	P	P	P
Medical Centers	P	P	P	P
Parks and Open Areas	P	P	P	P
Religious Institutions	P	P	P	P
Schools	P	P	P	P
Other Categories				
Agriculture	N	N	N	N
Aviation and Surface Passenger Terminals	CU	CU	CU	CU
((Detention Facilities))	((N))	((N))	((N))	((N))
Essential Public Facilities	CU	CU	CU	CU
Mining	N	N	N	N
Rail Lines and Utility Corridors	CU	CU	CU	CU
Wireless Communication Facilities [12]	L/CU	L/CU	L/CU	L/CU
Notes: <ul style="list-style-type: none"> •The use categories are described in chapter 17C.190 SMC. •Standards that correspond to the bracketed numbers [] are stated in SMC 17C.124.110. •Specific uses and developments may be subject to the standards in Part 3 of this division, Special Use Standards. 				

Section 10. That Section 17C.130.100 of the Spokane Municipal Code is amended to read as follows:

Section 17C.130.100 Industrial Zones Primary Uses

A. Permitted Uses (P).

Uses permitted in the industrial zones are listed in Table 17C.130-1 with a "P." These uses are allowed if they comply with the development standards and other standards of this chapter.

B. Limited Uses (L).

Uses allowed that are subject to limitations are listed in Table 17C.130-1 with an “L.” These uses are allowed if they comply with the limitations as listed in the footnotes following the table and the development standards and other standards of this chapter. In addition, a use or development listed in Part 3 of this division, Special Use Standards, is also subject to the standards of those chapters.

C. Conditional Uses (CU).

Uses that are allowed if approved through the conditional use review process are listed in Table 17C.130-1 with a “CU.” These uses are allowed provided they comply with the conditional use approval criteria for that use, the development standards, and other standards of this chapter. Uses listed with a “CU” that also have a footnote number in the table are subject to the standards cited in the footnote. In addition, a use or development listed in Part 3 of this division, Special Use Standards, is also subject to the standards of those chapters. The conditional use review process and approval criteria are stated in chapter 17C.320 SMC, Conditional Uses.

D. Uses Not Permitted (N).

Uses listed in Table 17C.130-1 with an “N” are not permitted. Existing uses in categories listed as not permitted may be subject to the standards of chapter 17C.210 SMC, Nonconforming Situations.

Table 17C.130-1 Industrial Zones Primary Uses			
Use is: P – Permitted; N – Not Permitted; L – Allowed, but with Special Limitations; CU – Conditional Use Review Required	LI Zone (Light Industrial)	HI Zone (Heavy Industrial)	PI Zone (Planned Industrial)
Residential Categories			
Group Living	L[1]	N	L[3]
Residential Household Living	L[2]	L[2]	L[3]
Commercial Categories			
Adult Business	L[4]	N	N
Commercial Outdoor Recreation	P	P	CU
Commercial Parking	P	P	P
Drive-through Facility	P	P	P
Major Event Entertainment	CU	CU	CU
Office	P	P	P
Quick Vehicle Servicing	P	P	P
Retail Sales and Service	L/CU[5]	L/CU[6]	L[7]
Mini-storage Facilities	L[8]	L[8]	L[8]
Vehicle Repair	P	P	P
Mobile Food Vending	L[12]	L[12]	L[12]
Industrial Categories			
High Impact Use	L[9]	L[9]	N
Industrial Service	P	P	P
Manufacturing and Production	P	P	P
Railroad Yards	CU	P	P
Warehouse and Freight Movement	P	P	P
Waste-related	CU	CU	CU
Wholesale Sales	P	P	P
Institutional Categories			
Basic Utilities	P	P	P
Colleges	P	N	L[10]
Community Service	P	N	N
Daycare	P	CU	L[10]
Medical Centers	P	N	L[10]
Parks and Open Areas	P	CU	P
Religious Institutions	P	N	N
Schools	P	N	L[10]
Other Categories			
Agriculture	P	P	P
Aviation and Surface Passenger Terminals	P	P	P

((Detention Facilities))	((CU))	((CU))	((CU))
Essential Public Facilities	CU	CU	CU
Mining	CU	CU	CU
Rail Lines and Utility Corridors	P	P	P
Notes:			
<ul style="list-style-type: none"> • The use categories are described in <u>chapter 17C.190 SMC</u>. • Standards that correspond to the bracketed numbers [] are specified in <u>SMC 17C.130.110</u>. • Specific uses and developments may be subject to the standards in Part 3 of this division, Special Use Standards. • Standards applicable to conditional uses are stated in <u>chapter 17C.320 SMC</u>. 			

Section 11 . That Section 17C.190.520 of the Spokane Municipal Code is hereby repealed.

Section 12 . That Section 17C.190.530 of the Spokane Municipal Code is amended to read as follows:

Section 17C.190.530 Essential Public Facilities

A. Characteristics.

Essential Public Facilities are public facilities and privately-owned or operated facilities that are subject to a public service obligation and are typically difficult to site. Of these facilities, those that are of statewide or regional/countywide significance are subject to the Spokane County regional siting process for Essential Public Facilities. For essential public facilities of local significance that are not listed as specific uses, the planning and economic development services director will decide on a case-by-case basis what type of siting process is appropriate.

B. Accessory Uses.

Accessory uses include offices, meeting areas, food preparation areas, parking, health and therapy areas and exercise facilities.

C. Examples.

Examples include airports, state education facilities and state or regional transportation facilities as defined in RCW 47.06.140, state and local correctional facilities, solid waste handling facilities, and in-patient facilities including substance abuse facilities, mental health facilities, group homes and secure community transition facilities.

D. Exceptions.

1. Residential structures occupied by persons with disabilities requiring reasonable accommodations pursuant to the federal and state law are included in the Residential Household Living category (see SMC 17C.190.110).
2. Private property used for holding, detention, special detention, or correctional facilities, as defined in RCW 70.48.020, or private property in which persons are detained in custody under process of law pending the outcome of legal proceedings but are not used for punishment, correction, counseling, or rehabilitation following the conviction of a criminal offense, entity are not Essential Public Facilities and are prohibited in all zones. This prohibition shall not apply to:
 - a. facilities expressly listed as Essential Public Facilities in RCW 36.70A.200;
 - b. facilities detaining persons under RCW 71.09.020 (7) or (16); and
 - c. facilities excluded under RCW 70.395.100.

Section 13 . That Section 17C.320.080 of the Spokane Municipal Code is amended to read as follows:

Section 17C.320.080 Decision Criteria

Decision criteria for conditional uses are stated in SMC 17G.061.310. Those conditional uses with decision criteria in addition to that provided in SMC 17G.061.310 are listed below. Requests for conditional uses will be approved if the hearing examiner finds that the applicant has shown that all of the decision criteria have been met.

