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City of Spokane, Washington

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

Volume 116

MARCH 25, 2026

Issue 12



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 16, 2026****AGENDA REVIEW SESSION**

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

Roll Call

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

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

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

BRIEFING ON AGENDA ITEMS**Final 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:

- Dowl Contract (RES 2026-0014/OPR 2022-0345) – Jon Snyder
- Motorola Contract (OPR 2026-0254) – Stephen Williams

Updated Draft Agenda for March 23, 2026

There were no requests for staff to brief agenda items.

Draft Agenda for March 30, 2026

There were no requests for staff to brief agenda items.

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS**March 16, 2026, Final Agenda**

Contract Amendment with DOWL, LLC (OPR 2022-0345) (Deferred as amended to March 16, 2026, Agenda, from March 9, 2026, Agenda, during March 2, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Klitzke and Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** Council Rules only to consider Zappone Proposed Amendment to OPR 2022-0345 (Contract Amendment with DOWL, LLC, for adding work to the Citywide Traffic Calming Master Plan) filed March 11, 2026; **carried 7-0**.

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend** OPR 2022-0345 (Contract Amendment with DOWL, LLC, for adding work to the Citywide Traffic Calming Master Plan) with the Zappone Proposed Amendment filed March 11, 2026; **carried 7-0**.

Contract with Motorola Solutions, Inc. (OPR 2026-0254) (Council Sponsors: Council Members Telis and Cathcart)

Motion by Council Member Telis, seconded by Council Member Cathcart, **to suspend** Council Rules only to add OPR 2026-0254 (Contract with Motorola Solutions, Inc. to support public safety communications operations) to tonight's Legislative Agenda; **carried 7-0**.

Motion by Council Member Telis, seconded by Council Member Cathcart, **to add** OPR 2026-0254 (Contract with Motorola Solutions, Inc. to support public safety communications operations) to tonight's Legislative Agenda; **carried 7-0**.

Resolution 2026-0016 (Deferred as amended to March 16, 2026, Agenda, from March 9, 2026, Agenda, during March 9, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Zappone and Klitzke)

Motion by Council Member Klitzke, seconded by Council Member Telis, **to suspend** Council Rules only to amend Resolution 2026-0016 (approving a Commercial Parking Tax rule) with the Klitzke Proposed Amendment filed March 11, 2026 (without triggering an automatic deferral); **carried 7-0**.

Motion by Council Member Klitzke, seconded by Council Member Zappone, **to adopt** the Klitzke Proposed Amendment to Resolution 2026-0016 (approving a Commercial Parking Tax rule) filed March 11, 2026; **carried 6-1**.

Request to Add Special Consideration Item

Council Member Cathcart presented a motion to suspend Council Rules only to add a Special Consideration item circulated at 2:40 p.m. today to the March 16, 2026, agenda for final action (letter to Governor Ferguson urging veto of House Bill 2266) at tonight's meeting. The motion died for lack of a second.

March 23, 2026, Updated Draft Agenda

Personal Services Agreement with MIA Spokane (OPR 2026-0229) (Council Sponsors: Council Members Telis and Cathcart)

Motion by Council Member Telis, seconded by Council Member Dillon, **to suspend** Council Rules only to amend OPR 2026-0229 (Personal Services Agreement with MIA Spokane) with the Telis Proposed Amendment filed March 13, 2026; **carried 7-0**.

Motion by Council Member Telis, seconded by Council Member Dillon, **to adopt** the Telis Proposed Amendment to OPR 2026-0229 (Personal Services Agreement with MIA Spokane) filed March 13, 2026; **carried 7-0**.

Resolution 2026-0021 and accompanying contract OPR 2026-0228 (Council Sponsors: Council President Wilkerson and Council Member Telis)

Motion by Council Member Cathcart, seconded by Council Member Klitzke, **to adopt the** Wilkerson Proposed Amendment to Resolution 2026-0021 (declaring Infor Public Sector a sole source and authorizing 1-year contract) and accompanying contract OPR 2026-0228 with the Wilkerson Proposed Amendment filed March 11, 2026; **carried 7-0**.

March 30, 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 Dillon, **to approve** the March 23, 2026, Updated Draft Agenda, as amended, as next week's Final Agenda; **carried 7-0**.

Council Recess/Executive Session

The City Council recessed at 3:52 p.m. No executive session was held. The City Council reconvened at 6:00 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 two Girl Scouts from Troop 2014.

Roll Call

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

Shae Blackwell, City Council 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

Girl Scouts

Brian Newberry, Chief Executive Officer for the Girl Scouts, commented on the 2,600-2,700 Girl Scouts entrepreneurs who will be out in the community on March 27 selling Girl Scout cookies. He also remarked on the Girl Scouts 114th birthday, which was on March 12, as well as provided other remarks. Mr. Newberry noted that last Thursday the National Guard took a tanker overseas, along with cookies donated to the troops.

POETRY AT THE PODIUM

Joan Iva Fawcett provided a reading of the poem "Homesick and Homeless."

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

CONSENT AGENDA

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

Upon 6-1 Voice Vote, the City Council **approved** purchases from (1) Bud Clary of one 2026 Chevrolet Silverado Battery Electric Pickup and one Ford F250 Diesel Pickup for the Engineering Department—\$127,209.70 (incl. tax) (OPR 2026-0178) and (2) two Toyota BZ Battery Electric Vehicles for the Street Department—\$76,765 (incl. tax) (OPR 2026-0179). (Council Sponsors: Council President Wilkerson and Council Member Dillon) (OPR 2026-0178 and OPR 2026-0179 taken separately together)

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

Purchase from Mercedes Benz of Spokane of one diesel Mercedes Sprinter Mechanic van for the Water Department—\$75,582.78 (incl. tax). (OPR 2026-0176) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Purchase from Bud Clary of one Ford F350 Diesel Pickup for the Street Department—\$65,685.62 (incl. tax). (OPR 2026-0177) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Purchase from Bud Clary of one Ford F550 Chassis for the Wastewater Maintenance Department—\$75,435.33 (incl. tax). (OPR 2026-0192) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Five-year Master Value Blankets for the purchase of cold mix bulk by the ton (open container non bagged) as needed from April 1, 2026, through March 31, 2031, with:

- a. Inland Asphalt Company. (OPR 2026-0135 / ITB 6441-25)
- b. Lakeside Industries, Inc. (OPR 2026-0136 / ITB 6441-25)
- c. Shamrock Paving. (OPR 2026-0137 / ITB 6441-25)

Total expenditure not to exceed \$400,000 (incl. tax). (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Value Blanket with Structured Communications Systems, Inc. (Clackamas, OR) to purchase computer and storage hardware, software, licensing, and related services to support the IT Infrastructure program and related system upgrades without bringing each purchase over the City Purchase Limit of \$50,000 from March 1, 2026, through February 28, 2028—not to exceed \$1,500,000 (plus tax). (OPR 2026-0181) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Three-year Value Blanket with CDW Government for various departments to purchase hardware and software products without bringing each purchase over the City Purchase Limit of \$50,000 from April 1, 2026, through March 31, 2029—not to exceed \$360,000. (OPR 2026-0182) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Master Contract Amendment with Copiers Northwest, Inc. (Seattle, WA) for purchasing, leasing, service, software, maintenance and support for copier and printer purchases effective April 1, 2025, through March 31, 2030—additional \$1,200,000. Total cost \$1,500,000. (OPR 2025-0269) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Three-year Value Blanket with Software House International for various departments to purchase software products including maintenance & support, subscriptions/upgrades without bringing each purchase over the City Purchase Limit of \$50,000 from April 1, 2026, through March 31, 2029—not to exceed \$2,250,000. (OPR 2026-0180) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Contract Renewal with Oracle America, Inc. (Dallas, TX) for Oracle license software maintenance and support for the City of Spokane from April 21, 2026, through April 20, 2027—\$230,073 (plus tax). (OPR 2019-0314) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Contract Renewal 3 of 3 with Volt Management Corp. (Orange, CA) for technical services in support of PMO and IT projects from May 1, 2026, through April 30, 2027—\$150,000 (plus tax). (OPR 2022-0412 / RFP 5435-21) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Contract Renewal 1 of 4 with Azteca Systems, LLC., (Sandy, UT) for continued annual support and maintenance of City Works Asset Maintenance Management System from April 1, 2026, through March 31, 2027—\$142,178.40 (plus tax). (OPR 2025-0153) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Contract Amendment with The East Spokane Business Association for administration of the Sprague Business Improvement District, as completed by the East Sprague Business Association on behalf of the City, allowing for a one-time increase in funding

for BID programs due to increased maintenance costs and other unforeseen expenses from January 23, 2026, through December 31, 2026—additional \$12,715.16 (OPR 2017-0640) (Council Sponsors: Council Members Dillon and Dixit)

Multiple Family Housing Property Tax Exemption Conditional Agreement with David and Tamala Tucker, for the property located at 2114 W. Falls Avenue, to create 12 dwelling units. Following construction, the project intends to finalize under the 8-year exemption. (OPR 2026-0134) (Council Sponsors: Council Members Zappone and Dixit)

Parking 2 People Sales and use Tax Deferral and Conditional Agreement with the Northeast Public Development Authority for the property located at 3011 E. Wellesley Avenue to create a mixed-use building with 35 dwelling units. (OPR 2026-0185) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Contract Renewal 1 of 3 with Opportunity Space, Inc., dba Tolemi (Boston, MA) for the implementation and management of the City of Spokane's Foreclosure Registry program, as well as access to a property data aggregation software Building Blocks, which is used by multiple departments from February 1, 2026, through January 31, 2027—not to exceed \$65,000. (OPR 2024-0065) (Council Sponsor: Council Member Dillon)

Recommendation to list the Briggs Apartments located at 225 S. Wall Street on the Spokane Register of Historic Places. (OPR 2026-0184) (Council Sponsor: Council Member Dixit)

Acceptance of US Conference of Mayor's Healthy and Sustainable Communities Grant to support the Youth Wellness Zone Initiative—\$200,000. (OPR 2026-0183) (Relates to Special Budget Ordinance C36852 and Resolution 2026-0020) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Contract with Morgan Stanley Institutional Investment Advisors dba Fiduciary Consulting Group (Portland, OR) for Investment Consulting Services for the Retirement Department from January 1, 2026, through December 31, 2030—not to exceed \$50,000. (OPR 2026-0196) (Council Sponsor: Council President Wilkerson)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through March 6, 2026, total \$11,616,183.61 (Check Nos.: 617632-617803; Credit Card Nos.: 002807-002832; ACH Nos.: 150026-150265), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$11,468,196.74. (CPR 2026-0002)

Minutes:

- a. City Council Meeting Minutes: February 23 and February 26, 2026. (CPR 2026-0013)
- b. City Council Finance and Administration Standing Committee Meeting Minutes: February 23, 2026. (CPR 2026-0015)
- c. City Council Public Infrastructure, Environment, and Sustainability Committee Meeting Minutes: March 9, 2026. (CPR 2026-0019)

Contract Amendment with DOWL, LLC. (Redmond, WA) for adding work to the Citywide Traffic Calming Master Plan from February 4, 2026, through December 31, 2027—not to exceed \$238,838 (plus tax). (OPR 2022-0345 / RFQ 5569-22) (Relates to Resolution 2026-0016) (Council Sponsors: Council Members Klitzke and Zappone) (As amended during 3:30 p.m. Agenda Review Session)

Contract with Motorola Solutions, Inc. (Chicago, IL) for the acquisition of radio consoles to support the City's public safety communications operations at the new emergency communications center from March 27, 2026, through March 26, 2031—\$4,732,951 (plus tax). (OPR 2026-0254) (Council Sponsors: Council Members Telis and Cathcart) (As added during 3:30 p.m. Agenda Review Session)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCE

Special Budget Ordinance C36852 (Relates to OPR 2026-0183 and Resolution 2026-0020) (Council Sponsors: Council President Wilkerson and 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 **passed Special Budget Ordinance C36852** amending Ordinance No. C36794, entitled in part "An Ordinance adopting a Mid-biennial Modification Budget for the City of Spokane," and amending it to accept the Healthy and Sustainable Communities Grant, and declaring an emergency.

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

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2026-0019 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0019** approving the appointment of Joshua Lipps as the Director of Accounting for the City of Spokane.

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

Nos: None

Abstain: None

Absent: None

Resolution 2026-0020 (Relates to OPR 2026-0183 and Special Budget Ordinance C36852) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0020** setting forth the City Council's approval and endorsement of funding for a one-time Healthy and Sustainable Communities Grant from the U.S. Council of Mayors with Northeast Community Center and authorizing execution of related contracts without further City Council review and action.

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

Nos: None

Abstain: None

Absent: None

Resolution 2026-0014 (Deferred from March 9, 2026, Agenda, during March 9, 2026, 3:30 p.m. Agenda Review Session) (Relates to OPR 2022-0345 under Consent Agenda) (Council Sponsors: Council Members Klitzke and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0014** supporting the use of revenues in the Safe Streets for All Fund to expand the scope of the DOWL Consulting Services contract.

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

Nos: None

Abstain: None

Absent: None

Resolution 2026-0015 (Deferred as amended from March 9, 2026, Agenda, during March 9, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dixit)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2026-0015**, as amended, 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.

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

Nos: None

Abstain: None

Absent: None

Resolution 2026-0016 (As amended during today's 3:30 p.m. Agenda Review Session) (Deferred as amended from March 9, 2026, Agenda, during March 9, 2026, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Zappone and Klitzke)

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

Upon 6-1 Roll Call Vote, the City Council **adopted Resolution 2026-0016**, as amended, approving a Commercial Parking Tax Public Rule.

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

Nos: Cathcart

Abstain: None

Absent: None

FINAL READING ORDINANCES**Final Reading Ordinance C36850 (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 Final Reading Ordinance 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.

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

Final Reading Ordinance C35771 (First Reading held May 13, 2019) (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 **passed Final Reading Ordinance C35771** vacating the alley between 2nd Avenue and 3rd Avenue from the east line of Monroe Street and west line of Lincoln Street.

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

FIRST READING ORDINANCES

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

ORD C36848 Relating to Worker's Licenses, Building Contractor and Workers, and Mechanical Contractor - Apprentices set forth Spokane Municipal Code, amending SMC 17G.010.200, SMC 08.02.0204 and SMC 10.29.032. (Council Sponsors: Council Members Zappone and Klitzke)

ORD C36849 Relating to the Arts Commission; amending Sections 04.05.020, 04.05.030, and 04.05.040 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Dillon)

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 6:48 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:

- Jim Leighty
- Justin Haller
- Sarah Rose
- 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 6:59 p.m.

