



Official Gazette

City of Spokane, Washington

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

Volume 116

MARCH 18, 2026

Issue 11



MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

SARAH DIXIT (DISTRICT 1)

KITTY KLITZKE (DISTRICT 3)

KATE TELIS (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, March 2, 2026

AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:35 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**Ombuds Commission (CPR 2015-0034)**

The City Council interviewed Annabelle Henry, candidate for appointment to the Ombuds Commission.

Salary Review Commission (CPR 2007-0040)

The City Council interviewed Jens Larson, candidate for appointment to the Salary Review Commission.

BRIEFING ON AGENDA ITEMS**Final Agenda for March 2, 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:

- City Council's priorities on 1590 funding – Nicolette Ocheltree
- Emergency Interim Ordinance on detention facilities (C36851) – Adam McDaniel who was accompanied by Spencer Gardner

Updated Draft Agenda for March 9, 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:

- Safe Streets for All / Dowl Contract (Res 2026-0014) – Jon Snyder and Inga Note
- Public Rule on Parking Tax (Res 2026-0016) – Adam McDaniel and Jon Snyder
- Astor Street right-of-way vacation (Ord C 36826) -Eldon Brown
- Resolution declaring Riverkeeper a sole source (2026-0018) – Chris Averyt

Draft Agenda for March 16, 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:

- Alley vacation between 2nd and 3rd, from Monroe to Lincoln, Ordinance C35771- Eldon Brown

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS**March 2, 2026, Final Agenda**

Contract with Exacom, Inc. (OPR 2026-0206), Contract with Carahsoft Technology Corporation for Prepared 911 (OPR 2026-0207), and Contract with Carahsoft Technology Corporation for PowerDMS (OPR 2026-0208) (Council Sponsors: Council Members Telis and Cathcart)

Motion by Council Member Telis, seconded by Council Member Cathcart, **to suspend** Council Rules to allow addition of OPR 2026-0206 (Contract with Exacom, Inc.), OPR 2026-0207 (Contract with Carahsoft Technology Corporation for Prepared 911), and OPR 2026-0208 (Contract with Carahsoft Technology Corporation for PowerDMS) to tonight's contracts agenda for final consideration; **carried 7-0.**

Motion by Council Member Telis, seconded by Council Members Cathcart and Dixit, **to add** OPR 2026-0206 (Contract with Exacom, Inc.), OPR 2026-0207 (Contract with Carahsoft Technology Corporation for Prepared 911), and OPR 2026-0208 (Contract with Carahsoft Technology Corporation for PowerDMS) to tonight's agenda; **carried 7-0**.

Resolution 2026-0015 (Council Sponsors: Council President Wilkerson and Council Member Dixit)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** Council Rules to allow consideration of Wilkerson amendment to Resolution 2026-0015 (HEART Funding), and to allow final consideration to remain on March 2; **carried 7-0**.

Motion by Council Member Telis, seconded by Council Member Klitzke, **to defer** Resolution 2026-0015 (identifying and establishing the Spokane City Council's 2026 priorities for the use of HEART funding collected under the HEART sales and use tax for housing and housing related supportive services) one week to March 9, 2026, Agenda; **carried 7-0**.

Resolution 2026-0009 (Deferred as amended from February 23, 2026, Agenda, during February 23, 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 Dillon, **to adopt** the Wilkerson/Zappone Proposed Amendment to Resolution 2026-0009 (adopting various amendments to the City Council's Rules of Procedure) filed February 27, 2026; with

Motion to amend by Council Member Cathcart, seconded by Council Member Dillon, **to adopt** the Cathcart Proposed Amendments to Attachments B and C of Resolution 2026-0009 (adopting various amendments to the City Council's Rules of Procedure); **failed 1-6**.

Main Motion by Council Member Zappone, seconded by Council Member Dillon, **to adopt** the Wilkerson/Zappone Proposed Amendment to Resolution 2026-0009 (adopting various amendments to the City Council's Rules of Procedure) filed February 27, 2026); **carried 6-1**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to March 9, 2026.)

March 9, 2026, Updated Draft Agenda

Contract Amendment with DOWL, LLC (OPR 2022-0345) (Council Sponsors: Council Members Klitzke and Zappone)

Motion by Council Member Dillon, seconded by Council Member Telis, **to amend** Exhibit B to OPR 2022-0345 (Contract Amendment with DOWL, LLC, for adding work to the Citywide Traffic Calming Master Plan) with the Wilkerson Proposed Amendment filed February 25, 2026; **carried 4-3**.

March 16, 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 Klitzke, seconded by Council Member Zappone, **to approve** the March 2, 2026, Final Agenda, as amended, the March 9, 2026, Updated Draft Agenda, as amended, and the March 16, 2026, Draft Agenda; **carried 7-0**.

Council Recess/Executive Session

The City Council recessed at 5:06 p.m. No executive session was held. The City Council reconvened at 6:03 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

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

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

There were no **Proclamations or Salutations**.

REPORTS FROM COMMUNITY ORGANIZATIONS

Browne's Addition Neighborhood Council

Tiffany Picotte, past chair, introduced Delaney Carr as the new chair of the Browne's Addition Neighborhood Council. Ms. Carr then provided an update on the Browne's Addition Neighborhood Council.

POETRY AT THE PODIUM

Greg Bem read "Tombs and Lots."

BOARDS AND COMMISSIONS APPOINTMENTS

Appointments to Spokane Historic Landmarks Commission (CPR 1981-0122) and Tourism and Cultural Investment Committee (CPR 2002-0031)

Following public testimony, the City Council **approved** (and thereby confirmed) the following appointments **upon 7-0 Voice Vote**:

- Appointment of David Adamson to the Spokane Historic Landmarks Commission for a four-year term, from March 2, 2026, to March 1, 2030.
- Appointment of Michelle Weaver to the Real Estate Appraiser position of the Tourism and Cultural Investment Committee for a four-year term, from March 2, 2026, to March 1, 2030.

