Official Gazette

City of Spokane, Washington

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

Volume 116 **November 4, 2026** Issue 44



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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Inside this Issue

Minutes:	Page 1494
Hearing Notices:	Page 1508
General Notices:	Page 1509
Ordinances:	Page 1511
Job Opportunities:	Page 1522

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Minutes

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 2, 2026

The minutes for the Wednesday September 2, 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, November 11, 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, November 11, 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, November 11, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday September 22, 2026

The minutes for the Tuesday September 22, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 23, 2026

The minutes for the Wednesday September 23, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday September 29, 2026

The minutes for the Tuesday September 29, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 30, 2026

The minutes for the Wednesday September 30, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday October 6, 2026

The minutes for the Tuesday October 6, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday October 7, 2026

The minutes for the Wednesday October 7, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday October 13, 2026

The minutes for the Tuesday October 13, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday October 14, 2026

The minutes for the Wednesday October 14, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday October 27, 2026

The minutes for the Tuesday October 27, 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, November 11, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday October 28, 2026

The minutes for the Wednesday October 28, 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, November 11, 2026, issue of the *Official Gazette*.

MINUTES OF SPOKANE CITY COUNCIL

Tuesday, September 1, 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, Dixit, Klitzke (appearing virtually), Telis (arriving at 11:05 a.m.), and Zappone, 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.

Announcement of Decision of Salary Review Commission
City Clerk Giacobbe Byrd read an announcement on the Salary Review Commission's final salary determination for the Mayor, Council President, and Council Members for 2027-2028 into the record.

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

BRIEFING ON AGENDA ITEMS

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 C36921 (Streamlining of Funds) – 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 2026-0652 (Black & Veatch / Upriver Dam) – **Chris Wright**
- OPR 2026-0251(Contract Amendment / North Hillyard Sidewalk Project) – **Dan Buller**
- ORD C36928 (Tenant Protections During Emergencies) – **Paul Dillon**
  - various proposed amendments were briefed by **Chris Wright**
- SBO ORD C36929 (HOME Starts Here Account) – **Matt Boston**
- RES 2026-0064 (Opioid Response Fund) – **Maggie Yates**

Final Items
- None

CONSIDERATION OF AMENDMENTS, ADDITIONS, AND DEFERRAL REQUESTS

Proposed Items

ORD C36921 (Streamlining of Funds) **Motion** by Council Member Dillon, seconded by Council Member Cathcart **to adopt** the Wilkerson Dillon Amendment ORD C36921. **Carried 7-0**.

Pending Items

ORD C36928 (Tenant Protections) **Motion** by Council Member Zappone, seconded by Council Member Cathcart **to add** the Dillon Amendment ORD C36928 to the Pending section of the agenda. **Carried 7-0**.

ORD C36928 (Tenant Protections) **Motion** by Council Member Zappone, seconded by Council Member Cathcart **to add** the Wilkerson Amendment ORD C36928 to the Pending section of the agenda. **Carried 7-0**.

Final Items
There were no considerations of amendments, additions, or deferrals of final items.

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 Dillon, **to approve** the September 2, 2026, Council Legislative Agenda, as modified; **carried 7-0.**

ADJOURNMENT
Council President adjourned the meeting at 11:32 a.m. The next Regular Legislative Session took place on September 2, 2026.

MINUTES OF SPOKANE CITY COUNCIL

Tuesday, September 8, 2026

AGENDA REVIEW SESSION

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 11:04 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, Dixit, Klitzke, Telis, and Zappone (appearing virtually), 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.

Announcement of Decision of Salary Review Commission
City Clerk Giacobbe Byrd read an announcement on the Salary Review Commission's final salary determination for the Mayor, Council President, and Council Members for 2027-2028 into the record.

Interviews of Nominees to Boards and Commissions.

- Jim Leighty (Office of the Police Ombuds Commission)
- Lauren Pangborn (Plan Commission)

BRIEFING ON AGENDA ITEMS

New Legislative Item

- OPR 2026-0254 (Motorola Contract Credit Refund) – Jason Nechanicky and Stephen Williams

Proposed Items
- **None**

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:

- ORD C36920 (Building Heights) – **Chris Wright**
- OPR 2026-0762 police vehicles – **Rick Giddings**

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:

- OPR 2024-0277 (Value Blanket with CompuNet) – **Cylas Engeland** (remotely)

CONSIDERATION OF AMENDMENTS, ADDITIONS, AND DEFERRAL REQUESTS

Proposed Items
There were no considerations of amendments, additions, or deferrals of proposed items.

Pending Items

ORD C36920 (Building Heights)
Motion by Council Member Klitzke, seconded by Council Member Dillon **to reconsider** ORD C36920 and add it to the pending section of the September 16, 2026, and the final section of the September 23, 2026, agendas. **Carried 7-0**.

ORD C36920 (Building Heights) **Motion** by Council Member Klitzke, seconded by Council Member Cathcart **to adopt** the Wilkerson Amendment to ORD C36920. **Carried 7-0**.

Final Items

ORD C36928 (Tenant Protections) **Motion** by Council Member Cathcart, seconded by Council President Wilkerson **to adopt** the Wilkerson Amendment to ORD C36928. **Council commentary:** Council Member Klitzke called for the question. Council President Wilkerson did not recognize the request and spoke to the motion before calling for a vote on the motion. **Failed 2-5** (CM Cathcart and CP Wilkerson voting Aye).

ORD C36928 (Tenant Protections) **Motion** by Council Member Dillon, seconded by Council Member Telis **to revise** the Dillon Amendment to ORD C36928. **Carried 7-0**.

ORD C36928 (Tenant Protections) **Motion** by Council Member Dillon, seconded by Council President Klitzke **to adopt** the Dillon Amendment as amended to ORD C36928. **Carried 6-1** (CM Cathcart voting no).

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 September 9, 2026, Council Legislative Agenda, as modified; **carried 7-0.**

ADJOURNMENT
Council President adjourned the meeting at 12:00 p.m. The next Regular Legislative Session took place on September 2, 2026.

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment & Sustainability Committee
City Council Chambers
October 13, 2026

Call to Order: 1:02 p.m.

