



Official Gazette

City of Spokane, Washington

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

Volume 116

September 16, 2026

Issue 37



Mayor and City Council

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Council President Betsy Wilkerson

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Paul Dillon (District 2)

Sarah Dixit (District 1)

Kitty Klitzke (District 3)

Kate Telis (District 2)

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Minutes

NOTICE**AGENDA REVIEW****MEETING MINUTES OF SPOKANE CITY COUNCIL****Tuesday September 8, 2026**

The minutes for the Tuesday September 8, 2026, Spokane City Council Agenda Review Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, September 23, 2026, issue of the *Official Gazette*.

NOTICE**LEGISLATIVE SESSION****MEETING MINUTES OF SPOKANE CITY COUNCIL****Wednesday September 9, 2026**

The minutes for the Wednesday September 9, 2026, Spokane City Council Legislative Session Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, September 23, 2026, issue of the *Official Gazette*.

General Notices

Order of Forfeiture – No Claim

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

Report No.: **2026-20103450**

Date of Seizure: 06/16/2026

Seizure No.:26-016

Date of Seizure Notice: 06/25/2026

Claim Deadline: 08/24/2026

To: Steven D Hulme

The seizing agency, Spokane Police Department (SPD), to the said claimant, **Steven D Hulme**:

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

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

“Failure of a party to file an application for an adjudicative proceeding within the time limit or limits established by statute or agency rule constitutes a default and results in the loss of that party’s right to an adjudicative proceeding, and the agency may proceed to resolve the case without further notice to, or

hearing for the benefit of, that party, except that any default or other dispositive order affecting that party shall be served upon him or her or upon his or her attorney, if any.” RCW 34.05.440.

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

THE FOLLOWING PROPERTY HAS BEEN FORFEITED:

Item #	Description (for vehicles, do not include the VIN #)
5	Taurus TX .22 Pistol and Magazine
7	\$1,233.00 Currency from blue bag

AVAILABLE PROCEDURES AND TIME LIMITS FOR SEEKING RECONSIDERATION OR OTHER RELIEF

The above-named recipient is entitled to seek reconsideration or other administrative relief pursuant to RCW 34.05. “Within seven days after service of a default order ... the party against whom it was entered may file a written motion requesting that the order be vacated, and stating the grounds relied upon.” See RCW 34.05.440(3). “Within ten days of the service of a final order, any party may file a petition for reconsideration, stating the specific grounds upon which relief is requested.” See RCW 34.05.470(1). Any motion to vacate or petition for reconsideration must be served upon the Spokane Police Department, Civil Enforcement Unit, 1100 West Mallon Avenue, Spokane, WA 99260. “A petition for judicial review of an order shall be filed with the court and served on the agency, the office of the attorney general, and all parties of record within thirty days after service of the final order.” See RCW 34.05.542(1). “A petition for judicial review of agency action ... is not timely unless filed with the court and served on the agency, the office of the attorney general, and all other parties of record within thirty days after the agency action” See RCW 34.05.542(3).

Lt. Ben Maplethorpe, #1216
Spokane Police Department
1100 W. Mallon Ave
Spokane, WA 99260

Published weekly September 9, 2026, through October 14, 2026

**NOTICE
ABANDONED PERSONAL PROPERTY
AND SEIZURE AUCTION
ONLINE AUCTION
SEPTEMBER 23-24, 2026**

This is to provide notification that there will be an online auction of Spokane Police Department and Spokane County Sheriff’s Office abandoned personal property and seizure items. The online auction will be held September 23rd-24th, available items will be sold through J. Stout Auctions, at the following link: <https://www.jstoutauction.com/spokane-washington-location/> To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility’s website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

Publish: September 16, 2026

Ordinances

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

ORDINANCE NO. C36925

AN ORDINANCE relating to micro housing and sewer utility rate; enacting a new section 13.03.1129 to chapter 13 of the Spokane Municipal Code (SMC) and setting an effective date.

WHEREAS, City is amending SMC sections 13.03.1008, 13.03.1010, and 13.03.1024, and enacting a new SMC section 13.03.1129; and amending SMC section 13.035.500, to chapter 13.03 of the Spokane Municipal Code; and

WHEREAS, the amendments to the SMC are to define “Micro housing unit” for dwelling units of less than 350 square feet, and to establish a sewer utility rate and Water-Wastewater Capital rate for such units at sixty percent of the multifamily rate;.

The City of Spokane does ordain:

Section 1: That SMC section 13.03.1008 is amended to read as follows:

13.03.1008 Domestic and Commercial User Charges Inside City – Monthly Amount

This section lists the City's monthly domestic and commercial user and other monthly charges for customers located inside the City. The Domestic and Commercial User Charge is the monthly amount charged to all properties connected to the sewer system and to those properties for which the established connection deadline has passed.

A. Domestic User Charge (single-family residence or equivalent residential unit).

Domestic User Charge - Inside City	Monthly Amount
	2026
Domestic charge	\$39.79
General stormwater charge	\$5.60
Cost for additional apartment	\$35.77
Cost for micro housing unit	\$21.46
General stormwater charge per unit for four units or Less	\$4.79
General stormwater charge per unit for over four units	\$3.85

1. Capital Rates.
- In addition to the Domestic User charge, there shall be ~~((charged))~~ a capital charge for all accounts as established and provided for in SMC 13.035.500.

B. Commercial User Charge.

Commercial User Charge - Inside City	Monthly Amount
	2026
Commercial user charge	
Per hundred cubic feet	\$2.10
General stormwater charge	
Per impervious acre per year	\$1,343.34
Per one-one hundredth impervious acre per month. (See RCW 35.67.020; RCW 35.92.020)	\$1.12
Combined Sewer Overflow (CSO) Stormwater user surcharge (per acre or equivalent thereof)	\$97.88
Process/Seepage user charge	
Per hundred cubic feet	\$0.6235

1. Capital Rates.

In addition to the Commercial User charge, there shall be ~~((charged))~~ a capital charge for all accounts as established and provided for in SMC 13.035.500.

