



Official Gazette

City of Spokane, Washington

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

Volume 107

APRIL 5, 2017

Issue 14



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, March 27, 2017****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

On roll call, Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton and Waldref were present.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present on the dais. City Administrator Theresa Sanders was absent.

Reminder – No City Council Meeting on April 3, 2017

Council President Stuckart provided a reminder that there will be no City Council meeting next week (Monday, April 3, 2017).

Advance Agenda Review

There was no briefing of an Advance Agenda since the regularly scheduled City Council meeting on Monday, April 3, 2017, is cancelled.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the March 6, 2017, Current Agenda for any changes.

Contract with Helfrich Brothers Boiler Works, Inc. (OPR 2017-0210 / RFP 4309-17)

Motion by Council Member Mumm, seconded by Council Member Stratton, **to defer** to April 10, 2017, Agenda the contract with Helfrich Brothers Boiler Works, Inc., (Lawrence, MA) for scheduled and unscheduled outages and related services for the Waste to Energy Facility from April 1, 2017 through March 31, 2018; **carried unanimously**.

Final Reading Ordinance C35485 Relating to Human Rights Protections

Motion by Council Member Stratton, seconded by Council Member Beggs, **to accept** the new version (of the ordinance as filed with the City Clerk); **carried 6-1 (Council Member Fagan voting "no")**.

Final Reading Ordinance C35471 Relating to the Process for Amending the Unified Development Code

Motion by Council Member Fagan, seconded by Council Member Waldref, **to accept** the new version (of the ordinance) which reflects minor changes (as filed with the City Clerk); **carried unanimously**.

Final Reading Ordinance C35486 Relating to the Asset Forfeiture Policy

Motion by Council Member Mumm, seconded by Council Member Waldref, **to accept** the new version (of the ordinance) which has some language changes (a copy of which was provided to the City Clerk's Office prior to the meeting); **carried 6-1 (Council Member Fagan voting "no")**.

City Council Letter (Regarding Upcoming Collective Bargaining Negotiations with the Police Guild) (OPR 2017-0211)

Council Member Kinnear noted she would like Special Counsel Beth Kinnard to review the letter and make any further changes or suggestions, and Ms. Kinnard has not had time to do that yet. The following action was subsequently taken:

Motion by Council Member Kinnear, seconded by Council Member Beggs, **to defer** the Letter to April 10 (Agenda); **carried unanimously**.

CONSENT AGENDA

Upon motion by Council Member Fagan, seconded by Council Member Waldref, the City Council approved Staff Recommendations for the following:

Purchase OEM recommended parts from Dresser Rand Co. (Seattle, WA) necessary for the 7-year turbine overhaul for the Waste to Energy Facility—\$550,000 plus a 10% reserve of \$55,000 for a total of \$605,000 (excl. taxes). (OPR 2017-0208)

Contract with Simplex Grinnell, (Spokane Valley, WA) for as needed inspections, repairs and installations of Fire Suppression Systems and Hydrants at the Waste to Energy Facility from May 1, 2017 through April 30, 2018—\$46,034.45. (OPR 2017-0209; RFB 4310-17)

Low Bid of Cameron-Reilly LLC (Spokane, WA) for Division Gateway – 3rd Avenue to Spokane Falls Boulevard—\$3,620,352.60. An administrative reserve of \$362,035.26 which is 10% of the contract price will be set aside. (PRO 2017-0012; ENG 2014149)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through March 17, 2017, total \$6,977,951.76 (Check Nos. 535415-535634; ACH Payment Nos. 35669-35912), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,560,640.90. (CPR 2017-0002)

City Council Meeting Minutes: March 13, 2017 and March 16, 2017. (CPR 2017-0013)

Council Recess/Executive Session

The City Council adjourned at 3:40 p.m. The City Council immediately reconvened into an Executive Session to discuss pending litigation for five minutes. Interim City Attorney Mike Piccolo and Assistant City Attorney Nate Odle were present during the Executive Session. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Troop 258.

Invocation

Gretchen Rehberg, new Bishop of the Episcopal Diocese of Spokane.

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton, and Waldref were present.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present.

PROCLAMATIONS

April 4, 2017

National Service Day

Council Member Mumm read the proclamation and presented it to Julie Gautier-Downes, Community Frameworks. The proclamation notes that service to others is the hallmark of a community's character and central to meeting challenges. National Service programs, including AmeriCorps and Senior Corps, strengthen neighborhoods and faith based organizations that are vital to our social wellbeing and expand economic opportunity and create a more sustainable resilient community by providing education, career skills, and leadership abilities.

Month of April 2017 *Fair Housing Month*

Council Member Stratton read the proclamation and presented it to Marley from Northwest Fair Housing Alliance. April 2017 marks the 49th Anniversary of the passage of the Civil Rights Act of 1968 popularly known as the Federal Fair Housing Act. The proclamation asks that all members of the community join with the Mayor in support of endorsing the practice of fair housing.

March 31, 2017

Transgender Day of Visibility

Council President Stuckart read the proclamation and presented it to a representative of Spokane TALL. The proclamation notes that trans people are our neighbors, coworkers, families, and friends, and are at a disproportionate risk of violence, discrimination, and marginalization. The Spokane community affirms the value and dignity of its trans members as it affirms the value and dignity of all its citizens. The proclamation encourages citizens to join together in promoting understanding, compassion, and acceptance of the trans community.

BOARDS AND COMMISSIONS APPOINTMENTS

Spokane Regional Law and Justice Council

Motion by Council Member Kinnear, seconded by Council Member Stratton, **to replace** Council President Stuckart with Council Member Beggs as the City Council's representative on the Spokane Regional Law and Justice Council; **carried unanimously.**

Council President Stuckart noted he was honored to be on the Spokane Regional Law and Justice Council and feels the City Council will be better served to have the expertise that Council Member Beggs offers.

ADMINISTRATIVE REPORTS

Human Rights Commission Report

John Lemus, Human Rights Commission Chair, along with members of the Commission, presented the Human Rights Commission 2017 Work Plan. Mr. Lemus noted the Work Plan is more of a focus on the Commission's five subcommittees, which are as follows: 1) LGBTQIA (Commissioner Torres); 2) Human Trafficking (Commissioner Bishop); 3) Education/Planning (Commissioner Bishop); 4) Rules and Procedures (Commissioner Reilly); and 5) Complaint (Commissioner Fields).

COUNCIL COMMITTEE REPORTS

Public Works Committee

Council Member Waldref reported on the Public Works Committee meeting held earlier today (March 27, 2017). Minutes of the Public Works Committee are filed with the City Clerk's Office and are available for review following approval by the Public Works Committee.