Recording of the meeting may be viewed here: https://vimeo.com/1235597881?fl=pl&fe=sh

Attendance
Committee Members Present: Betsy Wilkerson, Kitty Klitzke, Michael Cathcart, Zack Zappone (virtual), Paul Dillon, Kate Telis, Sarah Dixit

Executive Session
None

Public Comment
Erik Lowe- 2 min

Discussion Items
1. PUBLIC WORKS MONTHLY DIRECTOR'S REPORT - OCTOBER 2026 - MARLENE FEIST (10 minutes)
   - **No action taken, Presentation Only**

2. MONTHLY TRANSPORTATION & SUSTAINABILITY DIRECTOR REPORT - JON SNYDER (10 minutes)
   - **No action taken, Presentation Only**

3. ANNUAL GENERAL FACILITIES CHARGE (GFC) RATE UPDATE – KEVIN PICANCO (5 minutes)
   - **No action taken, Presentation Only**

4. CONSULTANT AGREEMENT - LATAH BRIDGE REHABILITATION DESIGN (FEDERAL) - KEVIN PICANCO (5 minutes)
   - **No action taken, Presentation Only**

5. AMENDMENT TO INCREASE FUNDS - HIGH VISIBILITY CROSSWALKS - DAN BULLER (5 minutes)
   - **No action taken, Presentation Only**

6. AMENDMENT TO INCREASE FUNDS - GREENE-FREYA-HAVANA BRIDGES DECK MAINTENANCE - DAN BULLER (5 minutes)
   - **No action taken, Presentation Only**

7. 2026 SNOW MAINTENANCE REVIEW - CLINT HARRIS (5 minutes)
   - **No action taken, Presentation Only**

8. RESOLUTION TO AMEND 2023 WATER SYSTEM PLAN (WSP) – MARK PAPICH (5 minutes)
   - **No action taken, Presentation Only**

9. STORMWATER SMC REVISIONS - RAYLENE GENNETT (5 minutes)
   - **No action taken, Presentation Only**

10. RESOLUTION TO AMEND UTILITY PIPE REHAB PROGRAM - NATE SULYA (5 minutes)
    - **No action taken, Presentation Only**

11. LOCAL IMPROVEMENT DISTRICT CODE UPDATE - ADAM MCDANIEL (5 minutes)
    - **No action taken, Presentation Only**

12. RESOLUTION ADOPTING STATE LEGISLATIVE AGENDA - ERIK POULSEN (10 minutes)
    - **No action taken, Presentation Only**

13. COUNCIL STAFF, BOARD & COMMISSION UPDATES - KITTY KLITZKE (10 minutes)
    - **No action taken, Presentation Only**

Consent Items
1. CONTRACT RENEWAL FOR ON-SITE VALVE REPAIRS (SOLID WASTE DISPOSAL)

2. CONTRACT RENEWAL FOR BOILERMAKER SERVICES (SOLID WASTE DISPOSAL)

3. CURB & VALVE BOXES – VALUE BLANKET (WATER & HYDROELECTRIC SERVICES)

4. ACCEPTANCE OF WASHINGTON DEPARTMENT OF ECOLOGY SPILL PREVENTION GRANT (GRANTS MANAGEMENT)

5. AMENDMENT TO INCREASE FUNDS - FISH LAKE TRAIL DESIGN PHASE 2 (ENGINEERING SERVICES)

6. AMENDMENT TO INCREASE FUNDS - HIGHWAY 195 MEADOWLANE SIDEWALK (ENGINEERING SERVICES)

7. CONTRACT AMENDMENT FOR WASTEWATER FACILITY PLANNING SERVICES (INTEGRATED CAPITAL MANAGEMENT)

8. CONTRACT AMENDMENT WITH SPOKANE ARTS SERVICES FOR NSC (INTEGRATED CAPITAL MANAGEMENT)

9. CONTRACT AMENDMENT FOR UTILITY PIPE REHAB PROGRAM (INTEGRATED CAPITAL MANAGEMENT)

Adjournment
The meeting adjourned at 2:40 PM

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, October 15, 2026

Call to Order: 11:04 p.m.

Recording of the meeting may be viewed here:
https://vimeo.com/1236321973

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

Discussion Items (No Action Taken)
1. WEST CENTRAL COMMUNITY CENTER CONTRACT - SARA CLEMENTS SAMPSON (5 minutes)
2. MARTIN LUTHER KING JR. OUTREACH CENTER OPERATING AT EAST CENTRAL COMMUNITY CENTER CONTRACT - SARA CLEMENTSSAMPSON (5 minutes)
3. NORTHEAST COMMUNITY CENTER CONTRACT - SARA CLEMENTS SAMPSON (5 minutes)
4. VACATING PORTIONS OF DALTON AVE, OAK ST., AND A NEARBY ALLEY. - ELDON BROWN (10 minutes)
5. RESOLUTION TO SET HEARING - VACATING PORTIONS OF DALTON AVE & OAK ST. RIGHT-OF-WAY - ELDON BROWN (5 minutes)
6. COMMUNITY & ECONOMIC DEVELOPMENT MONTHLY UPDATE - STEVE MACDONALD (10 minutes)
7. MONTHLY PERMIT REPORT - TAMI PALMQUIST (10 minutes)
8. DSC FEE AMENDMENTS - TAMI PALMQUIST (5 minutes)

9. ADOPTING PUBLIC RULE FOR THE DEVELOPMENT FEE SCHEDULE - TAMI PALMQUIST (5 minutes)
10. SPECIAL BUDGET ORDINANCE – GENERAL FUND SIP LOAN - MATT BOSTON (5 minutes)
11. GENERAL FUND SIP LOAN - MATT BOSTON (5 minutes)
12. AMENDMENT ADDING FUNDS TO OPR 2026-0221 TSA INCLEMENT WEATHER 2026 - PARADIS POURZANJANI (5 minutes)
13. AMENDMENT ADDING FUNDS TO OPR 2026-0154 JHH INCLEMENT WEATHER 2026 - PARADIS POURZANJANI (5 minutes)
14. AMENDMENT ADDING FUNDS TO OPR 2026-0155 CCEW INCLEMENT WEATHER 2026 - PARADIS POURZANJANI (5 minutes)
15. RESOLUTION SETTING THE DOWNTOWN PBIA 2027 ASSESSMENT HEARING - AMANDA BECK (5 minutes)
16. ORDINANCE CONFIRMING AND APPROVING THE DOWNTOWN PBIA 2027 ASSESSMENT - AMANDA BECK (5 minutes)
17. RESOLUTION SETTING THE EAST SPRAGUE PBIA 2027 ASSESSMENT HEARING - AMANDA BECK (5 minutes)
18. ORDINANCE CONFIRMING AND APPROVING THE EAST SPRAGUE PBIA 2027 ASSESSMENT - AMANDA BECK (5 minutes)

Consent Items - No Discussion

1. MFTE CONDITIONAL AGREEMENT FOR 4111 E LONGFELLOW AVE (PLANNING SERVICES)
2. AUTHORIZATION OF EMERGENCY CONTRACT W/ JEWELS HELPING HANDS FOR SPOKANE COMPLEX HOUSING NAVIGATION CENTER AUGUST 2026 EXTENDED OPERATING HOURS IN RESPONSE TO SPOKANE COMPLEX F (HOUSING & HOMELESS SERVICES)

Public Testimony

None.

Executive Session

None.

Adjournment

The meeting adjourned at 12:01 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, June 22, 2026

Call to Order: 12:03 p.m.

Recording of the meeting may be viewed here:
https://vimeo.com/1203617191?fl=pl&fe=sh

Attendance

Committee Members Present:
Council Member Sarah Dixit, Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Kate Telis, Council Member Zack Zappone, Council Member Paul Dillon.

Absent:
Council Member Kitty Klitzke.

