



Agenda Sheet for City Council:

Committee: Public Safety **Date:** 02/02/2026

Committee Agenda type: Discussion

Date Rec'd

1/28/2026

Clerk's File #

OPR 2026-0124

Cross Ref #

Project #

Council Meeting Date: 02/23/2026

Submitting Dept

DEVELOPMENT SERVICES CENTER

Bid #

Contact Name/Phone

DERMOTT 6142

Requisition #

Contact E-Mail

DMURPHY@SPOKANECITY.ORG

Agenda Item Type

Contract Item

Council Sponsor(s)

KTELIS

Sponsoring at Administrators Request

NO

Lease? NO

Grant Related? NO

Public Works? NO

Agenda Item Name

4700: DSC INTERLOCAL AGREEMENT WITH AIRWAY HEIGHTS


Agenda Wording

DSC to perform plan review, assist with inspections and Building Official consultation on a limited basis to support the City of Airway Heights.

Summary (Background)

This proposal is from the City of Airway heights requesting help while they advertise for a replacement Building Official due to vacancy. The proposed workload would include part time services at an hourly rate of \$150.00 per hour for Building Official duties, Inspection consultation from field staff, and Plan reviews services.

Approved by Spokane City Council
on: 2/23/2026



City Clerk

What impacts would the proposal have on historically excluded communities?

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

How will data be collected regarding the effectiveness of this program, policy, or product to ensure it is the right solution?

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

Council Subcommittee Review



CITY OF SPOKANE

**INTERLOCAL AGREEMENT BETWEEN THE
CITY OF SPOKANE AND THE CITY OF
AIRWAY HEIGHTS FOR BUILDING PLAN
REVIEW, PERMIT INTAKE, BUILDING
INSPECTION AND RELATED SERVICES**

This Interlocal Agreement (this "Agreement") is effective as of the Effective Date set forth below, by and between the City of Spokane, a Washington a first-class city ("**Spokane**"), and the City of Airway Heights, a Washington a non-charter code city ("**Airway Heights**") with Spokane and Airway Heights jointly referred to as "**Parties**".

RECITALS

WHEREAS, Spokane enforces the Washington State Building Code Act pursuant to RCW Chapter 19.27, as amended, to include appointment of officials as necessary to perform the functions and duties prescribed in the Spokane Municipal Code and RCW Chapter 19.27.

WHEREAS, Airway Heights enforces the Washington State Building Code Act pursuant to RCW Chapter 19.27, as amended, to include appointment of officials as necessary to perform the functions and duties prescribed in both the Airway Heights Municipal Code and RCW Chapter 19.27.

WHEREAS, Airway Heights is in need of assistance for review of building plans, permit intake, processing and issuance, building inspections, Building Official services and related functions.

WHEREAS, Spokane, through its Development Services Department and other departments has capacity to aid Airway Heights with review of building plans, permit intake, processing, and issuance, building inspections and interpretations, predevelopment reviews, and related functions.

WHEREAS, Airway Heights desires to obtain assistance for building plan review services, permit intake, processing and issuance services, building inspection services, and other related services (the "**Services**") from Spokane to assist in enforcing the Washington State Building Code Act in Airway Heights in conformance with the Airway Heights Municipal Code, and RCW Chapter 19.27.

WHEREAS, Spokane has proposed to provide Airway Heights with the Services as set forth in this Agreement.

WHEREAS, The Parties are authorized under RCW 39.34 to enter into this Agreement for the provision of the Services, subject to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, it is agreed as follows:

1. Purpose. The purpose of this Agreement is for Spokane to provide the Services to Airway Heights. The scope of the Services is set forth in Exhibit A (the "Scope of Services and Fee Schedule") hereto.

2. Duties of Spokane. Spokane, as a deputy under the authority and direction of the Airway Heights' Building and Planning Department shall provide the Services on an as-needed basis. The scope of the Services is set forth in the Scope of Services and Fee Schedule. Requests for the Services shall be emailed to the Spokane Development Services Department or other applicable department by Airway Heights. Requests for Services shall be completed within the timeframes required by Washington law and/or the Airway Heights Municipal Code.