CONSENT AGENDA

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

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

Consultant Agreement with BCRA, Inc. (Spokane) for architectural and engineering services for design services for the Wastewater Management main office from March 16, 2026, through December 31, 2026—not to exceed \$187,846 (plus tax). (OPR 2026-0081 / RFQ 6457-25) (Council Sponsors: Council Members Zappone and Dillon)

Contract Renewal 3 of 4 with Big Sky Industrial Services (Colbert, WA) for vacuum support services at the Waste to Energy Facility from April 1, 2026, through March 31, 2027—not to exceed \$200,000 (plus tax). (OPR 2023-0311 / IPWQ 5809-23) (Council Sponsor: Council Member Klitzke)

Contract Renewal 3 of 3 with Nalco Company, LLC (Spokane) for chemical management services at the Waste to Energy Facility from April 1, 2026, through March 31, 2027—not to exceed \$57,000. (OPR 2022-0257 / IRFP 5528-21) (Council Sponsor: Council Member Klitzke)

Contract Renewal 4 of 4 with BrandSafway Services, LLC. (Spokane) for scaffolding services at the Waste to Energy Facility from April 1, 2026, through March 31, 2027—not to exceed \$870,000 (plus tax). (OPR 2022-0168 / PW ITB 5537-21) (Council Sponsor: Council Member Klitzke)

Contract Renewal 2 of 2 with Woodland Resource Services, Inc. (Ellensburg, WA) for noxious weed abatement at the City's Northside and Southside Landfills from April 15, 2026, through April 14, 2027—not to exceed \$45,938.05 (plus tax). (OPR 2023-0419 / IPWQ 5863-23) (Council Sponsor: Council Member Klitzke)

Contract Amendment and Extension with GeoEngineers, Inc. (Spokane) for the Part 12D Comprehensive Assessment and Report for Upriver Dam Hydroelectric Project - Phase 3 from February 1, 2026, through June 30, 2027—\$75,000 (plus tax). (OPR 2023-0426) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through February 20, 2026, total \$17,142,954.13 (Check Nos.: 617327-617486; Credit Card Nos.: 002753-002774; ACH payment numbers: 149544-149775) with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$16,871,130.14. (CPR 2026-0002)

City Council Public Safety and Community Health Standing Committee Meeting Minutes: February 2, 2026. (CPR 2026-0018)

Five-year Personal Service Contract with Exacom, Inc. (Manchester, NH) for purchase and implementation of the Exacom Hindsight Hybrid-cloud logging recorder to support the City's public safety communications systems from February 1, 2026, through January 31, 2031—not to exceed \$248,267.40 (plus tax). (OPR 2026-0206) (Council Sponsors: Council Members Telis and Cathcart) (As added during 3:30 p.m. Agenda Review Session)

Five-year Personal Services Agreement with Carahsoft Technology Corporation for Prepared 911 (an Axon solution) to support SUN911 operations and non-emergency call handling through transcription, translation, quality assurance, and AI-assisted tools—not to exceed \$1,030,452 (plus tax). (OPR 2026-0207) (Council Sponsors: Council Members Telis and Cathcart) (As added during 3:30 p.m. Agenda Review Session)

Three-year Personal Services Agreement with Carahsoft Technology Corporation for PowerDMS (Neogov - purchased through Carahsoft) to provide policy management, training administration, and onboarding tools for the Spokane Police Department and SUN911 operations from March 1, 2026, through February 28, 2029—not to exceed \$183,890.20 (plus tax). (OPR 2026-0208) (Council Sponsors: Council Members Telis and Cathcart) (As added during 3:30 p.m. Agenda Review Session)

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

EMERGENCY ORDINANCE

For Council action on Emergency Ordinance C36851, see section of minutes under “Hearings.”

RESOLUTIONS

Resolution 2026-0012 (Council Sponsors: Council Members Klitzke and Zappone)

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 2026-0012** approving the appointment of Kevin Picanco as Director of Integrated Capital Management for the City of Spokane.

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

Nos: None

Abstain: None

Absent: None

Resolution 2026-0013 (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 2026-0013** regarding an update to Appendix “A” of the Public Rule for the City of Spokane Riverside Park Water Reclamation Facility & Industrial Pretreatment Program & Lab Analysis Fees.

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

Nos: None

Abstain: None

Absent: None

For Council action on Resolution 2026-0015, see section of minutes under 3:30 p.m. Agenda Review Session.

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

Resolution 2026-0010 (Deferred as amended from February 23, 2026, Agenda, during February 23, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dixit)

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 2026-0010** authorizing the City to execute any necessary agreements to formalize the City’s participation in the Community Participatory Budgeting program administered through the Washington Department of Commerce.

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

Nos: None

Abstain: None

Absent: None

FINAL READING ORDINANCES

Final 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, Zappone, and Telis)

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

Upon 6-1 Roll Call Vote, the City Council **passed Final Reading Ordinance 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.

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

Final Reading Ordinance C36838 (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 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.

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

Final Reading Ordinance C36839 (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 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.

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

Final Reading Ordinance C36841 (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 C36841** relating to the emergency procurement and amending Section 07.06.180 of the Spokane Municipal Code.

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

Final Reading Ordinance C36846 (As amended during February 23, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon, Dixit, and Telis)

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

Upon 6-1 Roll Call Vote, the City Council **passed Final Reading Ordinance C36846**, as amended, 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.

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

Final Reading Ordinance C36738 (Deferred as amended from February 23, 2026, Agenda, during February 23, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

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

Upon 6-1 Roll Call Vote, the City Council **passed Final Reading Ordinance C36838**, as amended, 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.