Standing Committee Minutes
City of Spokane
Public Safety and Community Health Committee
City Council Chambers
March 2, 2026

Call to Order: 12:05 PM

Recording of the meeting may be viewed here: [March 2nd, 2026 City of Spokane Public Safety & Health Committee | Videos & Movies on Vimeo](#)

Attendance

Committee Members Present: Kate Telis (Chair), Michael Cathcart (Vice Chair), Zack Zappone, Kitty Klitzke, Betsy Wilkerson, Paul Dillon (arrived at 12:18), Sarah Dixit

Public Testimony

Monthly Report/Update

1. OFFICE OF THE POLICE OMBUDS NOVEMBER AND DECEMBER MONTHLY REPORTS - BART LOGUE (0 minutes)
2. STRATEGIC INITIATIVES MONTHLY UPDATE - JACQUI MACCONNELL (0 minutes)
3. PHOTO RED MONTHLY UPDATE - DAVE SINGLEY (0 minutes)

Discussion Items

1. MUNICIPAL COURT UPDATE – SARAH THOMPSON (15 MINUTES)
 - CM Cathcart asked for a breakdown of the different charges that people are cited for and the recidivism rate
2. SPD MONTHLY UPDATE – CHIEF HALL (15 MINUTES)
 - CP Wilkerson asked how the drug & violence education funds are being used.
 - CM Cathcart asked how that cannabis funds for drug education are being used
 - CM Cathcart asked what the citation threshold is to move out of community court
 - CM Cathcart asked how we compare to other cities in the west coast in terms of officers per 1000 residents
3. SFD MONTHLY UPDATE – CHIEF WILLIAMS (15 MINUTES)
 - CM Dillon asked how to better collect & share data on overdose & overdose deaths
4. SAFE AND HEALTHY TASK FORCE UPDATE – EMILIE CAMERON (10 MINUTES)
5. PSAP UPDATE – MAGGIE YATES & STEPHEN C. WILLIAMS (10 MINUTES)
 - CP Wilkerson asked how many total people will be in the PSAP department
6. PUBLIC SAFETY FUNDING PROGRAM (HB 2015 OVERVIEW) – ALEX SCOTT (5 MINUTES)
 - CM Cathcart asked what other cities and counties that have passed this tax have been in the same situation as ours, in terms of funding needs and taxes that have recently been passed.
7. COUNCIL BOARD, COMMISSION, COMMITTEE & STAFF REPORTS – CITY COUNCIL (5 MINUTES)

Consent Items

1. CONSULTANT AGREEMENT BETWEEN CITY OF SPOKANE AND MORGAN STANLEY INSTITUTIONAL INVESTMENT ADVISORS (RETIREMENT)
2. PSAP – PROCUREMENT OF LOGGING RECORDER (POLICE)
3. LANDSCAPING AND SNOW REMOVAL SERVICE FOR POLICE PROPERTIES (POLICE)
4. 5100 – PRE-PURCHASE APPROVAL FRO USED UNDERCOVER UNITS (FLEET SERVICES)
5. SOLE SOURCE RESOLUTION AND CONTRACT – INFOR CAD SOFTWARE (FIRE)
6. SREC CAD ILA AMENDMENT (FIRE)
7. 5100 – PURCHASE OF (1) FORD MACH E BEV (FLEET SERVICES)
8. PSAP – PROCUREMENT OF AN AI NON-EMERGENCY RIAGE SYSTEM (POLICE)
9. SAFETY PADS VALUE BLANKET (FIRE)
10. LN CURTIS VALUE BLANKET AMENDMENT (FIRE)
11. POLICE AND PSAP – PROCUREMENT OF A POLICY AND TRAINING SOLUTION (POLICE)
12. 5100 – PURCHASE OF (1) BMW 1300 RT-P MOTORCYCLE FOR SPD (FLEET SERVICES)
13. POLICE AND COMMUNITY ENGAGEMENT SERVICES CONTRACT (POLICE)
14. 5100 – PURCHASE OF (1) FORD K8 POLICE EXPLORER (FLEET SERVICES)

Executive Session

Topics: real estate and to evaluate the performance of a public employee

Start Time: 2:00 p.m.

Initial Announced End Time: 2:30 p.m.

Extensions: one 25-minute extension at 2:30 p.m.

End Time: 2:55 p.m.

Attorneys Present: Mike Piccolo

Adjournment

The meeting adjourned at 2:55PM

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, March 16, 2026

Call to Order: 12:06 p.m.

Recording of the meeting may be viewed here: <https://vimeo.com/1174172720?fl=pl&fe=sh>

Attendance

Committee Members Present:

Council Member Paul Dillon, Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Kitty Klitzke (arrived at 12:10), Council Member Kate Telis, Council Member Sarah Dixit, Council Member Zack Zappone.

Discussion Items (No Action Taken)

1. BUILT NOT GIVEN: EVERYDAY MENTORS' GAME-CHANGING METHOD - LEE LEWIS (20 minutes)
2. 4700 - MONTHLY PERMIT REPORT - TAMI PALMQUIST (10 minutes)
3. 2026-27 PLAN COMMISSION WORK PROGRAM - SPENCER GARDNER (5 minutes)
4. EXTENSION OF INTERIM OFFICIAL CONTROL FOR OFF-PREMISES ALCOHOL OUTLETS - SPENCER GARDNER (5 minutes)
5. REPORT ON OFF-STREET PARKING MANDATES - SPENCER GARDNER (20 minutes)
6. DOWNTOWN RESIDENTIAL PARKING PASS PROGRAM OVERVIEW – JESTEN RAY (5 minutes)
7. LSA REPORT UPDATE - DAWN KINDER (15 minutes)
8. 2026 FUNDING RECOMMENDATIONS FOR THE HOME INVESTMENT PARTNERSHIP PROGRAM - DAWN KINDER (5 minutes)
9. REVISED FUNDING RECOMMENDATION FOR ST. JOHNS TWO - HEATHER PAGE (5 minutes)
10. SBO - ACCEPT CHIP GRANT AWARDS - NATE SULYA (5 minutes)
11. SBO - CODE ENFORCEMENT EMERGENCY DEMOLITION - JASON RUFFING (5 minutes)
12. DEMOLITION AND ASBESTOS ABATEMENT AT 101 AND 105 N MADELIA - JASON RUFFING (10 minutes)
13. ORDINANCE RELATING TO MOBILE FOOD VENDING REGULATIONS - SARAH DIXIT/ADAM MCDANIEL (5 minutes)
14. NEW MARKETS TAX CREDIT PROGRAM PRESENTATION - STEVE MACDONALD (20 minutes)

Consent Items (No Action Taken)

1. CONTRACT FOR MONAGHAN MONUMENT RELOCATION (INTEGRATED CAPITAL MANAGEMENT)
2. CONNECTING HOUSING TO INFRASTRUCTURE PROGRAM (CHIP) GRANT (2696330-011) (INTEGRATED CAPITAL MANAGEMENT)
3. CONNECTING HOUSING TO INFRASTRUCTURE PROGRAM (CHIP) GRANT (2696330-020) (INTEGRATED CAPITAL MANAGEMENT)
4. MFTE CONDITIONAL AGREEMENT FOR 4911 S FREYA ST. (PLANNING SERVICES)
5. PSAP - PROCUREMENT OF RADIO CONSOLES (POLICE)

Public Testimony

Mary Winkes

Executive Session

To review the performance of public employees.

Start 2:32 p.m.

Announced duration: 20 minutes

Extensions: one extension at 2:52 p.m. for 15 minutes

End time: 3:07 p.m.

Attorneys Present: Mike Piccolo

Adjournment

The meeting adjourned at 2:32 p.m.

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. C35771

An ordinance vacating the alley between 2nd Avenue and 3rd Avenue, from the east line of Monroe Street to the west line of Lincoln Street,

WHEREAS, a petition for the vacation of the alley between 2nd Avenue and 3rd Avenue, from the east line of Monroe Street to the west line of Lincoln Street has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- **NOW, THEREFORE**,

The City of Spokane does ordain:

Section 1. That the alley between 2nd Avenue and 3rd Avenue, from the east line of Monroe Street to the west line of Lincoln Street is hereby vacated. Parcel number not assigned.

Section 2. An easement is reserved and retained over and through the entire vacated area for the utility services of Avista Utilities, CenturyLink, and Comcast to protect existing and future utilities.

Passed by City Council March 16, 2026

Delivered to Mayor March 19, 2026

ORDINANCE NO. C36850

An ordinance 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.

WHEREAS, Comprehensive Plan Policy DP 4.2 – Street Life calls for the City to “*Promote actions designed to increase pedestrian use of streets, especially downtown, thereby creating a healthy street life in commercial areas*”; and

WHEREAS, Comprehensive Plan Policy SH 3.8 – Community Festivals calls for the City to “*Support celebrations that enhance the community’s identity and sense of place.*”; and

WHEREAS, Comprehensive Plan Policy N 1.1 – Downtown Development calls for the City to “*Develop downtown Spokane as the primary economic and cultural center of the region...*”; and

WHEREAS, Downtown Plan Priority Action 1.3 calls for the City to “*Make sidewalks active and vibrant places through continued efforts to streamline design requirements, and developing new pilot projects in partnership with local businesses downtown*”; and

WHEREAS, Downtown Plan Priority Action 2.5 calls for the City to “*Identify and reduce barriers for cultural events Downtown.*”; and

WHEREAS, Downtown Plan Priority Action PS1.1 calls for the City to “*Strategically program and activate public spaces downtown.*”; and

NOW, THEREFORE, the City of Spokane does ordain:

Section 1 . That Section 08.02.0220 of the Spokane Municipal Code is amended to read as follows:

Section 08.02.0220 ((~~Sidewalk Cafes~~)) Activation of Public Spaces License Fees

- A. All fees for sidewalk cafes, streateries, and parklets are provided in the Development Fee Schedule, provided there shall be no annual license fee for approved sidewalk cafes, streateries, or parklets as of the effective date of this ordinance through December 31, 2027. The waiving of the annual license fee shall not waive a requirement to obtain a sidewalk café, streatery, parklet license, or waive any terms and conditions required through those licenses.

- B. The application and annual license fee for expanded outdoor alcohol service is one hundred dollars (\$100), provided there shall be no annual license fee for approval of an expanded outdoor alcohol service area through December 31, 2027.
- C. A revenue loss affected by an obstruction of the public right-of-way shall be equivalent to the maximum daily rate for each space obstructed in the Paid Parking Zone (defined in SMC 16A.04.100). Current Paid Parking Zone rates can be found in SMC 08.02.083.
- D. In addition to the annual fee, the city shall collect from the license applicant and remit to the state department of revenue the required state leasehold excise tax, as prescribed in chapter 82.29A, RCW.

Section 2. That Section 08.02.0235 of the Spokane Municipal Code is hereby repealed.

Section 3. That Chapter 10.28 of the Spokane Municipal Code is hereby repealed.

Section 4. That Chapter 10.55 of the Spokane Municipal Code is hereby repealed.

Section 5. That there is adopted a new Chapter 12.15 to Title 12 of the Spokane Municipal Code to read as follows:

Chapter 12.15 Activation of Public Places

- 12.15.010 Definitions
- 12.15.020 Findings
- 12.15.030 License Required for Sidewalk Cafés, Streateries, or Parklets
- 12.15.040 License Application – Sidewalk Cafés, Streateries, or Parklets
- 12.15.050 Terms and Conditions – Sidewalk Cafés, Streateries, and Parklets
- 12.15.060 Expanded Alcohol Services in Public Spaces

Section 12.15.010 Definitions

Term	Definition
Alcohol Service Area	“Alcohol service area” means an area in which alcohol may be sold, served, and consumed as authorized by the City of Spokane and the Washington State Liquor and Cannabis Board.
Applicant	“Applicant” means any person seeking a license on their own behalf or on behalf of a property owner. The applicant shall serve as the primary contact for the license.
Parklet	“Parklet” means a small public gathering space, occupying up to two parking stalls or a loading zone, as applicable, on a public street, and treated in all respects as a public sidewalk, but the facilities of which are privately owned and maintained.
Sidewalk Café	“Sidewalk café” means a portion of a public sidewalk on which tables and chairs are placed for the use of patrons while consuming food and/or beverages, including liquor as defined in RCW 66.04.010, served by a café, restaurant, or tavern located on abutting property.
Streatery	“Streatery” means up to two parking stalls or a loading zone, as applicable, used either as an extension of, or a stand-alone sidewalk café, connected visually to, and for use by patrons of, a nearby restaurant or bar and service at which is subject to all the terms and conditions of the nearby restaurant or bar’s food service permits and alcohol licenses.

Section 12.15.020 Findings and Intent

The City finds the activation of the public right-of-way through festivals, parades, athletic events, sidewalk cafes, streateries, and parklets to be in the best interest of residents, visitors, and businesses in the city of Spokane. This chapter shall be liberally construed by the City in favor of activating public spaces through its permitting and licensing processes.

Section 12.15.030 License Required for Sidewalk Cafés, Streateries, or Parklets Required

- A. A license issued by Development Services is required to operate a sidewalk café, streatery, or parklet in the city of Spokane.
- B. The license for sidewalk cafés, streatery, and parklets is an annual license.
- C. The requirements of SMC 7.02.070 and SMC 17G.010.210, obstruction of streets, and obstruction of sidewalks, shall not apply to a sidewalk café, streatery, or parklet validly licensed under this chapter, except as herein provided.

Section 12.15.040 License Application – Sidewalk Cafés, Streateries, or Parklets

- A. An application for a sidewalk café, streatery, or parklet license shall state or include the following:
 - 1. anticipated periods of use during the year, and the proposed hours of daily use, including Saturdays, Sundays, and holidays;
 - 2. whether liquor, as defined in RCW 66.04.010, licensed by the Washington State Liquor and Cannabis Board to be sold or consumed inside the sidewalk café area;
 - 3. maximum occupancy of the applicable business and the number of restroom fixtures available; and
 - 4. dimensioned site plan.
- B. The applicant for a sidewalk café shall be the owner or occupant of the abutting property and operate a licensed restaurant, café, or tavern, or shall have the permission of the owner or occupant, if different, from the operator of the restaurant, café, or tavern.
- C. The applicant for a parklet or streatery shall be the owner or occupant of the property adjacent to the proposed parklet or streatery area or shall have the permission of the owner or occupant, if different, of the property adjacent to the proposed parklet or streatery area.
- D. An applicant for a sidewalk café, streatery, or parklet license shall, prior to issuance of such license, provide and maintain in full force and effect while the license is in effect, public liability insurance in the amount specified by [SMC 12.02.0718](#) to cover potential claims for bodily injury, death or disability and for property damage, which may arise from or be related to the use of the parking space(s) and/or sidewalk café area adjacent thereto for parklet, streatery, or street café purposes, naming the City as an additional insured.
- E. At the time of acceptance of the initial application, Development Services shall set a ten-day public comment period in which the public may offer comments on the issuance of the license. The applicant shall be responsible for posting a notice visible to the public area, such as in a window or on the exterior of the building, for which the license is sought. The notice, prepared by Development Services, shall include the nature of the application, the public right-of-way area to be used, the date of the public comment period, and the contact information to whom comments may be provided.

Section 12.15.050 Terms and Conditions – Sidewalk Cafés, Streateries, and Parklets

- A. The location of the sidewalk café, streatery, or parklet shall not reduce or obstruct pedestrian passage on the sidewalk to less than five (5) feet to the nearest street trees, utility poles, traffic control signs and devices, parking meters, fire hydrants, buildings, and other similar devices and structures, with the exception of less than four (4) feet to the nearest tree well grate. Furthermore, such placement shall be consistent with any applicable standards established by the Americans with Disabilities Act and shall not obstruct vehicular traffic or the use of any crosswalk, wheelchair ramp, bus stop, or loading zone.
- B. Pavement shall not be broken, no sidewalk surface disturbed, tree wells and tree grates shall be in good and safe condition, and no permanent fixture of any kind shall be installed in or on the sidewalk area in connection with a sidewalk café, streatery, or parklet unless authorized by the sidewalk café, streatery, or parklet license and shall be immediately clear the sidewalk café area when ordered to do so by the City.
- C. The City may include such terms and conditions in the sidewalk café, streatery, or parklet license as may be deemed appropriate, including but not limited to:
 - 1. Restrictions as to the number and placement of tables, chairs, and furniture, as to the hours and dates of use, including signage stating the licensed dates and hours of use. The allowable patron occupancy within the sidewalk café, streatery, or parklet may be limited by the number of restroom fixtures available for the associated café, restaurant, or tavern;
 - 2. A requirement that the area be cleared when not in use as a sidewalk café, streatery, or parklet;
 - 3. A requirement that the applicant clear the sidewalk as may be necessary to accommodate deliveries to abutting or other nearby properties;
 - 4. A requirement that the applicant maintain the parking stalls adjacent to the parklet free of debris and the sidewalk adjacent to the parklet or streatery free of obstruction for access to adjacent and nearby properties;
 - 5. Regulations for lighting and illumination of the sidewalk café, streatery, or parklet and restrictions upon the placement of furniture or equipment used in connection with the sidewalk café.
 - 6. A limit on the number of streateries or parklets placed per block face.