3. Duties of Airway Heights. Airway Heights shall be responsible for requesting Services from Spokane when needed, to complete all permitting processes not requested from Spokane under Section 2 above, render all final interpretations of the Washington State Building Code Act and/or Airway Heights Municipal Code, and provide Spokane with any resources as reasonably necessary to facilitate the performance of Spokane's duties. In addition, Airway Heights shall provide payment for the Services to Spokane as set forth herein.

4. Duration and Termination. The Agreement shall take effect on February 2, 2026, or as soon thereafter as all of the following events have occurred ("**Commencement Date**"):

- (a) Approval of the Agreement by the official action of the governing bodies of each of the Parties;
- (b) Execution of the Agreement by the duly authorized representative of each of the Parties; and
- (c) Filing or listing a copy of this Agreement as required by RCW 39.34.040.

The term of this Agreement shall be from the Commencement Date to December 31, 2027 ("**Initial Term**") and shall be automatically extended for additional terms of one year (an "**Extension Term**"), unless either party provides written notice to the other by September 30 of the applicable year in which the Initial Term or Extension term is set to expire, expressing an intent not to this extend Agreement. For purposes of clarity, in the absence of notice not to extend sent by September 30 of the applicable year, this Agreement shall be automatically extended for one additional year. In addition, either Party may terminate this Agreement by providing 120 days' written notice to the other Party.

At least one hundred and twenty (120) days prior to expiration of the Initial Term or any Extension Term, the Parties shall meet and confer for the purpose of reviewing and adjusting the Scope of Services and Fee Schedule.

5. Cost of Services and Billing. For the Services, Airway Heights shall pay Spokane as set forth in 'Attachment A' of the Scope of Services and Fee Schedule.

On a project basis and no less than once a month, Spokane shall bill Airway Heights for amounts due under this Agreement. Airway Heights shall pay the amount due within thirty (30) days of receipt of each bill. If Airway Heights has a good faith dispute with any invoice, Airway Heights

shall pay any undisputed amount, and the Parties shall within fifteen (15) days meet and confer to resolve the dispute.

6. Indemnification.

- (a) Airway Heights Ordinances, Rules and Regulations. In executing this Agreement, Spokane does not assume liability or responsibility for or release Airway Heights from any liability or responsibility which arises in whole or in part from the existence or effect of Airway Heights ordinances, rules, regulations, policies or procedures. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any Airway Heights ordinance, rule, or regulation is at issue, Airway Heights shall defend the same at its sole expense and if judgment is entered or damages are awarded against Spokane, Airway Heights, or both, Airway Heights shall satisfy the same, including all costs and/or attorney's fees awarded by the court.
- (b) Airway Heights Indemnification of Spokane. Airway Heights shall indemnify, defend, and hold harmless Spokane, its officers, agents and employees, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including costs and attorney's fees in defense thereof, for personal injury or death of persons (including employees of Spokane), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Airway Heights' acts, errors or omissions with respect to the subject matter of this Agreement; provided, however,
 - (i) Airway Heights' obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the sole negligence of Spokane, its officers, agents or employees; and
 - (ii) Airway Heights' obligation to indemnify, defend, and hold harmless for injuries, sickness, death, damage or civil rights violations caused by or resulting from the concurrent actions or negligence of Airway Heights and Spokane shall apply only to the extent that Airway Heights' actions or negligence caused or contributed thereto.
- (c) Spokane Indemnification of Airway Heights. Spokane shall indemnify, defend, and hold harmless Airway Heights, its officers, agents and employees, from and against any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, including costs and attorney's fees in defense thereof, for personal injury or death of persons (including employees of Spokane), or damage to property, or the violation of any person's civil rights, which is caused by or arises out of Spokane's acts, errors or omissions with respect to the subject matter of this agreement; provided, however
 - (i) Spokane's obligation to indemnify, defend and hold harmless shall not extend to injuries, sickness, death, damage or civil rights violations caused by or resulting from the sole negligence of Airway Heights, its officers, agent or employees; and

- (ii) (ii) Spokane's obligation to indemnify, defend and hold harmless for injuries, sickness, death, damage or civil rights violations caused by or resulting from the concurrent actions or negligence of Spokane and Airway Heights shall apply only to the extent that Spokane's actions or negligence caused or contributed thereto.