OPEN FORUM

Rick Bocook presented concerns regarding private security at the (STA) plaza.

Alfredo Llamado commented on the City Council adding verbiage to an important document; however, he feels the Council is not doing enough because people are being discriminated against.

Laura Renz, with the Northwest Service Dog Alliance, spoke regarding service dogs and ADA and making progress on getting the word out as to what you can and cannot do in public.

Michael Jepson spoke in support of the Human Rights Commission of Spokane.

Kelly Cruz remarked on a recent neighborhood council meeting where residents of West Central learned that their neighborhood is being used to warehouse sex offenders, and expressed concerns regarding sex offenders in West Central.

Dave Bilsland remarked on "Free Speech Friday," which he indicated is held from 4 to 6 in the afternoon every Friday at the "V" where Ruby and Division split by North River Drive.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS**Resolution 2017-0019**

Subsequent to an overview by Council President Stuckart and public testimony, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2017-0019**—Joint Resolution stating the City Council's and Park Board's support for the continued integrated planning and work to utilize Parks and other City properties to meet a range of mutually identified strategic goals and objectives.

Resolution 2017-0020

Subsequent to commentary by Human Resources Director Chris Cavanaugh and Interim Street Department Director Gary Kaesemeyer, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2017-0020** approving the appointment of Gary Kaesemeyer as the Director of the Street Department for the City of Spokane.

FINAL READING ORDINANCE**Final Reading Ordinance C35485**

Council Member Stratton provided an overview of revised Final Reading Ordinance C35485. (The City Council accepted the revised version of Ordinance C35485 during its 3:30 p.m. Briefing Session.) Considerable public testimony was received and Council commentary was held. Subsequently, the following action was taken:

Motion by Council Member Waldref, seconded by Council Member Mumm, **to not take any enforcement action** based on discrimination due to the use of housing choice as defined in Title 18 until July 1, 2017, which would allow an ad hoc group to be formed to help provide input on any appropriate amendments to make sure everybody understands the rules and gives input into those rules so we can enforce it effectively as a City; **carried 5-2 (Council President Stuckart and Council Member Beggs voting “no”)**.

(Clerical Note: In light of the above action, Ordinance C35485 was amended by adding a subsection F under Section 18.01.050 Administration, which reads: “The City shall not take any enforcement action based on discrimination due to the use of “housing choice or other subsidy program or alternative source of income” as defined in this Title 18 before July 1, 2017. The City Council shall name an ad hoc stakeholder group to make recommendations to the City Council for amendments to Chapter 18.03, SMC, concerning the use of housing choice or other subsidy programs or alternative sources of income.”)

Subsequent to additional Council commentary, the following action was taken:

Upon a 6-1 roll call vote (Council Member Fagan voting “no”), the City Council **passed Final Reading Ordinance C35485, as amended**, relating to human rights protections; repealing chapters 1.06, 1.08, 10.08E, and 10.18; sections 3.10.040, 3.10.050, and 3.10.060; enacting a new Title 18; and amending sections 1.05.210, 4.10.040 and 4.10.050 of the Spokane Municipal Code.

FIRST READING ORDINANCES

The following ordinances were read for the First Time, with further action deferred:

- ORD C35471** Relating to the process for amending the unified development code; amending section 17G.025.010 of the Spokane Municipal Code. (Deferred from March 6, 2017, Agenda)
- ORD C35486** Relating to the asset forfeiture policy of the City of Spokane; enacting a new chapter 8.19 of the Spokane Municipal Code.
- ORD C35487** Relating to the creation of four new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 & adopting new sections 3.01A.341, 3.01A.342, and 3.01A.344 to chapter 3.01A of the Spokane Municipal Code.

SPECIAL CONSIDERATIONS

(For Council Action on the Letter which outlines the City Council's goals and objectives for the upcoming collective bargaining negotiations with the Police Guild, see section of minutes under 3:30 p.m. Briefing Session where this item was deferred to April 10, 2017, Agenda.) (OPR 2017-0211)

There were no Hearings.

SECOND OPEN FORUM

Cherrie Barnett remarked that something is going on in the country and we've forgotten God, morality, and our own individual truth and we're being pushed in a political correct direction – being pushed by the schools and being pushed by the media; and she read some quotes of a Russian dissident.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 9:22 p.m.

SPECIAL MEETING MINUTES SPOKANE CITY COUNCIL Thursday, March 23, 2017

A Special Meeting of the Spokane City Council was held on the above date in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. The meeting was called to order at 3:33 p.m.

The purpose of the special meeting was for the City Council to hold a Special Administrative Session for ratification and confirmation of the Mayor's "Executive Declaration of Emergency or Disaster" and to hold the City Council's regularly scheduled Study Session. Both portions of the meeting were open to the public. No public testimony was taken and discussion was limited to appropriate officials and staff.

SPECIAL ADMINISTRATIVE SESSION

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Mumm, Kinnear, Mumm, and Stratton present. Council Member Waldref arrived at 3:34 p.m.

SPECIAL ADMINISTRATIVE AGENDA

Ratification and Confirmation of Civil Emergency (LGL 2017-0013)

Upon Unanimous Voice Vote (in the affirmative) (Council Member Waldref absent), the City Council **approved** ratification and confirmation of the Mayor's "Executive Declaration of Emergency or Disaster" (extensive flooding due to continuous rains, compounded by high temperatures and snow melting, causing damage to property and effecting the usefulness of public roadways and other public properties).

As the matter was an Administrative Agenda item, no public testimony was taken.

The Special Administrative Session adjourned at 3:34 p.m. and the City Council immediately convened into the Study Session portion of the meeting.

(Council Member Waldref entered the meeting at 3:34 p.m.)

STUDY SESSION AGENDA

The topic of discussion during the study session was, as follows:

- Resiliency Training

ADJOURNMENT

The Study Session portion of the Special Meeting adjourned at 4:30 p.m.

Hearing Notices

NOTICE OF CITY COUNCIL PUBLIC HEARING PROPOSED AMENDMENT TO SPOKANE MUNICIPAL CODE

(Proposed Ordinance No. C35471)

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **April 10, 2017, at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington, to receive public testimony on a proposed ordinance to amend Section 17G.025.010 to the Spokane Municipal Code pertaining to text amendments to the Unified Development Code to provide inapplicability to certain chapters.

Description of Proposal: An ordinance relating to the process for amending the unified development code; amending section 17G.025.010 of the Spokane Municipal Code.

Written comments and oral testimony at the public hearing for this proposed action will be made part of the public record. Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the City Council.