- D. A sidewalk café, streatery, or parklet license is non-transferable. Change in ownership and/or use of the business related to the license requires a new license application to be submitted.
- E. The applicant for a sidewalk café, streatery, or parklet license shall sign an indemnity agreement holding the City free and harmless from any and all claims, actions, or damages of every kind and description which may accrue to, or be suffered by, any persons by reason of or related to the operation of such sidewalk café or parklet.
- F. A sidewalk café, streatery, or parklet license may be revoked following the procedures provided in SMC 08.01.321.

Section 12.14.060 Expanded Outdoor Alcohol Service

- A. A license issued by Development Services is required to provide expanded outdoor alcohol service authorized under Second Substitute House Bill 1515 in the city of Spokane.
- B. A license for expanded outdoor alcohol service is an annual license.
- C. A detailed schematic/map of the expanded outdoor alcohol service area shall be approved prior to the issuance of a license for an expanded alcohol service area. The detailed map shall show the types of barriers or demarcations that indicate the space authorized for alcohol consumption and all designated entrance and exit points. Any barriers, barricades, or demarcations shall be capable of quick removal to allow entry and passage of emergency vehicles.
- D. In addition to the license required by this section, an expanded outdoor alcohol service area must be approved and authorized by the Washington State Liquor and Cannabis Board.
- E. A person who engages in expanded alcohol service in public spaces without a license shall be guilty of a civil infraction in addition to any penalties set forth by the Washington State Liquor and Cannabis Board.
- F. The expanded outdoor alcohol service program shall sunset on December 31, 2027, unless extended by the Washington State Legislature.
- G. The Development Services Center may develop program policies and procedures consistent with this section. Any public rule shall be adopted pursuant to Chapter 03.14 of the Spokane Municipal Code.

Section 6. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

Section 7. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Passed by City Council March 16, 2026
Delivered to Mayor March 19, 2026**

ORDINANCE NO. C36852

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT THE HEALTHY AND SUSTAINABLE COMMUNITIES GRANT, 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 Miscellaneous Grants 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 Miscellaneous Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$200,000.

- A) Of the increased revenue, \$200,000 is provided solely from the US Conference of Mayors to be recorded in other general miscellaneous revenue in the Healthy and Safe Communities Grant program.
- 2) Increase appropriation by \$200,000.
- A) Of the increased appropriation, \$180,000 is provided solely for contractual services.
- B) Of the increased appropriation, \$20,000 is provided solely for contra salaries, contra benefits, and contra other indirect costs for administrative support.

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 needing to accept the healthy and sustainable community grant, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council March 16, 2026

Delivered to Mayor March 19, 2026

Policies & Procedures

OVERVIEW OF COUNCIL RULE CHANGES FOR 2026

Resolution 2026-0009

(As Adopted 03-09-26)

SIGNIFICANT CHANGES

- Effective July 9, council agenda review and committee meetings will be on Tuesdays at 11 am and 1 pm respectively, and legislative meetings on Wednesday evenings at 6 pm
- Effective July 9, council agenda format modified to a single weekly agenda containing “Proposed,” “Pending,” and “Final” Legislative items
- Effective July 9, the public is provided an opportunity to give “express testimony” at beginning of legislative session, grouped testimony for all items on the “Proposed” and “Final” agenda, and, for those items on the Pending agenda, grouped testimony for appointments and contracts, and individual testimony on each legislative item
- Adds mechanism for a special legislative meeting to be called by a majority of council members, per Section 10 of the Charter
- Sets forth timelines for legislation, and accelerates consideration of contract items and emergency items
- “Consent Agenda” changed to “Reports, Contracts, and Claims” to better reflect these items still require council approval
- Extensive revision to Rule 3 to clarify difference between adjudicative hearing and legislative hearing
- Requires certain amendments receive public comment before adoption

Rule No	Topic	Change
1.2	Duty of Mutual Respect	<ul style="list-style-type: none"> • Adds to the duty of mutual respect a duty to uphold the “spirit and letter” of the council rules
1.3	Duty of Ethical Conduct	<ul style="list-style-type: none"> • Clarifies that any abstention must be consistent with Rule 2.17 (Deferral, Abstention)
1.4	Robert’s Rules	<ul style="list-style-type: none"> • Clarifies reference to Robert’s Rules • Adds provision that presiding officer’s ruling on procedure may be challenged by motion per Rule 2.13 (Chair)
1.6	Effective Date	<ul style="list-style-type: none"> • Establishes effective date of April 1, 2026 “unless otherwise stated” (See comments regarding Rules 2.8, 2.10 and 2.16)

Rule No	Topic	Change
2.1	Place / Time of Meetings	<ul style="list-style-type: none"> • Clarifies language regarding agenda review to conform to current practice • Effective July 9: <ul style="list-style-type: none"> ○ The evening legislative session will be changed to Wednesday ○ The agenda review and committee meetings will be on Tuesdays at 11:00 and 1:00 respectively

		<ul style="list-style-type: none"> Clarifies that executive session may be convened by the Council President rather than council “adjourning” to executive session Clarifies the council president can combine agenda items for purposes of public testimony and voting absent objection from the council Adds new language to allow council members to schedule district meetings (in lieu of Town Hall)
2.2	Open Forum	<ul style="list-style-type: none"> Clarifies that Open Forum testimony shall not relate to “any published agenda” Corrects email address for sharing documents with council members outside of testimony
2.3	Adjournment	<ul style="list-style-type: none"> Clarifies that council may adjourn to the next regular meeting or to “properly noticed special meeting”
2.4	Special Meetings	<ul style="list-style-type: none"> Adds additional provisions to provide a mechanism for a special legislative meeting to be called by a majority of council members, per Section 10 of the Charter
2.7	Service Animals	<ul style="list-style-type: none"> Clarifies that neither city staff <i>nor council members</i> are obligated to provide care or food for service animals.
2.8	Functions of Agenda	<ul style="list-style-type: none"> Retains the current agenda format and publication (draft, updated draft, and final) until July 9. After July 9, there will be a single agenda published each week with “proposed,” “pending” and “final” items and a new agenda format (See Exhibits B and C) Effective July 9, the agenda will reflect the Order of Business as revised in Rule 2.14 (See Exhibits B and C) Deletes earlier change that would have Office Director and Clerk develop a method for publicizing future legislative items
2.9	Introduction of Items	<ul style="list-style-type: none"> Requires legislation be in final or close to final form Clarifies that approval of claims is “legislation” Adds special provision for council consideration of emergency declarations Allows end-of-year SBOs to be added to council agenda without committee review and on Friday prior to final consideration if submitted first to Finance chair, vice-chair, and Council Budget Director Deletes rule 2.9.F (Public Rule) now that SMC 3.14 was enacted

Rule No	Topic	Change
2.10	Agenda Process	<ul style="list-style-type: none"> Retains current timelines for legislation until July 9 Effective July 9, sets forth expected legislative timeline for items: <ul style="list-style-type: none"> Contract items, emergency ordinances, board and commission appointments, and special considerations appear on agenda as pending legislative items eight (8) days after committee and appear on agenda as final legislative items fifteen (15) days after appearance in committee. All other ordinances and resolutions appear on the agenda as proposed legislative items eight (8) days after committee, as pending legislative items fifteen (15) days after committee, and as final legislative items on the agenda twenty-two (22) days after committee. Clarifies that items uploaded by Mayor’s office must go to relevant committee and not F & A Provides new procedure for removal and addition of sponsors Clarifies that contract items originating from council office must receive administrative approvals from Purchasing Department Provides that committee agenda are to be circulated on Fridays (versus Thursdays) Adds new section providing means for chairs and council members to enforce rule on submission of complete agenda sheets and items, and adds process for referral/deferral of items lacking complete fiscal information
2.12	Special Meeting Notices	<ul style="list-style-type: none"> Clarifies that council is not to <i>consider or</i> make final disposition of a matter not included in the special meeting notice
2.13	The Chair	<ul style="list-style-type: none"> Clarifies that any appeal of presiding officer decision is only debatable if debatable under Robert’s Rules

		<ul style="list-style-type: none"> Clarifies presiding officer can declare the council is “at ease” or declare a “recess”
2.14	Order of Business	<ul style="list-style-type: none"> Current version eliminates earlier change to two agendas and keeps current practice of three agendas Clarifies right to object to consolidated agenda items Changes the title of the “Consent Agenda” to “Reports, Contracts and Claims” and abbreviates/changes all subsequent references to “Contracts Agenda” accordingly Deletes section on Town Hall meetings (see change to Rule 2.1) Changes effective July 9 under Attachments B and C include: <ul style="list-style-type: none"> Elimination of Land Acknowledgement from agenda Adds placeholder for announcements of changes to the agenda Adds opportunity for “Express Testimony” per rule 2.16 Moves Hearings to front of agenda Sets forth sections for “Proposed,” “Pending” and “Final” legislative items Maintains right to president to combine items for voting subject to councilmember right to a separate vote per Rule 2.17

Rule No	Topic	Change
2.15	Public Participation	<ul style="list-style-type: none"> Minor changes to reflect change of published agendas
2.16	Public Testimony	<ul style="list-style-type: none"> Changes effective July 9 under Attachments B and C include: <ul style="list-style-type: none"> Sets forth minimum fields for public testimony sign-up form to include, among other items, an option to indicate position on legislative items Revises and consolidates language regarding when public testimony is allowed Sets forth allotted time for “express testimony,” hearing items, Proposed legislation, Pending legislation, and Final legislation Provides that individuals speaking in “Express Testimony” will not have option to speak to other legislative items Provides that written testimony submitted under subsection G that includes photographs, presentations, videos, or other media will not be included in the agenda packet (just the text of correspondence). Until July 9, no media will be allowed.
2.17	Voting, Deferral	<ul style="list-style-type: none"> Adds word “Abstention” to the title of rule Clarifies when 6-month timeline for deferrals commences Clarifies that an abstaining council member may NOT vote on procedural matters relating to a legislative item after abstaining Clarifies right of council members to demand separate vote on individual items
2.18	Suspension of Rules	<ul style="list-style-type: none"> Requires that motion to suspend rules must be followed by a separate main motion (no combining the two motions) Once approved, motion to suspend only applies to next pending question Provides that no debate is permitted on a motion to suspend the rules
2.19	Reconsideration	<ul style="list-style-type: none"> Technical change to clarify the motion only applies to legislative items
2.21	Participation In Meetings; Debate	<ul style="list-style-type: none"> Minor change to wording
Rule 3	Adjudicative Appeals / Hearings	<ul style="list-style-type: none"> Extensive revision to distinguish between legislative hearings and adjudicative hearings, and to outline permitted contacts with public for each
4.2	Amendment and Substitution	<ul style="list-style-type: none"> Clarifies that deadline to submit amendments is 5:00 p.m. Thursday prior to the item appearing on the draft agenda Adds intent language regarding adoption of amendments and “clean agendas” Requires each amendment must be circulated in “clean” and “redline” format. The redline version of the amendment appears in the draft agenda, and, if adopted, then appears as a “clean” version in the final agenda.

Rule No	Topic	Change
4.2	Amendment and Substitution (Continued)	<ul style="list-style-type: none"> Maintains Thursday 5:00 deadline, but effective July 9: <ul style="list-style-type: none"> Guarantees publication and an opportunity for public comment for a timely amendment at the next legislative session prior to council action Provides that for later amendments, the item stays in its legislative status for an additional reading and public comment if the amendment is adopted by 4 votes, and may stay on its ordinary timeline if adopted by 5 or more votes

		<ul style="list-style-type: none"> • Allows updating of contract or grant items without formal motion upon certain conditions • Adds provision for amendments of BID legislation • Provides special amendment deadline for budget amendments • Requires all amendments be circulated in clean and redline format, and instructs clerks on how to publish them
6.2	Committee Process	<ul style="list-style-type: none"> • Switches meeting days of PIES and Urban Experience • Adds language clarifying chair’s prerogative to include presentations at committee “germane to the committee’s ordinary business • Adds clarifying language that appearance of legislation must be in the assigned committee • Deletes language preventing committee meetings on Thursdays • Adds language reinforcing obligation to submit fully completed agenda sheets and materials • Requires all presentations at committee be posted to a committee website by the end of the week
6.4	Ad Hoc Committees	<ul style="list-style-type: none"> • Technical changes to add clarity
7.1	Council Vacancy	<ul style="list-style-type: none"> • Requires at least one public meeting to allow members of public to ask questions of final candidates
7.3	Council Staff	<ul style="list-style-type: none"> • Changes rule to conform to Ordinance C36774 concerning central staff • Adds subsections D – I on Office Director responsibilities, use of central staff and overtime
7.5	Council members and Staff Orientation	<ul style="list-style-type: none"> • Minor wording change

Related Changes to SMC

- Ordinance C36738 (Adopted 03-02-26)**
- **Changes Council legislative meeting to Wednesday night (SMC 02 01.010)**
 - **Changes agenda review to Tuesdays (SMC 02 01.010)**
 - **Changes are effective on July 9, 20026**

- Ordinance C36774 (Adopted 11-10-25)**
- **Modified provisions related to council staff (SMC 02.005.030)**
 - **Eliminated specific references to central staff positions (SMC 02.005.050-090)**
 - **Modified provisions on council legislative assistants**

SPOKANE CITY COUNCIL RULES OF PROCEDURE
 (2026 revision, adopted March 9, 2026, by Resolution No. 2026-0009)
 ADMIN 0320-26-04

RULE 1 - GENERAL PRINCIPLES

Rule 1.1 PURPOSE

The Spokane City Council adopts these rules to govern the conduct of city council business. These rules do not confer upon any person who is not a member of the council any right to a particular procedure, nor do they affect the validity or legality of any council action.

Rule 1.2 DUTY OF MUTUAL RESPECT

During council meetings, it is the duty of each council member to treat each other, city staff, board and commission appointees, and the public with respect, and to uphold both the spirit and letter of these council rules. Likewise, all persons who attend a council meeting or interact with council members or council staff in any type of forum or communication, regardless of the form or format, must act respectfully toward all persons and not commit “Unlawful harassment” as defined by RCW 7.105.010(37). Mutual respect includes, but is not limited to, not intentionally disclosing private information about a council member or staff such as personal telephone numbers or home addresses without the permission of the council member or staff.

Rule 1.3 DUTY OF ETHICAL CONDUCT

A. Each council member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the city including, without limitation, chapter 01.04B SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a council member have a conflict of interest or become aware that they have or may have a conflict of interest, that council member shall promptly inform the council of the conflict of interest and may abstain from any council action in connection with that matter consistent with Rule 2.17.

B. Confidential information.

1. No council member may disclose confidential information, including attorney client privileged communications, to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the city council may, upon the affirmative vote of five (5) council members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session. Disclosure of legal advice shall be pursuant to Rule 7.8 (Legal Inquiries).
2. For purposes of these rules, “confidential information” has the same meaning as the term is defined in SMC 01.04B.020(I) and SMC 01.04B.050(I).

C. No council member may use or authorize the use of facilities of the city, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the purpose of or opposition to a ballot proposition. Council members shall comply with RCW 29B.45.010 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a council meeting, so long as such conduct does not include the display of signs and/or disrupt the council meeting. Further, these rules do not prohibit the city council, acting as a body in an open public meeting, from adopting resolutions supporting or opposing state or local ballot propositions, consistent with RCW 29B.45.010.**Rule 1.4 ROBERT’S RULES OF ORDER**

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert’s Rules of Order, Newly Revised, 12th Edition* (hereafter “Robert’s Rules”). Any determination by the council president or presiding officer on a rule of procedure may be challenged by a motion as provided in Rule 2.13 (Chair).

Rule 1.5 AMENDMENT OF COUNCIL RULES

These rules may be amended at any time by resolution of the city council. Suspension of the rules shall be pursuant Rule 2.18 (Suspension of the Rules).

Rule 1.6 EFFECTIVE DATE, EFFECT ON PENDING LEGISLATION.

