



Official Gazette

City of Spokane, Washington

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

Volume 116

September 23, 2026

Issue 38



Mayor and City Council

Mayor Lisa Brown

Council President Betsy Wilkerson

Council Members:

Michael Cathcart (District 1)

Paul Dillon (District 2)

Sarah Dixit (District 1)

Kitty Klitzke (District 3)

Kate Telis (District 2)

Zack Zappone (District 3)

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Minutes

NOTICE**AGENDA REVIEW****MEETING MINUTES OF SPOKANE CITY COUNCIL****Tuesday August 25, 2026**

The minutes for the Tuesday August 25, 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 30, 2026, issue of the *Official Gazette*.

NOTICE**LEGISLATIVE SESSION****MEETING MINUTES OF SPOKANE CITY COUNCIL****Wednesday August 26, 2026**

The minutes for the Wednesday August 26, 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 30, 2026, issue of the *Official Gazette*.

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 30, 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 30, 2026, issue of the *Official Gazette*.

NOTICE**AGENDA REVIEW****MEETING MINUTES OF SPOKANE CITY COUNCIL****Tuesday September 15, 2026**

The minutes for the Tuesday September 15, 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 30, 2026, issue of the *Official Gazette*.

**NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 16, 2026**

The minutes for the Wednesday September 16, 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 30, 2026, issue of the *Official Gazette*.

MINUTES OF SPOKANE CITY COUNCIL

Tuesday, August 18 , 2026

AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 11:03 a.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

Roll Call

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

City Administrator Alex Scott; Legislative Assistant Jackson Deese; City Council Policy Advisor Chris Wright; and City Clerk Giacobbe Byrd were also present for the meeting.

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

BRIEFING ON AGENDA ITEMS

New Legislative Item:

- RES 2026-0060 (Ratifying Mayor's Declaration of Emergency) – **Chris Wright**
- OPR 2026-0652 (Consulting Agreement) – **Libby Schoedel**

Hearing Items

- ORD C36893 - Vacation of Rebecca Street - **Eldon Brown**

Proposed Items

The City Council received a briefing on the following agenda item(s), and Council inquiry and comment was held, with response by staff:

- ORD C36922 (Cooling, Heating Weatherization Services) – **Adam McDaniel**

Pending Items

The City Council received a briefing on the following agenda item(s), and Council inquiry and comment was held, with response by staff:

- OPR 2025-0681 (Dowl Contract / Pacific Greenway) - **Jonathan Adams**
- ORD C36916 (Overlay zone – Beard Addition) – **Melissa Owen**
- RES 2026-0056 (Development agreement for Excelsior) – **Spencer Gardner**
- RES 2026-0059 (Transfer of Council Funds) – **Chris Wright**

Final Items

The City Council received a briefing on the following agenda item(s), and Council inquiry and comment was held, with response by staff:

- ORD C36913 – PSAP Salary Ranges – **Allison Adam**
- OPRs 2026-0559, 0060, and 0561 (ICM consultant contracts) – **Kevin Picanco**

CONSIDERATION OF AMENDMENTS, ADDITIONS, AND DEFERRAL REQUESTS

Hearing Items

ORD C36893 (Vacation of Rebecca Street) – (Council Sponsors: Council Member Dillon)

Motion by Council Member Cathcart, seconded by Council Member Klitzke **to suspend** Council rules. Clarification that no rules suspension is needed. **Motion** by Council Member Zappone, seconded by Council Member Dixit **to adopt** Dixit Amendment to ORD C36893 (Vacation of Rebecca Street) while retaining the item's current hearing date of August 26. **Carried 7-0.**

Proposed items

ORD C36921 (Streamlining financial funds) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Dillon, seconded by Council Member Telis **to defer** ORD C36893 to the September 2 Proposed agenda. **Carried 7-0.**

Pending Items

RES 2026-0058 (Council Operations Guide) **Motion** by Council Member Klitzke, seconded by Council Member Telis **to defer** RES 2026-0058 (Council Operations Guide) to the September 16 Pending agenda. **Carried 7-0**

RES 2026-0063 (Commerce Wildfire Housing Assistance Fund) **Motion** by Council Member Klitzke, seconded by Council Member Zappone **to suspend and add** RES 2026-0063 to the August 19 Pending agenda. **Carried 7-0**

Final Items

ORD C36913 (SBO, PSAP Salary Ranges) **Motion** by Council Member Klitzke, seconded by Council Member Telis **to suspend and adopt** the Klitzke Amendment No. 2 to ORD C36913. **Carried 7-0.**

RES 2026-0060 (Emergency Order Ratification) **Motion** by Council Member Cathcart, seconded by Council Member Dillon **to adopt** the Cathcart Amendment to RES 2026-0060. **Carried 6-1 (Council President Wilkerson voting “no”).**

OPR 2026-0652 (Consulting Agreement) **Motion** by Council Member Klitzke, seconded by Council Member Dillon **to suspend and add** OPR 2026-0652 to the Pending agenda for August 19 and the Final agenda for August 26. **Carried 7-0.**

OPR 2026-0651 (Consultant Agreement with Kimley-Horn and Associates, Inc.) **Motion** by Council Member Zappone **to defer** OPR 2026-0651 indefinitely. Motion failed for lack of a second.

Action to Approve Agenda

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

Motion by Council Member Telis, seconded by Council Member Klitzke, **to approve** the August, 19, 2026, Council Legislative Agenda, as modified; **carried 7-0**.

Council Recess/Executive Session

1. Pending/Potential Litigation - Mike Piccolo/Alex Scott
2. Acquisition of Real Estate - Mike Piccolo/Alex Scott

ADJOURNMENT

Meeting adjourned by Council President Wilkerson at 12:14 p.m. The next Regular Legislative Session took place on August 19, 2026.

STANDING COMMITTEE MINUTES

City of Spokane

Public Infrastructure, Environment & Sustainability Committee

City Council Chambers

September 8, 2026

Call to Order: 1:19 p.m.

Recording of the meeting may be viewed here: <https://vimeo.com/1225065432?fl=pl&fe=sh>

Attendance

Committee Members Present: Betsy Wilkerson (arrived 1:21 PM), Kitty Klitzke, Michael Cathcart, Kate Telis, Sarah Dixit

Absent: Paul Dillon, Zack Zappone

Executive Session

None

Public Comment

None

Discussion Items

1. TRANSPORTATION AND SUSTAINABILITY MONTHLY DIRECTOR'S REPORT- JON SNYDER (10 minutes)
 - **No action taken, Presentation Only**
2. ADOPTING TBD BUDGET ALLOCATIONS & PROJECTS - JON SNYDER (5 minutes)
 - **No action taken, Presentation Only**
3. TUBE TRAFFIC COUNTS - QUALITY COUNTS - CLINT HARRIS (5 minutes)
 - **No action taken, Presentation Only**
4. TUBE TRAFFIC COUNTS - IDAX - CLINT HARRIS (5 minutes)
 - **No action taken, Presentation Only**
5. 5.CWIFP BOND ORDINANCE - REINER HERSHAW (5 minutes)

- **No action taken, Presentation Only**
6. SPECIAL BUDGET ORDINANCE - NORTHSIDE LANDFILL FIRE DAMAGE REPAIRS - TRACE BRADBURN (5 minutes)
 - **No action taken, Presentation Only**
 7. STORMWATER PROTECTION MATERIALS EMERGENCY PURCHASE - RAYLENE GENNETT (5 minutes)
 - **No action taken, Presentation Only**
 8. PRE-PURCHASE OF KENWORTH T300 TAPPING TRUCK FOR THE WATER DEPARMENT - RICK GIDDINGS (5 minutes)
 - **No action taken, Presentation Only**
 9. JOINT RESOLUTION AUTHORIZING PURCHASE OF PROPERTY BY SPOKANE AIRPORT - ROB SCHULTZ (5 minutes)
 - **No action taken, Presentation Only**
 10. JOINT RESOLUTION AUTHORIZING PURCHASE OF PROPERTY BY SPOKANE AIRPORT - ROB SCHULTZ (5 minutes)
 - **No action taken, Presentation Only**
 11. COMMUNICATIONS & COMMUNITY ENGAGEMENT QUARTERLY DIRECTOR'S REPORT - LISA GARDNER (10 minutes)
 - **No action taken, Presentation Only**
 12. COUNCIL STAFF, BOARD & COMMISSION UPDATES - KITTY KLITZKE (10 minutes)
 - **No action taken, Presentation Only**