Section 2: That SMC section 13.03.1010 is amended to read as follows:

13.03.1010 Domestic and Commercial User Charges – Outside City Customer – Monthly Amount

This section lists the City's monthly domestic and commercial user charges and other monthly charges for Outside City customers. The Domestic and Commercial User Charge is the monthly amount charged to all properties connected to the sewer system and to those properties for which the established connection deadline has passed.

A. Outside-City Domestic User Charge (single-family residence or equivalent residential unit).

Domestic User Charge - Outside City Customers	Monthly Amount
	2026
Domestic charge	\$69.63
Cost for additional apartment	\$62.59
<u>Cost for micro housing unit</u>	<u>\$37.55</u>

1. Capital Rates.

In addition to the Outside City Customer Domestic User charge, there shall be ~~((charged))~~ a capital charge for all accounts as established and provided for in SMC 13.035.500.

B. Outside City Retail Commercial User Charge.

Commercial User Charge – Outside City Customers	Monthly Amount
	2026
Per hundred cubic feet	\$3.68

1. Capital Rates.

In addition to the Outside City Commercial User charge, there shall be ~~((charged))~~ a capital charge for all accounts as established and provided for in SMC 13.035.500.

C. Outside City Utility Service Area (except by interlocal agreement).

Outside City Utility Service Area (except by interlocal agreement)	2026
Per hundred cubic feet	\$3.68

1. Capital Rates.

In addition to the Outside City Utility Service Area charge there shall be ~~((charged))~~ a capital charge for all accounts as established and provided for in SMC 13.035.500.

Section 3: That SMC section 13.03.1024 is amended to read as follows:

13.03.1024 “Dwelling Unit”

“Dwelling unit” means a structure or portion of a structure capable of habitation by a single family, including but not limited to private houses, each unit or Micro Housing Unit of a duplex or apartment house, or a mobile home.

Section 4: That there is enacted a new section 13.03.1129 to chapter 13 of the Spokane Municipal Code to read as follows:

13.03.1129 “Micro Housing Unit”

“Micro-housing” or “micro-apartment” means a multi-family housing type where individual units are designed to maximize efficiency, providing basic requirements of dwelling units for permanent dwellings not to exceed 350 square feet including lavatory, sleeping, bathing, and cooking. Larger communal spaces for community dining, cooking, and living are often provided as well.

Section 5: That SMC section 13.035.500 is amended to read as follows:

13.035.500 Water-Wastewater capital Rates

- A. In addition to user charges (basic charges and consumption charges) for providing utility services to customers, all accounts are assessed a water-wastewater capital management fund charge which shall be placed in a separate fund, reserved for purposes of contribution to water-wastewater capital infrastructure.
- B. The following rates shall apply to the water-wastewater capital management fund charge and shall be separately itemized on the utility bill:

Water-wastewater Capital Rates – per month	
	2026
Domestic user (Per single-family residence or equivalent residential unit):	
Domestic user – In City	\$36.30
Domestic user – Outside City	\$41.60

Commercial User:	
Commercial user – In City: Minimum commercial user charge (includes first forty eight units)	\$37.35
Commercial user – In City: Water-wastewater consumption charge (over forty eight units) (per hundred cubic feet)	\$0.7834
Commercial user – Outside City: Minimum commercial user charge (includes first twenty eight units)	\$42.79
Commercial user – Outside City: Water-wastewater consumption charge (over twenty eight units) (per hundred cubic feet)	\$1.5664
Other services:	
PDA - Domestic User	\$36.30
PDA - Commercial user Minimum commercial user charge (includes first forty eight units)	\$37.35
PDA - Commercial user Water-wastewater consumption charge (over forty eight units) (per hundred cubic feet)	\$0.7834
PDA Water only Domestic User -Capital Charge	\$14.53
PDA Water only Commercial User Minimum commercial user charge (includes first forty eight units)	\$14.94
PDA Water Only Commercial User Capital consumption charge (over forty eight units) (per hundred cubic feet)	\$0.3133
PDA Wastewater only Domestic User– Capital Charge	\$22.40
PDA Wastewater only Commercial User – minimum commercial user charge (includes first forty-eight units)	\$22.40
PDA Wastewater only Commercial User Capital consumption charge (over forty eight units) (per hundred cubic feet)	\$0.4700
Service outside City utility service area (per hundred cubic feet). This rate shall apply unless modified by separate agreement	\$1.5664
Non-domestic process water-wastewater capital rate (per thousand gallons)	\$53.70
Septage charge (per thousand gallons)	\$53.69
Water Service Only Domestic User- Capital Charge – In City	\$14.53
Water Service Only Domestic User- Capital Charge – Outside City	\$16.64

Water Service Only Commercial User – Minimum Capital Charge – In City (includes first forty eight units)	\$14.94
Water Service Only Commercial User – In City -capital consumption charge (over forty eight units) (per hundred cubic feet)	\$0.3133
Water Service Only Commercial User – Minimum Capital Charge – Outside City (includes first twenty eight units)	\$17.13
Water Service Only Commercial User – Outside City – capital consumption charge (over twenty eight units) (per hundred cubic feet)	\$0.6266
Water Service Only - Other Purveyors - Continuous Supplemental Water User – Outside City – capital consumption charge (per hundred cubic feet)	\$0.4410
Wastewater Service Only Domestic User – Capital Charge – In City	\$22.40
Wastewater Service Only Domestic User – Capital Charge – Outside City	\$25.68
<u>Micro Apartment Unit Charge – Inside City</u>	<u>\$21.78</u>
<u>Micro Apartment Unit Charge – Outside City</u>	<u>\$24.96</u>
Wastewater Service Only – Commercial User – Minimum Capital Charge – In City (includes first forty eight units)	\$22.40
Wastewater Service Only Commercial User – In City – capital consumption charge (over forty eight units) (per hundred cubic feet)	\$0.4700
Wastewater Service Only Commercial User – Minimum Capital Charge – Outside City (includes first twenty eight units)	\$25.68
Wastewater Service Only Commercial User – Outside City – capital consumption charge (over twenty eight units) (per hundred cubic feet)	\$0.9397

Section 6. Effective Date. This ordinance shall take effect and be in force on _____, 2026.