A. [Deleted]

B. Essential Public Facility.

For conditional use permits to site an essential public facility, the following additional criteria apply:

1. Before issuance of a conditional use permit, the applicant shall have complied with all applicable requirements for the siting of an essential public facility in accordance with state, regional and local mandates including the:
 - a. Spokane County Regional Siting Process for Essential Public Facilities, and
 - b. administrative procedures adopted as part of the interlocal agreement regarding siting of essential public facilities within Spokane County.
2. Housing for persons with handicaps as defined under the Federal Fair Housing Act and children in the custody of the state, which housing includes "community facilities" as defined in RCW 72.05.020 and facilities licensed under chapter 74.15 RCW, are exempt from the Spokane County Regional Siting Process for Essential Public Facilities. Housing for juveniles held in county detention facilities or state juvenile institutions as defined in chapter 13.40 RCW is subject to the Spokane County Regional Siting Process for Essential Public Facilities.

3. Facilities of a similar nature must be equitably dispersed throughout the City.
4. Pursuant to RCW 70.395.030, no person, business, or state or local governmental entity shall operate a private detention facility within the state or utilize a contract with a private detention facility within the state.

C. Secure Community Transition Facility.

For a conditional use permit to site a secure community transition facility the following additional criteria must be met:

1. Before issuance of a conditional use permit, the applicant shall have complied with all applicable requirements for the siting of an essential public facility in accordance with state, regional and local mandates, including the:
 - a. Spokane County Regional Siting Process for Essential Public Facilities, and
 - b. administrative procedures adopted as part of the interlocal agreement regarding siting of essential public facilities within Spokane County.
2. The siting of a secure community transition facility must comply with all provisions of state law, including requirements for public safety, staffing, security and training, and those standards must be maintained for the duration of the use.
3. A secure community transition facility should be located on property of sufficient size and frontage to allow the residents an opportunity for secure on-site recreational activities typically associated with daily needs and residential routines.
4. If state funds are available, the department of social and health services should enter into a mitigation agreement with the City of Spokane for training and the costs of that training with local law enforcement and administrative staff and local government staff, including training in coordination, emergency procedures, program and facility information, legal requirements and resident profiles.
5. The applicant must show that the property meets all of the above requirements and, further, if more than one site is being considered, preference must be given to the site furthest removed from risk potential activities or facilities.

D. Mining.

For a conditional use permit for a mining use, the following additional criteria apply:

1. The minimum site size shall be three acres.
2. The minimum setback shall be fifty feet from any property line; provided further, that such mining does not impair lateral or subjacent support or cause earth movements or erosions to extend beyond the exterior boundary lines of the mining site.
3. Mining operations and associated buildings shall be located at least four hundred feet from a residential zone.
4. An eight-foot site-obscuring fence shall be provided and maintained in good condition at all times on the exterior boundary of any portion of any site on which active operations exist and on the exterior boundary of any portion of the site which has been mined and not yet reclaimed.
5. Sound levels, as measured on properties adjacent to a mining site, shall conform to the provisions of WAC 173-60-040, Maximum Permissible Environmental Noise Levels, for noise originating in a Class C RDNA (industrial zone).
6. All mining and site reclamation activity shall be consistent with the Spokane Regional Clean Air Agency (SRCAA) air quality maintenance requirements.
7. A reclamation plan approved by the Washington state department of natural resources (DNR) shall be submitted with the conditional use application. The plan shall be prepared consistent with the standards set forth in chapter 78.44 RCW. DNR shall have the sole authority to approve reclamation plans. Upon the exhaustion of minerals or upon the permanent abandonment of mining operations, the mined excavation must be rehabilitated or reclaimed consistent with the approved reclamation plan.
8. Upon the exhaustion of minerals or materials in the mining use or upon the permanent abandonment of the mining use, all buildings, structures, apparatus or appurtenances accessory to the mining operation shall be removed or otherwise dismantled. Abandonment shall be deemed to have occurred after one year of cessation of all extraction operations.
9. Reclamation shall be complete within one year after the mining operations have ceased or after abandonment of the mining use. The reclamation of the site shall be consistent with the department of natural resources approved site reclamation plan.
10. To provide for protection of groundwater and surface water, during and after operation, mining shall not be allowed to penetrate below an elevation ten feet above the highest known elevation of an aquifer within the Spokane Valley-Rathdrum Prairie Aquifer area.
11. The primary reduction and processing of minerals or materials are high impact uses. These uses include, but are not limited to, concrete batching, asphalt mixing, rock crushing, brick, tile and concrete products manufacturing plants, and the use of accessory minerals and materials from other sources necessary to convert the minerals or materials to marketable products. These uses shall be located a minimum of six hundred feet from the boundary of a residential or commercial zone.
12. The monitoring and clean-up of contaminants shall be ongoing. The mine operator shall comply with all existing water quality monitoring regulations of the Washington state department of ecology and the Spokane county regional health district.

E. Retail Sales and Service Uses within Industrial Zone.

For a conditional use permit for a retail sales and service use in an industrial zone, the following additional criteria apply:

1. The use shall serve primarily other businesses and the use will contribute to the enhancement of the industrial character of the area and further the purpose of the industrial zone.

F. Institutional and Other Uses in Residential Zones.

These approval criteria apply to all conditional uses in RA through RHD zones. The approval criteria allows institutional uses (including expansions of existing facilities), allows increases to the maximum occupancy of group living, and permits other non-residential household living uses in a residential zone. These types of uses must maintain or do not significantly conflict with the appearance and function of residential areas. The approval criteria are:

1. Proportion of Residential Household Living Uses.
The overall residential appearance and function of the area will not be significantly lessened due to the increased proportion of uses not in the residential household living category in the residential area. Consideration includes the proposal by itself and in combination with other uses in the area not in the residential household living category and is specifically based on the:
 - a. number, size and location of other uses not in the residential household living category in the residential; and
 - b. intensity and scale of the proposed use and of existing residential household living uses and other uses.
 2. Physical Compatibility.
 - a. The proposal will be compatible with adjacent residential developments based on characteristics such as the site size, building scale and style, setbacks and landscaping; or
 - b. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping and other design features.
 3. Livability.
The proposal will not have significant adverse impacts on the livability of nearby residential zoned lands due to:
 - a. noise, glare from lights, late-night operations, odors and litter; and
 - b. privacy and safety issues.
 4. Public Services.
 - a. The proposed use is in conformance with the street designations of the transportation element of the comprehensive plan.
 - b. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area.
Evaluation factors include:
 - i. street capacity, level of service and other performance measures;
 - ii. access to arterials;
 - iii. connectivity;
 - iv. transit availability;
 - v. on-street parking impacts;
 - vi. access restrictions;
 - vii. neighborhood impacts;
 - viii. impacts on pedestrian, bicycle and transit circulation;
 - ix. safety for all modes; and
 - x. adequate transportation demand management strategies.
 - c. Public services for water supply, police and fire protection are capable of serving the proposed use, and proposed sanitary waste disposal and stormwater disposal systems are acceptable to the engineering services department.
- G. Alternative or Post Incarceration Facilities – Group Living.
These criteria apply to group living uses that consist of alternative or post incarceration facilities in the RA through the RHD zones.
1. Physical Compatibility.
 - a. The proposal will preserve any City-designated scenic resources; and
 - b. The appearance of the facility is consistent with the intent of the zone in which it will be located and with the character of the surrounding uses and development.
 2. Livability.
The proposal will not have significant adverse impacts on the livability of nearby residential-zoned lands due to:
 - a. noise, glare from lights, late-night operations, odors and litter; and
 - b. privacy and safety issues.
 3. Public Services.
 - a. The proposed use is in conformance with the street designations in the transportation element of the comprehensive plan.
 - b. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area.
Evaluation factors include:
 - i. street capacity, level of service or other performance measures;
 - ii. access to arterials;
 - iii. connectivity;
 - iv. transit availability;
 - v. on-street parking impacts;
 - vi. access restrictions;
 - vii. neighborhood impacts;
 - viii. impacts on pedestrian, bicycle and transit circulation; and
 - ix. safety for all modes; and
 - c. Public services for water supply, police and fire protection are capable of serving the proposed use, and proposed sanitary waste disposal and stormwater disposal systems are acceptable to the engineering services department.
 4. Safety.
The facility and its operations will not pose an unreasonable safety threat to nearby uses and residents.