Consent Items

1. SNOW AND ICE MITIGATION CONTROL AGREEMENT - WSDOT (STREET)
2. VALUE BLANKET FOR CONCRETE MIX (STREET)
3. AMEND DUCTILE IRON SERVICE SADDLES VALUE BLANKET (WATER & HYDROELECTRIC SERVICES)
4. MCGARD FIRE HYDRANT LOCKS AND WRENCHES - VALUE BLANKET (WATER & HYDROELECTRIC SERVICES)
5. 4320 CONTRACT SHAMROCK PAVING, INC. (WASTEWATER MANAGEMENT)
6. PAVING SERVICES CONTRACT AMENDMENT (WATER & HYDROELECTRIC SERVICES)
7. CONTRACT FOR FABRIC FILTER BAG CHANGEOUT SERVICES (SOLID WASTE DISPOSAL)
8. CONTRACT RENEWAL FOR TRANSPORTATION OF LANDFILL TOPSOIL (SOLID WASTE DISPOSAL)
9. CONTRACT FOR EMERGENCY LANDFILL EROSION STABILIZATION AND RESEEDING SERVICES (SOLID WASTE DISPOSAL)
10. CONTRACT AWARD FOR AS-NEEDED MECHANICAL REPAIRS (SOLID WASTE DISPOSAL)

Adjournment

The meeting adjourned at 2:16 PM

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

STREET CLOSURE NOTIFICATION
2023123 – Bridge Deck Repair Bundle Greene St., Freya St., Havana St.

Havana Street from East Broadway Avenue to East Boone Avenue will be closed September 21, 2026, through October 17, 2026.

Greene Street Northbound from East Marshall Avenue to East Carlisle Avenue will be closed September 21, 2026, through November 4, 2026.

Detour signs will be in place.

Publish: September 23, 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. C36921

An ordinance modernizing and streamlining City of Spokane financial funds; repealing Sections 04.31.060, 04.31C.060, and Chapter 07.08; adopting a new Chapter 07.08A; and amending Section 13.04.020 of the Spokane Municipal Code.

WHEREAS, Chapter 07.08 of the Spokane Municipal Code currently includes specific funds that are no longer active or unnecessarily codified; and

WHEREAS, the City receives and manages funds that currently should be codified but are not; and

WHEREAS, the Administration recommends modernizing and streamlining the exit municipal code and updating references within the code;

NOW, THEREFORE, the City of Spokane does ordain

Section 1. That Chapter 07.08 of the Spokane Municipal Code is hereby repealed.

Section 2. That Section 04.31.060 of the Spokane Municipal Code is hereby repealed.

Section 3. That Section 04.31C.060 of the Spokane Municipal Code is hereby repealed.

Section 4. That there is adopted a new Chapter 07.08A of the Spokane Municipal Code to read as follows:

Chapter 07.08A Funds**Article I General Fund**

- 07.08A.100 General Fund
- 07.08A.110 General Fund Reserves

Article II Special Revenue Funds

- 07.08A.200 Special Revenue Funds Defined
- 07.08A.201 American Rescue Plan Fund
- 07.08A.202 BuildSpokane Fund
- 07.08A.203 Cannabis Excise Tax Fund
- 07.08A.204 Code Enforcement Fund
- 07.08A.205 Community Development Funds
- 07.08A.206 Community Safety Fund
- 07.08A.207 Criminal Justice Assistance Fund
- 07.08A.208 Domestic Violence Prevention Fund
- 07.08A.209 Emergency Rental Assistance Fund
- 07.08A.210 Fire/Emergency Medical Services Fund
- 07.08A.211 Forfeitures and Contributions Fund
- 07.08A.212 HEART Fund
- 07.08A.213 Historic Preservation Incentives Fund
- 07.08A.214 Home Entitlement Program Fund
- 07.08A.215 Hotel/Motel Tax Fund
- 07.08A.216 Legal Services and Relocation Fund
- 07.08A.217 Parking System Fund
- 07.08A.218 Paths and Trails Fund
- 07.08A.219 Pension Contributions Fund
- 07.08A.220 Public Art Project Fund
- 07.08A.221 Public Safety Personnel and Crime Reduction Fund
- 07.08A.222 Real Estate Excise Tax Funds
- 07.08A.223 Residential Rental Property Eviction Prevention and Mitigation Fund
- 07.08A.224 Spokane Parks and Recreation Fund (Park Fund)
- 07.08A.225 Spokane Parks and Recreation Capital Projects Fund (Parks Capital Projects Fund)
- 07.08A.226 Spokane Public Library Fund (Library Fund)
- 07.08A.227 Spokane Safe Streets Fund
- 07.08A.228 Spokane United 911 Network Fund
- 07.08A.229 Street Operations and Maintenance Fund
- 07.08A.230 Transportation Benefit District Fund

Article III Capital Project Funds

- 07.08A.300 Capital Projects Funds
- 07.08A.310 Arterial Street Fund

Article IV Debt Service Funds

- 07.08A.400 Debt Service Funds Defined
- 07.08A.410 General Obligation Bond Redemption Fund
- 07.08A.420 Iron Bridge TIF Debt Service Fund
- 07.08A.430 Special Assessment Debt Fund
- 07.08A.440 Special Assessment Guaranty Fund
- 07.08A.450 University District LRF Fund

Article V Enterprise Funds

- 07.08A.500 Enterprise Funds Defined
- 07.08A.510 Development Services Fund

- 07.08A.520 Golf Fund
- 07.08A.530 Integrated Capital Management Fund
- 07.08A.540 Solid Waste Fund
- 07.08A.550 Water-Wastewater Fund
- 07.08A.560 Water-Wastewater Revenue Bond Fund

Article VI Internal Service Funds

- 07.08A.600 Internal Service Funds Defined

Article VII Fiduciary Funds

- 07.08A.700 Fiduciary Funds Defined
- 07.08A.710 Employees' Retirement Fund
- 07.08A.720 Firemen's Pension Fund
- 07.08A.730 Parking and Business Improvement Area Funds
- 07.08A.740 Police Relief and Pension Fund

Article I. General Fund

Section 07.08A.100 General Fund

There is established a "General Fund" into which all sums of money collected by the City for any purpose whatsoever shall be deposited unless otherwise provided by ordinance directing the deposit into some specific fund other than the General Fund.

Section 07.08A.110 General Fund Reserves

- A. There is established within the General Fund a Revenue Stabilization Account, which shall consist of a specific portion of the unappropriated General Fund balance as determined by this section and which shall be used for the revenue stabilization for future City operations and to fund ordinary and ongoing City activities that would otherwise be reduced in scope, suspended, or eliminated due to unanticipated shortfalls in General Fund revenues. The Revenue Stabilization Account and other dedicated reserve accounts listed in this section shall be funded as follows.
1. At the conclusion of each and every fiscal year, that year's positive General Fund variance, net of unrealized gains/losses, shall be automatically transferred into the dedicated reserve accounts in the following order until such time as the dedicated reserve accounts are funded to the targeted funding level as listed in this section:
 - a. Contingency reserve account;
 - b. Revenue stabilization account;
 - c. Strategic reserve account.
 2. Additional funds may be added to the Revenue Stabilization Account during the ensuing fiscal year when approved by the City Council.
 3. The targeted funding level for the Revenue Stabilization Account shall initially be three and one-half percent (3.5%) of current-year budgeted General Fund revenues.
 - a. Annually during each budget cycle, the Chief Financial Officer, or designee, shall report to the City Council on the Revenue Stabilization Account, including current and proposed future funding levels consistent with revenue growth projected in the City's long-term General Fund financial forecast and a discussion of investment activity within the account for the period and investment planning in place for future periods. This annual report shall also include analysis and consideration of the proper targeted funding level going forward in relation to changing conditions and prudent fiscal practices.
 - b. Disbursements from the Revenue Stabilization Account may be made to mitigate a General Fund revenue shortfall deemed by the City Council, in consultation with the Chief Financial Officer or designee, to meet the following criteria:

- i. The revenue shortfall results from revenue collections considered to be materially short of the amount budgeted, or the revenue shortfall results from projected baseline (existing) budgeted revenues for any ensuing year increasing by less than the assumed long-term revenue growth rate in the City's six-year General Fund projection for the immediate year; and
 - ii. The revenue shortfall is expected to persist through the end of the fiscal year; and
 - iii. The revenue shortfall is reasonably expected to persist for a period no longer than three (3) years. A revenue shortfall expected to persist beyond three (3) years shall be directly addressed in the current annual budget process through long-term budget measures.
 - c. Disbursements from the Revenue Stabilization Account may include amounts budgeted in the General Fund to supplement revenue shortfalls that occur in other City funds.
 - d. Appropriation from the Revenue Stabilization Account is by the standard special budget ordinance procedure.
- C. There is established within the General Fund a Contingency Reserve Account, which shall consist of a specific portion of the unappropriated General Fund balance.
 1. Annual allocations to the Contingency Reserve Account shall be in accordance with this section.
 2. Additional funds may be added to the Contingency Reserve Account in such amounts and at such additional times during the ensuing fiscal year when approved by the City Council.
 3. The targeted funding level within the Contingency Reserve Account shall be ten percent (10%) of current-year budgeted General Fund expenditures.

During each budget cycle, the Chief Financial Officer, or designee, shall report to the City Council on the Contingency Reserve Account, including current and estimated future funding levels consistent with the City's long-term General Fund financial forecast. This annual report shall include analysis and consideration of the proper targeted funding level in relation to changing conditions and prudent fiscal practices.
 4. Disbursements from the Contingency Reserve Account are for the purpose of meeting extraordinary expenditures as deemed by the City Council, in consultation with the Chief Financial Officer or designee, to meet the following criteria:
 - a. Unforeseen circumstances arising after the adoption of the annual budget that require an unavoidable and non-continuing allocation; or
 - b. Unforeseen emergency threatening the health and/or safety of city residents; or
 - c. Unanticipated non-continuing expenses are needed to fulfill an unfunded legislative mandate; or
 - d. Significant operating efficiencies can be achieved, resulting in clearly identified near-term and offsetting cost savings.
 5. Appropriation from the Contingency Reserve Account is by the standard special budget ordinance procedure.
- D. There is established within the General Fund a Strategic Reserve Account, which shall consist of a specific portion of the unappropriated General Fund balance.
 1. Annual allocations to the Strategic Reserve Account shall be in accordance with this section.
 2. Additional funds may be added to the Strategic Reserve Account during the year when approved by the City Council.
 3. The targeted funding level within the Strategic Reserve Account shall initially be 1% of current year budgeted general fund expenditures.
 4. Disbursements from the Strategic Reserve Account may be made for the following purposes.
 - a. To fund a strategic program or initiative in the areas of housing, environmental protection, innovation, or
 - b. Any other project, program, or initiative determined by City Council to be of strategic significance to the City or its people.
 5. Appropriation from the Strategic Reserve Account is by the standard special budget ordinance procedure, or funds may be appropriated as part of the annual budget process.

- E. During such time that the Revenue Stabilization, Contingency Reserve, and Strategic Reserve accounts are at the targeted funding levels, any unappropriated fund balance in ensuing years should first be used to pay for existing obligations rather than to fund new programs.
- F. The transfers required by this section shall be accomplished as part of the year-end closing process.
- G. The City recognizes the need to maintain a healthy reserve fund balance to have adequate cash availability and to maintain exemplary financial ratings.
 - 1. The City shall maintain a minimum General Fund Reserve balance of 25% of ongoing expenses in the General Fund. The General Fund minimum balance shall be defined as the dollar amount of unencumbered General Fund balance.
 - 2. This fund threshold shall include the aforementioned revenue Stabilization, Contingency, and Strategic Reserve funds and subsequent mentioned tactical reserve balance.
 - 3. There is established within the General Fund reserve balance a tactical unassigned reserve balance, which shall consist of all General Fund reserve balances that exceed the aforementioned Contingency Reserve, Revenue Stabilization, and Strategic Reserve balances to be utilized for tactical unexpected expenditures.
- H. During year-end financial closing for the City, if the City falls below the minimum threshold identified in this section, the City must replenish the reserve fund balance by no less than 2% the following fiscal year and will continue each fiscal year to return the fund balance back to the aforementioned 25% reserve.
 - 1. 2% minimum replenishment shall be explicitly identified in the annual budget.
 - 2. The replenishment of funds to the 25% target must occur within five years or less.
 - 3. The replenishment fund schedule in this section can be paused (and extended) during times where the City has seen a decrease in General Fund sales tax revenue from prior year(s)
 - 4. If these thresholds are to go unmet or the replenishment schedule is to be paused, the City Council shall affirm such action by resolution no later than December 15 of each year.

Article II. Special Revenue Funds

Section 07.08A.200 Special Revenue Funds Defined

This article collects special revenue funds, which are used to account for the proceeds of specific revenue sources or to finance specified activities as required by law or regulation.

Section 07.08A.201 American Rescue Plan Fund

There is established a special revenue fund to be known as the "American Rescue Plan Fund," into which shall be deposited the City of Spokane's direct allocation of Local Fiscal Recovery Funds from the American Rescue Plan Act of 2021, for the purpose of supporting the local recovery efforts from the economic and health effects of the COVID-19 pandemic.

Section 07.08A.202 BuildSpokane Fund

A. There is established a special revenue fund to be known as the "BuildSpokane Fund" into which shall be deposited funds generated from the local sales and use tax for affordable housing and supportive services codified in Chapter 08.07B SMC.

B. The funds shall be used consistent with the provisions of Chapter 08.07B SMC and RCW 82.14.540

Section 07.08A.203 Cannabis Excise Tax Fund

A. There is established a special revenue fund entitled the "Cannabis Excise Tax Fund" into which shall be paid all funds received by the City of Spokane pursuant to RCW 69.50.540.

- B. As provided in the annual budget, the "Cannabis Excise Tax Fund" is appropriated as follows:
 - 1. No less than \$500,000 shall be appropriated on an annual basis to the general fund for support of the Spokane Police Department; and
 - 2. The balance of the Cannabis Excise Tax Fund shall be appropriated to provide for drug abuse prevention, education and general drug enforcement.
- C. The City Council may also provide for additional revenues to be paid into the Cannabis Excise Tax Fund from time to time from any available funds of the City.

Section 07.08A.204 Code Enforcement Fund

- A. There is established a special revenue fund entitled Code Enforcement Fund into which shall be paid all revenues derived from code enforcement operations.
- B. The Code Enforcement Fund is appropriated to salaries and wages, maintenance and operations, debt service, and capital improvements. The City Council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City.
- C. Seventy percent (70%) of all business registration fees received by the City that include at least one registration for a residential rental unit, including any annual per residential rental unit fees, shall be appropriated to the Code Enforcement Fund. Funds received under this subsection shall be used exclusively to fund the City of Spokane Residential Rental Registry and the expenses related to the investigation, enforcement, and housing navigation services related to the state and municipal laws related to the habitability and safety of residential rental units and laws governing the relationships between landlords and tenants for properties located within the city of Spokane.

Section 07.08A.205 Community Development Funds

- A. There are established separate special revenue funds known as "Community Development Funds" as may be required for the proper administration of Community Development Block Grant (CDBG) moneys.
- B. The Community Development Funds shall be used exclusively for the execution and operation of Community Development Block Grant (CDBG) projects and programs as allowed under the U.S. Department of Housing and Urban Development (HUD).