Any person may submit written comments on the proposed actions or call for additional information at:

*Spokane City Council
Attn: Adam McDaniel
808 West Spokane Falls Boulevard
Spokane, WA 99201-3329
Phone (509) 625-6269
amcdaniel@spokanecity.org*

More information on the process: The City Council will be briefed on this proposal on Monday, March 20, 2017, at 3:30 p.m. There is no public testimony at the briefing. The 1st Reading of the ordinance before City Council is scheduled for Monday, March 27, 2017, at 6:00 p.m. Generally, no presentations are made at the 1st reading, and no public testimony is taken at the 1st reading. The 2nd reading and public hearing for the proposed amendment is scheduled for Monday, April 10, 2017, at 6:00 p.m. At this meeting there will be an opportunity for public testimony. The public may also submit written comment to the City Council at citycouncil@spokanecity.org. The City Council reserves the right to continue this public hearing.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and 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.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or jjackson@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.

Publish: March 22 & 29 and April 5, 2017

General Notices

NOTICE OF ELECTION TO BE HELD ON APRIL 25, 2017

MEASURE NO. 1 LIBRARY OPERATIONS LEVY

RESOLUTION NO. 2016 - 0093

A RESOLUTION OF THE CITY OF SPOKANE PROPOSING AN INCREASE IN THE REGULAR PROPERTY TAX LEVY FOR A PERIOD OF SEVEN YEARS BEGINNING IN 2018 IN AN AMOUNT EXCEEDING THE LIMITATIONS OF CHAPTER 84.55 RCW TO PROVIDE FUNDING FOR LIBRARY OPERATIONS; PROVIDING FOR THE SUBMISSION OF THE MEASURE TO THE QUALIFIED ELECTORS OF THE CITY AT A SPECIAL ELECTION; REQUESTING THAT THE SPOKANE COUNTY AUDITOR HOLD A SPECIAL ELECTION FOR THE MEASURE ON APRIL 25, 2017; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, the City of Spokane, Washington ("City") is a first-class city duly organized and existing by virtue of the Constitution and laws of the state of Washington and its city charter; and

WHEREAS, the City has authority to enact a regular annual property tax levy and such other levies as may be approved by the electorate of the City, subject to applicable limitations, as required by law; and

WHEREAS, Chapter 84.55 RCW reflects a limitation that the annual rate of increase of the dollar amount of the regular property tax levy set by the City Council may not exceed the lesser of the rate of inflation or one percent (1%), all as further reflected in Chapter 84.55 RCW; and

WHEREAS, RCW 84.55.050 permits an election to authorize a levy above the limit factor specified in Chapter 84.55 RCW upon majority approval by the voters, subject to any otherwise applicable statutory dollar rate limitation, said election to be held not more than twelve months prior to the date on which the proposed excess levy is to be made, except as further provided in said statute for multi-year levies; and

WHEREAS, in the February 2013 special election, 66% of the voters of the City of Spokane approved an increase in the regular property tax levy in the amount of \$0.07 per \$1,000 of property valuation, for the purpose of funding library operations beginning in 2014 and extending through 2017; and

WHEREAS, on July 28, 2016, the Spokane Public Library Board of Trustees voted unanimously to recommend the City Council place a measure on the February 14, 2017 ballot that would allow for the renewal of the current levy lid lift in order to continue the improvements to library services resulting from the passage of the 2013 levy lid lift and to implement new practices to make the Library more efficient and responsive to its customers' educational, business and cultural interests; and

WHEREAS, the City Council desires to continue the levy lid lift approved by the voters in February 2013 to continue funding for library operations by submitting to the voters a measure to increase the regular property tax levy in excess of the amount permitted by state law of \$0.07 per \$1,000 of assessed valuation in 2018 and to have the increased levy amount remain in place for seven years to raise approximately \$1,200,000 per year; and

WHEREAS, pursuant to Section 84 of the City Charter, the City Council of its motion may submit to popular vote for adoption or rejection at any election any proposed ordinance or measure.

NOW, THEREFORE, BE IT RESOLVED, by the Spokane City Council that:

Section 1. The Spokane County Auditor is hereby requested pursuant to RCW 29A.04.330 to hold a special election on April 25, 2017, in conjunction with the scheduled special election for the purpose of submitting to the voters of the City of Spokane for the approval or rejection of a property tax levy to provide funding for library operations.

Section 2. The following measure shall be submitted in the following form:

CITY OF SPOKANE

MEASURE NO. 1

LIBRARY OPERATIONS LEVY

THE CITY OF SPOKANE ADOPTED RESOLUTION NO. 2016-0093 PROVIDING FOR AN INCREASE IN THE REGULAR PROPERTY TAX LEVY IN EXCESS OF STATE LAW BEGINNING IN 2018 IN WHICH THE FUNDING WOULD BE ALLOCATED ONE HUNDRED PERCENT FOR LIBRARY OPERATIONS. THIS MEASURE AUTHORIZES AN INCREASE IN THE REGULAR PROPERTY TAX LEVY FOR 2018 BY \$0.07 PER \$1,000 OF ASSESSED VALUATION FOR A LEVY RATE NOT TO EXCEED \$3.52. THE INCREASE IN THE PROPERTY TAX LEVY WOULD REMAIN IN EFFECT FOR A PERIOD OF SEVEN YEARS.

SHOULD THIS MEASURE BE APPROVED?

YES ☐

NO ☐

Section 3. In the event the measure specified in Section 2 above is approved by the qualified electors of the City as required by the Constitution and laws of the state of Washington, there shall be levied and collected annual excess property tax levies in the amount as authorized by said voter approval. Such tax levies will be in excess of the regular annual tax levies permitted by law without voter approval.

Section 4. The City hereby requests pursuant to RCW 29A.04.330 the Spokane County Auditor, as *ex officio*, Supervisor of Elections of the City, to call, conduct and hold within the City a special election on Tuesday, April 25, 2017, for the purpose of submitting to the qualified electors of the City for their approval or rejection, the proposal set forth above. The City Clerk of the City of Spokane is hereby authorized and directed to deliver a certified copy of this resolution to the Spokane County Auditor, as *ex officio* Supervisor of Elections for the City, no later than February 24, 2017.

Section 5. If any one or more of the provisions of this resolution shall be declared by any court of competent jurisdiction to be unconstitutional or invalid for any reason, then such provision shall be null and void, and shall be deemed separable from the remaining provisions of this resolution, and shall in no way affect the validity of the other provisions of this resolution.

Section 6. The levy lid lift in the property tax levy rate shall be a temporary single year increase, which shall begin in 2018 and continue through 2024.