Unless otherwise stated, the effective date of these rules is April 1, 2026. All legislation and supporting materials timely submitted prior to the effective date of these rules shall be deemed timely submitted under these rules.

RULE 2 – MEETINGS**Rule 2.1 PLACE AND TIME OF MEETINGS**

- A. As provided in SMC 02.01.010, the regular legislative meeting of the city council is at 6:00 p.m. every Monday in the council chambers. If a Monday is a city holiday, that week’s regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

Commencing July 9, 2026, the regular meeting of the city council is at 6:00 p.m. every Wednesday in the council chambers. If a Wednesday is a city holiday, that week’s regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

- B. As provided in SMC 02.01.010, in addition to the regular legislative meeting, the City Council shall hold a session titled “agenda review,” to consider amendments, deferrals and other changes to published council agendas. Agenda review shall begin at three-thirty (3:30) p.m. each Monday. The agenda review session may also be used to receive staff reports on matters of interest, committee reports, background information from staff regarding matters appearing on the published council agendas. At this time, any council member may make a motion to defer, refer, or withdraw an item on an agenda. Any deferral of an item on the final agenda for the purpose of accommodating future amendments requires at least a two-week deferral. Once the agendas have been reviewed, the city council shall approve the agendas, with any modifications, by motion.

Commencing July 9, 2026, Agenda Review shall begin at 11:00 a.m. each Tuesday. If a Tuesday is a city holiday, that week’s regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the council president.

- C. If two or more consecutive regular legislative meetings are canceled, the council president has the discretion to cancel the preceding or following agenda review sessions due to lack of business. Agenda review may be cancelled at the discretion of the Council President to accommodate City holidays.
- D. At the conclusion of any committee meeting, agenda review session or legislative meeting, or at other time properly announced, the council president or presiding officer may convene an executive session consistent with the Open Public Meetings Act (“OPMA”). Before so doing, the council president or presiding officer shall announce the subject matter of the

executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. Any council member may then object to convening of an executive session, which decision to convene executive session will be resolved by a majority vote of council members present. The council president determines which person(s) shall attend each executive session, absent an adopted motion by the council to override the council president's determination. However, all council members and city attorneys shall be permitted to attend.

- E. The 6:00 p.m. council session is the legislative session, during which the council may take public testimony, discuss, and take action on agenda items, and hold the open forum as provided in Rule 2.2 (Open Forum). The council president may combine specific agenda items for purpose of public comment and voting, absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).
- F. The council members from each district shall have the opportunity to schedule at least one community engagement meeting in their district and, so long as all council members are invited to such meeting, to use council resources and staff to schedule and conduct such meetings.

Rule 2.2 OPEN FORUM

- A. After the conclusion of all legislative business, the council may recess briefly and then shall convene for an open forum, unless a majority of council members vote otherwise. The open forum shall have twenty (20) spaces available. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during that calendar month. The council shall conclude open forum after twenty (20) speakers unless a majority of council members vote to allow additional speakers. The city clerk and other staff shall not be required to remain in attendance during the open forum. Nothing in this Rule 2.2 shall be deemed to require open forum or the legislative session to continue after 10:00 p.m.
- B. Members of the public can sign up for open forum beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up for open forum via the virtual testimony form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign themselves in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will be added to the list of speakers at the discretion of the chair, or their designee. The order of the speakers will be determined at the discretion of the chair, taking into account any special accommodations for persons of limited English proficiency as provided in Rule 2.2.F below. Each speaker shall be limited to no more than two (2) minutes unless a majority of the council members in attendance vote on an alternate time limit.
- C. No responses from council members, other than a statement of council members' intent to address the matter in the future or points of order will be permitted by council members during an open forum, unless the question is likely to be of concern by the broader community and can be quickly clarified from the dais by the Council President or whomever she recognizes for such purpose.
- D. The open forum is a limited public forum and all matters discussed in the open forum shall relate to the affairs of the city. "Affairs of the city" shall include (i) matters within the legislative, fiscal or regulatory purview of the city, (ii) any ordinance, resolution or other official act adopted by the city council, (iii) any rule adopted by the city, (iv) the delivery of city services and operation of city departments, (v) any act of members of the city council, the mayor or members of the administration, or (vi) any other matter deemed by the council president to fall within the affairs of the city, which determination may be overridden by majority vote of the council members present. Absent permission of the chair, which may be overridden by a majority vote of the council members present, no person shall be permitted to speak in open forum regarding items on any published agenda. No person may speak at open forum regarding pending hearing items. No person shall be permitted to speak in open forum regarding candidates, initiatives, or referenda in a pending election. Legal or personal matters between private parties that do not impact the governance of the City of Spokane are not a permissible topic of open forum testimony.
- E. No person shall be permitted to display visual information during open forum, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at citycouncil@spokanecity.org. Individuals speaking during open forum shall address their comments to the council president, and speakers as well as members of the audience shall comply with Rule 2.15 (Participation by Members of the Public in Council Meetings).
- F. Participation of individuals with limited English language proficiency in open forum shall be accommodated to the extent set forth in Rule 2.15.J.

Rule 2.3 ADJOURNMENT OF MEETINGS

- A. At the conclusion of the legislative session, unless there is further business before the council, the chair shall request a motion to adjourn the meeting until the next regularly scheduled council meeting.
- B. Any meeting may be adjourned prior to the completion of the city council's agenda to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.

- C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the council president, or in the president's absence any member, or if there are no council members present then the city clerk, shall declare the meeting adjourned to the next regular meeting.
- D. If a meeting is adjourned prior to the completion of the city council's agenda, all matters on the agenda not disposed of shall be continued to the next scheduled meeting or to a properly noticed special meeting. The city clerk or other person designated by the city clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the adjournment and shall state the fact of adjournment and the place and time to which the meeting was adjourned.
- E. At 10:00 p.m., absent an adopted motion to remain in session to a time certain, the council's regular meeting shall be adjourned by motion and action shall be continued to the next legislative session. If testimony on an item was not completed before the meeting was adjourned, it shall be continued to the next meeting without allowing for additional members of the public to sign up or for those who were able to testify at the first meeting to give testimony again unless significant changes have been made to the item, per the discretion of the council president or presiding council member.
- F. In the event noise, disturbance, indecorum, or other circumstances disrupt council proceedings so as to render the orderly conduct of such meeting unfeasible, or if the removal of the individual(s) causing the disruption will not restore order, the council president or presiding council member may request a motion to adjourn the meeting either to the next regularly scheduled council meeting or to an alternate place and time set by motion. Absent adoption of such a motion by a majority of council members present, the meeting shall continue, subject to the chair's discretion to remove disruptive individuals under Rule 2.13 (The Chair).

Rule 2.4 SPECIAL MEETINGS

Pursuant to Section 10 of the Spokane City Charter, special legislative meetings may be called by the city clerk on the written request of the mayor, council president, or a majority of council members. Special legislative meetings may be called by a majority of council members as follows:

1. An individual council member shall notify the city clerk of that council member's wish to call a special meeting at a particular day and time to transact particular business. Prior to making any request, the council member shall consult with the Council Office Director about suitable date and time to ensure, where possible, all council members can attend at the chosen time and date.
2. Upon receipt of the request from the individual council member, the city clerk will notify other council members of the request for a special legislative meeting, stating the requested day and time of the meeting and the particular business to be transacted, and shall ask the other council members if they agree to the request for a special legislative meeting.
3. Upon receipt of the consent of at least three other council members to the request for a special legislative meeting, or upon receipt of consent to a request to an alternative day and time and alternative business to be transacted by at least four council members, the city clerk shall notify council members, the media and the public of special legislative meeting.

Notification under this section may be in writing or via electronic mail. All such special meetings shall be noticed in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules.

Rule 2.5 STUDY SESSIONS

From time to time, after consultation with all council members' offices, the council president may schedule a study session of the city council to receive information on staff matters, staff briefings, and enable discussion among council members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, and including no council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 2.12 (Special Meeting Notices) of these rules. A quorum of the council is not necessary in order to proceed with a study session. Additional study sessions may be scheduled at the discretion of the council president or by a vote of the majority of council members present at a public meeting of the council.

Rule 2.6 QUORUM

A quorum is four (4) or more council members present and qualified to act unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

- A. For purposes of these rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these rules. Service animals are permitted to accompany people with disabilities in city council meetings, as well as all areas where members of the public are allowed to go.

- B. Service animals must, at all times while present in a city council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- C. When it is not obvious what service an animal provides, city staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- E. A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, city staff shall offer the person with the disability the opportunity to be present at the city council meeting without the animal's presence.
- F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a city council meeting.
- G. City staff and council members shall not be required to provide care or food for a service animal at a city council meeting.

Rule 2.8 FUNCTIONS OF MEETING AGENDA

- A. The council, with the assistance of the city clerk, shall publish three agendas each week for regular council meetings, the "final agenda," the "draft agenda," and the "updated draft" agenda. The approved draft agenda becomes the updated draft agenda for the next council meeting, and the updated draft agenda becomes the final agenda for the next council meeting. The agendas serve to introduce items to the council, to establish the order of business and to give notice to the public as required under RCW 35.22.288. The notice of a special meeting is the agenda for such meeting.
- B. Regular meeting agendas are prepared by the city clerk in the manner and format prescribed by the city council and consistent with council administrative policies and procedures and these council rules. The agenda for the council legislative session will reflect the order of business set forth in Rule 2.14.

Rule 2.9 INTRODUCTION OF ITEMS

- A. Legislation shall only be placed on a regular legislative meeting agenda by the council president or any council member through the process established in Rule 2.10 (Agenda Process), except as otherwise provided by Rule 2.18 (Suspension of Rules). Except as provided elsewhere in these rules, no resolution or ordinance may appear for consideration on a legislative agenda for consideration by the full council unless (1) it has first been presented in a committee or study session, (2) is sponsored by at least two (2) council members, and (3) is in final (or close to final) form.
- B. Items that need consideration on a compressed timeline due to an unforeseen urgency or emergency may be added to a draft legislative agenda prior to being presented at a committee or study session with either (i) prior written permission from all the council sponsor(s) or (ii) the council president. Notwithstanding the accelerated placement on a draft legislative agenda, the matter must still be heard in committee and sponsored by at least two (2) council members, absent suspension of the rules by the council.
- C. The term "legislation" in these rules means any ordinance, resolution, contract approval, approval of claims, board and commission appointments, and special considerations.
- D. Resolutions to ratify, reject or modify an emergency declaration pursuant to Section 02.04.060 SMC may be placed on the next council agenda at any time with two (2) council sponsors and without appearing in committee.
- E. Special budget ordinances necessary to comply with year-end budget reporting or reconciliation (e.g., carryover special budget ordinances) need not be reviewed in committee before placement on the council agenda, and may be placed on the council agenda the Friday prior to scheduled council action after presentation to the Finance Committee Chair, Finance Committee Vice-Chair and the Council Budget Director at least one week prior to submission to the council agenda.

Rule 2.10 AGENDA PROCESS

- A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control.

- B. Except as otherwise provided in Rule 2.9 (Introduction of Items), no agenda item, other than weekly reports of the mayor of pending claims and payments, payroll claims, board/commission/committee appointments, initiative and referendum matters, and letters appearing under special considerations, may appear on a council legislative agenda without (i) first appearing on a standing committee agenda and (ii) meeting the requirements to emerge from the standing committee, as provided in paragraph F of Rule 6.2 (Committee Process). Mayoral nominations and appointments do not require council sponsors, and shall appear on the council agenda upon submission by the Mayor in the manner provided under the City Charter.
- C. Agenda items submitted to a standing committee's agenda must be submitted to the standing committee associated with the division from which the agenda item originates, as illustrated in Attachment A. For purposes of this rule, special budget ordinances (SBO) are assigned either to the committee of the underlying department whose appropriation(s) are affected by the SBO, or the Finance & Administration Committee.
- D. Agenda items may be submitted to a standing committee other than the committee ordinarily assigned with the permission of the chair of the appropriate standing committee and the permission of the chair of the committee to which the item is being submitted. Items uploaded by the Mayor's office shall be submitted to the committee to which the division most affected by the item is ordinarily assigned. The Council President shall have the power to resolve any dispute or uncertainty regarding application of this rule.
- E. Proposed agenda items are added to a final committee agenda after securing confirmation from at least one council member that they will sponsor the item for committee.
- F. To move out of a standing committee and onto a legislative agenda, resolutions and ordinances must secure two (2) council sponsors.
- G. At any time before the updated draft agenda is approved as the final agenda, a council member may remove or add their sponsorship of an agenda item by notifying all council members and the city clerk by email. Change of sponsorship after approval of the draft agenda, or more than two days after any amendment of the legislative item, whichever is later, shall be by a motion approved by a majority of council members. If removal of the sponsorship deprives the legislation of requisite sponsors, and no additional council member(s) add their name as a sponsor, the matter is referred back to the committee of origin.
- H. The timeline and process for formalizing standing committee meeting agendas is as follows:
1. No later than 5:00 p.m. on the Wednesday immediately preceding the desired committee meeting, suggested agenda items (for both contracts and discussion items) shall be uploaded into OnBase.
 - a. At that time, the agenda sheet template should be filled out completely and must indicate whether the preparer prefers the item to be a contracts item or a discussion agenda item.
 - b. Supporting attachments, including ordinances, resolutions, and contracts, are due at this time except with express permission by the committee chair.
 2. By 9:00 a.m. on the Thursday immediately preceding the desired committee meeting, items submitted into OnBase must receive all OnBase approvals and arrive in the committee queue. Items that do not receive all OnBase approvals by the above deadline may be added to the final committee agenda at the discretion of the committee chair or their designee.
 3. Items originating from the council office, except for contract-related items, are not required to gain administration OnBase approvals to be added to a committee agenda.
 4. If administration staff need help identifying a sponsor, they should consult with the committee chair, vice chair or their legislative assistants.
 5. After the final committee agenda is created, council staff circulates the final committee agenda by no later than close of business on the Friday immediately preceding the committee meeting.
 6. Any deviation from the timeline for submitting agenda items (submitting agenda items past the deadlines, for example) must be approved by the committee chair or their designee.
- I. The wording for the agenda item and the relevant information placed on the agenda sheet are to be provided by the person submitting the item. Where indicated, a plain language summary shall be provided to accurately describe the item to make it easily understood by the public. The council president or their designee shall decide any disputes over wording unless verbiage is determined by a majority vote of the council. The council director or designee, the city clerk and city attorney's office staff may edit agenda items for technical, grammatical, or typographical errors.
- J. Regardless of adherence to the submission deadlines set forth in Rule 2.10 (Agenda Process), the committee chair may allow or exclude from a committee agenda any item not containing a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Any council member may object to appearance of a legislative item on a published

draft agenda that lacks a fully completed agenda sheet, including items containing incomplete answers or fiscal information. Such objection, when made, shall be recognized by the council president or presiding officer, who shall rule on the objection and whose ruling is subject to appeal. By majority vote of a committee, an agenda item may be referred to the Finance and Administration committee and/or be remanded to the Council Budget Director or designee for additional fiscal review as the committee determines is warranted prior to inclusion on a legislative agenda.

- K. Each council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every council member, council staff, the mayor, the city attorney, and to all parties who have on file with the city clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The council shall not consider or make final disposition of any matter not included in the notice. Notices of special meetings are prepared by the city council office staff and issued by the city clerk's office. Submission of legislative items for consideration at a special session need not conform to Rule 2.9 (Introduction of Items).