Discussion Items (No Action Taken)

1. CITY OF SPOKANE - SPOKANE PUBLIC SCHOOLS PARTNERSHIP UPDATE MAYOR BROWN & DR. SWINYARD (10 minutes)
2. AGING & LONG TERM CARE OF EASTERN WASHINGTON UPDATE - LYNN KIMBALL (15 minutes)
3. U-DISTRICT PDA UPDATE - JULIET SINISTERRA (15 minutes) NOTICE OF PARTNERSHIP WITH YWCA ON SPD DVHRT GRANT - JAKE JENSEN (5 minutes)
4. LTGO REFUNDING BOND - MATT BOSTON (5 minutes)
5. UTGO REFUNDING BOND - MATT BOSTON (5 minutes)
6. WATER & WASTEWATER REVENUE REFUNDING BOND - MATT BOSTON (5 minutes)
7. ALIGNING THE LOCAL OPTION COMMERCIAL PARKING TAX REMITTANCE DATES - RENEE ROBERTSON/ADAM MCDANIEL (5 minutes)
8. FEDERAL LOBBYING SERVICES CONTRACT RENEWAL WITH DESIMONE CONSULTING - ADAM MCDANIEL (10 minutes)
9. SPECIAL BUDGET ORDINANCE – Q2 2026 HR RANGE CHANGE - ALLISON ADAM (10 minutes)
10. OVERVIEW OF PROPOSED COUNCIL OPERATIONS GUIDE - CHRIS WRIGHT (10 minutes)
11. COUNCIL RESOLUTION ON BIENNIAL BUDGET PRIORITIES - CHRIS WRIGHT (10 minutes)
12. RESOLUTION IN SUPPORT OF STA BALLOT INITIATIVE - JACKSON DEESE (10 minutes)

Consent Items

1. SETTLEMENT RESOLUTION (CITY ATTORNEY)
2. SETTLEMENT RESOLUTION (CITY ATTORNEY)
3. SETTLEMENT RESOLUTION - WEST TERRACE GOLF V. CITY OF SPOKANE (CITY ATTORNEY)
4. VALUE BLANKET AMENDMENT FOR TRAFFIC CONTROL CABINETS (STREET)
5. PURCHASE OF EQUIPMENT TRAILER FOR THE WATER DEPARTMENT (FLEET SERVICES)
6. PSAP - PROCUREMENT OF FIRE STATION ALERTING SYSTEM (SPOKANE UNITED 911 NETWORK)
7. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
8. 5100 - PURCHASE OF INTERNATIONAL HV607 DUMP TRUCK FOR STREET DEPARTMENT (FLEET SERVICES)
9. AMEND VALUE BLANKET 301495 (POLICE)
10. AMENDMENT TO CLEAN AND SAFE SERVICES (CODE ENFORCEMENT)
11. AMEND POLICE UNIFORM CONTRACT (POLICE)
12. 5100 - POMP'S TIRE 3 YEAR VALUE BLANKET RENEWAL (FLEET SERVICES)
13. FACILITIES CITY HALL - BUILDING BACKUP GENERATOR REPLACEMENT (FACILITIES MANAGEMENT)

Public Testimony

None.

Executive Session

Pending and potential litigation – 20 minutes; ended 12:27 p.m.

Adjournment

The meeting adjourned at 2:16 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, July 28, 2026

Call to Order: 1:02 p.m.

Recording of the meeting may be viewed here:
https://vimeo.com/1213734503?fl=pl&fe=sh

Attendance

Committee Members Present:
Council Member Sarah Dixit, Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Kate Telis, Council Member Zack Zappone (virtual), Council Member Paul Dillon Council Member Kitty Klitzke (left 2:00).

Discussion Items (No Action Taken)

1. PRESENTATION FROM SPOKANE INTERNATIONAL AIRPORT ON JOINT RESOLUTION AUTHORIZING EASEMENTS AND PURCHASE OF REAL ESTATE – DAVE HARING (10 minutes)
2. SPECIAL PRESENTATION FROM SPOKANE NEIGHBORHOOD LEADERSHIP ACADEMY – CYNDI DONAHUE (10 minutes)
3. VISIT SPOKANE UPDATE - ROSE NOBLE (15 minutes)
4. UPDATE ON UTILITY RATE PROPOSAL - MARLENE FEIST (30 minutes)
5. UTILITY RATES SETTING FOR 2027 & 2028 - MARLENE FEIST (30 minutes)
6. Q2 QUARTERLY FINANCIAL REPORT - JESSICA STRATTON (10 minutes)
7. Q2 2026 INVESTMENT REVIEW - CONNER THORNE (5 minutes)
8. SPECIAL BUDGET ORDINANCE – HR RANGE CHANGE FOR PSAP – JULY 2026 - ALLISON ADAM (10 minutes)
9. SPECIAL BUDGET ORDINANCE – MID-YEAR SBO TO FUND THE SCRAPS ILA - MATT BOSTON (5 minutes)
10. NOTICE OF PARTNERSHIP WITH YWCA ON OVW GRANT - JAKE JENSEN (5 minutes)
11. SPECIAL BUDGET ORDINANCE – INTERMODAL FACILITY ELEVATOR MODERNIZATION - JEFF TEAL (5 minutes)
12. MODERNIZING AND STREAMLINING CITY OF SPOKANE FINANCIAL FUNDS - ADAM MCDANIEL AND JESSICA STRATTON (5 minutes)
13. APPOINTMENT OF MEGAN DUVALL AS THE DIRECTOR OF ARTS, CULTURE, AND HISTORIC PRESERVATION - ADAM MCDANIEL (1 minutes)
14. REPEAL OF CITY'S CHARITABLE SOLICITATION LICENSE REQUIREMENT – ADAM MCDANIEL (5 minutes)
15. EXPANDING ACCESS TO COOLING, HEATING, AND WEATHERIZATION SERVICES - ADAM MCDANIEL (5 minutes)
16. SPECIAL BUDGET ORDINANCE – PSAP POSITIONS - STEPHEN WILLIAMS (5 minutes)
17. RESOLUTION DIRECTING TRANSFER OF COUNCIL FUNDS - CHRIS WRIGHT (10 minutes)
18. AMENDING CITY COUNCIL STAFFING PROVISIONS - PAUL DILLON (10 minutes)
19. RESOLUTION APPROVING COUNCIL OPERATIONS GUIDE - CHRIS WRIGHT (10 minutes)

Consent Items

1. CONTRACT WITH UNKNOWN (UNKNOWN) FOR CARPET REMOVAL AND REPLACEMENT AT COMBINED COMMUNICATION BUILDING FROM 8/17/2026 TO 10/15/2026 FOR TOTAL COST TO BE DETERMINED (FACILITIES MANAGEMENT)
2. CONTRACT WITH UNKNOWN (UNKNOWN) FOR INTERIOR WALL PATCHING AND PAINTING AT COMBINED COMMUNICATION BUILDING FROM 8/10/2026 TO 10/15/2026 AND A TOTAL COST TO BE DETERMINED . (FACILITIES MANAGEMENT)