Section 07.08A.206 Community Safety Fund

- A. There is established a special revenue fund known as the "Community Safety Fund" into which shall be deposited all funds received from the increase in the sales and use tax approved by the City of Spokane electorate and provided by RCW 82.14.450 for the enhancement of community safety functions and operations pursuant to Resolution 2024-0067.
- B. The retail purchase of food, prescription drugs, motor vehicles, and all other sales and use tax exemptions adopted in state law shall also be exempted from the community safety sales and use tax provided by RCW 82.14.450.
- C. The collection of the additional sales and use tax authorized by the City of Spokane electorate pursuant to Resolution 2024-0067 shall expire no later than December 31, 2035, unless the expiration date is extended by the City of Spokane electorate in a primary or general election.
- D. Should the increase in the sales and use tax provided by RCW 82.14.450 not be approved by the City of Spokane electorate, then this section is automatically repealed.

Section 07.08A.207 Criminal Justice Assistance Fund

- A. There is established a special revenue fund known as the "Criminal Justice Assistance Fund," into which shall be deposited revenue received by the City from the State of Washington pursuant to chapter 1, Laws of 1990, 2nd ex. sess., as amended (RCW 82.14.300 et seq.).
- B. Revenue to the fund shall only be expended for purposes allowed by RCW 82.14.320 and RCW 82.14.330.

Section 07.08A.208 Domestic Violence Prevention Fund

There is established a special revenue fund to be known as the "Domestic Violence Prevention Fund" into which shall be deposited funds generated from the penalty assessments issued pursuant to RCW 10.99.080, as well as other available funds. The fund will be used consistent with the provisions of RCW 10.99.080(2), which includes establishing and funding domestic violence advocacy and domestic violence prevention and prosecution programs.

Section 07.08A.209 Emergency Rental Assistance Fund

- A. There is established a special revenue fund to be known as the "Emergency Rental Assistance Fund" into which shall be deposited funds generated from the U.S. Department of Treasury Emergency Rental Assistance Program established by federal law under Section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (December 27, 2020) (the "Act") as well as other state and federal sources.
- B. The Emergency Rental Assistance Fund shall be used consistent with the provisions of the Act as currently adopted or as may be subsequently amended, which includes assisting existing or newly created rental assistance programs to eligible households unable to pay rent and utilities due to the COVID-19 pandemic, which shall include utility and home energy costs.

Section 07.08A.210 Fire/Emergency Medical Services (Fire/EMS) Fund

- A. There is established a special revenue fund known as the "Fire/Emergency Medical Services Fund (Fire/EMS Fund)" into which shall be deposited all tax levy funds received from the levying of property taxes for the purpose of providing emergency medical services pursuant to RCW 84.52.069 and Ordinance C28511.
- B. The Fire/EMS Fund may be accumulated or expended only for purposes included in RCW 84.52.069.

Section 07.08A.211 Forfeitures and Contributions Fund

- A. There is established a special revenue fund to be known as the "Forfeitures and Contributions Fund" into which will be placed moneys that are received from drug investigations, donations made to the Spokane Police Department, and auction proceeds to the Property Evidence Facility.
- B. Moneys in the fund shall only be expended for purposes prescribed by state law and SMC Chapter 08.19.

Section 07.08A.212 HEART Fund

- A. There is established a special revenue fund to be known as the "HEART Fund" into which shall be deposited funds generated from the 0.1.% local sales and use tax for affordable housing and supportive services codified in Chapter 08.07C SMC.
- B. The funds shall be used consistent with the provisions of Chapter 08.07C SMC and RCW 82.14.530.

Section 07.08A.213 Historic Preservation Incentives Fund

- A. There is established a special revenue fund to be known as the “Historic Preservation Incentives Fund” into which shall be deposited funds received by the City in payment for demolition permits.
- B. Money in this fund shall be disbursed on the recommendation of the City’s Historic Preservation Officer, and pursuant to an historic preservation incentive program established by the Spokane City/County Historic Landmarks Commission and approved by the City Council by ordinance.

Section 07.08A.214 HOME Entitlement Program Fund

- A. There is established a special revenue fund known as the "HOME Entitlement Program Fund" into which all money received by the City under the U.S. Department of Housing and Urban Development HOME Grant Program shall be deposited.
- B. Money in this fund shall be disbursed under approved agreements in accordance with federal program regulations.

Section 07.08A.215 Hotel/Motel Tax Fund

- A. There is established a special revenue fund to be known as the “Hotel/Motel Tax Fund” into which shall be placed all moneys received from the transient accommodations tax levied by SMC 08.08.010.
- B. Moneys deposited into this fund may be accumulated or expended for purposes prescribed by RCW 67.28.

Section 07.08A.216 Legal Services, Habitability, and Relocation Fund

- A. There is established a special revenue fund entitled the “legal services, habitability, and relocation fund” into which shall be paid two percent of all revenue collected pursuant to [SMC 8.07C](#) each year for five calendar years (2023-2027) to seed the fund and then it shall thereafter be maintained with 100% proceeds from substandard housing enforcement actions and monetary sanctions collected from enforcement actions pursuant to [Chapter 10.57](#).
- B. As provided in the annual budget, the “legal services, habitability, and relocation fund” is appropriated to provide for legal services and relocation funds arising out of rental units that fall below standards of habitability, as established by [SMC 10.57.070](#), and to expand access to cooling, heating, and weatherization services that improve public health and safety and improve the habitability of the city’s housing stock. The city council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City.

Section 07.08A.217 Parking System Fund

- A. There is established a special revenue fund to be known as the “Parking System Fund.” All City parking revenue from on and off-street systems, miscellaneous parking fees, permits, etc., along with other sums appropriated in the budget from the General Fund, shall be deposited into the fund upon receipt. One hundred percent (100%) of the total amount of the parking infraction revenue collected, less the expenditures of the Municipal Court parking violations program from the prior calendar year, shall be transferred from the General Fund to the Parking System Fund.
- B. Money deposited into the Parking System Fund shall be accumulated or expended to pay for operations and maintenance of the City of Spokane parking system, to include parking enforcement and collections, the parking violation system, and to maintain, improve, and enhance the customer environment in those areas where parking revenue is generated within the city.

- C. City Council priorities for expenditures from the Parking System Fund are parking system investments, parking environment improvements, administration, and safety and security of the parking system. For purposes of this section, “parking environment” shall mean all infrastructure in the public right-of-way that contributes to the interface between the resident, visitor, or worker and the built environment. This infrastructure includes, but is not limited to, parking stalls, payment systems, parking asset management, streetscapes (including landscaping and pedestrian lighting investments), street furniture, wayfinding systems, public safety, vehicle, bicycle, and pedestrian rights-of-way, public spaces, gateways and all other aspects of common areas, which contribute to the overall experience within the Paid Parking Zone.
- D. Any available funds in the Parking System Fund shall first be used to cover the debt service on Series 2005B LTGO bonds (Bonds) or any subsequent refinancing of these bonds. In the event the Bonds are refinanced and result in a reduction of remaining debt service, said reductions may be utilized for economic development purposes in the City subject to City Council Resolution.

Section 07.08A.218 Path and Trails Fund

There is established a special revenue fund to be known as the “Path and Trails Fund” to be used as a fund for the receipt of revenues for projects related to path and trail work, subject to the provisions of RCW 47.30.

Section 07.08A.219 Pension Contributions Fund

There is established a special revenue fund to be known as the “Pension Contributions Fund” to be used as a fund for the receipt of moneys designated by the state of Washington pursuant to RCW 41.16.050 and RCW 41.20.130 for taxes, fees, and other moneys dedicated for police and firefighter pensions. Amounts collected will be expended for pension contributions and transferred to the Firemen’s Pension Fund and the Police Relief and Pension Fund.

Section 07.08A.220 Public Art Project Fund

- A. There is created a fund to be known as the “Public Art Project Fund” into which all funds received by the City from such sources as federal and state grants, public or private contributions, transfers from other funds as may be directed by City Council under appropriate ordinances, or any other funds designated for use in carrying out the projects approved by the City Council pursuant to SMC 07.06.425 as recommended by the Spokane Arts Commission shall be deposited.
- B. The term “projects” as herein used does not include operating expenses of the Arts, Culture, and Historic Preservation Department, which are included as operating revenues and expenditures within the general fund.
- C. Funds deposited into the fund may be accumulated or expended for municipal purposes of furthering the visual arts and cultural development of the City.
- D. Moneys to be expended from this fund shall be appropriated in the regular City budget, and such moneys may either be directly disbursed or reimbursed to other funds upon proper and usual accounting by the chief financial officer.