~~((H. Detention Facilities.))~~

~~((These approval criteria ensure that the facility is physically compatible with the area in which it is to be located and that the safety concerns of people on neighboring properties are addressed. The approval criteria are:~~

~~1. Appearance.~~~~The appearance of the facility is consistent with the intent of the zone in which it will be located and with the character of the surrounding uses and development.~~~~2. Safety.~~~~The facility and its operations will not pose an unreasonable safety threat to nearby uses and residents.~~~~3. Public Services.~~~~a. The proposed use is in conformance with the street designations shown in the transportation element of the comprehensive plan.~~~~b. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area. Evaluation factors include:~~~~i. street capacity, level of service or other performance measures;~~~~ii. access to arterials;~~~~iii. connectivity;~~~~iv. transit availability;~~~~v. on-street parking impacts;~~~~vi. access restrictions;~~~~vii. neighborhood impacts;~~~~viii. impacts on pedestrian, bicycle and transit circulation; and~~~~ix. safety for all modes; and~~~~c. Public services for water supply, police and fire protection are capable of serving the proposed use, and proposed sanitary waste disposal and stormwater disposal systems are acceptable to the engineering services department.)~~~~((4)) H. Master Campus Plan.~~~~These approval criteria apply to hospitals, colleges and universities, religious institutions and government complexes that develop in a campus setting. The purpose of master campus plan is to recognize the long-range development plans of those institutions and allow for a single integrated review of a campus development plan while allowing for a comprehensive review of facilities serving the site and impacts on neighboring residential areas. Through the master campus plan, these entities prepare master plans for their entire campus to facilitate orderly growth of the institution and assure its compatibility with the surrounding neighborhood.~~~~1. Eligibility.~~~~All property owned or controlled by a major institution, including all property owned or controlled by the major institution within one-half mile of the primary site. Adjoining property owners may also agree to be included in the master campus plan if the use of their property is functionally related to the institution.~~~~2. Submittal Requirements.~~~~In addition to the submittal requirements for a Type III application, a master plan of the proposed campus is required to be submitted. The master plan is a long range development plan that would show the long range intent for building locations, uses, circulation, parking, landscape detail, lighting and treatment of the perimeter of the campus area.~~~~3. Approval Criteria.~~~~a. Physical Compatibility.~~~~i. The proposal will be compatible with adjacent residential developments based on characteristics such as the site size, building scale and style, setbacks and landscaping; or~~~~ii. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping and other design features.~~~~b. Livability.~~~~The proposal will not have significant adverse impacts on the livability of nearby residential zoned lands due to:~~~~i. noise, glare from lights, late-night operations, odors and litter; and~~~~ii. privacy and safety issues.~~~~4. Development Permits.~~~~After a master campus plan is approved, the institution may then make such improvements as are consistent with the master plan, with only normal development permits being required.~~~~5. Master Plan Amendment.~~~~It is expected that the master campus plan will undergo modification. Such modifications may involve the expansion or relocation of the campus boundary, alteration/addition of uses or other changes. Master plan amendments shall be reviewed as a Type III permit application, subject to the same procedural requirements or as prescribed in subsection (I)(6) of this section.~~~~6. Master Campus Plan Minor Adjustments.~~~~In the issuance of building permits for construction within an approved major campus plan, minor adjustments to the plan may be made consistent with the provisions of SMC 17G.061.150.~~~~((4)) I. Office.~~~~These approval criteria apply to offices allowed as a conditional use permit in the RMF and RHD zones.~~~~1. Uses in the Office land use category of SMC 17C.190.250 may be allowed by a Type III conditional use permit approval in the RMF and RHD zone subject to the following criteria:~~~~a. The property must have frontage on a principal arterial.~~~~b. The subject property is adjacent to or immediately across the street from an existing commercial zone.~~

- c. Uses permitted in the Office land use category may not be developed to a depth greater than two hundred fifty feet.
- d. Ingress and/or egress onto a local access street are not permitted unless the City traffic engineer determines that there is no alternative due to traffic volumes, site visibility and traffic safety.
- e. All structures shall have size, scale, and bulk similar to residential uses as provided in SMC 17C.111.500, Institutional Design Standards.
- f. The development standards of the underlying zone shall apply to the use.
- g. Drive-thru facilities are prohibited, except as allowed by the hearing examiner.

Section 14. 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 15. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Section 16. Emergency Clause. The City Council declares that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

Passed by City Council March 2, 2026
Delivered to Mayor March 5, 2026

Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5300-26-10 LGL 2026-0018
TITLE: USER SYSTEM ACCESS EFFECTIVE DATE: March 3, 2026 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

- 1.1 This User Access Policy is established to manage and secure access to all software systems used by the City of Spokane, encompassing those hosted on-premises, in the cloud, and by third parties. It applies to all employees, contractors, and affiliated service providers of the city.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments except the Spokane Public Library.