Section 7. The City Attorney is authorized to make such minor adjustments to the wording of the measure as may be necessary to effectuate the intent of the resolution or upon recommendation of the Spokane County Auditor, as long as the intent of the measure remains clear and consistent with the intent of this resolution as approved by the City Council.

Section 8. This resolution shall take effect and be in full force immediately upon its passage.

ADOPTED by the City Council this 14th day of November, 2016.

Publish April 5, 12, & 19, 2017

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. C35485

An ordinance relating to human rights protections; repealing chapters 01.06, 01.08, 10.08E, and 10.18; sections 03.10.040, 03.10.050, and 03.10.060; enacting a new Title 18; and amending sections 01.05.210, 04.10.040 and 04.10.050 of the Spokane Municipal Code.

WHEREAS, human rights provisions are scattered throughout the Spokane Municipal Code; and

WHEREAS, protections for human rights are fundamental to the welfare of all people in Spokane; and

WHEREAS, the City Council recognizes the utility of grouping all provisions which contain and describe the human rights protections of the Spokane Municipal Code in the same title; and

WHEREAS, the City of Spokane reaffirms its commitment to the protection of the human rights of all those living in Spokane.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That chapters 01.06, 01.08, 10.08E, and 10.18, and sections 03.10.040, 03.10.050, and 03.10.060 of the Spokane Municipal Code are hereby repealed.

Section 2. That there is enacted a new Title 18 of the Spokane Municipal Code to read as follows:

Title 18 Human Rights

Chapter 18.01 Law Against Discrimination

Section 18.01.010 Findings

The City of Spokane finds that discrimination based on race, religion, creed, color, sex, national origin, marital status, familial status, domestic violence victim status, age, sexual orientation, gender identity, honorably discharged veteran or military status, refugee status, the presence of any sensory, mental or physical disability as defined by the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq, and/or the Washington State Law Against Discrimination, Chapter 49.60 RCW, or the receipt of, or eligibility for the receipt of, funds from any housing choice or other subsidy program or alternative source of income poses a substantial threat to the health, safety and general welfare of the citizens of Spokane. The City deems it necessary and proper to enact a local ordinance to address these issues.

Section 18.01.020 Purpose and Intent

- A. The City values the dignity and worth of all human beings and is committed to promoting justice, equity and an inclusive action available to any person under federal or state law.
- B. It is the intent of the City that all people have an equal opportunity to participate fully in the life of the City and that discriminatory barriers to equal participation in employment, housing, and public accommodations be removed. The City has a compelling interest in eradicating and preventing such discrimination and in ensuring equal opportunity in employment, housing, and public accommodations. This Title 18 represents the least restrictive means of achieving the City's objectives.
- C. The provisions of this Title 18 are to be broadly and liberally construed to effectuate this Title's remedial purpose and the City's legislative intent.

- D. These sections are not intended to establish or require affirmative action or quotas of any kind, or to infringe upon the authority vested in the civil service commission and City departments pursuant to the City Charter.
- E. By enacting this title, the City expresses its intent to ensure that Spokane generally, as well as the City itself, is free from bias or discrimination on the basis of race, religion, creed, color, sex, national origin, marital status, familial status, domestic violence victim status, age, sexual orientation, gender identity, honorably discharged veteran or military status, refugee status, the presence of any sensory, mental or physical disability as defined by the Americans with Disabilities Act and/or the Washington State Law Against Discrimination, and free from sexual harassment.
- F. Nothing in this chapter shall constitute a cause of action under state law or form a basis for relief in the state courts. It is the intent of this chapter that all causes of action for violations of the chapter shall lie with the City of Spokane's Hearing Examiner, Municipal Court, or Superior Court, as specified in this Title 18.
- G. Nothing in this Title 18 shall be deemed to deny any person the right to institute any action or to pursue any civil or criminal remedy for the violation of such person's civil rights. Nothing in this Title 18 shall limit or expand any cause of action available to any person under federal or state law.

Section 18.01.030 Definitions

- A. "Commission" means the Spokane Human Rights Commission.
- B. "Data management protocols" means the procedures governing how data collected by surveillance equipment will be retained, stored, indexed and accessed. Information comprising data management protocols includes, at a minimum, the information required in SMC 18.04.020.
- C. "Disability" means the presence of a sensory, mental, or physical impairment that, whether temporary or permanent, common or uncommon, mitigated or unmitigated, a limitation or not on the ability to work generally or work at a particular job, or a limitation or not on the ability to engage in any other activity within the scope of this Title 18:
 - 1. is medically cognizable or diagnosable; or
 - 2. exists as a record or history; or
 - 3. is perceived to exist whether or not it exists in fact.
 - 4. For the purposes of reasonable accommodation in employment, an impairment must be known or shown through an interactive process to exist in fact and:
 - a. The impairment must have a substantially limiting effect upon the individual's ability to perform his or her job, the individual's ability to apply or be considered for a job, or the individual's access to equal benefits, privileges, or terms or conditions of employment; or
 - b. The employee must have put the employer on notice of the existence of an impairment, and medical documentation must establish a reasonable likelihood that engaging in job functions without an accommodation would aggravate the impairment to the extent that it would create a substantially limiting effect.
 - 5. For purposes of this definition, a limitation is not substantial if it has only a trivial effect.
 - 6. For purposes of housing, a "reasonable accommodation" is an adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces, where there is an identifiable relationship or nexus between the requested accommodation and the person's disability.
- D. "Discrimination" means different or unequal treatment because of race, religion, creed, color, sex, national origin, marital status, familial status, domestic violence victim status, age, sexual orientation, gender identity, honorably discharged veteran or military status, refugee status, disability, the use of a guide dog or service animal, or the use or eligibility for the use of housing choice or other subsidy program or alternative source of income. "Discriminate" means to treat differently or unequally because of race, religion, creed, color, sex, national origin, marital status, familial status, domestic violence victim status, age, sexual orientation, gender identity, honorably discharged veteran or military status, refugee status, the presence of any sensory, mental or physical disability as defined by the Americans with Disabilities Act and/or the Washington State Law Against Discrimination, or the use or eligibility for the use of housing choice or other subsidy program or alternative source of income. For purposes of this definition, it

is discriminatory to fail to offer reasonable accommodation in housing or employment to an otherwise qualified applicant or employee with a disability, absent a showing that the accommodation would impose an undue hardship.