- (d) Indemnification for Events Occurring Prior to Termination of Services. The obligation to indemnify, defend and hold harmless for those injuries provided for in this Section extends to those events occurring prior to the termination of Services under this Agreement. No obligation exists to indemnify for injuries caused by or resulting from events occurring after the last day Services are provided under this Agreement. The obligation of a party to indemnify, defend, and hold harmless under Sections 6(b) and 6(c) shall survive termination of this Agreement for any event that occurred prior to such termination.

7. Actions Contesting Agreement. Each Party shall appear and defend any action or legal proceeding brought to determine or contest: (i) the validity of this Agreement and/or (ii) the legal authority of Airway Heights and/or Spokane to undertake the activities contemplated by this Agreement. If both parties to this Agreement are not named as parties to the action, the party named shall give the other party prompt notice of the action and provide the other an opportunity to intervene. Each party shall bear any costs and expenses taxed by the court against it; any costs and expenses assessed by a court against both parties jointly shall be shared equally.

8. Independent Contractor. Each Party to this Agreement is an independent contractor with respect to the subject matter herein. Nothing in this Agreement shall make any employee of Spokane an Airway Heights employee for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded Airway Heights employees by virtue of their employment. Nothing in this Agreement shall make any employee of Airway Heights a Spokane employee for any purpose, including but not limited to for withholding taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded Spokane employees by virtue of their employment. At all times pertinent hereto, employees of Spokane are acting as Spokane employees and employees of Airway Heights are acting as Airway Heights employees.

9. Notice. Any notice or other communication given hereunder shall be deemed sufficient, if in writing and delivered personally to the addressee, sent by certified or registered mail, return receipt requested, addressed as follows, or to such other address as may be designated by the addressee by written notice to the other party:

To Spokane: City of Spokane
Attn: Alexander Scott, City Administrator
808 W. Spokane Falls Boulevard
Spokane, WA 99201
Email: ascott@spokanecity.org
Phone: (509) 625-6774

With a copy to: City of Spokane
Attn: Tami Palmquist, Director of Development Services
808 W. Spokane Falls Boulevard
Spokane, WA 99201
Email: tpalmquist@spokanecity.org
Phone: (509) 625-6157

To Airway Heights: City of Airway Heights
Attn. Heather Trautman,
Director of Building and Planning Department
13120 W 13th Avenue
Airway Heights, WA 99001
htrautman@cawh.org
509-954-1461

With a copy to: City of Airway Heights
Attn. Albert Tripp, City Manager
13120 W 13th Avenue
Airway Heights, WA 99001
atripp@cawh.org
509-244-5578

10. Partial Invalidity. Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provision of this Agreement which shall prove to be invalid, void or illegal shall in no way affect, impair, or invalidate any other provisions hereof, and such other provisions shall remain in full force and effect.

11. Assignability. The rights, duties, and obligations of either party to this Agreement may not be assigned to any third party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

12. Entire Agreement. This Agreement contains the entire understanding between the parties and supersedes any prior understandings and agreements between them regarding the subject matter hereof. There are no other representations, agreements, or understandings, oral or written, between the parties hereto relating to the subject matter of this Agreement. No amendment of, or supplement to, this Agreement shall be valid or effective unless made in writing and executed by the parties hereto.

13. Governing Law and Venue. This Agreement shall be governed by the laws of the state of Washington. Any action relating to this Agreement shall be brought only in the Spokane County Superior Court, and the Parties consent to the jurisdiction of such court for such purposes.

14. Attorney's Fees and Costs. In any action relating to the interpretation or enforcement of this Agreement, the prevailing party shall be entitled to an award of its reasonable attorney's fees and costs.

15. Construction and Interpretation. The recitals set forth above are hereby incorporated into the substantive provisions of this Agreement. This Agreement shall not be construed more strictly against Airway Heights by virtue of the fact that the same was prepared by Airway Heights or its counsel, it being recognized that Spokane has contributed substantially and materially to the preparation of this Agreement.