3.0 REFERENCES

NIST Cybersecurity Framework 2.0

CIS Critical Security Controls

4.0 DEFINITIONS

- 4.1 Multifactor Authentication (MFA): A security mechanism that requires users to provide two or more verification factors to gain access to a resource such as an application, online account, or a Virtual Private Network (VPN). MFA combines two or more independent credentials: what the user knows (password), what the user has (security token), and what the user is (biometric verification).
- 4.2 Role-Based Access Control (RBAC): Based on a user's role within the organization, permissions are granted according to predefined roles, ensuring users have access only to the resources necessary for their job functions.
- 4.3 The principle of least privilege requires that all users, systems, and programs have only the minimum level of access necessary to perform authorized tasks. This security principle is intended to limit potential damage if accounts are compromised or misused.
- 4.4 Segregation of Duties (SoD) is a key control that prevents conflict of interest, fraud, and error. This is achieved by ensuring that no single individual has control over all phases of a transaction, making it necessary for multiple individuals to complete critical tasks or transactions.
- 4.5 Criminal Justice Information (CJI) is the term used to refer to all Federal Bureau of Investigation (FBI) provided data necessary for law enforcement and civil agencies to perform their missions including but not limited to biometric, identity history, biographic, property, and case/incident history data. CJI in Washington State additionally protects data that is transmitted by the Washington State Patrol and Washington State Department of Licensing.
- 4.6 Criminal Justice Information Services (CJIS) is a division of the Federal Bureau of Investigation (FBI) in the United States that provides information services to support law enforcement agencies at the federal, state, and local levels.
- 4.7 Shared Account: An account that is used by multiple individuals to access systems or data.
- 4.8 Administrator Account: A user account with elevated privileges, typically used for system administration tasks. This account can perform actions that affect the entire system, such as installing software, managing user accounts, configuring settings, and accessing all files and data on the system.
- 4.9 Service Account: A non-human account created to run specific applications or services. These accounts have permissions tailored to their specific purpose, often with limited access to ensure they only perform their intended functions.
- 4.10 System Testing Account: An account used for testing and quality assurance purposes. These accounts may have special permissions to simulate different user roles and test various system functionalities.
- 4.11 Contractor and Vendor Accounts are accounts created for individuals or organizations providing temporary services or products to the city. These accounts are granted access to specific systems or data necessary to fulfill their contractual obligations.
- 4.12 Active Directory (AD): Directory service developed by Microsoft for Windows domain networks. It is used for managing permissions and access to network resources. AD stores data as objects, which can include users, groups, computers, printers, and more, and organizes them into a hierarchical structure. This structure consists of domains, trees, and forests, which help organize and manage the network resources efficiently. Active Directory provides essential services such as authentication, authorization, and directory services, allowing administrators to manage and secure the network by setting policies and permissions for users and devices. It is a critical component for enterprise environments to centralize and streamline network management.

5.0 POLICY

5.1 PASSWORD POLICY

- 5.1.1 Password Length: Minimum of 12 characters for all users.
- 5.1.2 Complexity Requirements: Must include at least one uppercase letter, one lowercase letter, one number, and one special character.
- 5.1.3 Password History and Reuse: No reuse of the last 10 passwords.
- 5.1.4 Password Expiry: Mandatory change every 90 days.

5.2 ACCOUNT LOCKOUT AND PASSWORD RESET

5.2.1 Enforce a limit of five (5) consecutive invalid logon attempts by a user during a 15-minute period.

5.2.2 Lockout Duration for invalid logon attempt(s) of 15-minute period required for CJIS applications and 5-minute period for computer systems.

5.2.3 Secure Password Recovery: Requires verification using two forms of authentication.

5.3 MULTIFACTOR AUTHENTICATION (MFA)

5.3.1 MFA is required for all systems with capabilities to provide this feature either native/built-in or integrated to Active Directory.

5.3.2 MFA required for access to Criminal Justice Information Systems.

5.3.3 Authentication Methods: Combination of knowledge, possession, and inherence factors.

5.3.4 Authenticator Management: Authenticators are changed or refreshed annually or when there is evidence of authenticator compromise. Authenticators are changed for group or role accounts when membership to those accounts is changed.

5.3.5 MFA is required for all third-party SaaS applications.

5.4 APPLICATION COVERAGE

5.4.1 All Environments: Policy applies uniformly across all applications, regardless of the hosting method.

5.5 COMPLIANCE AND ENFORCEMENT

5.5.1 Yearly vulnerability assessment audits that include user access are conducted by the Information Security Office.

5.5.2 Security awareness and policy training for all users is already included in the new employee orientation, in addition, yearly information security awareness training is completed citywide by the Information Security Office.

5.5.3 Penalties: Disciplinary actions for non-compliance, aligned with legal and regulatory standards.

5.6 ROLE-BASED ACCESS CONTROL (RBAC)

5.6.1 Role Definition and Responsibilities: Specific roles defined for IT Managers, HR Managers, and Line Managers in managing user access.

5.6.2 Least Privilege: Users granted the minimum level of access necessary to accomplish assigned organizational tasks.

5.6.3 Segregation of Duties: Critical functions are divided among roles to mitigate risks.

5.7 USER ACCESS MANAGEMENT

5.7.1 Documentation: Formalized processes for new user registration, user termination, and permission changes, documented using standardized forms and embedded in the onboarding and offboarding processes.

5.8 SPECIFIC ACCESS POLICIES

5.8.1 Network Access: Defined criteria for granting access to the municipal network, including Wi-Fi and VPN.

5.8.2 Operating System and Database Access: Detailed policies for administrative and general user accounts, including specific settings for security configurations.

5.8.3 Criminal Justice Information Systems Access: Detailed policies for access to criminal justice information aligned with the FBI Criminal Justice Information Services (CJIS) Security Policy.

5.8.4 Cloud Platform Access: Defined criteria for granting access to Software as a Service (SaaS), Infrastructure as a Service (IaaS), and Platform as a Service (PaaS)

5.9 SHARED ACCOUNTS

5.9.1 Shared or "generic" accounts shall not be used in place of individual user accounts.

5.9.2 Service accounts with limited permissions may be created to enable restricted shared access, such as a Kiosk system.

5.10 CONTRACTOR AND VENDOR

5.10.1 All contractors and vendors shall sign a Non-Disclosure Agreement (NDA) before being granted access to any City systems or data.

5.10.2 A comprehensive list of all contractor and vendor accounts shall be maintained using Active Directory (AD) by the administrator of each AD group that includes these categories, including details of the access provided, the purpose of access, and the duration of access.

5.10.3 Contractor and vendor accounts shall automatically expire after 180 days. Extensions must be formally requested and documented, including a justification for the extended access.

5.10.4 Where feasible, all contractor and vendor accounts shall use multi-factor authentication (MFA) to enhance security.

5.10.5 Access granted to contractor and vendor accounts shall be restricted to the minimum necessary for them to perform their contractual duties. Permissions shall be reviewed regularly and adjusted as needed.

6.0 PROCEDURE

6.1 MONITORING AND REVIEW

6.1.1 User and Administrator Activity Monitoring: Regular monitoring through audit logs, with monthly reviews for suspicious activities.

6.1.2 Information Technology (IT) Department is responsible for managing access to applications and services. Exceptions must be documented, reviewed, and approved by the Chief Information Officer (CIO) or their designee.

6.1.3 Police IT is responsible for managing access to Police Department applications and services.

6.1.4 Annual Access Reviews: Systematic reviews of user access rights and permissions, ensuring alignment with current roles and responsibilities will be performed by the administrators of each active directory group.

7.0 RESPONSIBILITIES

7.1 IMPLEMENTATION AUTHORITY

The IT Division is responsible for policy enforcement in coordination with Human Resources and department heads to ensure compliance.

8.0 APPENDICES

8.1 <https://my.spokanecity.org/opendata/documents/administrative/>

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

PUBLIC DEFENDER I

SPN 095

(Announcement of 03/05/2026)

The above titled announcement is hereby amended to read:

Closing Date: Continuous

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 pm on the filing cut-off date.

Upon request, at time of application, the 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.

TRAINING AND EXPERIENCE EVALUATION DETAILS:

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

- T&E Examination 100%

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on this job posting. The T&E must be submitted online at time of application.

- 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 in the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See resume" or "see above," etc, and copy/paste from a previous answer are not qualifying responses and will not be considered.