Passed by City Council September 9, 2026

Delivered to Mayor September 11, 2026

ORDINANCE NO. C36926

AN ORDINANCE relating to Utilities, Franchise Taxes; amending Municipal Code section 08.10.040 to chapter 08.10 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, the Washington State Climate Commitment Act (CCA) was signed in 2021 and establishes a market-based cap-and-invest program to reduce greenhouse gas (GHG) emissions with the goal of cutting emissions by 95% by 2050; and

WHEREAS, the CCA is codified in Ch. 70A.65 RCW and provides that the climate commitment account is created in the state treasury to receive monies from listed entities; and

WHEREAS, the City's Waste to Energy Facility has been listed as a covered entity which is required to purchase allowances in order to satisfy the compliance obligations.

NOW, THEREFORE,

The City of Spokane does ordain:

Section 1: That SMC section 08.10.040 is amended to read as follows:

08.10.040 Exemptions

- A. There may be exempted from the total gross income upon which the license fee or tax is computed revenues derived from business which the City is prohibited from taxing under the constitution or laws of the State of Washington or the United States, or the charter of the City; and any amount collected by the taxpayer for the United States, the state, or the City as excise taxes levied or imposed directly upon the taxpayer's customers for the sale or distribution of property or services.
- B. There may be exempted from the total gross income upon which a license fee or tax is imposed amounts derived from the sale of commodities to persons in the same public service business as the sellers, for resale as such within this state. This exemption is allowed only with respect to those business activities taxed under SMC 8.10.030(A)(1), (A)(2) or (A)(6), or any other public service business as defined in RCW 82.16.010(10) which furnishes water, electrical energy, natural or manufactured gas, or any other commodity in the performance of public service businesses.
- C. There may be exempted from the total gross income upon which the license fee or tax is computed the amount of state excise taxes imposed pursuant to chapter 82.18 RCW upon persons using the service of a solid waste collection business and collected for payment to the state by the solid waste collection business.
- D. There may be exempted from the total gross income upon which the license fee or tax is imposed under SMC 8.10.030(A)(1) revenues otherwise taxable derived by a taxpayer from the business of selling electricity for use in the process of manufacturing aeronautical brake components, to the extent said revenues exceed one hundred thousand dollars during a calendar year for which said tax is due. In the event this provision is determined unenforceable for any reason, it shall not affect the validity of the tax or any other provision.
- E. There may be exempted from the total gross income upon which the license fee or tax is imposed under SMC 8.10.030(A)(2) revenues otherwise taxable derived by a taxpayer arising from the business of selling natural or manufactured gas for use in the process of manufacturing aeronautical brake components, to the extent said revenues exceed one hundred thousand dollars during a calendar year for which said tax is due. In the event this provision is determined unenforceable for any reason, it shall not affect the validity of the tax or any other provision.

F. Exemption for Collection of Source-Separated Recyclable Materials.

1. There may be exempted from the total gross income upon which the license fee or tax is imposed under SMC 8.10.030(A)(3) revenues derived from providing the service of collecting source-separated recyclable materials as follows:
 - a. Residential Recycling.
Revenues derived from providing a residential curbside recycling collection service to the public in accord with the local comprehensive solid waste management plan adopted pursuant to chapter 70.95 RCW.
 - b. Commercial and Other Recycling.
Revenues derived from the service of collecting commercial or other recyclable materials not included in subsection (F)(1)(a) of this section. This exemption is limited to materials actually resold, computed in proportion to weight, as follows:
 - i. Any weight added by processing or treatment after collection is subtracted from the weight as sold to obtain the allowable weight as sold; and
 - ii. Revenues are multiplied by a fraction, the numerator of which is the allowable weight as sold and denominator of which is the weight as collected.
2. Unless otherwise approved by the department under circumstances where the taxpayer's accounting and business practices provide easily verifiable proof of the proper amounts eligible for exemption, exemptions under this subsection (D) of this section are allowed through a refund only. The taxpayer must have timely paid all taxes for the period, including any amounts for which the exemption may be claimed, and must file an application for refund, on forms provided by the department, within six months of the date on which payment was due.
3. This exemption does not apply to any energy-recovery or fuel-use process, nor in any case where materials collected have not been sold for commercial reuse within one hundred days from the date of collection. This period may be extended when a taxpayer shows to the department's satisfaction that market conditions necessitate a longer period for sale.

G. Taxpayers providing pager telephone business service, previously classified within a more generic telephone business service class, may claim an exemption for pager service revenues upon which the former generic telephone business tax under SMC 8.10.030(A)(6) may have applied, provided this exemption is limited to such revenues taxable before April 1, 2001. In addition, the department must receive a claim for this exemption no later than five p.m., December 31, 2001, after which the exemption opportunity expires.

H. Taxpayers accounting on an accrual basis may exempt net bad debts from the total gross income upon which a license fee or tax is computed if such items have been previously included and taxed as income.

I. There may be exempted from the total gross income upon which the license fee or tax is computed under SMC 8.10.030(A)(3), (A)(4) and (A)(7) those customer revenues identified as for compliance with the Washington State Climate Commitment Act (CCA) pursuant to Ch. 70A.65 RCW. Said revenues generally will be listed as a separate line item on City utility bills.

Section 2: Effective Date.