16. RCW 39.34.030 Required Clauses.

(a) Purpose. See above.

(b) Duration. See above.

- (c) Organization of Separate Entity and its Powers. Each party is duly organized and in existence. No new or separate legal or administrative entity is created to administer this Agreement.
- (d) Responsibilities of the Parties. See above.
- (e) Agreement to be Filed. This Agreement shall be filed with each City Clerk for both Parties and with the Spokane County Auditor, or listed on each Parties' web site or other electronically retrievable public source as required by RCW 39.34.040.
- (f) Financing. Each party shall be responsible for the financing of its obligations through its budgetary process.
- (g) Termination. Either party may terminate this Agreement as set forth above.
- (h) Property upon Termination. Upon termination, each party retains control of its property. Jointly held property shall be divided in proportion to the amount each party contributed to acquisition.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

DATED this 2nd day of April, 2026.

CITY OF AIRWAY HEIGHTS, WASHINGTON CITY OF SPOKANE, WASHINGTON

By LARRY BOWMAN 3/11/2026
Signature Date

Larry Bowman
Type or Print Name

Chair
Title

By Alexander Scott 4/2/2026
Signature Date

Alexander Scott
Type or Print Name

City Administrator
Title

Approved as to form:

Daniel Gibbons
Daniel J. Gibbons, City Attorney

Attest:

Tara Moses
Tara Moses, Clerk-Treasurer

Approved as to form:

Elizabeth Schoedel
Assistant City Attorney

Attest:

Terri Pfister
Terri Pfister, City Clerk

Attachments to this Agreement:

- Exhibit A – Certificate Regarding Debarment
- Exhibit B – Scope of Services



M26-027

**EXHIBIT A
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.

4. I understand that a false statement of this certification may be grounds for termination of the contract.


<hr/> Name of Subrecipient / Contractor / Consultant (Type or Print)	<hr/> Program Title (Type or Print)
LARRY BOWMAN <hr/> Name of Certifying Official (Type or Print)	 <hr/> Signature
Mayor <hr/> Title of Certifying Official (Type or Print)	3/11/2026 <hr/> Date (Type or Print)

EXHIBIT B

SCOPE OF SERVICES

Under this agreement, the City of Spokane through its Building Official agrees to provide the following support, subject to availability and applicable laws, codes, and policies. The services will be provided by the following staff: Dermott Murphy- Building Official, Johnathan Goldsmith - Deputy Building Official and Misty Moore - Plans Examiner.

1.1 Technical Code Consultation by the Building Official and Deputy Building Official

- Serve as an on-call technical resource for questions related to:
 - Occupancy classifications
 - Changes of occupancy or use
 - Building plan submission requirements
 - Code applicability and interpretation

1.2 Field Inspection Support Building Official and Deputy Building Official

- Provide assistance to inspectors when field conditions require interpretation or clarification of code intent or application.
- Offer guidance to support consistent enforcement decisions.

1.3 Pre-Development Conferences Building Official and Plans Examiner

- Participate in Pre-Development or pre-application conferences, when scheduled approximately two (2) weeks in advance, to:
 - Review proposed concept uses
 - Discuss changes of use or occupancy
 - Provide preliminary feedback on new construction or redevelopment proposals
- Such feedback shall be advisory unless otherwise documented as a formal determination.

1.4 Occupancy and Life Safety Determinations Building Official and Deputy Building Official

- Assist with occupancy and life safety issues, including:
 - Support for stop-work orders
 - Do-not-occupy determinations
 - Written documentation or code citations to support Code Compliance actions
- Provide formal determinations when required under adopted codes or local ordinance.

1.5 Rates

1. Hourly rates are \$150.00 per hour
2. Items 1.1, 1.2, 1.4 will be a combined base fee for services by hour, there will be no weekly charge if no services are requested. This fee can be adjusted by mutual agreement.