All examination results will be 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.

PERMIT TECHNICIAN I-II SPN 010

Open Entry

DATE OPEN: Monday, March 9, 2026

DATE CLOSED: March 23, 2026

SALARY: \$49,047.12 annual salary, payable bi-weekly, to a maximum of \$86,819.04

CLASS SUMMARY:

Receives, reviews, processes, and issues permits for building, electrical, plumbing, and related construction projects. Provides permit-related information concerning building permit requirements, codes, ordinances, and inspection procedures.

Permit Technician is a flexibly staffed job class. After one year as a Permit Technician I, employees who obtain their ICC certification automatically advance to Permit Technician II, with a pay range of \$55,582 to \$86,819.

EXAMPLES OF JOB FUNCTIONS:

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

- Examines plans, specifications, project data, and related documents for compliance with currently adopted codes and laws.
- Reviews permit applications and issues construction-related permits including but not limited to building, plumbing, electrical, mechanical, sewer and water.
- Issues trade and street obstruction permits. Reviews and approves site plans for residential buildings and driveway approaches. Routes applications to appropriate City staff for detailed technical review.
- Assists applicants in preparing permit applications. Contacts contractors to ensure license requirements are met. Responds to inquiries from customers and other members of the public.
- Explains and interprets permit requirements, procedures and fees to the public. Interprets and answers code-related questions regarding residential and commercial construction, setbacks, decks, encroachment and grading permits.
- Calculates fees for applications and permits. Receives money from the public, gives change, and issues receipts. Processes refunds and balances daily receipts.
- Researches and provides information regarding locations of property boundaries, public and private sewer and water utilities and services. Verifies completeness and accuracy of information provided.
- Assigns appropriate addresses for new parcels.
- Updates records and databases; prepares monthly report for Census Bureau and other reports as required.
- Processes applications for SEPA review; routes checklists, monitors timelines, and compiles comments from staff and the public. Assists staff in preparing SEPA determinations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Permit Technician I Requirements:

- Education: High school diploma or equivalent, and
- Experience: Two years of work experience that includes regular public contact, data entry and maintaining records, and use of standard business office equipment.
- Experience Substitution: Completion of two years of study (60 semester or 90 quarter credit hours) at an accredited college or university that included at least 12 semester or 18 quarter credit hours in courses related to planning, engineering, landscape architecture, or related field.

Candidates who possess one year of experience in reviewing building or engineering plans or in issuing construction-related permits may be eligible for hire at the Permit Technician II level.

Licenses and Certifications:

- A Permit Technician certification must be obtained from the International Code Council within 12 months of appointment. Once acquired, it must be maintained throughout employment.

EXAMINATION DETAILS:

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

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

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

Upon request, at time of application, 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 computer skills simulation and multiple-choice test, with weights assigned as follows:

- Computer Skills Simulation 30%
- Multiple-Choice Test 70%

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.

Examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 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, March 9, 2026, and Monday, March 23, 2026, will test Thursday, March 26, 2026, through Monday, March 30, 2026.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Computer Skills
- Attention to Detail
- Interpersonal Skills
- Customer Service
- Written Communication

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of March 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

SAFETY MANAGER SPN 054
Open Entry

DATE OPEN: Monday, March 9, 2026

DATE CLOSED: March 23, 2026

SALARY: \$42,887.52 annual salary, payable bi-weekly, to a maximum of \$66,314.88

CLASS SUMMARY:

Directs, manages, supervises, and coordinates the activities and operations of the City's safety and workers' compensation programs; coordinates assigned activities with City departments and outside agencies; serves as primary safety consultant and ADA coordinator for general public issues for the City, continuously communicates both internally and externally regarding safety and risk management; and provides responsible and complex administrative support.

EXAMPLES OF JOB FUNCTIONS:

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

- Oversees, develops, coordinates, and implements the City's safety programs through policies, processes, and procedures. Ensures programs meet local, state, and federal regulations, such as OSHA, Washington State Department of Labor and Industry (L&I), and municipal requirements.
- Creates, researches, and maintains safety manuals, databases of safety standard operating procedures (SOPs), reference materials, notices, documentation, and various records including those pertaining to employee safety awareness, training, and testing. Stays current in risk management and safety topics to update policies, SOPs, and safety programs.
- Develops and oversees the Accident Prevention Program (APP) and its components to ensure that the APP is kept updated to current requirements, best practices, and that employees receive the training required.
- Develops, researches, and maintains safety standards and trending analysis to identify safety incident trends and occupational exposures, address areas of concern, and provide the organization with goals, objectives, personal protective equipment (PPE) guidance, and exposure mitigation.
- Responds to and investigates safety hazard complaints, emergencies, and incidents. Leads investigations and analyzes incident reports involving work-related injuries or illness, and near misses to identify root causes. Prepares reports and makes recommendations noting hazards and violations as well as corrective actions needed to address the incident and prevent recurrence.
- Represents the City during inspections by L&I and other regulators, responds to inquiries, and leads the administrative appeals process for any citations.
- Develops, manages, and monitors health, safety, and industrial hygiene programs, such as the City's safety committee, loss prevention, worker's compensation, emergency preparedness plans and drills, and employee training such as new hire onboarding, safety practices, emergency procedures, and regulatory compliance.
- Manages safety-related requests for proposals (RFPs), bid specifications and agreements; provides equipment design standards for purchasing, completes and reviews all insurance and risk management questionnaires.
- Interviews and hires safety staff. Provides staff training, evaluations, and coaching. Implements discipline and termination procedures.
- Develops policies and procedures to provide ADA accommodations and public access aligned with regulations. Responds to public requests for ADA accommodations and coordinates the provision of accommodations.
- Performs related duties as required.

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

- *Education:* Bachelor's degree from an accredited four-year college or university with major course work in risk management, safety, industrial hygiene, business administration, occupational health, or a closely related field; and
- *Experience:* Five years of increasingly responsible safety management experience.

Licenses and Certifications:

- A valid driver's license or otherwise demonstrated ability to get to and from multiple work locations, is required.

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Enough strength to lift objects weighing up to 35 lbs.

EXAMINATION DETAILS:

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

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

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

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

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

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

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

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

- Applicants who apply and meet the minimum qualifications between Monday, March 9, 2026, and Monday, March 23, 2026, will test Thursday, March 26, 2026, through Monday, March 30, 2026.

TO APPLY:

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

- Email: civilservice@spokanecity.org 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 5th day of March 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

CUSTOMER SERVICE ASSISTANT SPN 099

Open Entry

DATE OPEN: Monday, March 9, 2026**DATE CLOSED: March 23, 2026****SALARY: \$42,887.52 annual salary, payable bi-weekly, to a maximum of \$66,314.88****CLASS SUMMARY:**

Performs various routine, repetitive tasks relating to record keeping, transaction processing, and customer service work over the telephone or via written correspondence.