This Ordinance shall take effect and be in force on January 1st, 2027.

Passed by City Council September 9, 2026

Delivered to Mayor September 11, 2026

ORDINANCE NO. C36927

An ordinance establishing a Temporary Commercial Activation process to support economic development, expand small-business opportunities, and activate vacant and underutilized commercial spaces, and adopting a new section 17F.040.210 to chapter 17F.040 of the Spokane Municipal Code.

WHEREAS, Comprehensive Plan Policy ED 3.1 – Economic Growth calls for the City to “Stimulate economic growth by supporting the formation, retention, expansion, and recruitment of businesses”; and

WHEREAS, Comprehensive Plan Policy ED 3.2 – Economic Diversity calls for the City to “Encourage economic diversity through a mix of small and large businesses that provide a healthy balance of goods-producing and service-producing jobs”; and

WHEREAS, Comprehensive Plan Policy ED 3.3 – Enterprise Opportunities calls for the City to “create economic development opportunities utilizing tools available to the city which will foster the growth of Spokane’s economy”; and

WHEREAS, Comprehensive Plan Policy ED 3.5 – Locally-Owned Businesses calls for the City to “Support opportunities to expand and increase the number of locally-owned businesses in Spokane”; and

WHEREAS, Comprehensive Plan Policy ED 3.6 – Small Businesses calls for the City to “Recognize the significant contributions of small businesses to the city’s economy and seek to enhance small business opportunities”; and

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 DP 4.3 – Downtown Services calls for the City to “Support development efforts that increase the availability of daily needed services in downtown Spokane”; and

WHEREAS, the City intends to establish a temporary commercial activation program to support the City’s economic development, small business, and aviation goals.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. There is adopted a new Section 17F.040.210 of the Spokane Municipal Code to read as follows:

Section 17F.040.210 Temporary Commercial Activation

- A. Temporary commercial activations within the same occupancy classification and in a space with an existing certificate of occupancy do not require a change of use permit.
- B. The Building Official or their designee may approve a temporary commercial activation use in a Downtown, General Commercial, Neighborhood Retail, or Center and Corridor Type 1 and Type 2 Zone without triggering additional development standards.
- C. To qualify for a temporary commercial activation use authorized under this section:
 - 1. The space must have an existing certificate of occupancy;
 - 2. The proposed change of use must be temporary in nature with no permanent construction or use of high-hazard materials; and
 - 3. The proposed space may be used for Retail Sales and Service or Office use only.

- D. A temporary commercial activation use may not be approved for Residential, High-Hazard, or Institutional uses, or uses involving the production, processing, or retailing of marijuana, or as an off-premises alcohol outlet as defined in SMC 17C.348.020.
- E. A temporary commercial activation use may not be approved for uses requiring sprinkler or alarm modifications or uses requiring increased plumbing fixtures.
- F. The Building Official or their designee may approve a temporary commercial activation use for a period of up to one year when the use occurs no more than two days per week or for a period of up to 180 days when the use occurs more than two days per week.
- G. The Building Official or their designee may attach conditions to the temporary commercial activation use or revoke the temporary commercial use if necessary to safeguard the public health and safety.

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

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

Passed by City Council September 9, 2026

Delivered to Mayor September 11, 2026

ORDINANCE NO. C36928

An Ordinance of the City of Spokane to ensure tenant protections during the Spokane Complex Fire and similar emergencies, adopting new sections to Chapter 10.57 of the Spokane Municipal Code, and declaring an emergency.

WHEREAS, devastating wildfires began on August 1, 2026, spreading quickly throughout the City of Spokane and its surrounding communities ("Spokane Complex Fire"); and

WHEREAS, 10,000 acres burned that included 860 structures and 30% of the properties were renters and tenants; and

WHEREAS, Section 02.04.030 of the Spokane Municipal Code authorizes the Mayor to issue a declaration of civil emergency when there is a threat of death or injury of persons or the destruction of or damage to property requiring extraordinary and immediate measures to protect the public peace, safety and welfare; and

WHEREAS, on August 1, 2026 and August 4, 2026, the Mayor of Spokane issued two Executive Orders declaring an emergency arising from the Spokane Complex Fires; and

WHEREAS, on August 19, 2026, the Spokane City Council unanimously ratified the Mayor's Executive Orders; and

WHEREAS, displaced households within the City and nearby communities add pressure to the rental housing market, and it is critical that the City protect residents from unwarranted eviction and displacement; and

WHEREAS, the tenants most in danger of eviction for nonpayment of rent in the wake of the Spokane Complex Fires and similar emergencies are those least able to weather the impact of job loss or reduction in income; and

WHEREAS, the most common basis for eviction in Spokane County is nonpayment of rent with more than 60% of tenants experiencing disability; and

WHEREAS, on February 2, 2026, the City Council adopted Ordinance C36808 relating to evictions, establishing new requirements to help prevent evictions of tenants from residential tenancies, and enacting new sections 10.57.200 through 10.57.250 of the Spokane Municipal Code; and

WHEREAS, Ordinance C36808 establishes a temporary, affirmative defense to an eviction proceeding or other action to recover possession of real property; and

WHEREAS, the City Council finds that the onset of the Spokane Complex Fires and aftermath is sudden, unexpected, and requires immediate action to prevent or mitigate the threat of harm to the community; and

WHEREAS, the City Council finds also that the normal course of legislative procedures of the City Council cannot timely address the harm from the aftermath of the Spokane Complex Fires without causing or exacerbating harm to the community; and

WHEREAS, the Spokane City Council finds that the protections afforded by this ordinance to residential rental is necessary for the protection of necessary for the immediate preservation of the public peace, health, or safety;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's findings of fact in support of this emergency ordinance.