Rule 2.13 THE CHAIR

- A. The council president, or in their absence or incapacity, the council member selected by the council to serve as council president *pro tem* pursuant to SMC 02.005.020 (each of whom is referred to in these rules as "the chair") shall preside over meetings of the council and cause the business of the council to be transacted in accordance with these rules. The presiding officer may yield the chair to another council member to conduct a portion of the meeting. If the council president *pro tem* is unavailable, the council member with seniority of tenure on the council shall preside.
- B. The chair shall determine all questions of parliamentary procedure, subject to appeal as provided in this Rule 2.13(B), but shall liberally grant leave to the city council's policy advisor and/or a city attorney to speak to the question. A ruling of the chair can be appealed, before the ruling is acted on, by any council member's announcement of an appeal, which appeal is perfected by receiving a second. The chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. Then, when the appeal is debatable per Robert's Rules, the member appealing has the floor to open debate on the appeal. Upon the close of debate, the council shall vote on whether to sustain the chair's ruling.
- C. The chair may not make a motion. The chair may second a motion. The chair may vote as any other council member.
- D. The chair has the authority to declare the council at ease or to declare a recess of any council meeting in the appropriate circumstances, including when noise, disturbance, indecorum, or other circumstances warrant a recess. In the event disturbance, indecorum, or other circumstances disrupt council meeting, the chair may request a motion to adjourn pursuant Rule 2.3 (Adjourned Meetings). The chair may direct any person or persons disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption. In administering this rule, the chair will be guided by the council's intent to support robust public, peaceful participation by the public.

Rule 2.14 ORDER OF BUSINESS

- A. Agenda Review.
The council will meet each week to review the final and draft agendas for the next two regular legislative sessions. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting is as follows.
1. Roll call;
 2. Council or staff reports of matters of interest;
 3. Staff or council member briefings regarding matters on either of the draft agendas, as may be requested by council members;
 4. Discussion of and any adjustments to the final or draft agendas;
 5. Approval by motion of the draft agenda as final and the final agenda as amended.
- B. Executive Session.
The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

C. Legislative Session

The regular order of business in a legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Land Acknowledgement;
2. Pledge of Allegiance;
3. "Poetry at the Podium," words of inspiration, and special introductions;
4. Roll call to establish the presence of a quorum;
5. Reading of proclamations and salutations;
6. Reports from community organizations;
7. Announcement of adjustments to the agenda;
8. Council appointments and consideration of mayoral appointments;
 - a. Testimony from members of the public concerning the appointments;
 - b. Request(s) by an individual council member, if any, to consider any specific appointments separately;
 - c. Action on the appointments;
9. Reports, Contracts and Claims ("Contracts Agenda");
 - a. Testimony from members of the public concerning the Contracts Agenda;
 - b. Request(s) by an individual council member, if any, to consider any specific Contract Agenda items separately from the entire Contracts Agenda;
 - c. Action on the Contracts Agenda;
10. Reading of each legislative item by the city clerk;
 - a. Testimony from members of the public concerning the agenda item;
 - b. Deliberation by council, and such further dialogue with staff and community members as council may desire, including any motions by council members concerning the agenda item; and
 - c. Vote.
11. Special Considerations, Public Hearings;
12. Open Forum; and
13. Adjournment.

D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).

E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS

The council encourages public participation in the legislative process. Council meetings shall be conducted in a manner that provides the opportunity for all attendees to hear, see and participate in the proceedings to the extent provided in these Rules and applicable city, state, and federal law. Speech or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any council meeting is prohibited. In addition to these general principles governing public participation, the following specific rules apply:

- A. Members of the public may address the council regarding the following items during the council's legislative session: board and commission appointments, the Contracts Agenda as a whole, all first reading ordinances together (with the exception of first reading ordinances associated with hearings, which shall be taken separately), final readings of regular and special budget ordinances, emergency ordinances, hearing items, special considerations, review of mayoral vetoes, and other items before the city council requiring council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak on issues that are not part of the final, updated draft or draft agendas.
- B. No member of the public may speak without first being recognized for that purpose by the chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide a name as a condition of recognition. Council members must be recognized by the chair for the purpose of obtaining the floor.
- C. Each person speaking in a public council meeting shall verbally identify themselves by name and, if appropriate, representative capacity.
- D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the city clerk.
- E. Those who wish to provide commentary but do not wish to give verbal comments at the podium may provide written comments to the council via letter or electronic mail.
- F. No person shall be permitted to conduct demonstrations, display banners, hold signs, applaud or boo speakers, use profanity, vulgar language or obscene speech, yell or make comments that attack or verbally insult any individual, or engage in other such disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the proceedings.
- G. Standing is permitted so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when standing.
- H. A speaker asserting a statement of fact may be asked by a council member to document and identify the sources of the factual datum being asserted.
- I. When addressing the council, members of the public shall direct all remarks to the council president, shall refrain from remarks directed personally to any council member or any other individual, and shall confine remarks to the matters that are specifically before the council at that time.
- J. City employees or city officials (including members of city boards and commissions) may participate in public comment, including testifying at open forum and offering written testimony, providing they are in compliance with the City of Spokane Code of Ethics and they do the following:
1. Announce at the beginning of their testimony that they are there in their personal capacity or their capacity as a member of a relevant board, commission, committee or community group;
 2. Protect confidential information, including, but not limited to, confidential financial information and attorney-client communications;
 3. Do not use, or be perceived to use, city funds, including giving testimony during paid work time or while in uniform; or city property, including using a city-issued computer or cell phone, in giving testimony.
- K. When any person, including members of the public, city staff, and others, are addressing the council, council members shall observe the same decorum and process as the rules require among the members *inter se*. That is, a council member shall not engage the person addressing the council in colloquy but shall speak only when granted the floor by the council president. All persons and/or council members shall not interrupt one another. The duty of mutual respect and avoiding unlawful harassment set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules* shall extend to all speakers before the city council. The city council's policy advisor and/or a city attorney shall, with the assistance of council staff, assist the council president to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak. All persons attending city council meetings or city council sponsored meetings shall refrain from harassing other attendees or risk being removed and/or prohibited from attending future meetings.
- L. The city council intends to fully comply with chapter 18.11 SMC, Language Access in Municipal Proceedings. Rules regarding participation of individuals in council proceedings, including legislative sessions and open forum, shall be deemed amended to conform to any Language Access Plan adopted by the council pursuant to SMC 18.11.030. Except as otherwise provided in an adopted Language Access Plan, individuals with limited English language proficiency are encouraged to contact the council office director at least five (5) days prior to a scheduled legislative session for assistance with the signing up to testify or to arrange translation or interpretation assistance.

- M. City council legislative sessions are regularly video and audio recorded and available online (<https://vimeo.com/spokanecitycouncil>). Members of the public may also photograph or film council proceedings so long as doing so maintains compliance with applicable fire codes and the Americans with Disability Act (ADA), does not interfere with reserved seating areas, and does not impede access to entrances and exits to the Council Chambers, aisles, or pathways inside the Council Chambers. Attendees shall be mindful not to obstruct the views of others in Council Chambers when photographing or recording. No flash photography or other lighting is permitted.
- N. RCW 29B.45.010 generally prohibits the use of city facilities for electioneering. Therefore, no person may use the council meeting or facilities for the purpose of assisting a campaign for election of any person to any office, or for the promotion of or opposition to any ballot proposition. In this context, the term “facilities” includes council chambers, the council gallery and the speaking opportunities available through the public comment and open forum procedures set forth in these rules. Nothing in this rule prevents public comment regarding a council resolution or statement concerning any ballot proposition, so long as such public comment is confined to the merits of the council action and not the merits of the ballot proposition.

Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

- A. Members of the public can sign up to give testimony beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.
- B. The city council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.15(A), with those exceptions stated in this paragraph. Public testimony shall be limited to the final council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony is limited to three (3) minutes per speaker for hearings and legislative items under consideration. For the consent agenda, first reading of ordinances or special consideration testimony is limited to two (2) minutes per speaker. The chair, absent a majority vote of the council, has the authority to lower the per speaker time limit by announcing the new, lower time limit at the legislative session. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President.
- C. No public testimony shall be taken on oral amendments to consent or legislative agenda items, or solely procedural, parliamentary, or administrative matters of the council.
- D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at citycouncil@spokanecity.org.
- E. For public hearings required by state law, the chair may institute special rules for testimony.
- F. Testimony at council committee meetings shall be governed by Rule 6.2.
- G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to testimony@spokanecity.org. To be included in the final agenda packet, written testimony on an agenda item must meet the following criteria:
1. Be delivered to the council via email at testimony@spokanecity.org;
 2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. “Written Testimony on Resolution 2026-0001”);
 3. Include the name of the submitter;
 4. Does not include photographs, presentations, videos, or other media; and
 5. Be received in the testimony@spokanecity.org inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

Rule 2.17 VOTING, EFFECT OF DEFERRAL; ABSTENTION

- A. Except where a majority plus one vote is required, (e.g., Charter section 19, RCW 35.33.081, RCW 35.33.091), and unless otherwise provided herein, all motions must receive at least four (4) affirmative votes to pass.
- B. If a motion receives less than the required number of affirmative votes, it shall be declared that the motion failed and the status quo shall prevail.
- C. Upon a tie vote, the status quo prevails on the matter upon which the vote was cast.
- D. Any legislative item may be deferred indefinitely or to a specific future legislative session date by motion. Any legislative item deferred indefinitely may be returned to a draft council agenda by a motion by a council member who was on the prevailing side of the original vote to defer the item. A motion to return the item to the council agenda must be presented within six (6) months of the initial deferral and adopted by four affirmative votes. Any item not returned to the council agenda within six months after the initial deferral shall be considered not adopted and may only be returned to the council agenda after introduction pursuant to Rule 2.10 (Agenda Process). Legislative items governed by Section 24 of the City Charter may only be deferred in a manner consistent with the charter.
- E. Any legislative item may be referred to a specific future standing committee meeting by motion. Items referred to committee are automatically included on the agenda of the committee to which the item is referred. To move out of the committee and onto a legislative agenda, the item must secure the minimum number of sponsors pursuant to Rule 2.10 (Agenda Process).
- F. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the council chambers.
- G. In all cases of voting by other than voice vote, the city clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, the chair shall announce, and the record shall reflect, the vote. Regardless of method of voting, each council member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.
- H. A council member may abstain from deliberating and voting on any matter before the council if they have a direct personal or financial interest in the matter before the council which is not held in common with other members of the council. In order to abstain from deliberation and voting, a council member must describe to the council the basis for the abstention in an open public meeting prior to the vote. A member who abstains from deliberation and voting on a matter may not participate in any procedural vote related solely to the same matter.
- I. Notwithstanding any rule to the contrary, any council member may demand an individual vote on any matter presented to the city council for approval or adoption.

Rule 2.18 SUSPENSION OF THE RULES

These rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of five council members. Motions to suspend the rules must specify the general purpose of the suspension and, if adopted, shall apply only to the next pending question. No debate on a motion to suspend the rules shall be allowed. Following an adopted motion to suspend the rules, the companion main motion prompting the need for a rules suspension may be presented and disposed of by council. A motion to suspend the rules shall not be combined with any other motion.

Rule 2.19 RECONSIDERATION

All legislative decisions of the city council, including contract items, ordinances, resolutions, veto overrides, and hearing items are final, except that a council member on the prevailing side of a vote or who had an excused absence during the vote may move for reconsideration of all legislative decisions, other than veto overrides and mayoral appointments, within 15 days of council consideration or prior to the mayor's action on an ordinance, whichever occurs first. Nothing in this rule shall be deemed to prevent any council member from otherwise submitting an ordinance or resolution to repeal or modify a prior city council legislative action so long as such repeal or modification is added to the committee and council agenda as provided in these rules.

Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS

- A. A council member may participate telephonically and/or virtually in all or part of a council meeting if:
 - 1. Prior approval is given by the council president or committee chair, as applicable, whose approval shall not be unreasonably withheld;

2. All persons participating in the meeting, including the public, are able to hear each other at the same time, such as by the use of a speaker phone; and
 3. The council member participating remotely shall have reviewed all of the applicable material and participated in the relevant portion of the council meeting related to the topic to which the council member is voting on.
- B. Any technical prohibitions or difficulties that prevent all parties present at the council meeting from adequately communicating with one another will negate any authorization previously given by the council president.

Rule 2.21 COUNCIL MEMBER PARTICIPATION IN MEETINGS; DEBATE

- A. Debate shall be governed by Robert's Rules except as set forth under this rule. During committee meetings, legislative sessions, and agenda review, council members may only speak to any pending question after being recognized by the chair or presiding officer. Absent permission from the chair or presiding officer, no council member may speak to any pending question more than twice, and on each occasion shall be limited to 10 minutes.
- B. During commentary, discussion and debate, council members shall confine all remarks to the question under debate.
- C. Committee meetings are an opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Discussion shall be regulated by the chair, who shall ensure all council members have an equal opportunity to participate and ask questions. At committee meetings, council members are permitted to engage in debate regarding any legislative item subject to the general rules of debate above.
- D. Agenda review meetings are an additional opportunity for council to question staff and other permitted speakers regarding any proposed legislative item. Any council member wishing to have an item on a draft agenda briefed by staff at agenda review shall submit the request in writing to the City Administrator and Council Office Director by 5:00 p.m. the day immediately preceding the agenda review session. Other than questions directed to staff, discussion at agenda review sessions shall be confined to debate on motions to adjust the agenda or to amend or substitute legislative items.

RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS

- A. Council conducts two types of hearings: (1) legislative hearings and (2) adjudicative hearings. Where procedures for legislative hearings and adjudicative hearings have been established by ordinance or statute, the council shall follow those procedures. If a conflict arises between the ordinance or statute, on the one hand, and these council rules, on the other hand, the ordinance or statute shall prevail. Where there are no established or statutory procedures for an adjudicative hearing or legislative hearing, the council shall implement the following procedures.
- B. Legislative Hearings. "Legislative hearings" are hearings where the city council, sitting as the legislative body of the City, is required to conduct one or more public hearings prior to taking legislative action. Examples of legislative hearings include, but are not limited to, hearings required under RCW 35.13.182 (annexation), RCW 35.34.090 (biennial budget); RCW 35.79.030 (street vacations); and RCW 36.70A.390 (interim zoning).
1. For legislative hearings, the following procedure shall be observed to the extent consistent with the matter before the council:
 - a) Reading of the legislative matter by the Clerk;
 - b) Announcement and opening of the hearing by Council President or presiding officer;
 - c) Receipt of staff reports, if any;
 - d) Receipt of public testimony (3 minutes per speaker);
 - e) Motion to close or continue hearing; and
 - f) Motion to approve, modify, reject or adopt the legislative item.
 2. Motions to close, re-open or continue a legislative hearing shall be approved by majority vote.
 3. Oral public testimony on the item shall not be accepted or solicited by the council as a whole outside of the legislative hearing; provided, individual council members may communicate with members of the public on any legislative hearing matter. All public testimony shall be provided consistent with Rule 2.16 (Public Testimony Regarding Legislative Agenda Items).
 4. Individual council member conduct with respect to any matter subject to a legislative hearing shall be the same as any other legislative matter and shall be governed by Rule 1.3 (Conflicts of Interest).

C. Adjudicative Hearings. "Adjudicative hearings" are quasi-judicial hearings involving named parties, and council is often sitting in an appellate capacity. Examples of adjudicative hearings include, but are not limited to, appeals under SMC 17G.061 (land use applications) and appeals under SMC 13.02.0246 (solid waste collection rates). For adjudicative hearings, the following procedure shall be observed to the extent consistent established or statutory procedures:

1. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. No person shall be allowed to discuss any matter pending hearing with any member or members of the council except in the council chambers in the regular course of a council meeting. Each council member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the council member shall immediately make a note of the contact and shall at the beginning of the council's hearing on the matter announce the fact of the contact, the identity of the person, and the substance of the communication. If the communication be in written form, the council member shall as soon as possible file it with the city clerk.
2. When the council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every council member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A council member shall not be briefed by anyone except in an open meeting.
3. Council members shall disqualify themselves from participating in an adjudicative hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.
4. Council members who become aware of circumstances which might appear to disqualify them in a matter pending an adjudicative hearing can either disqualify themselves or explain the circumstances before the hearing and let the rest of the council, by majority vote, decide whether they can participate. Should any council member be aware of circumstances which might appear to disqualify another council member, that council member may request by motion that the other council member be disqualified from participating in the matter, which motion must be approved by at least four (4) council members). The council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the adjudicative hearing and during discussion and voting.
5. In all adjudicatory appeals, council members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).
6. Adjudicatory Appeal Hearing Procedures.