- E. "Dog guide" means a dog that is specifically trained for the purpose of guiding persons who are blind or a dog trained for the purpose of assisting persons with disabilities.
- F. "Domestic Violence Victim Status" means a family or household member, as defined in RCW 10.99.020 (3), who has been subjected to domestic violence as defined in RCW 10.99.020 (5) or who is a victim of sexual assault as defined in RCW 70.125.030.
- G. "Employee" means an individual who works for wages, salary or commission, or a combination thereof, in the service of an employer, but does not include a person employed by a parent, grandparent, brother, sister, spouse or child. The term includes an individual who is seeking or applying for employment. This definition does not include independent contractors.
- H. "Employer" means any person acting in the interest of an employer, directly or indirectly, who employs employees within the City, or who solicits individuals within the City to apply for employment within the City, including the City of Spokane and all its boards, commissions and authorities.
- I. "Entities under common ownership" means two or more legal entities, such as corporations, limited liability companies, partnerships, and the like which are: owned by the same person(s); in which the same person(s) serve as officers and/or directors; or the majority of one of which is owned by one or more of the others. For example, if a single person owns controlling interests in several limited liability companies, all of those limited liability companies are entities under common ownership.
- J. "Family with children status" means one or more individuals who have not attained the age of eighteen years being domiciled with a parent or another person having legal custody of such individual or individuals, or with the designee of such parent or other person having such legal custody, with the written permission of such parent or other person. Families with children status also applies to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of eighteen years.
- K. "Federally-recognized tribe" means an entity listed on the Department of the Interior's list under the Federally Recognized Indian Tribe List Act of 1994, which the Secretary currently acknowledges as an Indian tribe and with which the United States maintains a government-to-government relationship.
- L. "Gender Identity" means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.
- M. "Housing choice or other subsidy program or alternative source of income" means, without limitation: (i) any short or long term federal, state or local government, private nonprofit, or other assistance program in which a tenant's rent is paid either partially by the program (through a direct arrangement between the program and the owner or lessor of the real property), and partially by the tenant or completely by the program; (ii) HUD-Veteran Affairs Supportive Housing (VASH) vouchers, Housing and Essential Needs (HEN) funds, and short-term rental assistance provided by Rapid Rehousing subsidies; and (iii) lawful, verifiable income derived from sources other than wages, salaries, or other compensation for employment, including, without limitation, funds received from Social Security benefits, supplemental security income, unemployment benefits, other retirement programs, child support, the Aged, Blind or Disabled Cash Assistance Program, Refugee Cash Assistance, and any federal, state, local government, private, or nonprofit-administered benefit program, financial aid for college students, and per capita payments or distributions received from a federally-recognized tribe.
- N. "Impairment" includes, without limitation, any:
 - 1. physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitor-urinary, hemic and lymphatic, skin and endocrine; or
 - 2. mental, developmental, traumatic, or psychological disorder, including but not limited to cognitive limitation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- O. "Labor organization" means an organization which is constituted for the purpose, in whole or in part, of collective bargaining or for dealing with an employer concerning grievances, terms or conditions of employment, or for other mutual aid or protection in connection with an employer.

- P. "Marital status" means the status of being married, single, separated, divorced or widowed.
- Q. "National origin" includes ancestry.
- R. "Operational protocols" means the procedures governing how and when surveillance equipment may be used and by whom and includes, at a minimum, the information required in SMC 18.04.010.
- S. "Person" includes:
1. A natural individual, partnership, association, organization, corporation, cooperative, legal representative, trustee and receiver, and any group of persons acting in concert;
 2. an owner, lessee, proprietor, manager, agent or employee, of a person, whether consisting of one or more natural persons;
 3. entities under common ownership; and
 4. any political or civil subdivisions of the City and any agency or instrumentality of the City or of any political or civil subdivision thereof.

This definition does not include the federal government or any federally-recognized tribe.

- T. "Place of public resort, accommodation, assemblage or amusement" includes, but is not limited to, any place, licensed or unlicensed, kept for gain, hire or reward, or where charges are made for admission, service, occupancy, or use of any property or facilities, whether conducted for the entertainment, housing, or lodging of transient guests, or for the benefit, use, or accommodation of those seeking health, recreation, or rest, or for the burial or other disposition of human remains, or for the sale of goods, merchandise, services, or personal property, or for the rendering of personal services, or for public conveyance or transportation on land, water or in the air, including the stations and terminals thereof and the garaging of vehicles, or where food or beverages of any kind are sold for consumption on the premises, or where public amusement, entertainment, sports, or recreation of any kind is offered with or without charge, or where medical service or care is made available, or where the public gathers, congregates, or assembles for amusement, recreation, or public purposes, or public halls, public elevators, and public washrooms of buildings and structures occupied by two or more tenants, or by the owner and one or more tenants, or any public library or educational institution, or schools of special instruction, or nursery schools, or day care centers or children's camps, provided that nothing contained in this definition shall be construed to include or apply to any institute, bona fide club, or place of accommodation, which is by its nature distinctly private, including fraternal organizations, though where public use is permitted that use shall be covered by this section; nor shall anything contained in this definition apply to any educational facility, columbarium, crematory, mausoleum, or cemetery operated or maintained by a bona fide religious or sectarian institution.
- U. "Profiling" means actions of the Spokane Police Department, its members, or officers commissioned by the Spokane Police Department to rely on actual or perceived race, religion, national origin, color, creed, age, citizenship status, immigration status, refugee status, gender, sexual orientation, gender identity, disability, socio-economic status, housing status, or membership in any protected class under federal, state or local law as the determinative factor in initiating law enforcement action against an individual, rather than an individual's behavior or other information or circumstances that links a person or persons to suspected unlawful activity.
- V. "Refugee status" means the status of a person who, under the provisions of 8 USC 1101(a)(42), is outside a country of that person's nationality or, in the case of a person having no nationality, is outside any country in which that person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.
- W. "Service animal" means an animal that is trained for the purposes of assisting or accommodating a person with a disability.
- X. "Sex" means gender.
- Y. "Sexual orientation" means heterosexuality, homosexuality, bisexuality and gender expression or identity. As used in this definition, "gender expression or identity" means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth.

- Z. "Surveillance equipment" means equipment capable of capturing or recording data, including images, videos, photographs or audio operated by or at the direction of a City department that may deliberately or inadvertently capture activities of individuals on public or private property, regardless of whether "masking" or other technology might be used to obscure or prevent the equipment from capturing certain views. "Surveillance equipment" includes drones or unmanned aircraft and any attached equipment used to collect data. "Surveillance equipment" does not include the following equipment which are in use by the City of Spokane as of March 1, 2017:
1. handheld or body-worn devices (e.g., "bodycams") used by law enforcement;
 2. cameras installed in or on a police vehicle (e.g., "dashcams");
 3. cameras installed in or on any City-owned vehicle, including without limitation fire trucks, emergency vehicles, utility vehicles and street maintenance vehicles, which are intended to ensure the safe operation of the vehicle;
 4. cameras installed along a public right-of-way to record traffic patterns and/or traffic violations;
 5. cameras intended to record activity inside or at the entrances to City buildings for security purposes; or
 6. cameras installed to monitor and protect the physical integrity of City infrastructure, including without limitation fire stations and utility service facilities.