Section 07.08A.221 Public Safety Personnel and Crime Reduction Fund

- A. There is established a special revenue fund known as the “Public Safety Personnel and Crime Reduction Fund” into which shall be deposited all tax levy funds received from the levying of property taxes for the purpose of hiring additional Spokane Police Department and Spokane Fire Department personnel and funding crime reduction programs.
- B. The “Public Safety Personnel and Crime Reduction Fund” may be accumulated or expended only for the following purposes:
1. Spokane Police Department personnel;
 2. Spokane Fire Department personnel; and
 3. Crime reduction programs.

Section 07.08A.222 Real Estate Excise Tax Funds**A. Real Estate Excise Tax – First Quarter Percent – REET 1**

1. Under the authority of RCW 82.46.010(2) there is established a special revenue fund to be known as the “Real Estate Excise Tax 1 Fund” which shall be distinguished as “REET 1”, into which shall be placed all moneys received from the additional one-quarter of one percent excise tax on the sale of real property imposed by SMC 08.14.010(A).
2. Moneys in the Real Estate Excise Tax 1 Fund may be accumulated or expended for the purposes of providing funding for the maintenance of capital facilities and financing of capital projects as defined in RCW 82.46.010 and as specified in a Capital Facilities Plan element of the City of Spokane Comprehensive Plan.

B. Real Estate Excise Tax – Second Quarter Percent – REET 2

1. Under the authority of RCW 82.46.035(2) there is established a special revenue fund to be known as the “Real Estate Excise Tax 2 Fund” which shall be distinguished as “REET 2”, into which shall be placed all moneys received from the additional one-quarter of one percent excise tax on the sale of real property imposed by SMC 08.14.010(B).
2. Money in the Real Estate Excise Tax 2 Fund may be accumulated or expended for the purposes of financing capital projects as defined in RCW 82.46.035 and as specified in the Capital Facilities Plan element of the City of Spokane’s Comprehensive Plan developed under the Growth Management Act.

Section 07.08A.223 Residential Rental Property Eviction Prevention and Mitigation Fund

- A. There is established a special revenue fund entitled the “residential rental property eviction prevention and mitigation fund” into which shall be paid 10% of fees from business registrations that have at least one listed residential rental property.
- B. As provided in the adopted budget, the “residential rental property eviction prevention and mitigation fund” is appropriated to support the eviction prevention program authorized under SMC 10.57.210. The “residential rental property eviction prevention and mitigation fund may also provide for payment of repairs of residential rental properties that are damaged during a tenancy where a government or nonprofit operated program, that provides housing support to low income individuals, referred the tenant to the landlord or provided a portion of their rent or damage deposit, and where damage occurs through no fault of the landlord. as established by [SMC 10.57.080](#). The city council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City, including an initial investment of startup money.

Section 07.08A.224 Spokane Parks and Recreation Fund (Park Fund)

- A. There is established a special revenue fund to be known as the “Park Fund” into which shall be placed all revenues earned and moneys received from the operation of all Spokane Parks and Recreation facilities, all money budgeted, appropriated, or allocated thereto, and all gifts, devises, bequests of money or property, either real or personal, received by the Park Board from any source.
- B. The Park Fund shall be used exclusively for the payment of all costs incurred with respect to the operation of the park system.

Section 07.08A.225 Spokane Parks and Recreation Capital Projects Fund

- A. There is established a special revenue fund to be known as the “Parks Capital Projects Fund” and shall be used for capital purposes of the Spokane Parks and Recreation Division only.
- B. The money in the Parks Capital Projects Fund may be allowed to accumulate year to year until the City Council shall determine to expend the money in the fund for the purpose or purposes specified. Any money in said fund shall never be expended for any other purpose or purposes than those specified without an approving vote by a majority of the electors of the City at a general or special election voting on a proposal submitted to the electors to allow other specified uses to be made of said fund.

- C. An item for the Parks Capital Projects Fund may be included in the City's budget or estimate of amounts required to meet public expense for the ensuing year and a tax levy made within the limits and as authorized by law for said item; and said item and levy may be repeated from year to year until the amount required for the specified purpose or purposes has been raised or accumulated. Any money in said fund at the end of the fiscal year shall not lapse nor shall the same be a surplus available or which may be used for any other purpose or purposes than those specified, except as provided in subsection (B) of this section.

Section 07.08A.226 Spokane Public Library Fund (Library Fund)

- A. There is established a special revenue fund for the Spokane Public Library to be known as the "Library Fund" into which shall be placed all revenues earned and moneys received from the operation of all Spokane Public Library facilities, all money budgeted, appropriated, or allocated thereto, all funds generated from the sale of Spokane Public Library property, either real or personal, and all gifts, devises, bequests of money or property, either real or personal, received by the Spokane Public Library Board of Trustees from any source.
- B. The Library Fund shall be used exclusively for the payment of all costs incurred with respect to the operation of the Spokane Public Library, including capital outlay.

Section 07.08A.227 Spokane Safe Streets for All Fund

- A. Establishment of Fund. There is established a special revenue fund, to be known as the Spokane Safe Streets for All Fund (the "Safe Streets for All Fund") into which shall be deposited funds from automated traffic safety camera infractions in excess of the direct administrative costs of the automated traffic safety camera program. The Safe Streets for All Fund will be used to pay for operational expenses directly related to the automated traffic safety camera program, as are approved by the City Council by resolution or special budget ordinance, and for construction and maintenance of the following safe streets measures consistent with RCW 46.63:
1. Roadway infrastructure improvements with a demonstrable connection to safe systems improvements;
 2. Operational expenses with a demonstrable connection to pedestrian and bicycle safety;
 3. Sidewalk repair and safety programs;
 4. Funding of personnel for community outreach and to encourage citizen input into safe streets measures and projects;
 5. Funding of engineering and project personnel to ensure the timely design and construction of safety infrastructure;
 6. Implementation of programs, including grant applications, that follow the USDOT "Safe System Approach," including focus on driver safety, safer roads, safer vehicles, safer speeds, and post-crash care;
 7. Implementation of adaptive design strategies into the City's transportation infrastructure; and
 8. Such other measures, programs and improvements approved by the City Council and permitted by state law.
- B. Appropriations from the Spokane Safe Streets for All Fund. Funds from the Safe Streets for All Fund shall be appropriated by the city council as part of the City budget, pursuant to a special budget ordinance, or both. In making appropriations, the City Council may consider recommendations of the City of Spokane Transportation Commission and Neighborhood Councils with regard to projects and priorities. When feasible, all appropriations from the Safe Streets for All Fund shall be approved by the City Council no later than April 1 of the year in which such funds are to be encumbered.
- C. Minimum Allocation to Specified Census Tracts. Expenditures from the Safe Streets for All Funds shall be consistent with the allocation requirements in RCW 46.63.220 (13)(b) as amended from time to time.

Section 07.08A.228 Spokane United 911 Network

There is established a special revenue fund to be known as the “Spokane United 911 Network Fund” to be used to receive revenues and make expenditures exclusively for establishing and maintaining the City of Spokane’s primary public safety answer point (PSAP), receiving all 911 calls initiated within the city of Spokane, as well as crime check and other nonemergency calls.

Section 07.08A.229 Street Operations and Maintenance Fund

There is established a special revenue fund to be known as the “Street Operations and Maintenance Fund” from which all expenditures shall be made for street maintenance and operational purposes.

Section 07.08A.230 Transportation Benefit District Fund

- A. There is established a special revenue fund to be known as the “Transportation Benefit District Fund” into which shall be deposited funds from vehicle fees collected by the State Department of Licensing pursuant to RCW 82.80.140 and RCW 36.73.060, and SMC Chapter 08.16.
- B. The Transportation Benefit District Fund” shall be used to pay for transportation improvements authorized pursuant to Chapter 36.73 RCW and SMC Chapter 08.16.

Article III. Capital Project Funds**Section 07.08A.300 Capital Projects Funds**

There are established separate capital project funds known as “Capital Projects Funds” for the purpose of accounting for financial resources used for the acquisition of capital facilities other than those financed by special assessments and enterprise funds.