Section 2. That there is adopted a new Section 10.57.300 of Chapter 10.57 of the Spokane Municipal Code to read as follows:

Section 10.57.300 PURPOSE

The purpose of Sections 10.57.310 through 10.57.330 is to provide short-term relief from eviction for residential tenants during natural disasters and public health emergencies, and these sections are to be liberally construed to achieve that purpose.

Section 3. That there is adopted a new Section 10.57.310 of Chapter 10.57 of the Spokane Municipal Code to read as follows:

Section 10.57.310 DEFINITIONS

- A. "Qualifying Event" means natural disaster or public health emergency resulting in the declaration of an emergency by the Mayor pursuant to Chapter 02.04 of this Code and:
1. The Qualifying Tenant's place of employment or business was destroyed or rendered uninhabitable due to the Qualifying Event and resulted in actual loss of wages;
 2. The economic impact of the Qualifying Event resulted in the layoff, reduction of work hours, or reduction in pay of the Qualifying Tenant by his or her employer; or
 3. The Qualifying Tenant suffered a demonstrable loss of business clients who were located in the geographic area affected by the Qualifying Event, resulting in a loss of income to the Qualifying Tenant.

- B. "Financial Impact" means a Qualifying Tenant's loss of at least ten percent (10%) of their average monthly household income earned immediately preceding the Qualifying Event, as must be established by income replacement applications and pay stubs, payment receipts, letters from employers, or other evidence dated during the period three months before the Qualifying Event. Income replaced through unemployment insurance, emergency benefits, or any other source shall be considered when calculating a Qualifying Tenant's Financial Impact.
- C. "Landlord" means an owner of real property for residential rental purposes.
- D. "Protection Time Period" means that period of time during which the declaration of emergency issued pursuant to SMC 02.04 remains in effect.
- E. "Qualifying Tenant" means a residential tenant who resides in a rental unit or rents a mobile home from a mobile homeowner (collectively, "rental unit") who:
1. Resided in their rental unit at the time of the Qualifying Event; and
 2. Suffered a Financial Impact arising from the Qualifying Event; and
 3. Has begun "Income Replacement Efforts," which means:
 - a. Enrolling in or applying for a relief program for victims of the Qualifying Event; or
 - b. Is applying for unemployment benefits or other qualifying income assistance program.
- F. "Unpaid Rent" means rent owed for occupancy of rental unit and which accrued during the Protection Time Period. This does not include late charges, interest or other fees.
- G. "Repayment Time Period" means the twelve (12) months following the expiration or termination of the Protection Time Period.

Section 4. That there is adopted a new Section 10.57.320 of Chapter 10.57 of the Spokane Municipal Code to read as follows:

Section 10.57.320 Tenant Protections

- A. Nonpayment of Unpaid Rent. During the Protection Time Period and the Repayment Time Period, a Qualifying Tenant may assert an affirmative defense to an unlawful detainer action for nonpayment of Unpaid Rent if the Qualifying Tenant:
1. Self-certifies in writing, under penalty of perjury, that they are unable to pay Unpaid Rent due to Direct Financial Impacts related to the Qualifying Event, and that they have begun Income Replacement Efforts; and
 2. Provides the aforementioned self-certification to the Landlord, or Landlord's agent, within five (5) days of each month their Unpaid Rent is due.
- B. Time to Pay Unpaid Rent. Qualifying Tenant who was unable to pay Unpaid Rent during the Protection Time Period may repay such rent any time prior to expiration of the Repayment Time Period. During the Protection Time Period and the Repayment Time Period, a Landlord shall not apply late charges, interest or other fees on Unpaid Rent.
- C. Partial Payments and Payment Plans. Qualifying Tenants and Landlords are encouraged to agree on a payment plan during the Protection Time Period, and nothing herein shall be construed to prevent a Landlord from requesting and accepting partial payments toward Unpaid Rent, or a Qualifying Tenant from making such payments, if the Qualifying Tenant is financially able to do so. At any time prior to a late payment or non-payment of Unpaid Rent under an agreed repayment plan, a Qualifying Tenant has the right to request modification of the repayment plan; provided a landlord is not required to agree to extend the timeline for repayment of Unpaid Rent beyond the Repayment Time Period.
- D. Failure to Pay Back. During the Protection Time Period and the Repayment Time Period, a Qualifying Tenant may assert an affirmative defense to an unlawful detainer action brought on the grounds of any of the following:
1. The inability to pay back Unpaid Rent during the Protection Time Period,

2. The Qualifying Tenant has complied with the terms of an agreed payment plan for Unpaid Rent, or
3. The inability to pay Unpaid Rent during the Repayment Time Period.

If there's a failure to timely pay Unpaid Rent otherwise due under this section, a landlord may initiate eviction prevention program by notifying the tenant in writing at the time of notice to pay or vacate, as provided in Section 10.57.220.

- E. Application of Rental Payment. A Qualifying Tenant may assert an affirmative defense to an unlawful detainer action brought on the ground of inability to pay Unpaid Rent during the Protection Time Period or the Repayment Time Period if a Landlord applies a rental payment to any Unpaid Rent other than to the prospective month's Rent, or such other month's rent or that the Qualifying Tenant specifies, unless the Qualifying Tenant has agreed in writing to allow the payment to be otherwise applied. Nothing in this section shall be construed as preventing a Landlord from applying aid or relief payments made on behalf of Qualifying Tenant to that tenant's Unpaid Rent.