EXAMPLES OF JOB FUNCTIONS:

- Interacts with the public to provide a full range of customer-service related support activities, which includes providing information, handling or obtaining details of complaints, submitting service requests, and receiving payments for various City services.
- Receives and responds to a high volume of telephone inquiries and web/chat requests, representing the City to the public over the telephone and through written correspondence in a professional and effective manner.
- Resolves service or billing complaints by providing detailed information regarding policies and regulations or referring unresolved customer grievances to the appropriate department for further investigation.
- Registers and takes payments from participants for parks and recreation activities, and provides information on scheduled classes or events; quotes rates for tours, activities, or other products and services.
- Performs various clerical and office support tasks to include typing, proofreading, filing, record keeping, mailing, sorting, and retrieving documents.
- Operates a variety of office equipment to correspond with customers, and transmits information and documents using a desktop computer, facsimile machine, or postal mail.
- Utilizes various computer software applications to perform record-keeping activities including, but not limited to, the following:
 1. determine the status of accounts,
 2. enter monetary transactions and issue receipts,
 3. create or make adjustments to service requests,
 4. document details of customer interactions, including any actions taken, and
 5. retrieve, research, and review information related to customer comments, inquiries or complaints.
- May assist with in-person customer inquiries or payments for services at the public counter, depending on the department to which assigned.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Education:* High school diploma or equivalent; AND
- *Experience:* Six months of customer service experience where a significant portion of the work included using a computer to enter and retrieve data.

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 the following test modules, with weights assigned as follows:

- Multiple-Choice – 30%
- Data Entry/Call Summary: Member – 20%
- Basic Order Entry – 20%
- Applying Policies – 15%
- Computer Simulation – 5%
- Sentence Clarity – 5%
- Spelling – 5%

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.

Examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 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, March 9, 2026, and Monday, March 23, 2026, will test Thursday, March 26, 2026, through Monday, March 30, 2026.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Clerical
- Customer Service
- Mathematical Reasoning
- Spatial Orientation
- Computer Skills
- Data Entry
- Spelling/Grammar

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of March 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

POLICE RADIO DISPATCHER I SPN 283
Open Entry

DATE OPEN: Monday, March 9, 2026

DATE CLOSED: Continuous

SALARY: \$49,047.12 annual salary, payable bi-weekly, to a maximum of \$96,904.08

CLASS SUMMARY:

Performs responsible communication's work receiving and transmitting messages and general information over police radio, computer, and telephone.

For more detailed information about becoming a City of Spokane Police Radio Dispatcher I, visit the SPD Recruitment Website.

EXAMPLES OF JOB FUNCTIONS:

- Receives incoming calls and messages by police radio and telephone and/or computer.
- Provides requested information; transmits messages or information to mobile units.
- Dispatches additional police units on trouble calls as directed.
- Relays messages between mobile units, portable units, and other City departments.
- May operate an electronic message recorder.
- Maintains an operational log.
- May monitor other City department radio frequencies.
- Prepares necessary reports, records, and files.
- Operates a computer terminal.
- Assists in maintaining appropriate radio files.
- Maintains radio and telephone contact with other agencies and/or public safety support organizations.
- Enters, updates, and receives information, emergency, and non-emergency, using the Computer Aided Dispatch (CAD) system and mobile data terminals.
- Dispatches mobile units in accordance with Police Department policies and directives.
- Dispatches emergency personnel in accordance with department policy or as directed.
- Assists in the preparation and maintenance of records and reports.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Education:* High school diploma or equivalent.
- *Typing Speed:* Ability to type a minimum of 150 keystrokes (30 words) per minute.

Pre-employment Requirements:

- Applicants must submit a Personal History Statement (PHS) form with their application. This documentation will be used to conduct a background investigation. Completion of this form is **MANDATORY** for employment consideration.
 - ◇ Download the PHS form at the following link: **Personal History Statement**
 - ◇ You may attach the completed PHS form to your online application or e-mail it to **civilservice@spokanecity.org**.
- Applicants are also required to complete a polygraph examination, fingerprinting, and a background investigation prior to appointment.

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 dispatcher test, with weights assigned as follows:

- Police Radio Dispatcher Examination with skill simulations 100%

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

Police Radio Dispatcher I examination links with instructions will be emailed out via a link from Test Genius (onlinetesting@invitations.testgenius.com). Once you receive the link, the testing window is Thursday, 12:00 AM to the following Monday at 11:59 PM.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have to complete the examination at that time. You may take the exam **only once** during the open recruitment period. The approximate duration of this exam is 2 hours.

All examination results will be 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.

The test may include such subjects as:

- Keyboarding
- Decision Making
- Data Entry
- Reading Comprehension
- Map Reading

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of March 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

POLICE RADIO DISPATCHER II SPN 284

Lateral Entry

DATE OPEN: Monday, March 9, 2026**DATE CLOSED: Continuous****SALARY: \$58,818.96 annual salary, payable bi-weekly, to a maximum of \$96,904.08****CLASS SUMMARY:**

Do you have one year of continuous experience (full-time or equivalent) as a Police Radio Dispatcher? Have you been employed in the last 18 months as a law enforcement radio dispatcher utilizing a Computer Aided Dispatch System? If so, coming to work for the City of Spokane could be your next great career move!

SPD offers a generous compensation package that includes a pension plan and annual pay increases! ***Cannabis use prior to application is no longer disqualifying for this position. Once hired, employees of the Spokane Police Department may not use cannabis or any illegal drugs at any time.***

For more detailed information about working for the Spokane Police Department, visit our recruitment website.

Why choose the Spokane region:

Why do locals love Spokane? It may depend on whom you ask but most will tell you it is because of the abundance of outdoor recreation, numerous waterways within a close driving distance, arts and culture, a plethora of breweries and wineries, and a rich food scene in the vibrant downtown core. With its natural beauty, entertainment, award winning K-12 schools and excellent colleges and universities it's no wonder why Spokane continues to grow! Learn more about our city here.

EXAMPLES OF JOB FUNCTIONS:

- Receives operational calls and messages by police radio, telephone and computer.
- Provides requested information or transmits messages and information to mobile units.
- Dispatches additional police units on trouble calls, as directed.
- Relays messages between mobile units, portable units and other City departments
- Operates an electronic message recorder.
- Maintains an operational log, monitors other City department radio frequencies, and takes indicated action in an emergency.
- Prepares and maintains necessary reports, records and files.
- Performs extensive operation at computer terminals.
- Receives emergency calls, transferred through 911 operators.
- Dispatches emergency personnel and equipment, in accordance with departmental policy or as directed.
- Enters, updates and receives information, emergency and non-emergency, using the Computer Aided Dispatch (CAD) computer.
- Assists in maintaining appropriate radio files.
- Maintains radio, telephone and computer contact with other agencies and public safety support organizations.
- Assists in preparation and maintenance of records and reports.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Experience:* One year of continuous experience (full-time or equivalent hours) and employed within the last eighteen months as a law enforcement radio dispatcher utilizing a Computer Aided Dispatch System.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Pre-employment Requirements:

- Applicants must submit a Personal History Statement (PHS) form with their application. This documentation will be used to conduct a background investigation. Completion of this form is **MANDATORY** for employment consideration.
 - ✧ Download the PHS form at the following link: **Personal History Statement**
 - ✧ You may attach the completed PHS form to your online application or e-mail it to **civilservice@spokanecity.org**.
- Applicants are also required to complete a polygraph examination, fingerprinting, and a background investigation prior to appointment, and must obtain ACCESS II certification during the probationary period.