Section 07.08A.310 Arterial Street Fund

- A. There is established a capital project fund to be known as the “Arterial Street Fund”.
- B. The Arterial Street Fund shall be credited with all applicable state gas tax allocated to the City, funds contributed by the City, and any other funds that may from time to time be authorized to be placed therein.
- C. The Arterial Street Fund shall be used exclusively for the construction, improvement, and repair of the arterial streets and for any other legally approved street use in the City, and all expenditures from said fund shall be made in accordance with the provisions of the laws of the State of Washington.

Article IV. Debt Service Funds**Section 07.08A.400 Debt Service Funds Defined**

This article collects the debt service funds, which are used to account for the accumulation of resources to pay general long-term debt principal and interest.

Section 07.08A.410 General Obligation Bond Redemption Fund

There is established a fund to be designated the “General Obligation Bond Redemption Fund” for the purpose of paying principal and interest payments on the City’s unlimited general obligation bonds and certain limited obligation bonds.

Section 07.08A.420 Iron Bridge TIF Debt Service Fund

There is established a debt service fund to be known as the “Iron Bridge TIF Debt Service Fund” into which shall be deposited property taxes related to improved property contained in the Iron Bridge Tax Increment Financing District. The fund shall be used to accumulate these resources to pay for general long-term debt principal and interest related to the district.

Section 07.08A.430 Special Assessment Debt Fund

There is established a fund of to be designated the "Special Assessment Debt Fund" for the purpose of paying principal and interest payments on local improvement district bonds after the completion of the improvement project.

Section 07.08A.440 Special Assessment Guaranty Fund

- A. There is established in the City a fund to be designated the "Special Assessment Guaranty Fund" for the purpose of guaranteeing, to the extent of the fund, the payment of its local improvement bonds and warrants issued to pay for any local improvement.
- B. Interest and earnings from the fund shall be paid into the fund.
- C. Whenever any sum is paid out of said Special Assessment Guaranty Fund on account of principal or interest of a local improvement bond or warrant, the City, as trustee of the fund, shall be subrogated to all the rights of the holder of the bond or interest coupon or warrant so paid, and the proceeds thereof, or of the underlying assessment, shall become part of the guaranty fund.
- D. If any Special Assessment Guaranty Fund guaranteed by this fund has a surplus remaining after the payment of all outstanding bonds and warrants payable therefrom, the surplus shall be paid into the fund.
- E. Without regard to statutory limitations on tax levies by cities, the City Council may, in its budget and tax levy, provide for the levy of a sum sufficient, along with other sources of the fund, to pay the warrants issued against the fund during the preceding year and to establish a balance
 - 1. The levy in any one year may not exceed five percent (5%) of the outstanding obligations guaranteed by the fund.
- F. Defaulted bonds, interest coupons, and warrants against local improvement funds shall be purchased out of the fund without preference as between issues.
- G. For the purpose of protecting the fund, it may be used to purchase certificates of delinquency for general taxes on property subject to local improvement assessments which underlie the bonds, coupons, or warrants guaranteed by the fund, or to purchase such property at county tax foreclosures, or from the county after foreclosure. Costs and expenses incidental to foreclosure shall be charged to and paid from the fund.
- H. Property acquired upon or after foreclosure may be sold or leased on such terms as determined by resolution. All proceeds shall be paid into the Special Assessment Guaranty Fund.
- I. Warrants against the fund draw interest at a rate not to exceed six percent (6%). Warrants shall at no time exceed five percent (5%) of the outstanding obligations guaranteed by the fund.
- J. The amount of assessments deferred pursuant to RCW 35.43.250 are paid out of the Special Assessment Guaranty Fund, which fund shall have a lien on the benefited property in an amount equal to the deferral plus interest.
- K. Upon certification by the City treasurer that the Special Assessment Guaranty Fund has sufficient funds currently on hand to meet all valid outstanding obligations of the fund and all other obligations of the fund reasonably expected to be incurred in the near future, the City Council may by ordinance transfer assets from such fund to the general fund so long as the net cash of the fund is not thereby reduced to an amount below ten percent (10%) of the net outstanding obligations guaranteed by the fund.

Section 07.08A.450 University District LRF Fund

There is established a capital project fund to be known as the "University District LRF Fund", into which all accounting transactions for the University District Revitalization Area shall be processed pursuant to SMC 08.17.

Article V. Enterprise Funds**Section 07.08A.500 Enterprise Funds Defined**

This article collects the enterprise funds that are used to account for services to the general public, where all or most of the costs are to be financed or recovered from users of such services.

Section 07.08A.510 Development Services Fund

- A. There is established an enterprise fund entitled "Development Services Fund" into which shall be paid all revenues derived from Development Services Department operations.
- B. As provided in the budget, the Development Services Fund is appropriated to salaries and wages, maintenance and operations, debt service, and capital improvements. The City Council may also provide for additional revenues to be paid into such fund from time to time from any available funds of the City.

Section 07.08A.520 Golf Fund

- A. There is established an enterprise fund to be known as the "Golf Fund" into which funds derived from golf revenues, including but not limited to fees, commissions, rentals, and any other funds as may properly become available for golf purposes, shall be deposited, except admission taxes derived from golf operations shall be deposited into the General Fund.
- B. The Golf Fund shall be used exclusively for golf purposes. Expenditure of funds received shall be disbursed only upon regular budget authorization and upon the order and approval of the Park Board.
- C. Funds may be accumulated in the Golf Fund as reasonable reserves for improvements at the discretion of the Park Board and subject to expenditure under regularly adopted budget authorization.

Section 07.08A.530 Integrated Capital Management Fund

There is established a fund to be designated the "Integrated Capital Management Fund for the purpose of planning, acquiring, and constructing public works projects that require an integrated approach.

Section 07.08A.540 Solid Waste Fund

- A. There is established an enterprise fund to be known as the "Solid Waste Fund," into which are paid all revenues received by the Solid Waste Collection Department and Solid Waste Disposal Department.
- B. As provided in the budget, the Solid Waste Fund is appropriated to salaries and wages, maintenance and operation, debt service, and capital improvements.

Section 07.08A.550 Water-Wastewater Fund

- A. There is established an enterprise fund to be known as the "Water-Wastewater Fund," into which are paid all revenues received by the Water and Hydroelectric Services Department.
- B. As provided in the budget, the Water-Wastewater Fund is appropriated to salaries and wages, maintenance and operation, debt service, and capital improvements.

Section 07.08A.560 Water-Wastewater Revenue Bond Fund

- A. There is created the "Water-Wastewater Revenue Bond Fund" for the sole purpose of paying the principal, interest, and premium, if any, of the City of Spokane water revenue bonds.

- B. Within the fund is a debt service account into which scheduled amounts are paid from revenues of the system to pay the principal and interest next coming due on the bonds.
- C. Within the Water-Wastewater Revenue Bond Fund there is a reserve account to secure payment of the bonds and any parity bonds into which sums will be paid in accordance with any ordinance covenants.

Article VI. Internal Service Funds

Section 07.08A.600 Internal Service Funds Defined

Internal service funds are used to account for the financing of goods and services provided to other funds, departments, divisions, or governments on a cost-reimbursement basis.

Article VII. Fiduciary Funds

Section 07.08A.700 Fiduciary Funds Defined

Fiduciary funds are used to account for cash and other assets received and held by the City of Spokane acting in the capacity of trustee or custodian.

Section 07.08A.710 Employees' Retirement Fund

- A. There is established a fund to be known as the "Employees' Retirement Fund" which consists of all moneys paid into it in accordance with the employees' retirement system, whether such moneys shall take the form of cash, securities or other assets.
- B. The Chief Financial Officer or their designee shall be custodian of the Employees' Retirement Fund.
 - 1. All payments made from funds in the custody of the Chief Financial Officer or their designee shall be made by the City through wire transfer as provided by resolution of the City Council or by warrant.
 - 2. Payments made by the Chief Financial Officer or their designee shall be governed by contract between the City Council and the designated custodian.
 - 3. Payments to the designee from the Employees' Retirement Fund may be made by the City through wire transfer as provided by resolution of the City Council or by warrant duly executed by the Chief Financial Officer or their designee.