3. MASTER CONTRACT - HIGH VOLUME AND SPECIALIZED PRINTING SERVICES (PURCHASING & CONTRACTS)
4. MASTER CONTRACT - HIGH VOLUME AND SPECIALIZED PRINTING SERVICES (PURCHASING & CONTRACTS)
5. FACILITIES MANAGEMENT AND THE WATER DEPARTMENT UTILIZING WA DES CONTRACT # 11121 WITH PLATT ELECTRIC (SPOKANE, WA) PURCHASING BESS EQUIPMENT IN THE AMOUNT OF $978,000.00 (FACILITIES MANAGEMENT)
6. MASTER CONTRACT FOR MISCELLANEOUS WELDING & FABRICATION SERVICES (FLEET SERVICES)
7. MASTER VB WITH W.W. GRAINGER FOR MRO SUPPLIES (PURCHASING & CONTRACTS)
8. CONTRACT WITH SPILKER CONTRACTING LLC (MEAD, WA) FOR THE UPRIVER DAM OFFICE BUILDING INTERIOR RENOVATION FROM SEPTEMBER 1, 2026, TO AUGUST 31, 2027, FOR $912,300.00 (FACILITIES MANAGEMENT)
9. CONSTRUCTION SUPPORT FOR PACIFIC AVENUE GREENWAY - 2022069 (ENGINEERING SERVICES)
10. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
11. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
12. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
13. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
14. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)

Public Testimony
None.

Executive Session
None.

Adjournment
The meeting adjourned at 2:16 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, August 25, 2026

Call to Order: 1:03 p.m.

Recording of the meeting may be viewed here:
https://vimeo.com/1221279831?fl=pl&fe=sh

Attendance
Committee Members Present:
Council Member Sarah Dixit, Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Kate Telis, Council Member Zack Zappone (virtual), Council Member Paul Dillon.

Absent:
Council Member Kitty Klitzke.

Discussion Items (No Action Taken)
1. JOINT RESOLUTION AUTHORIZING AIRPORT TO PURCHASE ON EAST BRIDGEPORT - ROB SCHULTZ (5 minutes)
2. JOINT RESOLUTION AUTHORIZING GRANT OF ACCESS AND UTILITY EASEMENT - ROB SCHULZ (10 minutes)

3. SPECIAL BUDGET ORDINANCE – H.O.M.E. STARTS HERE DONATIONS – MATT BOSTON (5 minutes)
4. SPECIAL BUDGET ORDINANCE – INSURANCE FUNDS CLAIMS INCREASE – MATT BOSTON (5 minutes)
5. COMPUNET CISCO VALUE BLANKET EXTENSION - DEL MURPHY (5 minutes)
6. UTILITY RATE SETTING FOR 2027 & 2028 - MARLENE FEIST (20 minutes)
7. DOMESTIC VIOLENCE ADVOCACY PROGRAM AGREEMENT - JUSTIN BINGHAM (0 minutes)
8. ORDINANCE ESTABLISHING EQUITABLE BUDGETING FOR THE CITY OF SPOKANE - SARAH DIXIT (10 minutes)
9. ORDINANCE ENSURING TENANT PROTECTION DURING EMERGENCIES – PAUL DILLON (10 minutes)
10. FINANCE BOARDS & COMMISSIONS REPORTS - (5 minutes)

Consent Items

1. FLEET SERVICES - PURCHASE OF SPRINTER VAN FOR THE WATER DEPARTMENT (FLEET SERVICES)
2. FLEET SERVICES - PURCHASE OF FORD F450 FUEL TRUCK FOR THE WATER DEPARTMENT (FLEET SERVICES)
3. CONTRACT RENEWAL 3 OF 4 WITH CLEAN ENERGY CORP. (FLEET SERVICES)
4. AMENDMENT TO INCREASE FUNDS - NORTH HILLYARD SIDEWALK INFILL - 2024065 (ENGINEERING SERVICES)
5. CONTRACT WITH LEONE & KEEBLE INC (SPOKANE, WA) FOR CONSTRUCTION THE WATER DEPT MAIN OFFICE RENOVATION PHASE 2 10/15/2026 TO 12/15/2027 FOR $4,370,546.00 (FACILITIES MANAGEMENT)
6. CONTRACT RENEWAL 3 OF 4 WITH CLEAN ENERGY CORP. (FLEET SERVICES)
7. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
8. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
9. SYSTEMS & SOFTWARE UTILITY BILLING (ENQUESTA) ANNUAL SOFTWARE SUPPORT (INFORMATION TECHNOLOGY)
10. PURCHASE OF CATCH BASIN TRUCK FOR WASTEWATER MAINTENANCE (FLEET SERVICES)
11. PURCHASE OF 2 FORD F750 SERVICE TRUCKS FOR WATER (FLEET SERVICES)

Public Testimony

None.

Executive Session

None.

Adjournment

The meeting adjourned at 2:15 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
City Hall (808 W. Spokane Falls Blvd)
Council Chambers, October 27, 2026

Call to Order: 1:05 p.m.

Recording of the meeting may be viewed here:
https://vimeo.com/1240007054?fl=pl&fe=sh

Attendance

Committee Members Present:
Council Member Paul Dillon, Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Kate Telis, Council Member Zack Zappone, Council Member Kitty Klitzke (virtual).

Absent:
Council Member Sarah Dixit.

1. QUARTERLY INVESTMENT REPORT - CONNER THORNE (10 minutes)
2. Q3 QUARTERLY FINANCIAL REPORT - JESSICA STRATTON (5 minutes)

Discussion Items (No Action Taken)

1. ORDINANCE RELATED TO CERTAIN UTILITY TAXES - ADAM MCDANIEL (5 minutes)
2. DOWNRIVER SIP REFI LOAN - MATT BOSTON (5 minutes)
3. SPECIAL BUDGET ORDINANCE – PSAP IT ANALYST AND DISPATCHERS – STEPHEN WILLIAMS (5 minutes)
4. SPECIAL BUDGET ORDINANCE – HR RANGE CHANGE – OCTOBER 2026 – ALLISON ADAM (5 minutes)
5. SPECIAL BUDGET ORDINANCE - BJA DISCRETIONARY FUND GRANT – COLE WICKER (5 minutes)
6. RESOLUTION FOR THE FUNDING FOR SUBRECIPIENT CONTRACTS THROUGH BJA BYRNE DISCRETIONARY FUNDING - COLE WICKER (5 minutes)
7. 2027 CITY INSURANCE PREMIUMS - STEPHANIE PUCKETT (5 minutes)
8. BIENNIUM BUDGET ORDINANCE - JACOB MILLER (10 minutes)
9. CIP ORDINANCE - JACOB MILLER (10 minutes)
10. SETTLEMENT RESOLUTION - ALLBERY V. CITY OF SPOKANE - DAN EIGLER (5 minutes)
11. DESIGNATION OF GREATER SPOKANE LOW INCOME HOUSING CONSORTIUM AS LAND BANK - PAUL DILLON (10 minutes)
12. RESOLUTION ADOPTING COUNCIL RULE CHANGES - ZACK ZAPPONE (5 minutes)

Consent Items

1. FACILITIES WATER DEPARTMENT METER SHOP MAIN OFFICE RENOVATION CONTRACT (FACILITIES MANAGEMENT)
2. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
3. FACILITIES LANDSCAPING AND SNOW REMOVAL SERVICES FOR MULTIPLE CITY PROPERTIES (FACILITIES MANAGEMENT)
4. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)
5. OUTSIDE COUNSEL CONTRACT AMENDMENT (CITY ATTORNEY)6. ACCEPTANCE OF FY 2026 BJA BYRNE DISCRETIONARY COMMUNITY PROJECT GRANTS (GRANTS MANAGEMENT)

Public Testimony

Ben Stuckart

Executive Session

None.