At the hearing on the appeal, the following rules apply:

- a) Oral argument on appeal is limited to parties of record.
- b) Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the city council is not deducted from the time allowed for argument.
- c) Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.
- d) No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.
- e) The city council may not consider any new facts or evidence on appeal. The city council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the city council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.
- f) Supplemental documents:

- i. The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.
 - ii. Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.
 - iii. The city clerk distributes such memoranda and responsive documents to all parties to the appeal, the city council, the city attorney, the planning director, and the hearing examiner.
 - iv. Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.
7. The city council may supplement these rules in a case-by-case situation in order to provide due process to all participants in an adjudicative hearing.

RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS

Rule 4.1 UPLOADING ITEMS FOR COUNCIL CONSIDERATION

- A. All council agenda items, including ordinances and resolutions shall be uploaded into OnBase as provided in Rule 2.10 (Agenda Process).
- B. After presentation at committee, so long as council sponsorship requirements are met as provided in Rule 2.10 (Agenda Process), the council office director, or their designee, will approve items to move forward to the city clerk for consideration at a future council legislative session. All items, whether discussion or contracts, will remain in the council queue and will not advance toward a legislative agenda until having gone through committee unless granted permission to be considered on a compressed timeline as established in Rule 2.9 (Introduction of Items).
- C. To accommodate narrow construction or procurement windows, engineering construction contract items may be submitted to committee prior to bid opening as long as the item includes the engineer's cost estimate and estimated construction timeline. When final construction contract information is received, these items may be re-submitted to the city clerk for inclusion on a future council legislative agenda without council action.
- D. An ordinance or resolution must have been filed with the city clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the city clerk for at least three (3) business days, including the day of the council meeting.
- E. If an ordinance or resolution, or an amendment to an ordinance or resolution, has not been on file with the city clerk for at least three (3) business days, a council member may request that the ordinance, resolution or amendment be read in full prior to consideration by the council. Absent a request by a council member for a full reading, any ordinance or resolution (including any amendments) that has been submitted to the agenda as provided under these rules may be considered after reading of the title or a summary.
- F. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. The agenda sheet for every item shall, when filing the same with the city clerk, specify the committee of origin for the ordinance or resolution and the names of the council members who are sponsoring the ordinance or resolution. Subject to Rule 2.18 (Suspension of rules), every ordinance or resolution must be first presented in a committee before it may appear on the council's agenda for first reading (for ordinances) or for council consideration (for resolutions).
- G. Each ordinance or resolution which would have an impact on the fiscal condition of the city must note that fact on the agenda sheet and be accompanied by a brief description of the fiscal impact of the ordinance or resolution on the current year's budget.
- H. At the time of submission of a legislative discussion item to the council agenda, the record relating to the item must reflect compliance with Rule 2.10.I (Public Comment).

Rule 4.2 AMENDMENT AND SUBSTITUTION

- A. "Amendment" of legislation pertains only to legislation on the agenda and occurs at the time proposed legislation is under debate by the council, and may be offered by motion by any council member. "Substitution" of legislation occurs prior to debate of proposed legislation and may only be made by sponsors of the ordinance or resolution. Board, commission and mayoral appointments are not subject to amendment or substitution. Amendments and substitutions are permitted only as provided in this Rule 4.2.
- B. Every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on the Thursday immediately preceding the item appearing on the draft agenda; provided, amendments making clerical or technical corrections may be articulated orally

during debate. Any amendment submitted after the 5:00 p.m. Thursday deadline, if adopted by council at the next agenda review session following the deadline, shall result in that legislative item being deferred to the next regular council legislative agenda. The purpose of this rule is to ensure, to the extent possible, publication of a final agenda without legislative items that are subject to pending amendments or substitutions.

- C. Proposed amendments shall be included in the draft agenda packet for the benefit of public review and council consideration and shall be identified by the city clerk file number and the council member proposing them (e.g., "ORD CXXXXX (SMITH Amendment)"). Every proposed amendment must include a brief "purpose statement" at the top of the first page explaining the reasons for the amendment and/or changes associated with the amendment. In addition, each amendment must be circulated in "clean" and "redline" format, with the redline version showing changes from the version of the legislation as it currently appears in the agenda. The Clerk shall include only the "redline" version of the proposed amendment in the draft agenda, and, if the amendment is adopted, shall include the "clean" version in the final agenda.
- D. A substitution of all or a portion of the wording of an ordinance or resolution which is to be listed on a draft council agenda may be submitted by the majority of sponsors of the ordinance or resolution without council approval, so long as the substitution is in writing and circulated by the proposing council member or their legislative assistant to all council members and the city clerk by no later than 5:00 p.m. on the Wednesday immediately preceding the meeting at which the ordinance or resolution is to appear on a draft agenda.
- E. A portion or all of any grant or contract agenda legislative item may be updated with current documents and materials without a motion for amendment or substitution with the approval of the Council Office Director or his designee if (1) the substitution is intended to make technical corrections in contract or grant materials and (2) the substitution does not result in a material increase in the amount or the term of the contract.
- F. Amendments necessary to incorporate updated assessment rolls for business improvement districts may be considered and adopted by a simple majority vote if circulated no later than noon on the Friday prior to final council consideration, and, if adopted, will not be subject to automatic deferral.
- G. Proposed amendments to the biennial budget or mid-biennial budget modification may be considered and adopted by a simple majority vote if circulated no later than noon on the Friday prior to final council consideration of the biennial budget or mid-biennial budget modification and, if adopted, will not be subject to automatic deferral.
- H. Any motion to amend an ordinance or resolution shall require four (4) affirmative votes to pass. Any motion to suspend the requirements in this Rule 4.2 shall require five (5) affirmative votes to pass.
- I. Amendments and substitute versions not timely filed with the city clerk before the meeting, whenever reasonably possible, shall be posted for public viewing on the city council Facebook page or other similar channels so that interested members of the public may review during council's consideration of the matter.
- J. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause by amendment requires the ordinance to be deferred to allow public hearing.

Rule 4.3 SUBJECT MATTER

The council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the city council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any city policy or practice.

RULE 5 – PROCESSING ORDINANCES

Rule 5.1 PUBLICATION, SIGNATURE AND RECORDING

- A. An ordinance passed by the city council shall, within five (5) days thereafter, be presented to the mayor.
- B. An ordinance:
 - 1. Making the annual tax levy,
 - 2. Adopting the original annual budget,
 - 3. Making appropriations,
 - 4. Implementing a local improvement district or confirming the assessments therefor,

5. Which is an emergency or special budget ordinance,
6. Which is an emergency ordinance, or
7. Which has been approved by the electors by referendum or initiative

shall become effective immediately upon passage.

- C. Ordinances signed by the mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the city clerk for recording and publication if not already published.
- D. Ordinances not signed by the mayor after ten (10) days will be filed with the city clerk for signature, recording and publication as necessary.

Rule 5.2 VETO

If, within ten (10) days of presentment, the mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the city council, which shall provide a copy to the city clerk. The city clerk shall schedule the matter for reconsideration for the next available council meeting, if requested by a city council member. If, within thirty (30) days of the mayor's veto or partial veto, the city council overrides the veto, the ordinance shall be considered enacted on the date that the override occurs and shall take effect 30 days after enactment. Such ordinance will be signed by the council president, council president pro tem, or two council members and filed with the city clerk for publication and recording. Any ordinance vetoed by the mayor, and for which no veto override has been passed by the council, may be resubmitted for council approval as provided in Rule 2.19 (Reconsideration).

RULE 6 – COMMITTEES

Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP

- A. There shall be four (4) standing committees, as follows:
 1. Public Safety and Community Health;
 2. Public Infrastructure, Environment and Sustainability;
 3. Urban Experience;
 4. Finance and Administration.
- B. All council members shall be members of each standing committee. Standing committee meetings shall be noticed as meetings of the council where no legislative action shall occur.
- C. The council president shall chair each study session, agenda review, and legislative session of the city council. All committee chairs and vice-chairs shall be determined by majority vote of the council and shall preside over the meetings of their respective committees.
- D. Each standing committee shall have one (1) chair and one (1) vice chair. The council shall confirm chairs and vice chairs of each standing committee by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.

Rule 6.2 COMMITTEE PROCESS

- A. The purposes of standing committee meetings are to provide council members an opportunity to discuss potential legislation publicly, to receive public testimony on items included on the committee's agenda, and to provide the city administration and city staff an opportunity to update council members regarding department programs, plans, and other administrative activities and future City council administrative items. Council members should also utilize standing committees to update each other on their board, committee, and commission assignments. At the chair's discretion, committee agendas may include presentations from community groups, or from administrative staff, on city issues or initiatives germane to the committee's ordinary business, so long as the topic is not related to any legislative item listed on a draft or final council agenda.
- B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. Public testimony is taken during standing committee meetings, and speaker conduct shall be governed by Rule 2.15 (Public Participation). Notwithstanding the public testimony section of the meeting, participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Administrative support for each committee will be provided by council office staff.

- C. Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair, in the following order:
1. Public Safety and Community Health: First Monday of each month.
 2. Public Infrastructure, Environment, and Sustainability: Second Monday of each month.
 3. Urban Experience: Third Monday of each month.
 4. Finance and Administration: Fourth Monday of each month.
 5. If there is a fifth Monday in a month, that date is reserved for a study session as convened by the council president pursuant to Rule 2.5 (Study Session).
- D. Committee meeting agenda are formalized pursuant to Rule 2.10 (Agenda Process). The regular order of business for committee meetings shall be as follows, unless modified by the committee chair in his or her discretion:
1. Briefing by administration and staff
 2. Public testimony on committee agenda
 3. Council discussion and confirmation of sponsors
- E. Testimony sign-up for committee meetings shall open no later than 5:00 p.m. on the Friday immediately preceding the meeting. The maximum number of public speakers at committee shall be fifteen (15). In the event that more than fifteen (15) speakers have signed up to speak, preference will be given to those who signed up first. Each speaker shall be limited to two (2) minutes to speak to the entire committee agenda. A majority of the council members in attendance may vote to alter the time limit or number of speakers.
- F. Each item presented in committee must have a fully completed agenda sheet when uploaded into OnBase, and any additional briefing or research documents necessary. Items not meeting this requirement are subject to removal from the council calendar pursuant to Rule 2.10.J (Agenda Process).
- G. Absent an exception under Rule 2.9.B, each ordinance or resolution must be presented by the council sponsor or their designee in the appropriate committee as set forth under Rule 2.10 before it may move forward for inclusion on the council's legislative agenda. With written permission from the council president, this requirement may be met by conducting a presentation of the item in a council study session which has been noticed as a public meeting.
- H. By motion of the council, any matter before the council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the council take independent action on, any pending or contemplated adjudicated matters.
- I. All presentation materials provided at a Standing Committee meeting must be published to the respective Standing Committee webpage no later than 5 p.m. on the Friday immediately following the respective Standing Committee. The Legislative Assistants of the Chair and Vice Chair of a Standing Committee shall be responsible for providing presentation materials for the webpage.

Rule 6.3 INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of council members to inter-governmental committees or boards shall be made by the council president, subject to confirmation by a majority of the city council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee. The council president shall appoint proxies to attend meetings when the assigned council member is unable to attend a meeting.

Rule 6.4 AD HOC COMMITTEES AND WORK GROUPS

Council ad hoc committees (also known as work groups) with specified functions may be established for a designated term or for a specific task or to advise the council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself. Council ad hoc committees and work groups shall not include more than three council members unless the meetings of such a working group publishes notices of its meetings consistent with the OPMA.

Rule 6.5 BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The city council shall interview mayoral nominees for appointment to boards and commissions prior to considering their appointment and shall take action on each such nomination in an open public meeting. Re-appointments do not require an interview unless requested by a council member.

RULE 7 – MISCELLANEOUS**Rule 7.1 COUNCIL POSITION VACANCY**

- A. Upon receipt of a written notice of a vacancy or an impending vacancy of a city council position other than that of council president, the council president or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the council president set with concurrence of the council.
- B. Upon the close of the deadline, each council member shall review the applications, interview on an individual basis whichever applicant(s) they desire to interview and send the council president a prioritized list of who they believe should be interviewed by the entire city council. Each council member shall have the opportunity to advance at least one prospective candidate forward in the process.
- C. The council president shall compile the council members' prioritization of candidates to be interviewed and schedule the top-ranked candidates to be interviewed by the entire city council. Additional candidates may be selected for interviews by a majority vote of the council. Once the slate of candidates to be interviewed by the entire council is announced, no council member may communicate with any candidate outside of the formal interview by the entire council.
- D. The council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such public meetings.
- E. After conducting interview of the individual candidates, the council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.
- F. Following this evaluation, the council may narrow the field of potential candidates to no fewer than two candidates in an open public meeting.
- G. The city council shall then host at least one public meeting where members of the public will have the ability to pose the same question to each candidate remaining under consideration.
- H. Upon completion of the public meeting(s), the council, pursuant to RCW 42.30.110(1)(h), may go into executive session again to further evaluate the qualifications of each candidate.
- I. The council shall take final action by resolution appointing a candidate to fill the vacancy during an open public meeting.
- J. Provisions regarding the selection of a candidate for a city council vacancy not set forth by these rules shall be determined by the city council by motion during an open public meeting.
- K. If the council president position becomes vacant, the city council may elect to appoint one of the existing council members to fill the position of council president without following the selection procedure set forth above. If, upon a motion of the city council, the city council decides to consider someone other than an existing council member to fill the vacant position of council president, the city council shall follow the selection procedure set forth above.

Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the council, taken in an open public meeting. Disciplinary action may be based on violation of these rules, the City Ethics Code (SMC 01.04B), or any standards of behavior expected of elected officials, including apparent conflicts of interest, and may include, without limitation, censure, removal from membership on a standing committee, or removal from membership on an intergovernmental board or commission. Nothing in this rule shall be deemed to prevent the council from adopting a non-binding resolution formally admonishing, rebuking or denouncing any other elected official, to the extent otherwise permitted by law.

Rule 7.3 COUNCIL STAFF

- A. Each council member has the sole authority to hire, direct, and discharge one legislative assistant, subject to limitations under Section 02.005.030 of the Spokane Municipal Code.
- B. The Council Office Operations Workgroup shall develop procedures for assignment of central staff to ensure efficient operation of the council office and uniform support for council members.

- C. Responsibilities with respect to council central staff are set forth in Section 02.005.030 of the Spokane Municipal Code. The city council delegates to the council president the power to hire, supervise, discipline and discharge central office staff, subject to the following requirements:
1. Prior to initiating, authorizing, or approving any formal action to hire a temporary or full-time central staff member at an annual cost above \$10,000, the Council President shall first refer the proposal to the Council Budget Committee for review and recommendation, which shall be shared with each Councilmember. Any Councilmember may request an executive session be convened at the next regular meeting (or a special meeting called for that purpose) to discuss the matter.
 2. Prior to initiating, authorizing, or directing any formal disciplinary action or discharge of a central staff member, the Council President shall convene an executive session of the City council for the purpose of notifying each Councilmember of the decision and to review all material information supporting the proposed action. If the Council President determines that alleged conduct is sufficiently egregious to warrant immediate removal, the Council President may place the staff member on paid administrative leave pending the executive session.
 3. Following notice to council members and any requested executive session, the council president may proceed with formal action or take no action, in his or her discretion.

Nothing in this subsection shall permit the council president to hire or discharge central office staff in a manner inconsistent with Section 02.005.030 of the Spokane Municipal Code.