Section 07.08A.720 Firefighters' Pension Fund

- A. There is created and established a fiduciary fund known and designated as the "Firefighters' Pension Fund" which consists of:
 - 1. all bequests, fees, gifts, emoluments or donations given or paid thereto;
 - 2. forty-five percent of all moneys received by the state from the taxes on fire insurance premiums;
 - 3. taxes paid pursuant to the provisions of RCW 41.16.060;
 - 4. interest on the investments of the fund; and
 - 5. contributions by firefighters as provided in RCW 41.16.070.
- B. All moneys given to the Spokane Fire Department on account of services rendered at a fire or for any other reason not otherwise designated shall be deemed to be a donation or gift to the Firefighters' Pension Fund.

Section 07.08A.730 Parking and Business Improvement Area Funds

- A. There is hereby established by the City a "Downtown Spokane Business Improvement District Fund" (hereinafter "Downtown Spokane BID Fund"), which shall be held separate and apart from all other City funds and accounts. The following funds shall be deposited or credited to the Downtown Spokane BID fund:

1. All revenues from special assessments levied pursuant to Chapter 04.31;
 2. Gifts and donations for the Downtown Spokane BID Fund;
 3. Money for expenditures made from the Downtown Spokane BID Fund and reimbursements due to the Downtown Spokane BID Fund;
 4. Interest and all other income from the investment of Downtown Spokane BID Fund deposits according to established procedures and policies; and
 5. All funds and assets from the PBIA established pursuant to Ordinance C32438 remaining on December 31, 2001, which are not allocated to pay for existing debts or other financial obligations of such PBIA.
- B. There is hereby established by the City the “East Sprague Parking and Business Improvement Area Fund” (hereinafter “East Sprague PBIA Fund”), which shall be held separate and apart from all other City funds and accounts. The following monies shall be deposited or credited to the East Sprague PBIA Fund:
1. All revenues from special assessments levied pursuant to Chapter 04.31C;
 2. Gifts and donations for the East Sprague PBIA Fund;
 3. Money for expenditures made from the East Sprague PBIA Fund and reimbursements due to the East Sprague PBIA Fund; and
 4. Interest and all other income from the investment of East Sprague PBIA Fund deposits according to established procedures and policies.
- C. Expenditures from the Parking and Business Improvement Area Funds shall be made upon vouchers drawn by the Mayor, through the City Administrator or their designee, and shall be used exclusively for purposes that are consistent with RCW 35.87A.

Section 07.08A.740 Police Relief and Pension Fund

There is created in the City, subject to the provisions of chapter 41.20 RCW, a “Police Relief and Pension Fund”. This fund is used to meet the obligations of chapter 41.20 RCW in accordance with RCW 41.26.040.

Section 5. That Section 13.04.020 of the Spokane Municipal Code is amended to read as follows:

Section 13.04.020 ((~~Water Fund~~)) Water-Wastewater Fund

Payments for City water utility service and/or any other payment or charge, including labor and materials, are made to the ((~~city treasurer~~)) City and placed to the credit of the ((~~water fund~~)) Water-Wastewater Fund((~~as provided in SMC 7.08.400~~)).

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 September 16, 2026

Delivered to Mayor September 18, 2026

ORDINANCE NO. C36931

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 AND SPEND A MID-YEAR SMITH-BARBIERI PROGRESSIVE FUND GRANT AWARD, 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 (General Fund) 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 (General Fund) Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$10,000.
 - A) Of the increased revenue, \$10,000 is provided solely for receipt of award from the Smith-Barbieri Progressive Fund on behalf of Municipal Court.
- 2) Increase appropriation by \$10,000.
 - A) Of the increased appropriation, \$5,000 is provided solely for operating supplies.
 - B) Of the increased appropriation, \$5,000 is provided solely for clothing.

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 being awarded a mid-year grant from the Smith-Barbieri Progressive Fund, 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 16, 2026
Delivered to Mayor September 18, 2026

ORDINANCE NO. C36932

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCOUNT FOR INCREASED COST AND REVENUE FOR BASIC LAW ENFORCEMENT ACADEMIES (BLEA) FOR 2026, AND DECLARING AN EMERGENCY.

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

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

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

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

- 1) Increase revenue by \$260,000.
 - A) Of the increased revenue, \$260,000 is provided solely for law enforcement services from Washington State Criminal Justice Training Commission (WSCJTC) in the Spokane Police Department.
- 2) Increase appropriation by \$100,000.
 - A) Of the increased appropriation, \$100,000 is provided solely for registration/schooling in the Spokane Police Department.

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 a rise in cost and revenue from WSCJTC for BLEA for SPD, 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 16, 2026

Delivered to Mayor September 18, 2026

ORDINANCE NO. C36933

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT A GRANT AWARD FROM THE DEPARTMENT OF COMMERCE FOR FISCAL YEAR 2027 DOMESTIC VIOLENCE HIGH RISK TEAM GRANT PROGRAM, 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 Public Safety and Judicial Grant Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

Section 1. That in the budget of the Public Safety and Judicial Grant 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 by the Department of Commerce through the Domestic Violence High Risk Team (DVHRT) grant program.
- 2) Increase appropriation by \$200,000.
 - A) Of the increased appropriation, \$167,343 is provided solely for uniform overtime and associated benefits.
 - B) Of the increased appropriation, \$6,557 is provided solely for operating supplies.
 - C) Of the increased appropriation, \$26,100 is provided solely for other indirect costs.

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 applying for a fiscal year 2027 DVHRT award through the Department of Commerce, 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 16, 2026
Delivered to Mayor September 18, 2026

ORDINANCE NO. C36934

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT A GRANT AWARD FROM THE DEPARTMENT OF JUSTICE FOR THE JOINTLY APPLIED FISCAL YEAR 2025 JAG GRANT PROGRAM WITH SPOKANE COUNTY, 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 Public Safety and Judicial Grant Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

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

- 1) Increase revenue by \$186,312.
 - A) Of the increased revenue, \$186,312 is provided solely by the Department of Justice through the Justice Assistance Grant (JAG) program.
- 2) Increase appropriation by \$186,312.
 - A) Of the increased appropriation, \$102,472 is provided solely for personal protective equipment.
 - B) Of the increased appropriation, \$83,840 is provided solely for Spokane County expenses.

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 jointly applying for a fiscal year 2025 JAG award through the Department of Justice with Spokane County, 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 16, 2026
Delivered to Mayor September 18, 2026

ORDINANCE NO. C36935

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT A GRANT AWARD FROM THE WASHINGTON TRAFFIC SAFETY COMMISSION FOR OUTREACH AND TRAINING FOR SPOKANE POLICE OFFICERS, AND DECLARING AN EMERGENCY.

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

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

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

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

- 1) Increase revenue by \$209,679.
 - A) Of the increased revenue, \$209,679 is provided solely by the Federal Department of Transportation through the Washington Traffic Safety Commission (WTSC) for the Outreach and Training program.
- 2) Increase appropriation by \$209,679.
 - A) Of the increased appropriation, \$209,679 is provided solely for base wages, uniform overtime, and associated benefits.

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 being awarded a grant from WTSC for Outreach and Training for police officers, 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 16, 2026
Delivered to Mayor September 18, 2026

ORDINANCE NO. C36936

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO TRANSFER POLICE DISPATCH POSITIONS TO THE SPOKANE UNITED 911 NETWORK, AND DECLARING AN EMERGENCY.

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

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

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

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

- 1) Remove 8.0 classified Police Radio Dispatcher I positions (from 8 to 0) in the Police Department.
- 2) Remove 19.0 classified Police Radio Dispatcher III positions (from 19 to 0) in the Police Department.
- 3) Remove 4.0 classified Police Communications Supervisor positions (from 4 to 0) in the Police Department.
- 4) Decrease appropriation by \$1,875,325.
 - A) Of the decreased appropriation, \$1,874,375 is provided solely from salaries and benefits in the Police Department.
 - B) Of the decreased appropriation, \$950 is provided solely from office/operating supplies in the Police Department.
- 5) Increase appropriation by \$1,875,325.
 - A) Of the increased appropriation, \$1,875,325 is provided solely for a transfer-out to the Spokane United 911 Network Fund.