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

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

HEARINGS

Hearing on Emergency Ordinance C36851 (As added during February 23, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon, Telis, and Zappone)

The Spokane City Council held a hearing on Emergency Ordinance C36851. Council President Wilkerson called for any staff reports, with none provided. Public testimony was received, after which the following action was taken:

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

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

Motion by Council Member Dillon, seconded by Council Members Klitzke and Telis, **to approve** Emergency Ordinance C36851 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 Title 17C and repealing Section 17C.190.520 of the Spokane Municipal Code; setting a public hearing; and declaring an emergency; **carried 6-1**.

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

[The City Clerk left the meeting at 9:27 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by the City Council Office for the minutes.]

OPEN FORUM

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

- Derek Azzaro
- Glen Stockwell
- HT Higgins
- Justin Haller
- Spencer Coffin
- Sunshine Wigen
- Will Hulings

ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 9:47 p.m.

MINUTES OF SPOKANE CITY COUNCIL**Monday, March 9, 2026****AGENDA REVIEW SESSION**

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:33 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

Roll Call

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

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

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

BRIEFING ON AGENDA ITEMS**Final Agenda for March 9, 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:

- Commercial Parking Tax Rule – Adam McDaniel
- Spokane Riverkeeper sole source contract (RES 206-0018) – Chris Averyt
- Dowl Contract (Res 2026-0014/OPR 2022-0345) – Jon Snyder

Updated Draft Agenda for March 16, 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:

- Vacation of alley between 2nd / 3rd (Ord C35771) – Eldon Brown
- MFTE Agreement, 2114 W. Falls Avenue (OPR 2026-0134) – Spencer Gardner
- P2P Tax Deferral, NEPDA 3011 E. Wellesley Avenue (OPR 2026-0185) – Spencer Gardner
- Contract Renewal, foreclosure registry (OPR 2024-0065) – Jason Ruffing

Draft Agenda for March 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:

- Ordinance C36782 (Festival Streets) and pending amendments – Jackson Deese
- Vacation of 13th Avenue between Chestnut and Inland Empire (Ord C36806) – Eldon Brown

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS**March 9, 2026, Final Agenda**

Resolution 2026-0014 (Council Sponsors: Council Members Klitzke and Zappone)

Motion by Council Member Zappone, seconded by Council Member Cathcart, **to defer** Resolution 2026-0014 (regarding Safe Streets for All Fund to expand the scope of the DOWL Consulting Services contract) one week to March 16, 2026, Agenda; **carried 6-0**.

Resolution 2026-0009 (Deferred as amended from March 2, 2026, Agenda, during March 2, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Motion by Council Member Klitzke, seconded by Council Member Zappone, **to suspend** Council Rules to consider the Zappone Proposed Amendment to Exhibit B of Resolution 2026-0009 (adopting various amendments to the City Council's Rules of Procedure) filed March 6, 2026; **carried 5-1**.

Motion by Council Member Dillon, seconded by Council Member Zappone, **to amend** Exhibit B of Resolution 2026-0009 (adopting various amendments to the City Council's Rules of Procedure) with the Zappone Proposed Amendment filed March 6, 2026; **carried 6-0**.

Resolution 2026-0015 (Council Sponsors: Council President Wilkerson and Council Member Dixit)

Motion by Council Member Telis, seconded by Council Member Klitzke, **to amend** Resolution 2026-0015 (identifying and establishing the Spokane City Council's 2026 priorities for the use of HEART funding collected under the HEART sales and use tax for housing and housing related supportive services) with the Wilkerson Proposed Amendment No. 2 filed March 4, 2026; **carried 6-0.** (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to March 16, 2026.)

Resolution 2026-0016 (Council Sponsors: Council Members Zappone and Klitzke)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to adopt** the Dillon Proposed Amendment to Resolution 2026-0016 (approving a Commercial Parking Tax rule) filed March 4, 2026; **carried 4-2.** (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to March 16, 2026.)

March 16, 2026, Updated Draft Agenda

There were no considerations of amendments or deferrals.

March 23, 2026, Draft Agenda

First Reading Ordinance C36782 (First Reading deferred to March 23, 2026, Agenda, from February 23, 2026, Agenda, during February 23, 2026, 3:30 p.m. Agenda Review Session, thereby deferring Final Reading to March 30, 2026, Agenda) (Council Sponsors: Council Members Zappone and Klitzke)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend** First Reading Ordinance C36782 (relating to designated festival streets) with the Wilkerson Proposed Amendment filed March 6, 2026; **carried 6-0.** (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the First Reading of the ordinance to March 30, 2026.)

Action to Approve Agendas

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

Upon 6-0 Voice vote, the City Council **approved** the March 9, 2026, Final Agenda, as amended, the March 16, 2026, Updated Draft Agenda, as amended, and the March 23, 2026, Draft Agenda.

Council Recess/Executive Session

The City Council recessed at 4:17 p.m. and immediately reconvened into an Executive Session to discuss pending and potential litigation for 30 minutes. At 4:47 p.m. the meeting was extended 15 minutes to 5:02 p.m. at which time the Agenda Review Session also ended. City Attorney Michael Piccolo was present for the Executive Session. The City Council reconvened at 6:02 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 Dillon, Dixit (appearing virtually), Klitzke, Telis, and Zappone were present. Council Member Cathcart arrived at 6:05 p.m., right after roll call.

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

POETRY AT THE PODIUM

Natalie Doud provided a reading of "My American Dream."

PROCLAMATIONS AND SALUTATIONS**Council Salutation Saluting John Alder**

Council President Wilkerson read a Council Salutation saluting the community service of John Alder who passed away on Monday, February 23, 2026. (The salutation is attached to these minutes for reference.)

Mayoral Proclamation

March 10-17, 2026 *Week of the Irish*

Council Member Dillon read the proclamation. The City Council then observed a dance performance by the Haran Irish Dancers. (The proclamation is attached to these minutes for reference.)