Section 18.01.040 Reprisal or Retaliation

It is a violation of this chapter for any person to engage in discrimination as defined in this Title 18, engage in a reprisal or retaliation against an individual because that individual has in good faith opposed the use of a practice forbidden by this Title 18, or has filed a complaint, testified, assisted or participated in an investigation, proceeding or hearing under this Title 18 or has attempted to do so.

Section 18.01.050 Administration

A. Initiation.

An individual claiming to be aggrieved by a practice prohibited by SMC 18.01.040, chapter 18.02 SMC, or chapter 18.03, SMC may, within the time limit of SMC 18.01.070, file a complaint on forms made available for the purpose by the staff of the commission.

B. Complaint.

A complaint filed by a person claiming to be aggrieved by a practice prohibited by SMC 18.01.040, chapter 18.02 SMC, or chapter 18.03 SMC, is reviewed by the City to determine whether the allegations stated on the face of the complaint, if true, would be a prohibited practice as stated in SMC 18.01.040, chapter 18.02, SMC or chapter 18.03, SMC. Complaints shall be processed as follows:

1. Complaints that do not state violations of SMC 18.01.040, chapter 18.02 SMC, or chapter 18.03 SMC shall be dismissed immediately.
2. Complaints that claim a violation of state or federal law shall be referred to the appropriate state or federal agency.
3. Complaints that claim a violation of a prohibited practice established only in this Title 18 shall be referred to a Washington State Dispute Resolution Center established under chapter 7.75, RCW, or by a mediator agreed upon by all parties, within thirty days of the filing of the complaint. Mediation sessions are not open to the public. If the mediation resolves the complaint, the mediator will notify the City of the resolution and the complaint file will be closed.
4. Complaints that are not resolved through mediation shall be evaluated by a third party entity to determine if there is a factual basis for the complaint. If such a factual basis exists, the complaint shall be submitted to the City Prosecutor for possible prosecution as a civil infraction pursuant to chapter 1.05 SMC. If a third party review finds no factual basis for the complaint, the complaint shall be dismissed.

C. Administrative appeal.

Any person whose complaint has been dismissed pursuant to SMC 18.01.050 B(1) may appeal the dismissal to the hearing examiner, who shall review the complaint and the decision to dismiss the complaint under an abuse of discretion standard of review. The hearing examiner may affirm the dismissal, reverse the dismissal, or remand the complaint to be processed as set forth in SMC 18.01.050(B).

D. Judicial review.

Any person who is aggrieved by the decision of the hearing examiner on administrative appeal under this section may institute an action for judicial review in the Superior Court pursuant to RCW 49.60.330.

E. The commission and its staff shall prioritize its resources to focus on resolving complaints which are not within the jurisdiction of government or non-profit agencies other than the commission.

F. The City shall not take any enforcement action based on discrimination due to the use of "housing choice or other subsidy program or alternative source of income" as defined in this Title 18 before July 1, 2017. The City Council shall name an ad hoc stakeholder group to make recommendations to the City Council for amendments to Chapter 18.03, SMC, concerning the use of housing choice or other subsidy programs or alternative sources of income.

Section 18.01.060 Penalty for Violation

The commission of an act of discrimination as defined in this Title 18 is punishable as a Class 1 civil infraction pursuant to chapter 01.05, SMC.

Section 18.01.070 Period of Limitation

No complaint shall be accepted nor action taken unless the complaint is filed within six months from the date of the occurrence of the alleged unlawful practice. When the alleged unlawful practice is of a continuing nature, the limitation period will not commence to run until the unlawful practice has ceased or when the aggrieved party discovered the practice, whichever is later.

Section 18.01.080 Criminality

Nothing in this chapter shall be construed to protect criminal conduct.

Chapter 18.02 Nondiscrimination in Employment Practices

Section 18.02.010 Employment

- A. No person shall discriminate by refusing to hire, employ or promote, by barring or discharging from employment, in compensation or terms, conditions or privileges of employment, unless discrimination results from a bona fide occupational requirement reasonably necessary to the normal operation of the employer's business.
- B. No person shall discriminate by printing or circulating, or by causing to be printed or circulated, any statement, advertisement or publication, or by using any employment application form, or by making an inquiry in connection with prospective employment which expresses, directly or indirectly, any discriminatory limitation or specification, unless such limitation or specification is based upon a bona fide occupational qualification reasonably necessary to the normal operation of the employer's business, or unless otherwise provided by state or federal law.
- C. No person shall discriminate by classifying or referring for employment, or by failing or refusing to refer for employment, or otherwise, unless such classification or referral results from a bona fide occupational requirement reasonably necessary to the normal operation of the employer's business, or where such classification or referral is allowed under state or federal law;

Section 18.02.020 Labor Organizations

No person shall discriminate by excluding or expelling individuals from membership in a labor organization or otherwise to attempt to influence members of the organization from exercising or preserving their rights under this chapter.

Section 18.02.030 Assisting in Discrimination

No person shall, with the knowledge or assent of an employer, to assist, induce, compel or coerce the doing of any acts of discrimination, or to attempt to do so.

Section 18.02.040 Vocational, Professional, or Trade Schools

No person shall discriminate in admission of or instruction to any otherwise qualified person in the operation of any vocational, professional, or trade school located within the City and licensed to operate in Washington.

Section 18.02.050 Apprenticeship and Occupational Training Programs

No person shall discriminate by denying or withholding the right to be admitted to or participate in a guidance program, apprentice training program, on-the-job training program or other occupational training or re-training program in the terms, conditions or privileges of such programs; by printing or circulating, or causing to be printed or circulated, any statement, advertisement or publication, or by using any application form, or by making an inquiry in connection with such programs which expresses, directly or indirectly, any limitation or specification, or intent to make such limitation or specification or discrimination, unless based upon a bona fide occupational qualification. For purposes of this subsection (G), receipt or alleged receipt of treatment for a mental disorder is not evidence of a person's inability to perform the duties of a particular job or position.