Section 2. That in the budget of the Spokane United 911 Network Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Add 8.0 classified Police Radio Dispatcher I positions (from 0 to 8).
- 2) Add 19.0 classified Police Radio Dispatcher III positions (from 0 to 19).
- 3) Add 4.0 classified Police Communications Supervisor positions (from 0 to 4).
- 4) Increase revenue by \$1,875,325
 - A) Of the increased revenue, \$1,875,325 is provided solely for a transfer-in from the General Fund.
- 5) Increase appropriation by \$1,875,325.
 - A) Of the increased appropriation, \$1,874,375 is provided solely for salaries and benefits.
 - B) Of the increased appropriation, \$950 is provided solely for office/operating supplies.

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to transfer Police Dispatch positions from the General Fund to the Spokane United 911 Network Fund, 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 16, 2026

Delivered to Mayor September 18, 2026

Job Opportunities

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

Court Clerk I SPN 012

Open Entry

Date Open: September 21st, 2026

Date Closed: October 5th, 2026

Salary: \$44,850.24 annual salary, payable bi-weekly, to a maximum of \$69,572.16

Class Summary:

Performs a variety of specialized clerical and/or cash handling duties in support of the operations and services of Spokane Municipal Court, Prosecutor or Public Defender offices.

Examples of Job Functions:

- Performs duties and responsibilities commensurate with assigned functional area (such as clerical or cash handling) within Municipal Court, Prosecutor or Public Defender offices, which may include, but is not limited to, any combination of the following tasks:
- Answers inquiries and assists the general public regarding court or office procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines and fees.
- Enters citations filed with the court, schedules court hearings, maintains case and person records in multiple case management systems, prepares appeal records and monitors appeal progress for disposition.
- Interacts with the public via written correspondence, by telephone or in person to provide a full range of customer service-related support activities.
- Performs various clerical tasks, such as: answering telephone calls; data entry; mail processing; filing; scanning, indexing, downloading and quality control of court documents in electronic imaging or case management systems.
- Collects, posts, receipts, and reconciles monetary transactions and cash deposits daily, using a cash register, adding machine, and various reports.
- Maintains accounting activity including creation of accounts receivables, adjustments, and payables. Processes documents and data related to court financial transactions, such as tickets, bonds, refunds, direct deposits, payment plans, bankruptcies, etc.
- Operates a variety of office equipment to correspond with customers, and transmits information and documents using a desktop computer, document scanner, facsimile machine, or postal mail.
- Performs record-keeping activities, requiring use of various software applications. Tasks include, but are not limited to, the following:
 - scan and index court or legal documents
 - prepare dockets or calendars of cases
 - manage files in the case management system
 - document details of customer interactions, including any actions taken, and
 - retrieve, research, and review information in connection with municipal court proceedings.
 - logging, archiving, and destruction of records
- Performs related work as required.

Minimum Qualifications:

Open Entry Requirements:

- *Education:* High school diploma or equivalent, AND

- *Experience:* one year of work experience in direct customer service, which includes cash handling or cashiering experience, and/or clerical support in a court or criminal justice environment.

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 multiple-choice questions.

Possible subjects covered in the examination:

- Clerical
- Customer Service
- Answering phones
- Cash handling
- Data entry

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.

Examination instructions and links will be emailed to qualified applicants on October 7th, 2026. The testing window is October 8th – 12th.

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 17th day of September 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Engineering Technician I SPN 201

Open Entry

Date Open: September 21st, 2026**Date Closed:** Day, October 5th, 2026**Salary:** \$46,729.44 annual salary, payable bi-weekly, to a maximum of \$72,954.72**Class Summary:**

Are you looking for an entry level position that can lead to long term professional growth and personal achievement? Do you need a career with challenging projects and diverse opportunities? If you are interested in developing technical engineering and planning skills to build a better community, consider an Engineering Technician career with the City of Spokane.

This position is a good fit if you:

- Are interested in surveying or computer-aided drafting.
- Have an aptitude for mathematical concepts like trigonometry, geometry, and basic algebra. Click [HERE](#) to see examples of concepts you may encounter on the job.
- Are technologically skilled and computer savvy.
- Would like to learn engineering principles and learn engineering plans and specifications. Click [HERE](#) to see examples of what you may encounter on the job.

As a City of Spokane Engineering Technician I, you will train as a Chain Helper, Surveyor, or Rod Helper on a survey crew and learn routine drafting. A surveyor at the City provides dimensional control for all stages of construction work, including the stake out of reference points and markers that will guide the construction of new structures such as roads, utilities, or buildings.

Over the course of your career with the City you will learn new technical skills like how to compute areas, distances, and grades, and how to prepare diagrams and structural plans with the use of AutoCAD. Click [HERE](#) and select "Preview Course" to see a brief overview of AutoCAD.

Employees can expect to work within a culture of inclusivity and collaboration, with fast paced and rewarding work. Our Engineering Technicians have excellent advancement opportunities, professional development, annual pay step increases, and great employee benefits including a pension plan.

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.

- Designated as Surveyor, Chain, or Rod Helper on a survey crew. Holds the end of a surveying chain, plumb bob, or tape in measuring distances; uses a range pole and prism to indicate a point, or places the device as directed by the instrument operator. Uses a level rod, and adjusts and reads the target in establishing or obtaining existing elevations. Sets up and moves survey instruments and related equipment. Drives hubs and stakes to indicate point and grade; digs and searches for survey monuments and benchmarks; clears and removes obstacles from survey line of sight.
- Cleans and cares for instruments and equipment. Uses hand tools and may use a total station theodolite or level in training and under close supervision.
- Sets cones to direct traffic.
- Performs routine drafting work using computer-aided drafting software in training and under close supervision. Draws and traces simple maps and diagrams. Assists in tracing other plans and diagrams and in preparing assessment rolls. Makes routine computations. Maintains location maps and water pump age records. May assist in the laboratory.
- Assists in the installation and maintenance of traffic counters. Uses a radar speed machine and recorder. Repairs traffic counter hoses and assists in obtaining field data for traffic studies.
- Operates a plotter, copying machine, calculator, computer, and surveying and drafting equipment and software.
- Performs related work as required.

Minimum Qualifications:**Open Entry Requirements:**

- Education: High school diploma or equivalent. Knowledge of mathematics, including trigonometry, geometry, and basic algebra, and the ability to perform calculations are essential requirements.

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 multiple-choice questions.

The examination may include such subjects as:

- Mathematical Reasoning
- Surveying and Drafting
- Reading Comprehension

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.

Examination instructions and links will be emailed to qualified applicants on October 7th, 2026. The testing window is October 8th - 12th.

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 17th day of September 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #6582-26 OFFSITE RECORD STORAGE AND RETRIEVAL SERVICES

City of Spokane City Clerk's Office

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

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **11:00 a.m. on TUESDAY, OCTOBER 13, 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 **11:15 a.m. on TUESDAY, OCTOBER 13, 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.

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

Publish: September 23 and 30, 2026

INVITATION TO BID #6615-26
Curb & Valve Boxes – Annual Value Banket

City of Spokane Water & Hydroelectric Services

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 **11:00 a.m. on TUESDAY October 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, 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 October 6th, 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 #.

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Tanya Lester
Purchasing Specialist
City of Spokane Purchasing & Contracts

Publish: September 23 and 30, 2026

PUBLIC WORKS INVITATION TO BID # 6620-26
Purchase and Installation of Replacement Refrigeration Components for Police Evidence
Refrigerator Units

City of Spokane Police Department

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

Pre-Bid Conference:

A MANDATORY Pre-Bid Conference is scheduled to be held on THURSDAY, OCTOBER 01, at 10:00AM, local time, at 4010 E ALKI AVE, SPOKANE, WA 99202.

Bid Submittal: Bids must be submitted electronically through the City of Spokane's online procurement system portal until **11:00 a.m. on TUESDAY, OCTOBER 13**. 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, OCTOBER 13**. 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.

Katie Archer
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: September 23 and 30, 2026