3. Item 1.3, hourly charge per predevelopment conference, includes preparation and consultation time. Pre-development meetings are typically the preparation of comments on site plans and proposed uses and do not include an ‘in-person meeting’. If an applicant requests an in-person meeting, it will be a hybrid meeting of both web platform and in person, the Spokane Building Department staff may attend via web platform.
4. Additional: In person meeting, Site meetings, 2-hour min.

Staff Qualifications:

Certified Person	City
 Dermott Murphy	Spokane

Certificates

- Fire Inspector II (expires 07/14/2027)
- Commercial Electrical Inspector (expires 07/14/2027)
- Residential Mechanical Inspector (expires 07/14/2027)
- Commercial Plumbing Inspector (expires 07/14/2027)
- Residential Building Inspector (expires 07/14/2027)
- Building Inspector (expires 07/14/2027)
- Certified Fire Code Official (expires 07/14/2027)
- Residential Electrical Inspector (expires 07/14/2027)
- Accessibility Inspector/Plans Examiner (expires 07/14/2027)
- Combination Inspector (expires 07/14/2027)
- Residential Combination Inspector (expires 07/14/2027)
- Commercial Combination Inspector (expires 07/14/2027)
- Certified Housing Code Official (expires 07/14/2027)
- Master Code Professional (expires 07/14/2027)
- Residential Plumbing Inspector (expires 07/14/2027)
- Plumbing Inspector (expires 07/14/2027)
- Electrical Inspector (expires 07/14/2027)
- Fire Plans Examiner (expires 07/14/2027)
- Zoning Inspector (expires 07/14/2027)
- Residential Plans Examiner (expires 07/14/2027)
- Certified Building Official (expires 07/14/2027)
- Building Plans Examiner (expires 07/14/2027)
- Commercial Mechanical Inspector (expires 07/14/2027)
- Property Maintenance and Housing Inspector (expires 07/14/2027)
- Fire Inspector I (expires 07/14/2027)
- Residential Energy Inspector/Plans Examiner (expires 07/14/2027)
- Commercial Building Inspector (expires 07/14/2027)
- Mechanical Inspector (expires 07/14/2027)
- Fire Code Specialist (expires 07/14/2027)
- Building Code Specialist (expires 07/14/2027)
- Housing and Zoning Code Specialist (expires 07/14/2027)

Certified Person	City
 Johnathan Goldsmith	Spokane

Certificates

- Residential Building Inspector (expires 07/01/2028)
- Residential Plans Examiner (expires 07/01/2028)
- Certified Building Official (expires 07/01/2028)
- Commercial Building Inspector (expires 07/01/2028)
- Building Inspector (expires 07/01/2028)

Certificate Of Completion

Envelope Id: 59A41DDC-4151-4F3E-93E7-55C86903E652

Status: Completed

Subject: OPR 2026-0124 - CONTRACT - CITY OF AIRWAY HEIGHTS - INTERLOCAL AGREEMENT

Source Envelope:

Document Pages: 13

Signatures: 8

Envelope Originator:

Certificate Pages: 6

Initials: 0

Daniel Rose

AutoNav: Enabled

Stamps: 1

808 W. Spokane Falls Blvd.

Envelopeld Stamping: Enabled

Spokane, WA 99201

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

drose@spokanecity.org

IP Address: 155.190.3.7

Record Tracking

Status: Original

Holder: Daniel Rose

Location: DocuSign

2/24/2026 10:50:52 AM

drose@spokanecity.org

Signer Events

Signature

Timestamp

Terri L. Pfister

Sent: 2/24/2026 11:23:33 AM

tpfister@spokanecity.org

Viewed: 2/24/2026 11:59:57 AM

City Clerk

Signed: 2/24/2026 12:09:35 PM

City of Spokane

Signature Adoption: Uploaded Signature Image

Security Level: Email, Account Authentication (None)

Using IP Address: 155.190.3.6

Electronic Record and Signature Disclosure:

Not Offered via Docusign

LARRY BOWMAN

Sent: 3/4/2026 4:02:33 PM

lbowman@cawh.org

Resent: 3/6/2026 11:10:45 AM

Mayor

Resent: 3/10/2026 8:53:00 AM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Resent: 3/11/2026 8:39:54 AM