Adjournment

The meeting adjourned at 2:22 p.m.

Hearing Notices

NOTICE OF PUBLIC HEARING
City of Spokane, Periodic Update to the Comprehensive Plan,
PlanSpokane 2026-2046

Notice is hereby given that there will be a public hearing before the City of Spokane Plan Commission at a special meeting on **November 9, 2026**, beginning at **4:00 PM** in-person in the City Hall Council Chambers and online via the Microsoft Teams Meeting Software. This hearing or portions thereof may be continued at the discretion of the Plan Commission. A potential continuation date of November 16, 2026, at 4pm has been set. Any person may submit written comments on the proposed action or call for additional information at:

Planning & Economic Development Department
Attn: Tirrell Black
808 West Spokane Falls Boulevard
Spokane, WA 99201-3333
Phone (509) 625-6500
planspokane@spokanecity.org

HOW TO ATTEND THE MEETING: The Hearing will be held in-person and online using the TEAMS platform. Public testimony will be taken in-person or via the online platform or over the phone. Connection information will be posted at least one week in advance here:

https://my.spokanecity.org/bcc/commissions/plan-commission/

HOW TO COMMENT: Email comments to planspokane@spokanecity.org Comments received prior to 10am on November 9, 2026, will be forwarded to the Plan Commission. Emails received after that day/time will be sent to city council. Written comment by US mail may be sent to the address above. Testimony in person will also be taken at the hearing. Online attendees may also testify, follow the “how to attend the meeting” information above for how to join the meeting.

SEPA: A Programmatic Final Environmental Impact Statement was made available on October 26, 2026. To view this FEIS and all documents related to this proposal, please visit: https://my.spokanecity.org/planspokane/

APPLICANT/AGENT: City of Spokane

LOCATION: Citywide

PROPOSAL: The City of Spokane, in conformance with RCW 36.70A.130 has reviewed and revised the Comprehensive Plan to consider forecast growth in population, job, and housing units for the period of 2026-2026. See https://my.spokanecity.org/planspokane/ to review the entire proposal.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

General Notices

Spokane City/County Historic Landmarks
Preliminary Agenda
Wednesday, November 18, 2026
3:00 PM
Hybrid Meeting
Microsoft Teams/City Council Briefing Center

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

3:00 PM **Public Hearing:**

A. **Special Valuation Application (per SMC 17D.100.310):**
1. Contributing Property Corbin Park – 733 W Park Place
2. Frederick E Westcott Model Home – 1215 E 19th Avenue
3. Kehoe Block – 5002 N. Market Street
4. Spokane Brewing & Malting Building – Phase 2 – 901 W Broadway

4:30 PM **Commission Briefing Session:**

1. Call to Order
2. Approve 10/21/26 meeting minutes
3. Old Business
4. New Business
5. Chairman's Report
6. HPO Staff Report
7. Other (Announcement and events)

Adjournment:

The next SHLC meeting will be held on Wednesday, December 16, 2026

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

Members of the public are encouraged to join the online meeting using the following information. To participate via video follow the hyperlink below on your computer or mobile device (click on "Join the meeting now")
Microsoft Teams meeting
Join the meeting now
Meeting ID: 262 603 992 298 7
Passcode: qe7ka2yH

Dial in by phone
+1 323-618-1887,,123930118# United States, Los Angeles
Find a local number
Phone conference ID: 123 930 118#

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Ordinances

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

ORDINANCE NO. C36893

An ordinance vacating Rebecca Street between Olive Avenue and Alki Avenue.

WHEREAS, a petition for the vacation of Rebecca Street between Olive Avenue and Alki Avenue has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

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

The City of Spokane does ordain:

Section 1. That Rebecca Street between Olive Avenue and Alki Avenue and located within the Southeast Quarter of Section 15, Township 25 North, Range 43 East, Willamette Meridian, is hereby vacated. Parcel number not assigned.

Section 2. An easement is reserved and retained over and through the south 170 feet for the utility services of Lumen and Comcast to protect existing and future utilities.

Section 3. That no compensation for the assessed value of the area herein vacated shall be required by virtue of the previous version of the non-user statute (RCW 36.87.090) which vacated Rebecca Street by operation of law many years ago.

Section 4. An easement is reserved and retained over and through the entire vacation area for the utility services of Avista Utilities to protect existing and future utilities.

Passed by City Council October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36943

An ordinance expanding the boundaries of the East Sprague Parking and Business Improvement Area and amending Section 04.31C.020 of the Spokane Municipal Code.

WHEREAS, RCW 35.87A.075 authorizes City Council to take legislative action to modify the boundaries of the East Sprague Parking and Business Improvement Area; and

WHEREAS, the East Sprague Ratepayer Advisory Board met and voted on August 19, 2026, to recommend a westward expansion of the East Sprague Parking and Business Improvement Area along Sprague Avenue towards Hatch Street; and

WHEREAS, no previous expansion action has been taken by City Council to expand the East Sprague PBIA in 2026, and the proposed expansion area assessment is less than ten percent of the previously approved assessment roll; and

WHEREAS, the City Council approved a Resolution of Intent to modify the East Sprague Parking and Business Improvement Area boundaries on October 7, 2026, and notice of the public hearing was sent to effected property owners with fifteen days notice.

NOW, THEREFORE, the Spokane City Council does ordain:

Section 1. That Section 04.31C.020 of the Spokane Municipal Code is amended to read as follows:

Section 04.31C.020 BID Boundaries

The East Sprague Parking and Business Improvement Area shall be within the following boundaries geographically shown on the map attached as Appendix A ((~~(East Sprague Parking and Business Improvement Area Boundaries)~~)), which is incorporated herein by reference:

- From the intersection of S Smith Street and E 1st Avenue, proceed west along E 1st Avenue to S Perry Street.
- From the intersection of S Perry Street and E 1st Avenue, proceed south along S Perry Street a half block to 1st – Pacific Alley.
- From 1st – Pacific Alley and S Perry Street, proceed west until Hamilton Street / I-90.
- From Hamilton Street / I-90, proceed north ((~~until the railroad~~)) to the intersection of Hamilton Street / I-90 and E Sprague Avenue, proceed west along E Sprague Avenue and then southwest along S Sprague Way to the southeast corner of Parcel 35201.4211 then proceed west following the western boundary of Parcel 35201.4216 then proceed north along the parcel boundary until reaching Parcel 35201.4115.
- From the southeastern corner of Parcel 35201.4115 proceed west, then proceed north to Parcel 35201.0111.
- Proceed west along Parcel 35201.0111 to E 1st Avenue to the intersection of E 1st Avenue and S Hatch Street.
- From the intersection of E 1st Avenue and S Hatch Street proceed north to the southwest corner of Parcel 35174.0583, then north along the parcel boundary to the railroad.
- From the northwestern corner of Parcel 35174.0583 follow the railroad right-of-way to N Hamilton St and then proceed south to S Sprague Avenue.
- From the intersection of N Erie Street and the railroad, proceed northeast along the railroad right-of-way ((~~until the northeast corner of parcel 35174.0546; then, proceeding south along the boundary of parcel 35174.0546~~)) to N Madelia Street.
- ~~From the intersection of parcel 35174.0546 and 35174.0552, proceed east along the northern boundary of parcel 35174.0552 to N Perry Street.~~
- ~~From N. Perry St, proceed north along N Perry Street to E Riverside Ave.~~