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

BOARDS AND COMMISSIONS APPOINTMENTS**Plan Commission (CPR 1981-0295) and Salary Review Commission (CPR 2007-0040)**

Following an opportunity for public testimony and Council commentary, with none provided, the City Council **approved** (and thereby confirmed) the following appointments **upon 7-0 Voice Vote**:

- Appointment of Linda Carroll as the Community Assembly Liaison to the Plan Commission for a four-year term, from March 9, 2026, to March 8, 2030.
- Appointment of Beau Madsen to the Salary Review Commission for a four-year term, from March 9, 2026, to March 8, 2030.

CONSENT AGENDA

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

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

Contract with Matrix Consulting Group, Ltd. (San Mateo, CA) for organizational analysis consulting services for a term of March 10, 2026, through March 10, 2027—not to exceed \$64,500. (OPR 2026-0186 / IRFP 6486-26) (Council Sponsor: Council President Wilkerson)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through February 27, 2026, total \$7,946,654.61 (Check Nos.: 617488-617631; Credit Card Nos. 002775-002806; ACH Nos.: 149776-150025), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,683,630.41. (CPR 2026-0002)
- b. Payroll claims of previously approved obligations through February 28, 2026: \$9,840,732.95 (Check Nos.: 579773-579855). (CPR 2026-0003)

City Council Special Meeting Minutes: January 19, January 23, and February 12, 2026. (CPR 2026-0013)

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCE****Special Budget Ordinance C36847 (Council Sponsors: Council Members Zappone and Dixit)**

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 C36847** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to adjust pay ranges to align with salary analysis (for February 2026), 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

For Council action on Resolution 2026-0014, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Resolution 2026-0016, see section of minutes under 3:30 p.m. Agenda Review Session.

Resolution 2026-0017 (Council Sponsors: Council Members Dillon 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 **adopted Resolution 2026-0017** approving settlement of claims made by Sierra Athos—\$425,000.

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

Resolution 2026-0018 (and accompanying contract OPR 2026-0170) (Council Sponsors: Council Members Klitzke and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0018** declaring Spokane Riverkeeper (Spokane) a sole-source provider and authorizing the City to enter into a contract (OPR 2026-0170) to organize and lead cleanup events to remove waste from the Spokane River and shoreline adjacent to City of Spokane Public Works and Parks properties for a five-year period—approximately \$100,000 annually without public bidding.

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

Resolution 2026-0009 (As amended during today's 3:30 p.m. Agenda Review Session) (Deferred as amended from March 2, 2026, Agenda, during March 2, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0009**, as amended, adopting various amendments to the City Council's Rules of Procedure.

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

For Council action on Resolution 2026-0015, see section of minutes under 3:30 p.m. Agenda Review Session.

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCES

The following Ordinances were read for the first time, with further action deferred. Public testimony was allowed on the First Reading Ordinances; however, no individuals spoke.

For Council action on First Reading Ordinance C36826, see section of minutes under "Hearings."

ORD C36850 Encouraging the activation of public spaces; amending Section 08.02.0220; repealing Section 08.02.0235, Chapter 10.28, and Chapter 10.55; and adopting a new Chapter 12.15 of the Spokane Municipal Code. (Council Sponsors: Council Members Zappone and Dixit)

There were no **Special Considerations**.

HEARINGS

Hearing on Vacation of Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, and related First Reading Ordinance C36826 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

The Spokane City Council held a hearing on the vacation of Astor Street between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue, as requested by owners having an interest in real estate abutting the right-of-way. Following a staff report by Eldon Brown of Development Services and public testimony from one individual, the following action was taken:

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

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

Motion by Council Member Dillon, seconded by Council Member Cathcart, **to approve, subject to conditions** (in the Street Vacation Report dated December 24, 2025), the vacation of Astor Street Between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue; **carried upon 7-0 voice vote.**

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

In conjunction with the hearing, Ordinance C36826—vacating Astor Street Between the south line of vacated Boone Avenue and the south line of the alley south of Sharp Avenue—was read for the first time, with further action deferred.

[The City Clerk left the meeting at 7:05 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:

- Derek Azzaro
- Emily Deane
- Justice Forral
- Salvador Recinos
- Sunshine Wigen
- Tom Brooks

ADJOURNMENT

Motion by Council Member Zappone, 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 7:21 p.m.

Note: The Council Salutation Saluting John Alder and the Mayoral Proclamation, The Week of the Irish, are both on file with the Office of the City Clerk.

STANDING COMMITTEE MINUTES
City of Spokane
Finance and Administration Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, February 23, 2026

Call to Order: 12:03 PM

Recording of the meeting may be viewed here: <https://vimeo.com/spokanecitycouncil>

Attendance

Committee Members Present:

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

Discussion Items (No Action Taken)

1. MONTHLY PERMIT REPORT – TAMI PALMQUIST
2. DSC CODE AMENDMENTS TO SMC – TAMI PALMQUIST
3. FIFA FAN ZONE UPDATES – ALEX SCOTT
4. 2026 Q1 AMERICAN RESCUE PLAN ACT UPDATE (ARPA) – SKYLER BROWN