Section 5. That there is adopted a new Section 10.57.330 of Chapter 10.57 of the Spokane Municipal Code to read as follows:

Section 10.57.330 Remedies

- A. Affirmative Defense. Any protections provided under this sections 10.57.300 through 10.57.320 shall constitute an affirmative defense for a Qualifying Tenant in any unlawful detainer action brought pursuant to Chapter 59.18 RCW, the Washington State Residential Landlord Tenant Act. to recover possession of a residential rental unit based on nonpayment during the Protection Time Period and the Repayment Time Period, or seeking repayment of Unpaid Rent during the Protection Time Period and the Repayment Time Period. The Qualifying Tenant shall have the burden to prove, by a preponderance of evidence, the factual basis of their affirmative defense, including the timeliness and merit of any self-certification of a Financial Impact related to the Qualifying Event made pursuant to section 10.57.320. Nothing in sections 10.57.300 through 10.57.320 are to be construed to preclude a Landlord from filing an unlawful detainer action if a self-certification is untimely or if the Landlord demonstrates by a preponderance of evidence that a Qualifying Tenant's self-certification is materially false, incorrect, or fraudulent.
- B. Nonexclusive Remedies and Penalties. The remedies provided in sections 10.57.300 through 10.57.320 are not exclusive, and nothing therein shall preclude a Qualifying Tenant from seeking any other remedies or penalties available by state law or private right of action.

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.

Section 8. Emergency Clause. The City Council declares that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 01.01.080 of the Spokane Municipal Code and Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

Passed by City Council September 9, 2026
Delivered to Mayor September 11, 2026

ORDINANCE NO. C36929

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 WILDFIRE RELIEF DONATIONS IN THE H.O.M.E. STARTS HERE ACCOUNT AND PROVIDE FINANCIAL ASSISTANCE TO INDIVIDUALS AND FAMILIES IMPACTED BY THE SPOKANE COMPLEX FIRES, 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 Community Development 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 Community Development Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$1,000,000.
 - A) Of the increased revenue, \$1,000,000 is provided solely for contributions/donations in the H.O.M.E. Starts Here account.
- 2) Increase appropriation by \$1,000,000.
 - A) Of the increased appropriation, \$1,000,000 is provided solely for contractual services in the H.O.M.E. Starts Here account.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept wildfire relief donations in the H.O.M.E. Starts Here account and provide financial assistance to individuals and families impacted by the Spokane Complex Fires, 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 September 9, 2026

Delivered to Mayor September 11, 2026

ORDINANCE NO. C36930

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO INCREASE BUDGET TO ACCOUNT FOR INCREASED CLAIMS EXPERIENCE FOR RISK MANAGEMENT, WORKERS' COMPENSATION, AND EMPLOYEE BENEFITS, 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 Risk Management, Workers' Compensation, and Employee Benefits Funds, 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 Risk Management Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$350,000.
- A) Of the increased appropriation, \$350,000 is provided solely for insurance claims.

Section 2. That in the budget of the Workers' Compensation Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease appropriation by \$150,000.
 - A) Of the decreased appropriation, \$150,000 is provided solely from base wages and associated benefits due to salary savings.
- 2) Increase appropriation by \$3,500,000.
 - A) Of the increased appropriation, \$3,500,000 is provided solely for insurance claims.

Section 3. That in the budget of the Employee Benefits Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$4,000,000.
- A) Of the increased appropriation, \$4,000,000 is provided solely for insurance claims.

Section 4. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to increase budget to account for increased claims experience, 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 September 9, 2026
Delivered to Mayor September 11, 2026

Executive Orders

CITY OF SPOKANE
EXECUTIVE ORDER

EO 2026-0006
LGL 2026-0008

TITLE: DELEGATION OF SIGNATURE AUTHORITY FOR MINOR CONTRACTS

EFFECTIVE DATE: September 12, 2026

REVISION DATE IF APPLICABLE: This order supersedes Executive Order 2024-0001

WHEREAS, under section 38 of the City of Spokane Charter, “all written contracts, bonds and instruments of every kind and description to which the city shall be a party shall be executed in the name of the city by the mayor or the council president under the direction of the city council, and attested by the clerk, and when necessary, shall be acknowledged”; and

WHEREAS, section 1.02.130 of the Spokane Municipal Code states: “Except to the extent that state law may require certain municipal code enforcement or other personnel to be specially qualified, every function, authority and responsibility vested by this code in a particular officer is delegable, subject to the City’s personnel system. Any act performed by a person or body without actual authority at the time may be ratified;” and:

WHEREAS, the City enters into many contracts that are not required to be individually approved by the City Council due to the type of contract or its dollar amount, pursuant to section 7.06.260 of the Spokane Municipal Code; and

WHEREAS, the number of minor contracts which are of a routine nature has grown exponentially in recent years, creating lengthy delays in their processing and inefficient use of the City Administrator’s time in their execution; and

WHEREAS, it would be more efficient for the City’s division directors and department heads to be given signature authority for certain documents; --

NOW, THEREFORE, I, Lisa Brown, Mayor, do hereby order and direct that I hereby delegate my signature authority for minor contracts as follows:

- I. For this Executive Order, signature authority as *Division Director* shall be the directors of the administrative divisions listed in Spokane Municipal Code 03.01B.010.
- II. For this Executive Order, the following positions shall also have the signature authority of *Division Director*:
 - Chief Information and Technology Officer
 - City Attorney and Assistant City Attorney in the absence of the City Attorney
 - Deputy City Administrator
 - Director of Human Resources
 - Spokane Fire Chief and Assistant Fire Chief in the absence of the Fire Chief
 - Director of Spokane United 911 Network
- III. For this Executive Order, signature authority as *Department Head* shall be the administrative heads of each administrative department listed in Spokane Municipal Code 03.01B.011.