- ~~From the intersection of E Riverside Ave and N Perry St proceed east along E Riverside Ave to N Helena Street.~~
- ~~From the intersection of N. Helena Street and E Riverside Street proceed north along N Helena until the railroad.~~
- ~~From the intersection N Helena Street and the railroad, proceed northeast along the railroad right of way until N Madelia Street.~~))
- From the intersection of N Madelia Street and E Main Ave., proceed east along E Main Ave until N Crestline Street.
- From the intersection of N Crestline Street and E Main Ave, proceed south along N Crestline Street to E Riverside Ave.
- From the intersection of E Riverside Ave and N Crestline Street, proceed east along E Riverside Ave to S Smith Street.
- From the intersection of S Smith Street and E Riverside Ave., proceed south along S Smith Street to E 1st Ave.

When a street or alley is named, the area boundary is the centerline of the right-of-way including vacant portions unless otherwise specified in the description.

In the case of a conflict between the description of the area and the map, the description shall control.

The above description will hereafter be referred to as the "business improvement district" or "BID." Businesses, as described in RCW 35.87A.020, real properties (including improvement thereon), multifamily residential, mixed-use projects, shall be subject to special assessments as authorized by RCW 35.87A.010.

Passed by City Council October 28, 2026
Delivered to Mayor October 29, 2026

ORDINANCE NO. C36944

An ordinance related to administrative contracts and their execution; amending sections of Chapter 07.06 Article I and III of the Spokane Municipal Code.

WHEREAS, the City charter directs the execution of contracts in the name of the Mayor under the direction of the city council; and

WHEREAS, the City Council recognizes the benefit of delegating smaller value contracts and contract execution to the administration; and

WHEREAS, this proposed ordinance where appropriate seeks to simplify and update thresholds accordingly as well as update language that provides better clarity for compliance and aligns language to more common used terms;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That section 07.06.060 of the Spokane Municipal Code is amended to read as follows:

Section 07.06.060 ((~~"Minor Contract"~~)) <u>Administrative Contract</u> Defined

((~~"Minor contract" means a:~~))

A. <u>An "administrative contract" means a</u> contract that involves a net revenue or expense <u>totaling seventy-five thousand dollars ($75,000) or less,</u> (excluding sales tax and state filing fees)<u>.</u> ((~~of thirty-five thousand dollars or less within a twelve-month period, and is of a routine nature, provided that the total expense (excluding sales tax and state filing fees) does not exceed a total of one hundred thousand dollars over the term of the contract (not including renewals); or~~))

B. ((~~housekeeping change or clarification to a contract that does not affect a material term or condition.~~)) Multi-year contracts shall not exceed the threshold identified in subsection A of this section within a twelve (12) month period, calculated from the effective date of the contract.

((~~Effective the first of January of 2002 and the first of January of each year thereafter, the thirty-five-thousand-dollar limit shall be adjusted by an amount equal to one hundred percent of the average of the previous July - July U.S. All City Average (CPI-U and CPI-W). The newly determined amount shall be rounded to the nearest multiple of one hundred thousand dollars.~~))

((~~Effective the first of January of 2006 and the first of January of each year thereafter, the one hundred thousand dollar limit shall be adjusted by an amount equal to one hundred percent of the average of the previous July - July U.S. All City Average (CPI-U and CPI-W). The newly determined amount shall be rounded to the nearest multiple of one thousand dollars.~~))

C. An administrative contract shall not exceed five (5) years/sixty (60) months in duration, including renewals, or extensions.

Section 2. That section 07.06.260 of the Spokane Municipal Code is amended to read as follows:

Section 07.06.260 ((~~Minor Contracts~~)) Administrative Contracts – Execution

A. The City Council hereby directs and authorizes the Mayor, or designee, to execute ((~~minor~~)) contracts that meet the administrative contract definition (SMC 07.06.060) without individual approval of each contract by the City Council.

B. The City Clerk is authorized to attest such signatures.

C. The Mayor, or designee, may, upon ((~~his or her~~)) their own volition, place any specific administrative contract on the Council agenda for individual council authorization as ((~~he or she~~)) they may see fit consistent with City Council rules of procedure.

D. Contracts ((~~which were publicly bid require prior~~)) that are required by statute or policy to be awarded through a formal public solicitation process must receive City Council approval.

((~~E. Each minor contract shall specify the end date, and in no event shall a minor contract have a duration longer than two (2) years.~~))

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

Section 07.06.262 Change Orders – Contract Amendments

A. For contracts previously approved by City Council, ((~~The~~))the Mayor, or designee, may authorize, by change order or contract amendment, aggregate increases of up to ten percent (10%) of the total contract dollars per contract, not to exceed one hundred thousand dollars ($100,000)((~~, upon verification by the Chief Financial Officer or their designee that funds are available~~)).

B. For contracts, at their execution, approved as an administrative contract, the Mayor, or designee, may authorize, by change order or contract amendment increases up to, but not exceeding, the administrative contract threshold established in SMC 07.06.060.

((~~B~~))C. Notwithstanding subsection (A) of this section, the City Council hereby directs and authorizes the Mayor to delegate approval/signature authority for change orders where a pre-approved administrative reserve has been established without individual approval of each change order by the City Council.

D. All change orders require verification by the Chief Financial Officer, or their designee, that funds are available.

E. All percentage and dollar thresholds established in this section shall be calculated exclusive of applicable sales tax.

F. Clerical amendments, including but not limited to housekeeping changes or clarifications to a contract that does not affect a material term or condition, may be executed in accordance with administrative policy for contracts.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

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

Passed by City Council October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36955

An ordinance to extend the duration of interim official control C36680 concerning off-premises alcohol outlets near public assets, and declaring an emergency.