- D. Council Operations shall provide direction to the Council Director regarding day-to-day operations, including the creation, maintenance and implementation of a Council Operations Guidebook.
- E. The Council Office Director will manage the workflow of policy projects requested by Council Members or Central Staff. Projects may be initiated/requested by communicating directly with the Council Office Director or by working directly with the central staff member who will coordinate with the Council Office Director.
- F. The Council delegates full supervisory authority to the Council Office Director to manage central staff workflow on a day-to-day basis and accommodating changes as needed.
- G. The Council Office Director shall be responsible for advancing the LA II position in consultation with the Council Operations committee.
- H. Council Members shall have full supervisory of legislative aides.
- I. All staff overtime must have prior written approval by the Council Office Director and Council President in consultation with the Council Budget Director. To the extent unauthorized overtime is incurred by a legislative assistant and otherwise payable, it will be payable from the budget of the council member by whom the legislative assistant is employed.

Rule 7.4 COUNCIL OFFICE BUDGET

- A. Any council member may propose to the council president allocation of funding from the approved council office budget beyond that which is reserved for the salaries of council members, personal staff, and approved shared council office staff. The council president has the authority to either approve or deny any expenditure request of \$10,000 or less.
- B. All council office budget allocation proposals over \$10,000 that differ from the adopted council budget must be approved by the affirmative vote of four (4) council members at an open public meeting.
- C. On at least a quarterly basis, the council's budget manager shall make available to all council members a report on the status of and balances of all individual line items in the council office budget. The budget manager will also work with the Administration to pursue dashboard capability for public and council review of all city budget line items.

Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

- A. New council members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.
- B. Orientation materials shall be generated by the council office director in consultation with the central staff and shall consist of at least the following:
1. City Charter and Spokane Municipal Code overview;
 2. Overview of the city's budget process and statutory budget requirements;
 3. Overview of the council rules of procedure and meeting process, including the sign-up process for public testimony;
 4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.);

5. Overview of all standing and outside boards and commissions to which council members are appointed, including their functions, history, and composition;
6. Overview of policies and procedures relating to the publication of council materials and use of social media; and
7. Completion of open government training as set forth in Administrative Policy No. 0520-17-06 and RCW 42.30.205.

Nothing in this section precludes the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

- A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of city council member.
- B. Unless excused by the council president or committee chair, as applicable, council members must attend the following recurring engagements:
 1. City council agenda review and legislative sessions;
 2. Standing committee meetings as scheduled;
 3. Study sessions, as scheduled by the council president;
 4. Ad hoc working groups as assigned;
 5. Outside boards and commissions as assigned (typically between 6-9);
 6. Neighborhood council meetings from their respective council district on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);
 7. Constituent meetings as necessary;
 8. Staff meetings as necessary;
 9. Other council member meetings as necessary; and
 10. Community events as time permits.
- C. Council member absences shall be deemed unexcused unless (1) prior notice of the absence has been provided to the council president or committee chair, as applicable, when it was practical to do so, and (2) the council president or committee chair approves the absence, which approval shall be liberally granted in instances of illness or medical necessity, family emergency or other unforeseen circumstance.

Rule 7.7 CITY COUNCIL PLANNING

- A. Council shall consider annual council member appointment to boards, commissions, and committees by resolution no later than the second council meeting of each calendar year.
- B. Council shall consider the Plan Commission's annual work program by resolution no later than February 28 of each calendar year.
- C. Council shall consider and adopt changes to the council rules by resolution no later than February 28 of each calendar year. Additional adjustments to the rules may be made by resolution.
- D. The council president shall schedule a council retreat annually. Additional retreats may be scheduled throughout the year at the council president's discretion.

Rule 7.8 LEGAL INQUIRIES

All inquiries by council members and council staff to the city legal department regarding City Charter provisions, any proposed or existing ordinance, any proposed or existing resolution, or any rule or procedure shall be directed to the appropriate attorney and the city attorney with a copy sent to the city council policy advisor, who shall forward the legal department's response to the inquiry to the full council when (a) any related legislation appears on a committee or council agenda, (b) upon the request of any council member, or (c) if the policy advisor deems the communication relevant matters of interest to council members. All other inquiries may be directed to the city attorney alone, and the response from the legal department to the individual council member's inquiries shall not be forwarded to the city council policy advisor. All inquiries to and responses from the legal department, regardless how originated, shall remain confidential privileged communication unless the privilege is waived by the full council pursuant to Rule 1.3.B (Duty of Ethical Conduct). During legislative debate or other public meetings, council members shall refrain from disclosing the content of legal advice provided by the city legal department or outside counsel, except to disclose (a) the fact that the city legal department was consulted on a matter, and (b) that based on said legal advice, the council member is adopting a particular position regarding the matter discussed with the city legal department. For example, the following statements would comply with this rule:

"I consulted with city legal on this legislation, and I think the proposal needs more work before we adopt it."

"This resolution was forwarded to city legal. Based on their review of this resolution, I am not supporting it."

"City legal reviewed this contract. Therefore, from a legal standpoint I see no reason not to approve it."

Adopted by Resolution 2026-0009 (03/09/26)

Attachments:

- A. Division Standing Committee Assignments (Rule 2.10.C)
- B. Rule Changes Effective July 9, 2026
- C. Form of Agenda, Effective July 9, 2026

NOTE: Due to the sizing of the document, Attachment A is on file to preview with the City Clerk's Office.

**SPOKANE CITY COUNCIL RULES OF PROCEDURE
ATTACHMENT B**

Effective July 9, 2026, Rules 2.8, 2.10.A, 2.14, 2.15, 2.16 and 4.2.B will be superseded by the following:

Rule 2.8 FUNCTIONS OF MEETING AGENDA

- A. The council, with the assistance of the city clerk, shall publish a single agenda listing "proposed," "pending" and "final" legislative items. The agenda serves to introduce items to the council, to establish the order of business and to give notice to the public as required under RCW 35.22.288. The notice of a special meeting is the agenda for such meeting.
- B. Regular meeting agendas are prepared by the city clerk and shall be substantially in the form set forth in Attachment C, and shall so far as practicable be consistent with council administrative policies and procedures and these council rules. The agenda for the council legislative session will reflect the order of business set forth in Rule 2.14.

Rule 2.10 AGENDA PROCESS

- A. The process of submitting agenda items and preparing the agenda for all council meetings shall be consistent with these rules and any administrative policies and procedures governing council meetings and agenda items. In a conflict between these rules and an administrative policy and procedure, these rules shall control. Absent expedited placement on the council calendar pursuant to Rule 2.9 (Introduction of Items), the expectation of council is that legislative items will follow the schedule below, unless amendments are offered (See Rule 4.2):
 - 1. Contract items, emergency ordinances, board and commission appointments, and special considerations will appear as pending legislative items on the Council's agenda eight (8) days after appearance in committee and will appear as final legislative items on the council's agenda for final action fifteen (15) days after appearance in committee.
 - 2. All other ordinances and resolutions will appear as proposed legislative items on the Council's agenda eight (8) days after appearance in committee, will appear as pending legislative items on the Council's agenda fifteen (15) days after appearance in committee, and will appear as final legislative items on the council's agenda for final action twenty-two (22) days after appearance in committee.
 - 3. Following the above timeline, on a day when a regular legislative session is canceled, the item stays in its legislative status until the next available regular legislative session.

Rule 2.14 ORDER OF BUSINESS

- A. Agenda Review.

The council will meet each week to review the proposed, pending and final action items appearing on the agenda, and any pending amendments. The meeting chair may make adjustments to the order of business as needed. The regular order of business in an agenda review meeting is as follows.

 - 1. Roll call;
 - 2. Council or staff reports of matters of interest;
 - 3. Staff or council member briefings regarding matters on the agenda, as may be requested by council members;

4. Discussion of and any adjustments to the agenda;
5. Approval by motion of the draft agenda as final and the final agenda as amended.

B. Executive Session.

The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law. (See also Rule 2.1.D, Meetings). The meeting minutes shall record the announced purpose of the executive session as well as the time that executive session began and ended.

C. Legislative Session

The order of business in a regular legislative session is as follows. The meeting chair may make adjustments to the order of business as needed, including combining testimony on multiple items.

1. Pledge of Allegiance;
2. Announcement of adjustments to the agenda (including any amendments adopted or deferrals approved during agenda setting);
3. "Poetry at the Podium," words of inspiration, and special introductions;
4. Roll call to establish the presence of a quorum;
5. Reading of proclamations and salutations;
6. Reports from community organizations;
7. Express Testimony
8. Hearings
9. Proposed Legislative Items (First Reading by Clerk)
 - a. Special Budget Ordinances
 - b. Resolutions
 - c. Ordinances
10. Pending Legislative Items
 - a. Boards and Commission Appointments
 - b. Reports, Contracts and Claims (Contracts Agenda)
 - c. Emergency Ordinances
 - d. Special Budget Ordinances
 - e. Resolutions and Ordinances
 - f. Special Considerations
11. Final Legislative items (Final Reading by Clerk)
 - a. Boards and Commission Appointments
 - b. Reports, Contracts and Claims (Contracts Agenda)
 - c. Emergency Ordinances
 - d. Special Budget Ordinances
 - e. Resolutions and Ordinances
 - f. Special Considerations
12. Open Forum; and

13. Adjournment.

- D. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the chair's discretion, absent the objection of a majority of the council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the chair absent an objection by a majority of council members present, or absent a demand pursuant to Rule 2.17 (Voting, Effect of Deferral; Abstention).
- E. All city council appointments or mayoral appointments which require city council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the city clerk, and the city attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS

- A. Members of the public can sign up to give testimony beginning no later than 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting. Members of the public can sign up to give testimony on legislative items via the online testimony sign-up form linked in the meeting packet or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. Speakers must sign in using a name. Members of the public who are unable to sign up during the sign-up period or who attempt to sign up late will not be added to the list of speakers. The order of the speakers shall be determined at the discretion of the chair.

The testimony sign-up form shall include at a minimum fields for the following:

1. Name and Jurisdiction;
 2. The agenda item being addressed and, if applicable, the proposed amendment(s) being addressed, identified by amendment number or other designation sufficient to clearly identify the amendments. Multiple contract items or first reading agenda items may be selected;
 3. The speaker's stated position on the matter, designated as one of the following: Pro, Con, Technical, or Neutral/Unsure;
 4. The speaker's intended mode of participation, designated as one of the following: No Testimony (position only), In-Person Testimony, or Remote Testimony; and
 5. Any requested language-access or accessibility accommodations for testimony where available; and.
- B. The city council shall take public testimony on all matters included on its legislative agenda as described in this rule. Public testimony and consideration of an item may be extended to a subsequent meeting by a majority vote of the council. Testimony on a legislative item deferred to a future date certain shall be taken on the future date, unless testimony on the date of deferral is allowed by the Council President. No public testimony shall be taken on oral amendments to contracts or legislative agenda items, council consideration of mayoral vetoes, or solely procedural, parliamentary, or administrative matters of the council.
- C. Public testimony will be permitted during the legislative session as follows:
1. After announcements, members of the public will be provided up to three (3) minutes to provide "Express Testimony" on any item on the legislative agenda;
 2. Each speaker will be provided up to three (3) minutes to speak to each hearing item;
 3. Each speaker will be provided up to two (2) minutes to speak to all items listed as "Proposed Legislative Items;"
 4. Each speaker will be provided up to two (2) minutes total to speak to all board and commission appointments, two (2) minutes total to speak to all reports, contracts, and claims, and two (2) minutes to speak individually to any other item listed as a "Pending Legislative Item;" and
 5. Each speaker will be provided up to two (2) minutes to speak to all items listed as "Final Legislative Items."
 6. Each speaker will be provided up to two (2) minutes to speak to each Second Reading / Final Action ordinance and resolution;
 7. Individuals who choose to speak during the "Express Testimony" will not be permitted to speak again during the same legislative session, except for hearings and Open Forum.
- D. No person shall be permitted to display visual information during their testimony, including but not limited to photographs, presentations, videos, or other media; however, members of the public may share this information with the council by emailing them at citycouncil@spokanecity.org.

- E. For public hearings required by state law, the chair may institute special rules for testimony.
- F. Testimony at council committee meetings shall be governed by Rule 6.2.
- G. Members of the public may provide written testimony for any agenda item. Written testimony can be provided to the council by sending it via regular mail, delivering it to the city clerk at a regular meeting of the council, or emailing comments to testimony@spokanecity.org. To be included in the final agenda packet, written testimony on an agenda item must meet the following criteria:
1. Be delivered to the council via email at testimony@spokanecity.org;
 2. Include a title that clearly identifies the agenda item(s) to which the commenter is submitting testimony (e.g. "Written Testimony on Resolution 2026-0001");
 3. Include the name of the submitter;
 4. Any photographs, presentations, videos, documents or other media will not be published, and only text included in the correspondence itself will be published in the agenda packet; and
 5. Be received in the testimony@spokanecity.org inbox no later than 5:00 p.m. on the Wednesday immediately preceding the legislative meeting on which the item is to appear on a final agenda.

Written comments that fail to meet any of the above criteria will not be included in the final agenda packet but should be distributed to the council via email.

Rule 4.2.B AMENDMENT AND SUBSTITUTION

- B. To be published in the next legislative agenda packet for council deliberation at the next Agenda Review meeting, every proposed amendment shall be in writing and circulated by the proposing council member or their legislative assistant to the city clerk and city council members and staff prior to 5:00 p.m. on Thursday. The following rules will apply to amendments:
1. If an amendment to an ordinance or resolution is circulated *prior* to the 5:00 pm Thursday deadline immediately preceding the item appearing as a proposed legislative item on the council agenda, the amendment will be published in the proposed section of the legislative agenda and is guaranteed an opportunity for public comment at the next legislative session prior to council action on the amendment. Council action on the amendment and the related ordinance or resolution will occur no sooner than the next agenda review session after public comment is received on the amendment.
 2. After an ordinance or resolution has appeared as a proposed legislative item on the council agenda, any related amendment that is circulated thereafter is not guaranteed an opportunity for public comment prior to council action. Instead, any subsequent adoption of the amendment by four (4) votes will result in the ordinance or resolution staying in its legislative status for an additional reading and public comment on the item as amended, while any adoption of an amendment approved by five (5) or more votes may result in the ordinance or resolution advancing on its ordinary timeline under Rule 2.10.A.
 3. If an amendment to an emergency ordinance, contract, or special consideration item is circulated prior to the 5:00 pm Thursday deadline immediately preceding the item appearing as a pending legislative item on the council agenda, the amendment will be published in the pending section of the legislative agenda and is guaranteed an opportunity for public comment at the next legislative session prior to council action on the amendment. Council action on the amendment and the related ordinance or resolution will occur no sooner than the next agenda review session after public comment is received on the amendment.
 4. If an amendment to an emergency ordinance, contract, or special consideration item is circulated after the emergency ordinance, contract, or special consideration has appeared as a pending legislative item on the council agenda, any subsequent adoption of the amendment by four (4) votes will result in the emergency ordinance, contract, or special consideration item staying as a pending legislative item for an additional reading and public comment on the item as amended, while any adoption of an amendment approved by five (5) or more votes may result in the emergency ordinance, contract, or special consideration item advancing on its ordinary timeline under Rule 2.10.A.

The purpose of this rule is to ensure the public's right to provide testimony as early in the process as possible, and to the extent possible, prevent dispensing with or adoption of amendments without first receiving public input while then ensuring a hearing on the legislation in its final amended format.

SPOKANE CITY COUNCIL RULES OF PROCEDURE
ATTACHMENT C

THE CITY OF SPOKANE



COUNCIL AGENDA

REGULAR MEETINGS FOR WEEK OF MARCH __ - __, 2026

MISSION STATEMENT

**TO DELIVER EFFICIENT AND EFFECTIVE SERVICES
THAT FACILITATE ECONOMIC OPPORTUNITY
AND ENHANCE QUALITY OF LIFE.**

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBER MICHAEL CATHCART

COUNCIL MEMBER PAUL DILLON

COUNCIL MEMBER SARAH DIXIT

COUNCIL MEMBER KITTY KLITZKE

COUNCIL MEMBER KATE TELIS

COUNCIL MEMBER ZACK ZAPPONE

**CITY COUNCIL CHAMBERS 808 W. SPOKANE FALLS BLVD. CITY HALL SPOKANE,
WA 99201**

City of Spokane Guest Wireless access for Council Chambers:

Username: **COS Guest** (Please note the space in username)

Password: **K8vCr44y**

Both username and password are case sensitive.