Section 18.02.060 Employment of Blind and Hearing-Impaired People in Public Service

To accomplish the policy goals stated in SMC 18.06.010, otherwise qualified persons who are blind, have a visual handicap, or have a hearing impairment or other disability shall be employed by the City of Spokane on the same terms and conditions as persons without disabilities, unless it is shown that the particular disability prevents the performance of the work involved.

Section 18.02.070 Exemptions from Employment Discrimination

- A. This chapter does not apply to any religious or sectarian organization not organized for private profit.
- B. It is not a violation of this chapter for an employer, labor organization or local joint committee controlling apprentice training programs to select an apprentice on the basis of the ability to complete the required apprenticeship training before attaining the age of seventy years;
- C. It is not a violation of this chapter for an employer or labor organization to provide or make financial provisions for child-care services of a custodial or other nature to its employees or members who are responsible for a minor child, meaning having custody or legal guardianship of a minor child or acting in loco parentis to the child.
- D. The compulsory retirement of an employee at any age is not a violation of this chapter if lawful under state or federal law.
- E. It is not a violation of this chapter to act to accomplish the purposes and goals of an affirmative action plan of the employer, employment agency or labor organization.
- F. Discrimination on the basis of age shall not be applicable with respect to individuals who are under forty years of age.

Chapter 18.03 Nondiscrimination in Housing Practices**Section 18.03.010 Prohibited Practices**

- A. It is a violation of this chapter for any person to discriminate by:
 - 1. refusing to sell, lease, rent or otherwise make available any offered real property;
 - 2. expelling a purchaser, lessee or renter from any real property;
 - 3. altering the price, terms, conditions or privileges relating to the sale, rental, lease or occupancy of real property, or in the furnishing of any facilities or services in connection with real property;
 - 4. attempting to discourage the sale, rental or lease of any real property to a purchaser, lessee or renter;
 - 5. publishing, circulating, issuing or displaying, or causing to be published, circulated, issued or displayed, any communication, notice, advertisement or sign of any kind relating to the sale, rental or lease of real property which indicates any preference, limitation or specification with respect thereto;
 - 6. assisting, inducing, compelling or coercing another person to commit an act or engage in a practice that violates this subsection;
 - 7. coercing, intimidating, threatening or interfering with any person in the exercise or enjoyment of, or on account of having aided or encouraged any other person in the exercise of, any right granted or protected by this subsection.

- B. No person whose business includes engaging in residential real estate related transactions may discriminate in making available or in the terms and conditions of such a transaction. "Residential real estate related transaction" means the making or purchasing of loans or providing other financial assistance for purchasing, construction, improving, repairing or maintaining a dwelling or securing residential real estate, or the selling, brokering or appraising of residential real property.
- C. No real estate licensee may accept or retain a listing of real property for sale, lease or rental with an understanding that a purchaser may be discriminated against with respect to the sale, rental or lease.
- D. No person may for profit induce or attempt to induce any other person to sell or rent any dwelling by representations regarding entry or prospective entry into the neighborhood of a person or person of a particular race, religion, creed, color, sex, national origin, marital status, familial status, domestic violence victim status, age, sexual orientation, gender identity, honorably discharged veteran or military status, refugee status, or the presence of any sensory, mental or physical disability as defined by the American with Disabilities Act and/or the Washington State Law Against Discrimination, Chapter 49.60 RCW.

Section 18.03.020 Exemptions from Housing Discrimination

- A. The provisions of this chapter do not apply to the owner of a single-family house rented or leased by the owner if:
 - (i) the owner does not own or have an interest in the proceeds of the rental or lease of more than one single-family house at one time; and
 - (ii) the owner also occupies the single-family house rented or leased.
- B. Nothing in this Title 18 prohibits the denial of housing on the basis of reasonable, non-discriminatory factors, including, without limitation, rental history.

Chapter 18.04 Safeguards on the Use of Surveillance Equipment

Section 18.04.010 City Council Approval for Acquisition and Use of Surveillance Equipment; Operational and Data Management Protocols

- A. No City department or agency shall acquire surveillance equipment without the City Council first adopting a resolution approving the proposed acquisition.
- B. No surveillance equipment may be deployed or installed without the City Council first adopting a resolution approving the operational protocols for such surveillance equipment. The proposed operational protocols shall contain, at a minimum, the following information, as well as any other information specifically requested by the City Council:
 - 1. A clear statement of the purpose and use of the proposed surveillance equipment;
 - 2. A simple and non-technical description of the type of surveillance equipment proposed to be acquired and used;
 - 3. The intended specific location(s) of the proposed surveillance equipment if it is to be affixed to a building or other structure;
 - 4. A narrative description of how and when the proposing department would use the surveillance equipment, such as whether the surveillance equipment will be operated continuously or used only under specific circumstances, and whether the surveillance equipment will be installed permanently or temporarily;
 - 5. A clear description of the actual or potential privacy and anonymity rights affected (if any) and a plan to minimize and mitigate the risk that the use of the surveillance equipment will infringe on personal privacy and anonymity, and to limit the risk of potential abuse;
 - 6. A clear description of how and when data will be collected and retained and who will have access to any data captured by the surveillance equipment;
 - 7. A clear description of the extent to which activity will be monitored in real time as data is being captured and the extent to which monitoring of historically recorded information will occur;
 - 8. A public outreach plan for each community in which the department intends to use the surveillance equipment that includes opportunity for public meetings, a public comment period, and written agency response to these comments;

9. If a department is requesting to acquire or use drones or other unmanned aircraft, a description of the specific circumstances under which they may be deployed, along with clearly articulated authorization protocols;
 10. If more than one department will have access to the surveillance equipment or the data captured by it, one department shall be named the lead department and shall have the responsibility for maintaining the equipment and ensuring compliance with all related protocols. If the lead department intends to delegate any related responsibilities to another department, these responsibilities and associated departments and personnel shall be clearly identified;
 11. A description of whether and how any City department intends to share access to the surveillance equipment or the collected data with any other government entity; and
 12. A description of the training to be provided to operators or users of the surveillance equipment.
- C. Upon review of the information required under this section, and any other information deemed relevant by the City Council, the City Council may, by resolution, (1) approve the acquisition and operation of surveillance equipment, (2) approve the acquisition of surveillance equipment and require future city council approval for operations, (3) deny the acquisition or use of surveillance equipment for the purpose(s) proposed, or (4) take any other actions it deems necessary or proper under the circumstances, including imposing additional restrictions or conditions on the acquisition or use of surveillance equipment.