WHEREAS, on April 28, 2025, City Council adopted ordinance C36680, an interim official control regarding off-premises alcohol outlets near public assets; and

WHEREAS, on April 27, 2026, City Council adopted ordinance C36862, a six-month extension of ordinance C36680 until October 28, 2026; and

WHEREAS, on November 3, 2025, City Council adopted ordinance C36773, approving a consultant contract for the project entitled "Code Assessment and Modernization of Title 17 of the Spokane Municipal Code"; and

WHEREAS, the Planning and Economic Development department continues to perform related studies and public engagement as part of the periodic update to the City's Comprehensive Plan, and needs additional time to determine appropriate regulation of off-premises alcohol outlets near public assets, thus requiring an additional extension of the interim ordinance; and

WHEREAS, the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code is expected to continue beyond the expiration of April 28, 2026; and

WHEREAS, pursuant to RCW 36.70A.390, the City Council held a public hearing in support of the adoption of this ordinance; and

WHEREAS, the City Council finds that the City needs for additional time to evaluate and determine appropriate regulation of off-premises alcohol outlets near public assets, and, combined with broad efforts related to recodification, were sudden and unexpected, and immediate effect of this extension is necessary to prevent or mitigate the continuing threat of harm to the community; and

WHEREAS, the City Council finds also that the normal course of legislative procedures of the City Council to adopt and extend this interim ordinance cannot timely prevent a lapse in the current effect of the interim ordinance, which lapse would cause or exacerbate harm to the community;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Hearing. That the hearing held at the time of adoption of this ordinance fulfills the requirement of RCW 36.70A.390 to hold a hearing in connection with this extension.

Section 2. Work Plan. That the Planning and Economic Development Department shall continue to study, conduct additional public engagement, and evaluate regulation of off-premises alcohol outlets as part of the periodic update to the Comprehensive Plan and the Code Assessment and Modernization of Title 17 of the Spokane Municipal Code projects.

Section 3. Duration. That the duration of the interim zoning ordinance enacted by ordinance C36680 shall be extended an additional six months to April 28, 2027.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

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

Section 6. Emergency Clause. The City Council declares that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 01.01.080 SMC and Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

Passed by City Council October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36956

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO UTILIZE SALARY SAVINGS IN THE PROJECT MANAGEMENT OFFICE FOR CONTRACTUAL SERVICES TO SUPPORT STANDING UP 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 Project Management Office 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 Project Management Office Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Decrease appropriation by $72,500.
A) Of the decreased appropriation, $72,500 is removed solely from base wages and various benefits.

2) Increase appropriation by $72,500.
A) Of the increased appropriation, $72,500 is provided solely for contractual services.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to utilize salary savings in the Project Management Office for contractual services, 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 October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36957

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 U.S. DEPARTMENT OF HOMELAND SECURITY – FEDERAL EMERGENCY MANAGEMENT AGENCY TO PURCHASE AIR QUALITY DETECTION EQUIPMENT FOR HAZMAT AND HIGH-RISK RESPONSE CALLS FOR THE FIRE DEPARTMENT, 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 Fire Grants – Miscellaneous 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 Fire Grants – Miscellaneous Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Increase revenue by $66,686.
A) Of the increased revenue, $66,686 is provided solely from the Federal Emergency Management Agency – Department of Homeland Security.

2) Increase appropriation by $66,686.
A) Of the increased appropriation, $66,686 is provided solely for minor equipment.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept and appropriate a grant award from the United States Department of Homeland Security – FEMA, 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 October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36958

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 APPROPRIATE A GRANT AWARD FROM THE WASHINGTON TRAFFIC SAFETY COMMISSION FOR THERAPEUTIC COURT PROGRAMS, 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 $128,000.
A) Of the increased revenue, $128,000 is provided solely by a grant from the Washington Traffic Safety Commission.

2) Increase appropriation by $128,000.
A) Of the increased appropriation, $2,500 is provided solely for office supplies.
B) Of the increased appropriation, $125,500 is provided solely for professional services.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the receipt of a grant award from the Washington Traffic Safety Commission to support therapeutic court programs, 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 October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36959

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 APPROPRIATE ENGROSSED SUBSTITUTE HOUSE BILL 2015 GRANT FUNDING FROM THE WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION, 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 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 General Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1) Add 2 classified Senior Information Technology Analyst (from 2 to 4) in the Police Department.

Section 2. 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 $3,401,648.
A) Of the increased revenue, $3,401,648 is provided solely from the Washington State Criminal Justice Training Commission.

2) Increase appropriation by $3,401,648.
A) Of the increased appropriation, $548,170 is provided solely for base wages and benefits.
B) Of the increased appropriation, $2,453,478 is provided solely for contractual services.
C) Of the increased appropriation, $400,000 is provided solely for professional services.

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 accept and appropriate ESHB 2015 grant funding from WSCJTC, 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 October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36960

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, “AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE”, AND AMENDING IT TO INCREASE SPOKANE POLICE DEPARTMENT EXTRA DUTY ASSIGNMENT EXPENSES AND CORRESPONDING SPECIAL EVENT REVENUE DUE TO INCREASED DEMAND, 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 $1,750,000.
A) Of the increased revenue, $1,750,000 is provided solely for law enforcement services in the Police department for extra duty assignments.

2) Increase appropriation by $1,750,000.
A) Of the increased appropriation, $1,750,000 is provided solely for extra duty and other miscellaneous personnel expenses in the 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 increased demand for special events in the Spokane Police Department increasing costs for extra duty assignments, 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 October 28, 2026
Delivered to Mayor October 29, 2026

Ordinance No. C36961

AMENDING ORDINANCE NO. C36794, ENTITLED IN PART, "AN ORDINANCE ADOPTING A MID-BIENNIAL MODIFICATION BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ADD ONE CLASSIFIED POSITION AND INCREASE THE BUDGET FOR ONE-TIME IMPLEMENTATION COSTS OF 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, Spokane United 911 Network Fund, and Facilities Capital 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 $1,000,000.
A) Of the increased revenue, $1,000,000 is provided solely for local retail sales and use tax.

2) Increase appropriation by $1,000,000.
A) Of the increased appropriation, $1,000,000 is provided solely for an operating 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 1 classified Emergency Communications Training and Quality Specialist (from 0 to 1).

2) Increase revenue by $1,860,000.
A) Of the increased revenue, $1,000,000 is provided solely from an operating transfer-in from the General Fund.
B) Of the increased revenue, $860,000 is provided solely from an operating transfer-in from the Facilities Capital Fund.

3) Increase appropriation by $1,860,000.
A) Of the increased appropriation, $1,860,000 is provided solely for contractual services.

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

1) Decrease appropriation by $860,000.
A) Of the decreased appropriation, $860,000 is removed solely from professional services.

2) Increase appropriation by $860,000.

A) Of the increased appropriation, $860,000 is provided solely for an operating transfer out to the Spokane United 911 Network Fund.

Section 4. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to authorize a new classified position and to increase the budget for one-time implementation costs of the Spokane United 911 Network, funded by unanticipated sales tax revenue and a reallocation of unspent capital budget, 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 October 28, 2026
Delivered to Mayor October 29, 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.

Assistant Parks and Recreation Department Manager SPN 066
Promotional

Date Open: November 2nd, 2026 **Date Closed:** November 9th, 2026
Salary: $82,705.68 annual salary, payable bi-weekly, to a maximum of $117,178.56

Class Summary:
Performs responsible administrative work by assisting in directing or administering a department of the Parks and Recreation Division.

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.