- IV. For this Executive Order, the person in charge of the Office of Performance Management shall have the signature authority of *Department Head*.
- V. For this Executive Order, the Director of Grants Management is responsible for approving all grant acceptances and minor contracts involving grant funds.
- VI. The Signature Authority for minor contracts is as follows:

<u>DESCRIPTION</u>	<u>SIGNATURE AUTHORITY</u>
Real Estate Documents – Leases, Use Agreements, and Covenants	Division Director
Real Estate Documents – Deeds and Easements	City Administrator
U.S. Department of Housing and Urban Development documents	City Administrator
Contracts \$0 - \$3,000	Voucher
Contracts \$3,001 - \$10,000	Department Head
Contracts \$10,001 – Minor Contract Threshold	Division Director
Extensions – No Cost	Department Head
Amendments / Change Orders / Addenda up to 10% of the original contract amount not to exceed \$100,000 (associated with agenda sheet)	Division Director
Amendments / Change Orders / Addenda (\$ changes) not to exceed Minor Contract Threshold	Division Director
Public Works / Public Works Maintenance \$5,001 - \$10,000	Department Head
Public Works / Public Works Maintenance \$10,001 – Minor Contract Threshold	Division Director
Public Works Division Change Orders covered by City Policy 5200-08-01	No Change
Amendments – No Cost	Department Head
Assignments	Department Head
Final Acceptances	Division Director
Software / Hardware Maintenance Contracts to \$10,000	Purchase Order

- VII. Except as provided above, this signature delegation authority may not be subdelegated. In the absence of the appropriate department head, the appropriate Division Director or City Administrator may execute contracts to expedite document processing. In the absence of the appropriate Division Director, the City Administrator may execute contracts to expedite document processing.
- VIII. Failure to comply with the signature authority requirements provided under this order may result in signature delegation authority being withdrawn or disciplinary action as appropriate.

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, family status, genetic information, veteran/military status, or disability status.

Amendment
Payroll Manger 117
Announcement as of September 10th, 2026

The above titled announcement is hereby amended to read:

The closing date is October 12th, 2026, at 4:00 p.m.

Training and Experience Examination instructions and form will be emailed to qualified applicants according to the dates as listed below.

- Applicants who apply and meet the minimum qualifications between **August 31st, 2026, and September 14th, 2026, will test Thursday, September 17th, 2026, through Monday, September 21st, 2026.**
- Applicants who apply and meet the minimum qualifications between **September 15th, 2026, and October 12th, 2026, will test Thursday, October 15th, 2026, through Monday, October 19th, 2026.**

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

Amendment
Certified Boiler Inspector 305
Announcement as of September 9th, 2026

The above titled announcement is hereby amended to read:

The closing date is December 28th, 2026, at 4:00 p.m.

Senior Budget Analyst SPN 127
Promotional

Date Open: September 14th, 2026

Date Closed: September 21st, 2026

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

Class Summary:

Develops, prepares, and coordinates the municipal budgetary process.

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.

- Leads portions of the budget process for the City and/or the departments; provides procedures, requirements, instructions, and schedules for budget input and preparation; directs and implements modifications to budget and financial systems. Consults with the department or division head, legal counsel, or outside subject matter experts for areas of uncertainty.
- Trains and directs the technical and functional work of subordinate staff; assists in establishing work priorities and monitoring work product.
- Develops portions of the City's budget, including revenue projections; reviews budget change requests for completeness, accuracy, and compliance with budget principles and guidelines established by elected officials; participates in planning, organizing, and communicating budget deadlines; prepares and ensures accuracy of budget reports presented; implements the budget into the various City financial and human resources systems.
- Coordinates the development of the City's Capital Improvement Program (CIP) budget; ensures capital improvement budgets are incorporated into the budget; directs preparation and ensures accuracy of CIP reports presented.
- Develops iterative budget publications for use by City staff, officials, the community, and organizations.
- Oversees the system management of positions, including assisting departments with staffing proposals as needed, and maintaining appropriate system controls and reviews upon approval of positions by City Council; performs various personnel management tasks such as reviewing and approving requisitions and updating pay plans.
- Analyzes and produces complex reports, such as multi-year budget forecasts, for use by elected officials, City management, boards, commissions, and other government entities; collaborates with City management and elected officials to determine reporting needs for operating and capital budgets.
- Administers the budget development software, ensuring users, data, and reports are updated and working as expected; assists in updates, upgrades, and user acceptance testing.
- Prepares and provides training material related to the CIP and budget processes, as well as the software used for budget development.
- Oversees budget transfers requested throughout the budget year and prepares supplemental budget ordinances.
- Prepares and performs public presentations; provides oral briefings, recommendations, and progress reports to City management and elected officials.
- Coordinates the preparation of indirect cost allocation plans and establishment of allocation rates; reviews work of contracted plan preparer for completeness, accuracy, and compliance with cognizant federal agency.
- Advises and participates in the development and analysis of costs associated with proposals made in the collective bargaining process.
- Provides general budget consulting services to City departments, converting technical budget information into operational terms for City officials and staff; interprets and provides guidance to departmental personnel related to application of established budget principles and guidelines.
- Administers the City's investment and debt portfolios in compliance with the law and City policy often meeting with bond counsel and advisors.
- Performs complex budget analysis and conducts related studies to identify efficiency and cost savings; prepares reports of such activity including recommendations for action.
- Performs related work as required.

Minimum Qualifications:**Promotional Requirements:**

- *Experience:* Two years of experience with the City as a Budget Analyst (SPN 128).

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.

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

Examination Details:

Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will consist of a Training and Experience Evaluation (T&E).

A Training and Experience Evaluation (T&E) is a written test where the applicant answers structured questions based on their previous experience and training or education. Please view this video for tips to help you fill out the T&E.

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

Training and Experience Examination instructions and links will be emailed to qualified applicants on September 30th, 2026. The testing window is October 1st, 2026 – October 5th, 2026.

Please note: The email will come from **City of Spokane** (info@governmentjobs.com).

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

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

To Apply:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of September 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

**Refuse Collector II SPN 550
Promotional****Date Open:** September 14th, 2026**Date Closed:** September 28th, 2026**Salary:** \$50,132.88 annual salary, payable bi-weekly, to a maximum of \$78,884.64**Class Summary:**

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

Examples of Job Functions:

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

Minimum Qualifications:**Shortage Recruitment:**

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

Lift Requirement:

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

Examination Details:

Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will be conducted in person and will consist of multiple-choice questions.