Public participation in City Council meetings is governed by Council Rules 2.2, 2.15 and 2.16.

A complete copy of the council rules can be found here: [City Council Rules.](#)

SPOKANE CITY COUNCIL AGENDA REVIEW SESSIONS (BEGINNING AT 11:00 A.M. EACH TUESDAY) AND LEGISLATIVE SESSIONS (BEGINNING AT 6:00 P.M. EACH WEDNESDAY) ARE BROADCAST LIVE ON CITY CABLE CHANNEL FIVE AND STREAMED LIVE ON THE CHANNEL 5 WEBSITE. THE SESSIONS ARE REPLAYED ON CHANNEL 5 ON THURSDAYS AT 6:00 P.M. AND FRIDAYS AT 10:00 A.M.

CITY COUNCIL AGENDA: The City Council agendas may be obtained prior to Council Meetings by accessing the City's website at <https://my.spokanecity.org/citycouncil/documents/>.

AGENDA REVIEW SESSION

(11:00 a.m. Tuesday)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

ROLL CALL OF COUNCIL

INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS

COUNCIL OR STAFF REPORTS OF MATTERS OF INTEREST

AGENDA REVIEW (Staff or Council Member briefings and discussion)

CONSIDERATION OF DEFERRALS OR AMENDMENTS OF ITEMS ON COUNCIL AGENDA

APPROVAL BY MOTION OF AGENDA

EXECUTIVE SESSION

(Closed Session of Council)

(Executive Session may be held or reconvened during the 11:00 a.m. Agenda Review Session or the 6:00 p.m. Legislative Session)

LEGISLATIVE SESSION

(6:00 p.m. Wednesday)

(Council Chambers Lower Level of City Hall)

PLEDGE OF ALLEGIANCE

POETRY AT THE PODIUM, WORDS OF INSPIRATION, AND SPECIAL INTRODUCTIONS

ROLL CALL OF COUNCIL

PROCLAMATIONS AND SALUTATIONS

REPORTS FROM COMMUNITY ORGANIZATIONS

ANNOUNCEMENTS

(Announcements regarding Changes to the City Council Agenda)

EXPRESS TESTIMONY

Speakers may address any items on this entire council agenda, including any ordinance, resolution, appointment and special consideration, and may speak for up to three (3) minutes. Speakers who opt to speak during this time may not speak again during the legislative session except for Hearings and Open Forum.

FINAL HEARINGS

Speakers have up to three (3) minutes to address each final hearing item. Final action will be taken by council on these items.

PROPOSED LEGISLATIVE ITEMS

Speakers have up to two (2) minutes to address the entire proposed legislative items section as a whole. No final action is expected to be taken by council on these items during this legislative session.

A. Special Budget Ordinances

B. Resolutions

C. Ordinances

PENDING LEGISLATIVE ITEMS

Speakers have up to two (2) minutes to address each item individually in the pending legislative items section. No final action will be taken by council on these items.

A. Boards and Commissions Appointments

B. Reports, Contracts and Claims

PUBLIC SAFETY AND COMMUNITY HEALTH

- 1.
- 2.
- 3.

PUBLIC INFRASTRUCTURE, ENVIRONMENT AND SUSTAINABILITY

- 4.
- 5.
- 6.

URBAN EXPERIENCE

- 7.
- 8.
- 9.

FINANCE AND ADMINISTRATION

- 10.
- 11.
- 12.

REPORT OF THE MAYOR OF PENDING:

- 13.
- 14.

MINUTES

- 15.
- 16.

C. Emergency Ordinances

D. Special Budget Ordinances

E. Resolutions and Ordinances

F. Special Considerations

G. Hearing Items

FURTHER ACTION DEFERRED ON PENDING LEGISLATIVE ITEMS

FINAL LEGISLATIVE ITEMS

Speakers will have up to two (2) minutes to address all final legislative items as a whole. Council is expected to take final action on these items during the evening legislative session.

A. Boards and Commissions Appointments

B. Reports, Contracts and Claims

PUBLIC SAFETY AND COMMUNITY HEALTH

- 1.
- 2.
- 3.

PUBLIC INFRASTRUCTURE, ENVIRONMENT AND SUSTAINABILITY

- 4.
- 5.
- 6.

URBAN EXPERIENCE

- 7.
- 8.
- 9.

FINANCE AND ADMINISTRATION

- 10.
- 11.
- 12.

REPORT OF THE MAYOR OF PENDING:

- 13.
- 14.

MINUTES

- 15.
- 16.

C. Emergency Ordinances (Require 5 Affirmative Votes)

D. Special Budget Ordinances (Require 5 Affirmative Votes)

E. Resolutions and Ordinances (Require 4 Affirmative Votes)

F. Special Considerations

OPEN FORUM

At the conclusion of legislative business, the Council may recess briefly and then convene an open public comment period for up to twenty (20) speakers, unless a majority of council members vote otherwise. If more than twenty (20) people sign up for open forum, the individuals assigned to the twenty (20) spaces available will be chosen at random, with preference given to individuals who have not spoken at open forum during the calendar month. Each speaker is limited to no more than two (2) minutes. In order to participate in Open Forum, you must sign up beginning at 5:00 p.m. on the Friday immediately preceding the legislative session and ending at 6:00 p.m. on the date of the meeting via the virtual testimony form linked in the meeting packet (<https://my.spokanecity.org/citycouncil/documents/>) or in person outside council chambers beginning at 8:00 a.m. on the day of the legislative session. The virtual sign-up form can also be found here: <https://my.spokanecity.org/citycouncil/meetings/signup/>. (If you are unable to access the form by clicking the hyperlink, please copy and paste the link address into your browser window.) Speakers must sign themselves in using a name. Instructions for virtual participation are provided on the form when you sign up. The Open Forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City other than items appearing on the final or draft agendas, pending hearing items, and initiatives or referenda in a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not use profanity, engage in obscene speech, or make personal comment or verbal insults about any individual.

ADJOURNMENT

The _____, 2026 Regular Legislative Session of the City Council will be held and is adjourned to _____, 2026.

NOTE:

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. 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.

CITY OF SPOKANE TRANSPORTATION AND SUSTAINABILITY DIVISION PUBLIC RULE AND REGULATION	RULE 0380-26-01 LGL 2026-0019 RES 2026-0016
TITLE CITY OF SPOKANE COMMERCIAL PARKING TAX	
EFFECTIVE DATE: April 1, 2026	

1.0 GENERAL

1.1 PURPOSE AND INTENT

The purpose of this public rule is to supplement Ordinance C36801, relating to the adoption of a local option commercial parking tax.

Pursuant to RCW 82.80.030(2) and effective April 1, 2026, a local option transportation tax is imposed for the act of parking a motor vehicle in a facility operated by a commercial parking business within the city of Spokane.

Collected commercial parking taxes are held in trust and remitted monthly by the commercial parking business to the City of Spokane, accompanied by tax forms provided by the Office of Taxes and Licenses.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule applies to all persons meeting the definition of a commercial parking business as described in Ordinance C36801 (SMC 08.22) and guides the administration of the local option commercial parking tax by the Transportation and Sustainability, Finance and Administration, and the Community and Economic Development Divisions.

3.0 REFERENCES

Ordinance C36801 (SMC 08.22)
RCW 82.04.050
RCW 82.80.030
Department of Revenue Excise Tax Advisory 3030.2009
Spokane Municipal Code 03.14

4.0 DEFINITIONS

- 4.1 "Designated area" means an area or zone for vehicle parking provided or reserved for the exclusive use of vehicles exempted from the local option commercial parking tax under Ordinance C36801, designated by signs, pavement markings, or segregated from general public parking by a keycard or other access control device.
- 4.2 "Designated stall" means a parking stall, designated by signs or pavement markings, provided or reserved for the exclusive use of vehicles exempted from the local option commercial parking tax under Ordinance C36801.
- 4.3 "Provided or reserved" means parking in a designated area or designated stall for the exclusive use of vehicles exempted from the local option commercial parking tax under Ordinance C36801, without regard to whether payment for parking is made, or the parking is provided to the exempt vehicle at no cost.
- 4.4 Other relevant definitions for this public rule can be found in Ordinance C36801 (SMC 08.22).

5.0 POLICY

- 5.1 Any receipt or ticket that is issued to the customer must show the tax broken out from the parking fee so that the person parking the vehicle knows the amount of the tax to be paid. The tax broken out on the receipt or ticket may be combined with the retail sales tax.
- 5.2 Pursuant to RCW 82.80.030(2)(f), tax-exempt carpools, vehicles with a disabled parking placard, and government vehicles parking in a designated area or a designated stall provided or reserved exclusively for these customers are exempt from the City of Spokane local option commercial parking tax. It is the responsibility of the commercial parking business to ensure compliance with any tax exemptions provided under Washington state law.
- 5.3 Parking in a designated area or a designated stall provided or reserved exclusively for students, employees, or residents is exempt from the City of Spokane local option commercial parking tax. It is the responsibility of the commercial parking business to ensure compliance with any tax exemptions provided under Washington state law.
- 5.4 The City of Spokane's local option commercial parking tax exempts long-term parking of thirty days or longer in alignment with the guidance provided by the Department of Revenue Excise Tax Advisory 3030.2009 regarding Parking Fees as Income from Rental of Real Estate. Under Department of Revenue Excise Tax Advisory 3030.2009, when a commercial parking business rents designated parking stalls for thirty-day periods and the customers park their own cars and have the right of exclusive use of designated parking stalls, the parking fees are from the rental of real estate and not subject to retail sales tax. Income from such rentals is exempt from Washington's retailing business and occupation tax. The person renting the designated parking stalls for thirty-day periods or more is also not subject to the City of Spokane local option commercial parking tax. It is the responsibility of the commercial parking business to ensure compliance with Washington state law and the tax exemptions provided under the City of Spokane local option commercial parking tax.
- 5.5 The City's local option commercial parking tax does not apply to the Spokane Transit Authority Parking and Rides, including holders of a Shuttle Park pass as currently operated.
- 5.6 The City's local option commercial parking tax does not apply to the City of Spokane's on-street parking system that is controlled, regulated, and inspected by the City of Spokane's Parking Services Department.
- 5.7 Persons leasing parking stalls that do not charge a parking fee are not subject to the City of Spokane local option commercial parking tax.
- 5.8 A commercial parking lot meeting any of the following criteria, as determined by the City, may be eligible for an Efficient Land Use Credit equivalent to one-half ($\frac{1}{2}$) of the commercial parking tax rate imposed:
 - 5.8.1 A commercial parking lot with two or more floors of commercial parking, such as a multi-story covered parking garage;
 - 5.8.2 A commercial parking lot below ground-level; or
 - 5.8.3 A commercial parking lot with a counter-complete building permit for residential or commercial development as verified by the City's Development Services Department.

6.0 PROCEDURE

- 6.1 The amount of the commercial parking tax shall be equal to the parking fee multiplied by the commercial parking tax rate. The measure of the parking tax is the parking fee paid or due and does not include any retail sales tax, fines, or additional services included with the charge for the privilege of parking that might be due in addition to the parking fee.
- 6.2 A commercial parking business will register each commercial parking lot with the City of Spokane on a form provided by the Office of Taxes and Licenses. The form must be submitted to the City at commercialparking@spokanecity.org. This form must be updated within 30 days of a change in Efficient Land Use Credit status, property owner/taxpayer, or number of total parking stalls.
- 6.3 The commercial parking business must report every tax period to the Office of Taxes and Licenses the following for each lot:
 - The total number of individual commercial parking transactions;
 - The total gross receipts of commercial parking fees collected at the commercial parking tax rate imposed (12%) and total tax payable to the City of Spokane;
 - The total gross receipts of commercial parking fees collected at a commercial lot with an Efficient Land Use Credit (6%) and total tax payable to the City of Spokane; and
 - The total gross receipts of commercial parking fees exempt from the City of Spokane's local option commercial parking tax.

- 6.4 All questions regarding the local option commercial tax must be submitted in writing to commercialparking@spokanecity.org.

7.0 RESPONSIBILITIES

- 7.1 The Finance and Administration Division, through the Office of Taxes and Licenses, is responsible for administering and collecting the local option commercial parking tax. The Chief Financial Officer or their designee is responsible for the final opinion and determination of any questions arising from the collection of the tax.
- 7.2 The Transportation and Sustainability Division is responsible for reviewing and determining Efficient Land Use Credit eligibility.

8.0 APPENDICES

- 8.1 Ordinance C36801

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.

GRANTS MANAGER SPN 112 OPEN ENTRY

DATE OPEN: Monday, March 23rd, 2026

DATE CLOSED: Monday, April 6th, 2026

SALARY: \$93,417.12 annual salary, payable bi-weekly, to a maximum of \$132,963.84

DESCRIPTION:

Manages the strategic planning, coordination, and administration of Citywide grant funding processes and supervises a team of professionals in support of the City's grants program.

EXAMPLES OF JOB FUNCTIONS:

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

- Develops and implements grant funding strategies in alignment with the City's goals and applicable federal, state, and local regulations.
- Identifies and approves grant opportunities, directs the budget development and management of grant and other financial assistance applications, and oversees the pursuit of associated matching fund opportunities.
- Develops revenue and expenditure projections, such as budget reports and data. Collaborates with management to prioritize funding needs and provide cash flow analysis and forecasting.
- Directs and participates in risk assessments and fiscal monitoring for complex cost allocation plans or other high-risk financial systems, and determines corrective action.
- Supervises and coordinates the activities of subordinate personnel, such as the assignment, review and approval of work produced; determination of office procedures for expediting workflow, and preparation of work schedules.
- Audits various documents, such as financial reports and supportive materials, to ensure they are complete and that they conform to uniform accounting requirements and program regulations, goals and objectives.
- Analyzes and makes recommendations for the resolution of financial compliance issues, such as violations of contract provisions and/or policies and procedures.
- Provides financial information to State and Federal auditors, fiscal representative of State and Federal agencies, or others as requested and provides technical assistance for the resolution of issues with pre- or post- award grants.
- Researches, recommends and directs the implementation of grant financial tracking systems and project tools for improvement of contract compliance and the financial management of grant awards to meet specific City business requirements.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Open-Entry Requirements:

- **Education:** Bachelor's degree from an accredited four-year college or university accounting, business, finance, or related field; and
- **Experience:** Six years of progressively responsible experience in grants administration, contract administration, or fund accounting. Two years of qualifying experience must be supervisory in nature.

Licenses and Certifications:

- Must possess a valid state or federal photo identification, to be maintained throughout employment. Such ID is required to access federal grants portals. Acceptable forms of ID may include a federally issued passport card or a state-issued driver's license or identity card.

EXAMINATION DETAILS:

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

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

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

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

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

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

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

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

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

- Applicants who apply and meet the minimum qualifications between Monday, March 23, 2026, and Monday, April 06, 2026, will test Thursday, April 9th, through Monday, April 13th, 2026.

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status or disability status. As a Fair Chance employer, City of Spokane does not conduct initial background screening for non-public safety positions.

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

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 19th day of March 2026.

SCOTT STEPHENS
Chair

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

Notice for Bids

Supplies, Equipment, Maintenance, etc.

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 #.

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.

Rick Rinderle
Procurement Specialist
City of Spokane Purchasing

Publish dates: March 18 and 25, 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 pm** 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 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

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

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Tanya Lester
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: 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 pm at Gesa Pavilion Conference Room – 574 N Howard Street, Spokane WA 99201

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