5. ARTS COMMISSION UPDATE – SARAH DIXIT/LISA EDWARDS/ADAM MCDANIEL
6. 4700 – CEDAR STREET VACATION ORDINANCE – ELDON BROWN
7. BRIGGS APARTMENTS NOMINATION TO THE REGISTER OF HISTORIC PLACES – MEGAN DUVALL
8. RESOLUTION APPOINTING JOSHUA LIPPS AS THE DIRECTOR OF ACCOUNTING – MATT BOSTON
9. ORDINANCE ENCOURAGING THE ACTIVATION OF PUBLIC SPACES – ADAM MCDANIEL
10. COMMERCIAL PARKING TAX PROPOSED PUBLIC RULE – ADAM MCDANIEL/JON SNYDER
11. SPECIAL BUDGET ORDINANCE – HR RANGE CHANGE – FEBRUARY 2026 – ALLISON ADAM
12. INTERIM OFFICIAL CONTROL RELATED TO DETENTION FACILITIES – ADAM MCDANIEL
13. RESOLUTION TO ESTABLISH 2026 HEART FUNDING PRIORITIES – NICOLETTE OCHELTRIE
14. ORDINANCE RELATED TO THE SALARY REVIEW COMMISSION – GIACOBBE BYRD
15. CONTRACT WITH MATRIX CONSULTING GROUP FOR ORGANIZATIONAL ANALYSIS SERVICES FOR THE COUNCIL OFFICE – GIACOBBE BYRD
16. COUNCIL BOARD, COMMISSION, COMMITTEE & STAFF REPORTS – CITY COUNCIL

Consent Items (No Action Taken)

1. 5100 PURCHASE OF FORD F550 CHASSIS FOR WASTEWATER MAINTENANCE (FLEET SERVICES)
2. CDW GOVERNMENT VALUE BLANKET (IT)
3. 5100 – PURCHASE OF 2 VEHICLES FOR ENGINEERING (FLEET SERVICES)
4. 5100 – PURCHASE OF SPRINTER VAN FOR WATER DEPARTMENT (FLEET SERVICES)
5. SPECIAL BUDGET ORDINANCE – HEALTHY AND SUSTAINABLE COMMUNITIES GRANT (FINANCE, TREASURY & ADMINISTRATION)
6. ACCEPTANCE OF HEALTHY AND SUSTAINABLE COMMUNITIES GRANT (FINANCE, TREASURY & ADMIN)
7. ACCEPTANCE OF HEALTHY AND SUSTAINABLE COMMUNITIES GRANT (FINANCE & ADMINISTRATION)
8. VOLT MGMT CONTRACT FOR AZTECA CITYWORKS ANNUAL SUPPORT (IT)
9. SHI VALUE BLANKET (IT)
10. ORACLE'S PEOPLESOFT AND DATABASE ANNUAL SUPPORT RENEWAL (IT)
11. FORECLOSURE REGISTRY AND BUILDING BLOCKS CONSULTANT CONTRACT EXTENSION (CODE ENFORCEMENT & PARKING SERVICES)
12. P2P CONDITIONAL AGREEMENT FOR 3011 E. WELLESLEY AVE. (PLANNING & ECONOMIC DEVELOPMENT)
13. AMENDMENT TO OPR 2017-0640 WITH EAST SPOKANE BUSINESS ASSOC. (PLANNING & ECONOMIC DEVELOPMENT)
14. SOLE SOURCE RESOLUTION & CONTRACT BETWEEN PUBLIC WORKS, PARKS, AND THE SPOKANE RIVERKEEPER (PUBLIC WORKS)
15. MASTER CONTRACT COPIERS NORTHWEST (IT)
16. 5100 – PURCHASE OF FORD F350 FOR STREET DEPARTMENT (FLEET SERVICES)
17. 5100 – PURCHASE OF BEV TOYOTA BZ FOR STREET DEPARTMENT (FLEET SERVICES)
18. AZTECA CITYWORKS ANNUAL SUPPORT (IT)
19. STRUCTURED COMMUNICATIONS VALUE BLANKET (IT)
20. SETTLEMENT RESOLUTION (CITY ATTORNEY)
21. MFTE CONDITIONAL AGREEMENT FOR 2114 W. FALLS AVE. (PLANNING & ECONOMIC DEVELOPMENT)
22. MASTER VALUE BLANKET FOR COLD MIX – INLAND (STREETS)
23. MASTER VALUE BLANKET FOR COLD MIX – SHAMROCK (STREETS)
24. MASTER VALUE BLANKET FOR COLD MIX – LAKESIDE (STREETS)

Public Testimony

WILLIAM GIBSON
LORI GIBSON
MEL MCGINNIS
ALYSSA HENSLEY
JEREMIAH HARDING
HEYDON HENSLEY

Executive Session

None

Adjournment

The meeting adjourned at 2:31 PM

SPECIAL MEETING MINUTES
City of Spokane
City Council Study Session, City Hall, Council Chambers
808 W Spokane Falls Blvd.
February 26, 2026

Call to Order: 11:03 a.m.

Meeting Recording: <https://vimeo.com/1168618055?fl=pl&fe=sh>

Attendance:

Present: Council Members Sarah Dixit, Kitty Klitzke, Zack Zappone (arrived at 11:09), Kate Telis, and Paul Dillon.

Absent: Council President Betsy Wilkerson, Council Member Michael Cathcart.

Agenda Item:

1. PlanSpokane 2046: Periodic Update to the Comprehensive Plan

Executive Session:

None.

Adjournment:

The meeting adjourned at 12:07 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment & Sustainability Committee
City Council Chambers
March 9, 2026

Call to Order: 12:02 PM

Recording of the meeting may be viewed here: <https://vimeo.com/1171958562?fl=pl&fe=sh>

Attendance

Committee Members Present: Betsy Wilkerson, Kitty Klitzke, Michael Cathcart, Zack Zappone (arrived at 12:04 PM), Paul Dillon (arrived at 12:22 PM), Kate Telis (arrived at 12:04 PM)