Using IP Address: 2601:602:c481:c380::2d

Viewed: 3/11/2026 11:16:16 AM

Signed: 3/11/2026 11:17:52 AM

Electronic Record and Signature Disclosure:

Accepted: 3/11/2026 11:16:16 AM

ID: 349e9372-ffaa-4254-a64a-275c88e08cda

Daniel Gibbons

Sent: 2/24/2026 12:09:36 PM

djg@painehamblen.com

Resent: 2/26/2026 8:28:03 AM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Resent: 3/2/2026 8:40:32 AM

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Resent: 3/11/2026 11:17:53 AM

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Resent: 3/16/2026 8:39:18 AM

Resent: 3/18/2026 8:58:54 AM

Resent: 3/24/2026 7:41:05 AM

Resent: 3/30/2026 8:27:13 AM

Resent: 4/1/2026 12:14:14 PM

Resent: 4/2/2026 9:57:42 AM

Resent: 4/2/2026 9:59:26 AM

Viewed: 4/2/2026 10:00:26 AM

Signed: 4/2/2026 10:00:26 AM

Electronic Record and Signature Disclosure:

Accepted: 4/2/2026 9:58:25 AM

ID: 02b293fa-17b6-4735-9297-e9a12626b836

Signer Events	Signature	Timestamp
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<p>Tara Moses TMOSES@cawh.org Finance Director City of Airway Heights Security Level: Email, Account Authentication (None)</p>	<p><i>Tara Moses</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 50.197.64.165</p>	<p>Sent: 4/2/2026 10:00:28 AM Viewed: 4/2/2026 10:50:33 AM Signed: 4/2/2026 10:51:07 AM</p>
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Electronic Record and Signature Disclosure:
Accepted: 3/5/2026 8:39:29 AM
ID: 2b41e821-b380-46be-8eb6-a49ef43360c6

<p>Elizabeth Schoedel eschoedel@spokanecity.org Assistant City Security Level: Email, Account Authentication (None)</p>	<p><i>Elizabeth Schoedel</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 155.190.3.7</p>	<p>Sent: 4/2/2026 10:51:09 AM Viewed: 4/2/2026 10:54:11 AM Signed: 4/2/2026 10:54:23 AM</p>
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Electronic Record and Signature Disclosure:
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ID: e4bf49b3-7b91-4196-be65-e5ab29335126

<p>Alexander Scott ascott@spokanecity.org City Administrator Security Level: Email, Account Authentication (None)</p>	<p><i>Alexander Scott</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 2600:100f:b034:71b0:14cc:ac75:6d52:b94a Signed using mobile</p>	<p>Sent: 4/2/2026 10:54:24 AM Viewed: 4/2/2026 10:56:08 AM Signed: 4/2/2026 10:56:44 AM</p>
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Electronic Record and Signature Disclosure:
Accepted: 4/2/2026 10:56:08 AM
ID: 3d3a7c8c-f8bb-4835-b8f9-7101e7b45026

<p>Terri L. Pfister tpfister@spokanecity.org City Clerk City of Spokane Security Level: Email, Account Authentication (None)</p>	<p><i>Terri L. Pfister</i></p>  <p>Signature Adoption: Uploaded Signature Image Using IP Address: 155.190.3.6</p>	<p>Sent: 4/2/2026 10:56:46 AM Viewed: 4/2/2026 11:16:42 AM Signed: 4/2/2026 11:18:27 AM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	2/24/2026 11:23:33 AM
Envelope Updated	Security Checked	3/4/2026 4:02:33 PM
Envelope Updated	Security Checked	3/4/2026 4:02:33 PM
Envelope Updated	Security Checked	4/2/2026 9:57:41 AM
Certified Delivered	Security Checked	4/2/2026 11:16:42 AM
Signing Complete	Security Checked	4/2/2026 11:18:27 AM
Completed	Security Checked	4/2/2026 11:18:27 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, SHI International Corp OBO City of Spokane (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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Enabled Security Settings:	Allow per session cookies

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