Notes:

- Within one year of appointment, employees in this classification must have the ability to type a minimum of 200 keystrokes (40 words) per minute.

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. The examination will consist of a training and experience evaluation (T&E) with scoring weight assigned as follows:

- T&E: 100%

T&E EVALUATION DETAILS

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online in order to be considered.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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.

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of March 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

TECHNICAL SERVICES MANAGER SPN 293

Open Entry

DATE OPEN: Monday, March 9, 2026

DATE CLOSED: March 23, 2026

SALARY: \$101,142.72 annual salary, payable bi-weekly, to a maximum of \$144,009.36

CLASS SUMMARY:

Administers the City's technical information services program; develops and influences policy; and plans, organizes, and supervises the work in alignment with the overall IT mission.

EXAMPLES OF JOB FUNCTIONS:

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

- Manages IT technical support services for ongoing and developing City operations as well as management and/or executive priorities and directives.
- Designs, plans, implements, evaluates, and modifies technical services, including short- and long-range planning activities, operational budget preparation and implementation, and supporting and analyzing programmatic practices and procedures.
- Establishes policies, procedures, and practices; implements new policy proposals or revisions; and directs changes in practices and procedures to increase operating efficiency and expedite workflow.
- Supervises technical services staff to ensure accomplishment of assigned duties and responsibilities. Provides work instruction and assists employees with difficult and unusual assignments and situations.
- Oversees and monitors request queues for compliance with established goals and priorities.

- Responds to comments or complaints regarding staff or work issues and facilitates solutions.
- Schedules staff to ensure daily phone, email, portal, and walk-in support coverage as well as on-call, after hours and weekend coverage for emergency events affecting IT related needs.
- Interviews and selects staff. Develops goals, documents performance, provides performance feedback and formally evaluates the work of employees. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.
- Serves as an expert, liaison, and advocate for IT technical services through regular contact with internal and external customers, such as senior IT management, other department officials, and vendors.
- Monitors budget and expenditures. Manages the technology inventory and asset disposal process. Produces regular and periodic reports for upper management.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Open-Entry Requirements:

- *Education:* Bachelor's degree from an accredited college or university in computer science, information science, information systems management, operations research, technology management, or related field such as business or public administration with course work in information technology management, operations management, or project management.
- *Experience:* Six years of progressively responsible IT customer support experience, including three years in a supervisory role.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

NOTE: Qualified City of Spokane employees who apply may be placed on a promotional list in accordance with Rule VI, Section 3(c).

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) and Oral Board, with scoring weight assigned as follows:

- T&E 50%
- Oral Board 50%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

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

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

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

- Applicants who apply and meet the minimum qualifications between Monday, March 9, 2026, and Monday, March 23, 2026, will test Thursday, March 26, 2026, through Monday March 30, 2026.

ORAL BOARD DETAILS:

The top 10 candidates will be invited to participate in an Oral Board, a structured interview evaluated by a panel of professionals. The Oral Board is scheduled for the week of April 6, 2026. Additional details will be provided once Training and Experience Evaluation results are finalized.

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of March 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

REFUSE COLLECTOR II SPN 550
Promotional

DATE OPEN: Monday, March 9, 2026

DATE CLOSED: Monday 23, 2026

SALARY: \$50,132.88 annual salary, payable bi-weekly, to a maximum of \$78,884.64

CLASS SUMMARY:

Performs heavy manual work in the collection of refuse or recyclables normally on residential collection route.

EXAMPLES OF JOB FUNCTIONS:

- Drives and operates a refuse collection packer on an assigned route or a refuse collection dump truck on special trash collections; supervises the activities of assigned subordinate collectors and assists in moving, carrying and emptying refuse carts/cans; maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains records of charges for special collections.
- Drives and operates a rear-load collection truck on an assigned route. On occasion trains others to operate a rear-load truck. Tags single stream recycling and yard-waste for contaminants and performs related assigned duties.
- Must be able to learn several routes. Must be able to drive different trucks on various routes and not expect to be on any given route or be using the same truck with any regularity.
- Drives and operates cart delivery truck. Maintains cart inventory in serviceable condition. Cleans, stores, repairs and replaces carts as needed.
- Explains ordinances, procedures and charges regarding refuse or recycling collection to property owners; receives, acts on or refers collection complaints to supervisor; advises property owner as to condition or location of containers; reports to supervision any damage done to private or public property.
- Maintains daily route computer sheets; prepares accident and injury reports as required; prepares private or public property damage reports as required. Reports vehicle maintenance needs to appropriate department.
- May fill in for Refuse Collector III when needed.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

SHORTAGE RECRUITMENT- Employees in the classification of Refuse Collector I, who have obtained a Class "B" CDL with air brake endorsement, may apply on a promotional basis.

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Enough strength to lift and carry up to 85 lbs.

EXAMINATION DETAILS:

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

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

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

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

The examination will consist of a multiple-choice test with weights assigned as follows:

- Multiple-Choice Test 100%

IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, March 26, 2026
- Test Time: 1:00 p.m.
- Test Method: On Paper
- Test Location: Upstairs Lunchroom - 915 N Nelson, Spokane, WA 99202
- Test Duration: 1.5 Hours
- Test Subjects May Include:
 - ✧ Driving Knowledge
 - ✧ City Street Knowledge
 - ✧ Safety & First Aid
 - ✧ Refuse Procedures
 - ✧ Interpersonal Skills

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of March 2026.

SCOTT STEPHENS
Chair Chief

KELSEY PEARSON
Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Engineering Services File No. 2023123
Bridge Deck Repair Bundle
Greene St, Freya St, Freya Way and Havana St Bridges

This project consists of the construction of approximately 10,000 square yards of polyester concrete overlay, 4,300 cubic feet of modified concrete overlay, 1300 square yards of cement concrete pavement grinding, 1500 linear feet of silicone and compression seal joint replacement, sundry utility adjustments, concrete curb repairs and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 30, 2026, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

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

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

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

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

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

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

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

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

Publish: March 11 and 18, 2026

**Engineering Services File No. 2024074
High Visibility Crosswalks**

This project consists of the construction of approximately 17,500 square feet of striping removal, 11,800 square feet of durable heat applied markings, 9,200 square feet of grooved in markings, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 6, 2026, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

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

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

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

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

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

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

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

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

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

Publish: March 11 and 18, 2026

**Engineering Services File No. 2025042
2026 Street Maintenance Curb Ramps**

This project consists of the construction of approximately 110 ADA accessible wheelchair ramps, including 3000 linear feet of curb removal and replacement, and 2700 square yards of sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 30, 2026, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

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

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

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

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

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

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

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2026 Standard Specifications.

Note regarding new apprentice program requirements: Section 1-07.9(3) herein has been substantially revise.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish March 11, 2026

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #6338-26 HIGH VOLUME AND SPECIALIZED PRINTING SERVICES City of Spokane PURCHASING 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, MARCH 30, 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, MARCH 30, 2026**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email 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.