Absent: Sarah Dixit

Discussion Items

1. PUBLIC WORKS MONTHLY DIRECTOR'S REPORT FOR MARCH 2026 -MARLENE FEIST (5 minutes)
✧ **No action taken, Presentation Only**
2. TRANSPORTATION AND SUSTAINABILITY MONTHLY DIRECTOR'S REPORT -MARCH 2026 - JON SNYDER (10 minutes)
✧ **No action taken, Presentation Only**
3. JOINT RESOLUTION AUTHORIZING THE AIRPORT BOARD TO PURCHASE PROPERTY - ROB SCHULTZ (10 minutes)
✧ **No action taken, Presentation Only**
4. 2026 TRANSPORTATION IMPACT FEE UPDATE - INGA NOTE (10 minutes)
✧ **No action taken, Presentation Only**
5. INTERDEPARTMENTAL AGREEMENT REGARDING GREEN AREA MAINTENANCE - MARLENE FEIST (5 minutes)
✧ **No action taken, Presentation Only**
6. LOW BID AWARD - NORTH HILLYARD SIDEWALK INFILL - DAN BULLER (5 minutes)
✧ **No action taken, Presentation Only**
7. ORDINANCE RELATING TO RESIDENTIAL ON-STREET PARKING FOR PERSONS WITH DISABILITIES - JACKSON DEESE (10 minutes)
✧ **No action taken, Presentation Only**
8. COMMUNICATIONS & COMMUNITY ENGAGEMENT DIRECTOR'S REPORT -MARCH 2026 - LISA GARDNER (5 minutes)
✧ **No action taken, Presentation Only**
9. COUNCIL STAFF, BOARD & COMMISSION UPDATES - KITTY KLITZKE (5 minutes)
✧ **No action taken, Presentation Only**

Consent Items

1. PARKING MANAGEMENT SYSTEMS CONTRACT RENEWAL #1 (PARKING SERVICES)
2. VALUE BLANKET FOR CRACK AND JOINT SEALANT (STREET)
3. CONSULTANT AGREEMENT FREYA PALOUSE ROUNDABOUT DESIGN (FEDERAL) 2023133 (ENGINEERING SERVICES)
4. LOW BID AWARD - 2026 LOCAL STREET GRIND & OVERLAY & LOCAL STREET CHIPSEAL 2026043,044 (ENGINEERING SERVICES)
5. WATER CONSERVATION EDUCATION SERVICES - ROGUE HEART MEDIA -CONTRACT RENEWAL (PUBLIC WORKS)
6. INTERAGENCY AGREEMENT - 6PPDQ STORM WATER PROJECT (6PPDQ IS AN EMERGENT CONTAMINANT, THESE ARE SUBSTANCES AND MICROORGANISMS THAT POSE RISKS TO HUMAN HEALTH/ THE ENVIRONMENT) (WASTEWATER MANAGEMENT)
7. PW ITB 6414-25 ON CALL DIVE SERVICES FOR UPRIVER DAM (WATER & HYDROELECTRIC SERVICES)
8. PURCHASE OF CURBTENDER AUTOMATED SIDE LOADER COLLECTION BODY (SOLID WASTE COLLECTION)
9. PURCHASE OF TWO CHEVROLET SILVERADO ELECTRIC VEHICLE FOR RIVERSIDE PARK WATER RECLAMATION FACILITY (FLEET SERVICES)
10. PURCHASE OF FORD F350 DIESEL FOR RIVERSIDE PARK WATER RECLAMATION FACILITY (FLEET SERVICES)

Executive Session

Executive Session to review the performance of public employees

Start time: 1:22 pm

Original announced end time: 2:02 pm

10min extension at 2:02 pm

5 min extension at 2:12 pm

2 min extension at 2:17 pm

End time: 2:19 pm

Adjournment

The meeting adjourned at 2:19 PM

Hearing Notices

Notice for a Public Hearing and Public Comment Period

Public Hearing Date: Wednesday, April 1, 2026

Time: 4-6 p.m.

**Location: City Council Briefing Center - City Hall Lower Level,
808 W. Spokane Falls Blvd., Spokane WA, 99201**

Virtual Meeting Information can be found at: <https://my.spokanecity.org/bcc/boards/community-housing-and-human-services-board/>

The City of Spokane's Community, Housing, and Human Services (CHHS) Board will hold a public hearing on April 1, 2026, to share information and invite public comment on the 2026 Annual Action Plan for the 2025-2029 Consolidated Plan.

The Consolidated Plan is a multiyear plan that describes Spokane's community development priorities and goals based on an assessment of housing and community development needs, an analysis of housing and economic market conditions and available resources. The plan is required by the U.S. Department of Housing and Urban Development (HUD) and is designed to help Spokane shape the various housing and community development programs into effective, coordinated neighborhood and community development strategies.

The Annual Action Plan identifies the program year funding priorities for the annual allocation the City of Spokane receives from HUD to fund activities that directly benefit low- and moderate-income individuals. The Annual Action Plan provides an overview of how those resources will be expended during program year 2026.

Public comments will be collected for the 2026 Annual Action Plan between March 4, 2026, and April 4, 2026.

The public may provide comment on the 2026 Annual Action Plan to the HHS Department at 509-625-6048 or spokanechhs@spokanecity.org. An electronic copy of the draft can be obtained at <https://my.spokanecity.org/chhs/documents/> starting on March 4, 2026. Paper copies of the draft plan will be made available upon request after March 4, 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 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. C36847

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ADJUST PAY RANGES TO ALIGN WITH SALARY ANALYSIS, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the mid-biennium modification Ordinance No. C36794, as above entitled in part, and which passed the City Council November 24, 2025, it is necessary to make changes in the appropriations of the Spokane United 911 Network Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

Section 1. That in the budget of the Spokane United 911 Network Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Change the grade and associated pay range for the Spokane United 911 Network Operations Manager classification as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
M&P-A	709	Spokane United 911 Network Operations Manager	---	A01-51	---	\$94,545-\$132,609

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to adjust pay ranges to align with salary analysis, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council March 9, 2026

Delivered to Mayor March 11, 2026

Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0410-26-01 LGL 2004-0017
TITLE: TRANSFER OF BUDGETED FUNDS EFFECTIVE DATE: SEPTEMBER 1996 REVISION DATE: February 1, 2005; January 26, 2026	

1.0 GENERAL

1.1 This policy has been established in order to standardize requests for transfer of budgeted funds and to promote efficiency in the processing thereof.