Possible subjects covered in the examination:

- Driving Knowledge
- City Street Knowledge
- Safety & First Aid
- Refuse Procedures
- Interpersonal Skills

Important Details:

- Test Date: Thursday, October 1st, 2026
- Test Time: 2:00 p.m.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 1.5 Hours

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

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

To Apply:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of September 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Behavioral Health Paramedic SPN 934

Open Entry

Date Open: September 14th, 2026**Date Closed:** September 28th, 2026**Salary:** \$68,945.76 annual salary, payable bi-weekly, to a maximum of \$88,823.52**Class Summary:**

Provides basic and advanced emergency medical treatment and assistance from the Behavioral Response Unit (BRU) to people experiencing mental health and substance use crises.

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.

- Assesses patient conditions by conducting systematic physical examinations to determine the extent of illness or injury.
- Determines treatment methods and priorities for care according to established protocols.
- Performs pre-hospital medical procedures including resuscitation; intubation; administration of medications or fluids by intravenous, intraosseous, intramuscular, sublingual, and oral (PO) routes; and other stabilizing treatment within their scope of practice.
- Evaluates, treats, and monitors patients by using complex and specialized medical equipment including defibrillators, EKG monitors, blood analyzers, breathalyzers, and oxygen and suction devices.
- Calculates patient medication doses considering factors such as potential interaction with other medications, patient weight, dose prescribed by written protocols, and method of delivery.
- Obtains and records patient information including vital statistics, relevant social and medical history, and personal details.
- Observes, records, and reports to hospital or medical provider the patient's condition or injury, treatment provided, and reactions to drugs or treatment.
- Communicates with patients, behavioral health professionals, and others to obtain and provide information and reassurance.
- Cleans, services, and maintains emergency equipment including blood analyzers, specialized kits and bags, splints, oxygen delivery system, and monitoring equipment. Cleans and maintains the emergency response vehicle.
- Secures patients into ambulances and monitors conditions en route to hospital while providing continuous medical care, treatment, and stabilization.
- Ensures proper disposal of biohazard materials.
- Replaces used intravenous needles, solutions, linens, blankets, and other expendable supplies.
- Maintains inventory and control of authorized medications in accordance with policy.
- Lifts and moves patients for treatment and transportation to medical facilities.
- Represents the Spokane Fire Department and Integrated Medical Services at professional conferences, in the media, and on video as directed.
- Drives the Behavioral Response Unit to and from behavioral health incidents.
- Consults with behavioral health professionals to determine appropriate courses of treatment and action.
- Performs related work as required or directed.

Minimum Qualifications:**Open-Entry Requirements:**

- *Education:* High school diploma or equivalent.
- *Experience:* No prior experience is required.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Licenses and Certifications:

- Must possess a Washington State Paramedic license within 3 months of employment. Once obtained, it must be maintained throughout employment.
- Must possess a valid driver's license throughout employment.

Background Investigation:

- All applicants are subject to a thorough background investigation prior to employment.

Examination Details:

Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will consist of a **Training and Experience Evaluation (T&E)**.

A Training and Experience Evaluation (T&E) is a written test where the applicant answers structured questions based on their previous experience and training or education. Please view this video for tips to help you fill out the T&E.

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

Training and Experience Examination instructions and links will be emailed to qualified applicants on September 30th, 2026. The testing window is October 1st, 2026 – October 5th, 2026.

Please note: The email will come from **City of Spokane** (info@governmentjobs.com).

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

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of September 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

**CSO Basin 34 (I-90) Stormwater Mitigation/Separation Facility
Engineering Services File No. 2018052**

*****Please note: As of July 2026, bid delivery day and time has been moved to Tuesdays at 10:00 a.m. to 11:00 a.m. followed by the bid opening at 11:15 a.m.*****

This project consists of the construction of a diversion structure, stormwater lift station, 4 Modular Wetland stormwater treatment systems, 4 type 2 deep drywells, 5 catch basins, associated site piping including approximately 200 total linear feet of stormwater forcemain pipe and appurtenances including a valve vault, 380 linear feet of stormwater pipe of varying sizes, 250 square yards of HMA pavement, 123 linear feet of sidewalk and driveways, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until **11:00 a.m. September 29th, 2026**, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between 10:00 a.m. and 11:00 a.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

Bid delivery 10:00 a.m. to 11:00 a.m.:
Construction Management Office
998 East North Foothills Drive
Spokane, WA 99208

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

The bids will be publicly opened and read at 11:15 a.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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

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

Cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such

contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

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

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

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

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located at <https://my.spokanecity.org/business/bid-and-design/project-forms/>. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: September 9 and 16, 2026

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #6617-26
Ecology GROSS Grant Regional Stormwater Education – Phase 2
Champaign Implementation

City of Spokane Wastewater Department

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

Bid Submittal: Bids must be submitted electronically through the City of Spokane's online procurement system portal until **11:00 a.m. on TUESDAY September 21st, 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, ProcureWare. 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 11:15 a.m. on **TUESDAY September 21st, 2026**. For the link to attend virtually, visit the City's Purchasing website. 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: September 9 and 16, 2026

**GENERAL REPAIR AND MAINTENANCE OF
LIGHT DUTY VEHICLES AND EQUIPMENT
RFP #6622-26**

City of Spokane Fleet Services Department

Description: The City of Spokane, through its Fleet Services Department, is initiating this Request for Proposals (RFP) to solicit proposals from shops interested in providing maintenance and repair services for the City's fleet of light duty vehicles and equipment.

Bid Opening: Sealed electronic responses will be accepted until **Tuesday, September 29, 2026 at 11:00am**. Responses will be publicly acknowledged at 11:15am. 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.

To view this solicitation, access Plans and Specifications, and submit a proposal, you must first register in the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Thea Prince
Purchasing Department

Publish: September 9 and 16, 2026