Katie Archer
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish dates: March 11 and 18, 2026

REQUEST FOR PROPOSALS #6488-26 On-Call Public Engagement Services for Integrated Capital Management Projects City of Spokane Integrated Capital Management 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, MARCH 23, 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, MARCH 23, 2026**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

This project will be funded by state and federal grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work.

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.

Connie Wahl, C.P.M., CPPB
Senior Procurement Specialist,
City of Spokane Purchasing & Contracts

Publish: February 25, March 4 and 11, 2026

ABBREVIATED REQUEST FOR QUALIFICATIONS #6489-26
Feasibility Study for Monroe Street Physical Suicide Deterrent System
City of Spokane Integrated Capital Management

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

Project Title Feasibility Study for Monroe Street Physical Suicide Deterrent System

Proposal Submittal Requirements Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, MARCH 30, 2026**. Hard copies, emails, and late submittals will not be accepted.

The full Request for Qualifications containing complete details and submittal requirements can be viewed at <https://spokane.procureware.com>.

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

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

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

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

Project Term Any contract resulting from this RFQu will be for a period of two (2) years. Contract is renewable for three (3) additional 1-year periods upon mutual agreement.

Project Description This project is a study is to determine the best solutions for implementing a physical suicide deterrent system on the Monroe Street Bridge that maintains the historical significance of the bridge. The scope of services for this work may be expanded as needed by contract amendment.

Minimum Qualifications Proposer/Consultant must have a minimum of five (5) years of experience each area of transportation and bridge and structural engineering. Note: In order to enter into a contract, the Proposer must be licensed to do business in the State of Washington.

Scope of Services The selected Firm, under contract, will be responsible for:

- Identifying feasible alternatives that integrate with the historical nature of the bridge;
- Assessing how alternatives are influenced by recent bridge condition inspections, existing bridge details, Washington State Department of Transportation (WSDOT) standards, and local, state, federal, or otherwise relevant criteria/considerations (e.g., AASHTO/FHWA Joint Implementation Agreement for Manual for Assessing Safety Hardware (MASH));

- Evaluating alternatives over a range of topics including effects on the bridge; costs to construct; time to implement; maintenance of traffic during construction; permit and/or agency coordination; impact to routine bridge maintenance and inspection, and other considerations that may be identified later;
- Developing and implementing a public outreach program to ensure community involvement throughout the study;
- Consolidating and summarizing their work on the above into a comprehensive report for City staff;
- Potentially providing support to City staff for presentation of the outcome of the study to City Council.

Evaluation Criteria Responsive Proposals will be evaluated in accordance with the requirements stated in the full Request for Qualifications solicitation and any addenda issued. Proposals will be evaluated including overall completeness, quality of content, and ability to follow instructions demonstrating attention to detail as part of the Technical and Management categories. Point scores are preliminary for evaluation discussion to determine ranking. The City will select the top-scoring Firms as finalists for an oral presentation and evaluation.

TECHNICAL PROPOSAL – 50% Project Approach/Methodology/Understanding Work Plan/Schedule/Deliverables	50 Points (Maximum) 50 Points (Maximum)	100 points
MANAGEMENT PROPOSAL - 50% Firm and Staff Experience/Qualifications/Capabilities Project Team/Allocation of Resources	50 Points (Maximum) 50 Points (Maximum)	100 points

Estimated Schedule

Deadline for Questions	3/23/2026 – 1:00 p.m.
Proposals Due	3/30/2026 – 1:00 p.m.
Evaluation, Negotiation, and Award	April, 2026
Begin contract work	April/May, 2026

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, MARCH 30, 2026**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

This project will be funded by state and federal grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work. The DBE goal for this project is set to Zero, and under WSDOT FSBE program guidance the FBSE goal for this contract is also Zero. In the absence of a mandatory goal the contract is subject to the voluntary ten percent SBE requirements which will be noted in the contract language.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Connie Wahl at cwahl@spokanecity.org or by calling 509-625-6400. 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.

TITLE VI STATEMENT

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

Connie Wahl, C.P.M., CPPB
Senior Procurement Specialist,
City of Spokane Purchasing & Contracts

Publish dates: March 4, 11, & 18, 2026

INVITATION TO BIDS # ITB 6498-26
Emulsified Asphalt (CSS-1H and CSS-1), and Fog Seal As Needed Over Five (5) Year Period
City of Spokane Street Department

The City of Spokane is soliciting electronic Bids for the above titled Invitation to Bid.

Bid Submittal: Bids must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on APRIL 20, 2026**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Bid, the Bidder 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, Bidders 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 Bidder's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Invitation to Bid.

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

Public Bid Opening: Sealed Bids will be unsealed and read at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, APRIL 20, 2026**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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Rick Rinderle
Procurement Specialist
City of Spokane Purchasing

Publish: March 4 and 11, 2026

PW ITB #6499-26
Cannon Hill Park Water & Irrigation Improvements
City of Spokane Parks & Recreation Department

Description: The City of Spokane Parks & Recreation Department is soliciting electronic bids for the Cannon Hill Park Water & Irrigation Improvements Project.

Optional Pre-Bid Meeting: There is an optional pre-bid meeting on **Thursday, March 19, 2026, at 1:00 p.m.** at the City of Spokane City Hall Lobby Conference Room – Tribal, 808 W Spokane Falls Blvd., Spokane WA 99201.

Bid Opening: Sealed electronic bids will be accepted until **Monday, April 6, 2026, at 1:00 p.m.** Bids will be publicly opened at 1:15 p.m. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, April 6, 2026**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince
City of Spokane Purchasing

Publish: March 11 and 18, 2026

INVITATION TO BID # 6515-26
Fire Extinguisher & Suppression Systems Annual Inspections, Testing and Maintenance Services
City of Spokane PURCHASING DEPARTMENT

The City of Spokane is soliciting electronic Bids for the above titled Invitation to Bid.

Bid Submittal: Bids must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY MARCH 30, 2026**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Bid, the Bidder 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, Bidders 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 Bidder's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Invitation to Bid.

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

Public Bid Opening: Sealed Bids will be unsealed and read at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY MARCH 30, 2026**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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Katie Archer
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: March 11 and 18, 2026

PW ITB #6520-26
GENERAC GENERATOR INSTALLATION (Re-Bid)
City of Spokane

Description: The City of Spokane is soliciting electronic bids for the installation of a Generac Generator.

Mandatory Pre-Bid Conference: Monday, March 16, 2026 at 9:00 a.m. at the Spokane Central Service Center Lobby – Solid Waste Collections – 915 N Nelson St., Spokane WA 99202. Only those vendors who attend the Mandatory Pre-Bid Conference will be able to bid on this project.

Bid Opening: Sealed electronic bids will be accepted until **Monday, March 30, 2026, at 1:00 p.m.** Bids will be publicly opened at 1:15 p.m.. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, March 30, 2026**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince
City of Spokane Purchasing

Publish: March 4 and 11, 2026