- Performs many of the functions of a department director, except the actual directing of a total department of the Parks and Recreation Division.
- Acts as department liaison in working with citizen groups, other governmental units, architects and contractors.
- Requisitions, inventories and manages equipment purchased for various activities, responsible for the proper utilization of funds allocated to the department.
- Researches grant funding sources, supervises preparation of grant applications and adherence to grant goals and objectives.
- Directs daily accounting functions of the department including accounts payable and receivable, purchasing cards, fixed assets, cash accounting, and other reconciliations.
- Ensures accounting practices and transactions are compliant with the Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Coordinates programs with other departments of the Parks and Recreation Division, school activities and community programs.
- Selects, assigns and trains seasonal, professional and technical personnel for a wide variety of activities.
- Interprets programs and needs of the division to the public through various news media; promotes programs before civic and community groups; prepares and presents reports related to the division to the Park Board, as well as other boards and committees.
- Directs the daily activities of parks attractions and food concessions including park security operations cash and ticket control operations, and gift shop/guest services operations.
- Assists in establishing financial control by budgeting for seasonal employees, and compiling and studying statistics on labor reports compared to labor expenses and revenues compared to expenses.
- Assists the department director in formulating policies and procedures of the department. Assists in implementation of policies and establishing procedures.
- Performs related work as required.

Minimum Qualifications:
Promotional Requirements:

- Education: Graduation from a four-year college or university with a degree in finance or accounting; and
- Experience: Two years of experience in the classification of Senior Accountant (SPN 111), and currently employed in the Parks and Recreation Division.

Licenses and Certifications:

- None.

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

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

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

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

Training and Experience Examination instructions and links will be emailed to qualified applicants on November 11th, 2026. The testing window is November 12th, 2026 - November 16th, 2026.

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

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

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

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

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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application. By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 28th day of October 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Senior Technical Services Specialist SPN 292
Promotional

Date Open: November 9th, 2026 **Date Closed:** November 16th, 2026
Salary: $59,821.20 annual salary, payable bi-weekly, to a maximum of $98,428.32

Class Summary:
Performs complex IT technical customer services support work and lead worker responsibilities within the team and on projects.

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.

- Provides technical support in a formal or informal help desk setting to users with complex and non-routine hardware and software problems, which includes logging, troubleshooting, testing, adjusting, resolving, or referring problems to the appropriate Information Technology resource. Assists both locally and remotely.
- Responsible for the deployment of desktop/mobile hardware and software; manages regular system and cybersecurity updates.
- Provides advice and instruction regarding assigned duties to lower level staff. Leads others on complex assignments and oversees group projects.
- Researches new technologies and procedures to meet the needs of users in various agencies or city-wide. Provides training to user groups on how to identify and prevent problems.
- Coordinates work for large scale upgrades or replacements of hardware and/or software for one or more departments.
- Acts as a liaison between user groups and the Information Technology unit to communicate problems and possible solutions.
- Administers systems such as the IT self-service portal, mobile device management, City printers, etc.
- Maintains detailed records including status and resolution of reported issues, software installation and licensing, inventory of equipment, specialized services for users, etc.
- Maintains technical procedures, documentation, operational instructions and/or project or work order status. Reads and understands technical or other complex materials required for the job.
- Provides training and guidance to users.
- Performs related work as required.

Minimum Qualifications:
Promotional Requirements:

- Experience: Two years with the City as a Technical Services Specialist II.

Examination Details:
Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.
The examination will be conducted in person and will consist of short answer questions.

Important Details:

- Test Date: Thursday, November 19th, 2026
- Test Time: 2:00 p.m.
- Test Method: Computer
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 2 Hours

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

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

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 28th day of October 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

WTE Electrical & Instrumentation Technician SPN 590
Open Entry

Date Open: November 2nd, 2026 **Date Closed:** November 16th, 2026
Salary: $58,818.96 annual salary, payable bi-weekly, to a maximum of $96,904.08

Class Summary:
Responsible for installation, maintenance, and repair of electrical, instrumentation, and distributive control equipment throughout the Waste-to-Energy (WTE) plant, including low, medium, and high voltage electrical distribution equipment.

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.

- Performs scheduled preventive maintenance on all plant electrical, instrumentation, and control equipment related to overall plant operating systems, steam turbine, generator, mobile equipment including crane, etc.
- Installs, maintains, calibrates, and repairs instrumentation systems and equipment in accordance with local, state, and federal regulations and plant standards, to ensure safe and efficient operation.
- Troubleshoots and repairs electrical circuits, switchgear, electrical components, and motor controls including Distributed Control Systems (DCS), Programmable Logic Controllers (PLC), and supervisory control and data acquisition (SCADA) systems used to monitor, automate, and control plant processes. Programs and modifies PLCs to improve system efficiency and meet operational needs.
- Assists plant and environmental personnel with the operation, calibration, and maintenance of the Continuous Emissions Monitoring System (CEMS).
- Responds to and resolves electrical and instrumentation system malfunctions, failures, or outages using diagnostic tools and equipment. Identifies potential and recurring problems and recommends or takes corrective actions.

- Assists in the startup and shutdown of electrical and control systems as part of planned or emergency operations. Completes work orders and project work during plant outages.
- Provides guidance and training to less experienced staff on electrical and instrumentation systems, as well as best practices for maintenance and troubleshooting.
- Ensures all work is completed in accordance with safety standards; adheres to lockout/tagout (LOTO) procedures, hot work permits, arc flash, confined space entry, and other plant safety protocols during maintenance tasks.
- Follows all plant safety procedures and protocols to ensure the health and safety of all personnel. Acts as a confined space entrant and attendant and assists with any retrieval efforts during emergencies until emergency services arrive.
- Supports adherence to and implementation of environmental regulations, especially regarding emissions monitoring, instrumentation, and control systems.
- Maintains accurate and up-to-date records of maintenance activities and reports on equipment performance and condition. Assists in maintaining an up-to-date inventory of electrical and instrumentation spare parts and tools.
- Works closely with other technicians, engineers, and operations staff to ensure the plant operates efficiently and reliably. Provides support and oversight to contractors.
- Performs related work as required.

Minimum Qualifications:
Open-Entry Requirements:

- Education: Associate degree or equivalent trade school related to electrical engineering, industrial electronics/instrumentation, control systems, or a closely related field.
- Experience: No work experience required.
- Substitution: Work experience in the maintenance and repair of electrical instrumentation and distributive control equipment, such as hydraulic/pneumatic-driven systems, steam turbine, turbine generator, air dampers, and related control devices in utilities or manufacturing facilities, may substitute for the required education on a year-for-year basis.
- Equivalency: We accept equivalent combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Licenses and Certifications:

- A valid driver’s license is required, to be maintained throughout employment.

Examination Details:
Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.
The examination will consist of the following:

- Supplemental Questionnaire Training and Experience Evaluation 20%
- Multiple-Choice 80%

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.

Supplemental Questionnaire Training & Experience Evaluation:

A Training and Experience Evaluation (T&E) is a written test where the applicant answers structured questions based on their previous experience and training or education. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online, at the time of application. Please view this video for tips to help you fill out the T&E.

Multiple-Choice Examination:

Examination instructions and links will be emailed to qualified applicants on November 18th, 2026. The testing window is November 19th – 23rd.

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

Possible subjects covered in the multiple-choice examination:

- Electrical/Instrumentation
- Safety
- Motors & Generators
- Blueprint/Schematic Reading

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:
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Chair

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P E R I O D I C A L