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 and procedure shall apply to all City departments.

3.0 REFERENCES

SMC Chapter 7.09
Spokane City Charter
RCW 35.34.200

4.0 DEFINITIONS

- 4.1 "BT-1 Transfers" are transfers within budgets of a single department in the same type classification regardless of program or function.
- 4.2 "BT-2 Transfers" are transfers within any one fund (e.g. General Fund, Sewer Fund, Solid Waste Fund, etc.) that are:
- from one department to another; or
 - within a single department but from one TYPE classification to another
- 4.3 "BT-3 Transfers" are transfers within any one fund that are personnel related and permitted by SMC 7.09.010.
- 4.4 "TYPE" Classifications are:
- Personal Services (Salaries & Wages and Personnel Benefits). This includes the 51001-52999 series of TYPE numbers
 - Maintenance and Operation (Supplies, Other Services and Charges, Intergovernmental Services, Reserve for Budget Adjustment, Interfund Payments for Service, Depreciation/Amortization, and Operating Transfers-Out). This includes the 53001-55999 and 59001-89999 series of TYPE numbers.
 - Capital Outlay. This includes the 56001-56999 series of TYPE numbers.
 - Debt Service (Debt Service-Principal and Debt Service-Interest). This includes the 57001-58999 series of TYPE numbers.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane that all requests for transfer of budgeted funds are to be submitted to the Department of Management and Budget for approval and action. There are four (4) types of transfers involved - three (3) of which are submitted via budget transfer forms (available on the Budget SharePoint). The fourth type requires City Council approval of an ordinance authorizing the transfer of budgeted funds. The minimum amount of the total transfer is one hundred dollars (\$100) and shall be in even dollar amounts.

6.0 PROCEDURE

- 6.1 The budget transfer types are:

- BT-1 Transfers
- BT-2 Transfers
- BT-3 Transfers
- Special Budget Ordinance

- 6.2 BT-1 Transfers

- 6.2.1 Complete the BT-1 form (available on the Budget SharePoint). Fill out the form completely except "Budget Office Batch No." which will be assigned by the Department of Management and Budget. Indicate on the form approval from the department head or authorized signatory. PDF and email the completed form to budget@spokanecity.org cc-ing the department head.

- 6.3 BT-2 Transfers

- 6.3.1 Complete the BT-2 form (available on the Budget SharePoint). Fill out the form completely except "Budget Office Batch No." which will be assigned by the Department of Management and Budget. Since these transfers are reported monthly to the City Council, the intended use of the budgeted funds being transferred MUST be specifically stated. Indicate on the form approval from the department head or authorized signatory. Email the completed form to budget@spokanecity.org cc-ing the department head.

- 6.4 BT-3 Transfers

- 6.4.1 Complete the BT-3 form (available on the Budget SharePoint). Fill out the form completely except "Budget Office Batch No." which will be assigned by the Department of Management and Budget. Since these transfers are reported monthly to the City Council, the intended use of the budgeted funds being transferred MUST be specifically stated. Indicate on the form approval from the department head or authorized signatory. Email the completed form to budget@spokanceity.org cc-ing the department head.

- 6.5 Transfer by Special Budget Ordinance

- 6.5.1 An ordinance is required to:

- A) create or abolish positions, except for
 - 1) classified employee positions which are created or abolished solely for the purpose of downgrading a specific position in order to hire at a lower level; or
 - 2) progressive promotions, certification advancements or position reclassifications of classified employees governed by Civil Service Merit System Rules or bargaining unit contracts.
- B) change a budgeted position from part-time to full-time or from full-time to part-time except for Library and Parks
- C) transfer budgeted positions from one fund to another.
- D) transfer budgeted monies from one fund to another.
- E) transfers of budgeted personnel expenses to non-personnel expenses except for grant funds, or Library, Parks, Civil Service or other quasi-departments governed by a separately appointed Board or Commission.
- F) budgeted monies received in excess of estimated revenues, when they will become an expenditure in the current year.
- G) budget additional expenditures resulting from an emergency or other emergencies as specified in state law, City charter or SMC.

- H) decrease, revoke or recall budgeted monies and/or any portion of an unexpended fund balance for any one fund except for grant funds.
- I) change the wages, hours and conditions of employment of employee positions.
- J) transfer \$50,000 or more from a budgeted line-item to a defunded line item.

6.5.2 An SBO Request form (available on the Budget SharePoint) requesting a budget ordinance shall be sent to the Director of Management and Budget.

The request shall include the following information:

- complete account codes (DEPARTMENT, PROGRAM, FUNCTION, & TYPE) for both the source of the funds and the new expenditures
- job class, salary range, change in number of positions, and funding source for additional positions
- effective date if the change affects a position (effective date shall be a date after the ordinance passage and generally is within the pay period of the ordinance passage). Fringe benefits shall also be budgeted when position amounts increase or are moved
- reason for ordinance. Any supportive documentation should be attached.

6.5.3 Only the Department of Management and Budget is authorized to write Special Budget Ordinances.

7.0 RESPONSIBILITIES

The Department of Management and Budget shall administer this policy.

8.0 APPENDICES

None

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.

POLICE RECORDS SHIFT SUPERVISOR SPN 017 Promotional

DATE OPEN: Monday, March 16, 2026

DATE CLOSED: Monday, March 30, 2026

SALARY: \$55,582.56 annual salary, payable bi-weekly, to a maximum of \$86,819.04

CLASS SUMMARY:

Performs difficult and independent supervisory work in the Records Division of the Police Department.

EXAMPLES OF JOB FUNCTIONS:

- Schedules work, evaluates workload priorities, writes performance appraisals, and conducts first line supervisory counseling.
- Analyzes complex law enforcement record keeping situations interpreting the proper course of action for subordinate employees. Assists in research and development of new procedures as required.
- Responsible for having monthly State ACCESS validations completed and assists/complies with internal affairs audits.
- Researches, arranges and monitors security clearances, staff certification requirements, and outside agency access.
- Provides training for and trains subordinates. Participates in the development, implementation, and evaluation of staff training procedures.
- Handles public complaints, and answers questions at the counter and on the telephone.
- Supervises and participates in the retention and destruction of police records.
- Operates computer network systems, teletype, calculator, and micrographic equipment.
- Assists officers and outside law enforcement agencies as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

- *Experience:* Two years of experience with the City in the classification of Police Records Specialist (SPN 016).

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 below components, with weights assigned as follows:

- Multiple-Choice Test: 35%
- Writing Exercise 25%
- Oral Board 40%

IN-PERSON EXAMINATION & ORAL BOARD ORIENTATION DETAILS:

- Test Date: Wednesday, April 1, 2026
- Test Time: 8:30 a.m.
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 4 Hours
- Test Subjects May Include:
 - Compliance and Policies
 - Computer Skills
 - Supervisory Skills
 - Interpersonal Relations

ORAL BOARD DETAILS:

The oral board is tentatively scheduled for April 2 & 3, 2026, in the Civil Service Test Room (4th floor, City Hall). This is an in-person process in which a structured set of questions is asked of each candidate by a panel of expert evaluators. Qualified candidates will be notified via email when to appear for the oral board.

Please see our **Oral Board FAQ**.

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 10th day of March 2026.

SCOTT STEPHENS
Chair c

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

ABBREVIATED REQUEST FOR QUALIFICATIONS
Engineering Services File No. 2023103
LATAH BRIDGE RECONSTRUCTION DESIGN
CITY OF SPOKANE, WA

DESCRIPTION: Bridge Reconstruction Design

DUE DATE: Tuesday, April 7, 2026
 No later than 12:00 noon

DELIVERY: via email to: dbuller@spokanecity.org

SCOPE OF SERVICES

The scope of services envisioned in this RFQ is described as follows.

- Design of the reconstruction of Latah Bridge (also known as Sunset Br and High Br) which is expected to include the bridge deck and deck beams (including potentially the widening of the bridge deck), barriers, railing and sidewalks, bridge approaches on both sides, utility replacement, lighting, as well as rehabilitation of select structural elements including spandrel columns, spandrel arches.
- Potential additional field investigations beyond those already performed (existing inspection reports are linked below) including, potentially, geotechnical investigations and design.
- Traffic control and detour plans.
- Survey

With the currently available funding, the City will likely initially contract with the firm selected from this RFQ to take the design to 60%-70%. Once additional funding is secured, the city may expand the initial contract to take the design to 90% or 100% design and, subsequently, bid and construction phase assistance.

Documents that may be of interest to proposers can be found here: <https://my.spokanecity.org/projects/latah-bridge-rehabilitation-study/>

The City will do the NEPA evaluation. This project has no DBE requirements but has a voluntary 10% FSBE goal.

EVALUATION CRITERIA

The following weighting will be assigned to the Proposal for evaluation purposes:

Criteria	Weighting
Experience designing of concrete bridge reconstruction projects, especially those similar to this bridge	60%
Project team/staffing plan/project approach and work plan	25%
Demonstration of cost consciousness in prior design efforts and prior designs	10%
Experience with WSDOT/FHWA funded projects	5%

SUBMITTAL REQUIREMENTS

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

Submittals shall be submitted via email to dbuller@spokanecity.org.

Questions about the RFQ can also be directed to Dan Buller at dbuller@spokanecity.org.

ADA INFORMATION

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

TITLE VI STATEMENT

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

Publish: March 18 and 25, and April 1, 2026

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

Engineering Services File No. 2024080
Spokane School Walk Routes

This project consists of the construction of approximately 440 linear feet of storm sewer, 12 drainage structures, 3,000 square yards of sidewalk, 1800 square yards of HMA for pavement repair, one RFB System, sundry utility adjustments, 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 2026 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.

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 18, 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: March 11 and 18, 2026

INVITATION TO BIDS # ITB 6477-26
Refurbish Refuse and Recycling Containers and
Roll Off Boxes - As Needed Over Five-Year Period.

City of Spokane Solid Waste Collections Department and Solid Waste Disposal 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 MAY 18, 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, MAY 18, 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 dates: March 18 and 25, 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.procurement.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.procurement.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 RFQ 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: March 4, 11, and 18, 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 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, 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

PW ITB #6503-26**Whittier Park Sport Court Improvements**
City of Spokane Parks & Recreation Department

Description: The City of Spokane Parks & Recreation Department is soliciting electronic bids for the Whittier Park Sport Court Improvements Project.

Optional Pre-Bid Meeting: There is an optional pre-bid meeting on **Thursday, March 26, 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 27, 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 27, 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 18 and 25, 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 #.

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: March 11 and 18, 2026

INVITATION TO BID #6531-26
Magnesium Hydroxide MG(OH)₂
City of Spokane Riverside Park Water Reclamation Facility

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, April 6th, 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 6th, 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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Tanya Lester
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: March 18 and 25, 2026

REQUEST FOR PROPOSALS #6532-26
CONCERT BOOKING, PRODUCTION AND TICKETING SERVICES
FOR GESA PAVILION SUMMER CONCERT SERIES (RE-BID)
City of Spokane Parks & Recreation Department

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

Optional Pre-Bid Meeting and Venue Tour on March 26, 2026, at 3:00 p.m. at Gesa Pavilion Conference Room – 574 N Howard Street, Spokane WA 99201

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, April 6, 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, April 6, 2026**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

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

Publish: March 18 and 25, 2026