Section 18.04.020 Data Management Protocols for Surveillance Equipment

- A. Prior to operating surveillance equipment acquired after October 4, 2013, City departments shall submit written protocols for managing data collected by surveillance equipment to the City Council for approval by resolution. Data management protocols shall address, at a minimum, the following:
1. The retention period for which any data collected by surveillance equipment;
 2. The methods for storing recorded information, including how the data is to be labeled or indexed, so as to allow department personnel to readily search and locate specific data that is collected and determine with certainty that data was properly deleted, consistent with applicable law;
 3. How the data may be accessed, including who will be responsible for authorizing access, who will be allowed to request access, and acceptable reasons for requesting access;
 4. A viewer's log or other comparable method to track viewings of any data captured or collected by the surveillance equipment, including the date, time, the individuals involved, and the reason(s) for viewing the records;
 5. A description of the individuals who have authority to obtain copies of the records and how the existence and location of copies will be tracked;
 6. A general description of the system that will be used to store the data; and
 7. A description of the unit or individuals responsible for ensuring compliance with SMC 18.04.020 and when and how compliance audits will be conducted.

Section 18.04.030 Acquisition and Use of Surveillance Equipment Related to Law Enforcement Investigations

Notwithstanding the provisions of this chapter, City departments may acquire or use surveillance equipment, excluding drones, for use on a temporary basis for criminal investigative purposes or pursuant to a lawfully issued search warrant, or under exigent circumstances as defined in controlling case law.

Section 18.04.040 Exemptions

This chapter does not apply to surveillance equipment installed on park property under the jurisdiction of the Park Board and library property under the jurisdiction of the Library Board; provided, that these exemptions do not apply to surveillance cameras mounted on drones or other unmanned aircraft.

Section 18.04.050 Prior Use of Surveillance Equipment

- A. Unless the City Council has previously approved operational protocols by resolution, each City department which operated surveillance equipment prior to October 4, 2013 shall propose written operational protocols consistent with SMC 18.04.010 no later than May 1, 2017 for City Council review and consideration for approval by resolution.
- B. Each department which operated surveillance equipment prior to October 4, 2013 shall adopt written data management protocols consistent with SMC 18.04.020 no later than May 1, 2017 and submit these protocols to the City council for review and consideration for approval by resolution.

Section 18.04.060 Application to City Contractors and Agents

This chapter applies to any contractors or agents of any City department retained, in full or in part, for the purpose of utilizing surveillance equipment. The City department responsible for the retention of the contractor or agent shall be responsible for ensuring that the requirements of this chapter have been met.

Chapter 18.05 Protections for Homeless People**Section 18.05.010 Legislative Findings and Purposes**

- A. Centers for the protection of homeless individuals and families during inclement weather is vital, whether due to extreme cold, extreme heat, poor air quality conditions, severe storms, or other types of civil emergencies.
- B. The City Council has, from time to time in the past, passed resolutions stating the guidelines and triggering conditions for the activation of emergency warming centers in the City of Spokane, noting that extreme weather conditions can create an extreme danger for homeless people in Spokane and puts a great strain on service providers.
- C. This chapter is intended to codify and supersede those prior resolutions, including, most recently, Resolution No. 2014-0018 (Feb. 24, 2014).

Section 18.05.020 Activation Criteria

- A. The activation criteria for inclement weather centers in the City of Spokane as follows:
 - 1. Warming centers will be activated on each day during which the temperature is predicted by the National Weather Service to be 32 degrees Fahrenheit or lower and designated shelter space was at ninety percent (90%) capacity or greater during the previous night. The City may, by contract with its center provider, raise the activation temperature for warming centers, but in no event will the activation temperature be higher than thirty-two (32) degrees Fahrenheit.
 - 2. Cooling centers will be activated when the temperature is predicted by the National Weather Service to be 100 (one hundred) degrees Fahrenheit or higher for three (3) consecutive days or more.
 - 3. Safe air centers will be activated for any day on which the Spokane Regional Clean Air Agency forecasts the current air quality index to reach 250 or higher.
 - 4. Emergency centers may also be activated by the Mayor or the Mayor's designee on any day in which a civil emergency or extreme storm or weather condition exists or is predicted to occur and which, in the determination of the Mayor or the Mayor's designee, poses a severe threat to the health or safety of homeless individuals and families in the City of Spokane.
- B. The Community Health and Human Services ("CHHS") Department shall implement the appropriate policies and procedures, including without limitation making funding requests; recommendations regarding center providers; the designation of specific locations to be used as warming, cooling, and safe air centers; and the arrangement of other appropriate measures to the City Council in order to carry out the specific provisions and intent of this section.

Chapter 18.06 Protections for Persons with Disabilities**Section 18.06.010 Declaration of Policy**

- A. It is the policy of the City of Spokane to encourage and enable people with disabilities to participate fully in the social and economic life of the City, and to engage in remunerative employment.

- B. As citizens, people with disabilities have the same rights as persons without disabilities to purchase any service, commodity or article of personal property offered or sold on, or by, any establishment to the public, and the admission of any person to accommodations, advantages, facilities, or privileges of any place of public resort, accommodation, assemblage or amusement, without acts directly or indirectly causing persons of any particular race, creed, color, sex, sexual orientation, national origin or with any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, to be treated as not welcome, accepted, desired or solicited.
- C. People with disabilities are entitled to full and equal accommodations, advantages, facilities and privileges on common carriers, airplanes, motor vehicles, railroad trains, motor buses, street cars, boats and all other public conveyances, as well as in hotels, lodging places, places of public resort, accommodation, assemblage or amusement, and all other places to which the general public is invited, subject only to the conditions and limitations established by law and applicable alike to all persons.

Section 18.06.020 Protections for Persons Using a White Cane, a Dog Guide or a Service Animal

- A. The driver of a vehicle approaching a pedestrian who: (i) is totally or partially blind and who is carrying a cane predominantly white in color (with or without a red tip); (ii) is totally or partially blind or who has a hearing impairment and is using a dog guide; or (iii) has another physical disability and is using a service animal shall take all necessary precautions to avoid injury to such pedestrian.
- B. Any driver who fails to take the necessary precautions shall be liable in damages for any injury caused such pedestrian.
- C. It shall be unlawful for the operator of any vehicle to drive into or upon any crosswalk while there is on such crosswalk, a person described in subsection A of this section who is crossing or attempting to cross the roadway, if such person is using a white cane, a dog guide, or a service animal.
- D. The failure of any person described in subsection A to signal shall not deprive him of the right-of-way accorded by other laws.

Section 18.06.030 Protections for Persons With a Disability Not Carrying a White Cane, Using a Dog Guide, or a Service Animal

A pedestrian who is totally or partially blind and who is not carrying a white cane or a pedestrian who is totally or partially blind or has a hearing impairment but is not using a dog guide in any of the places, accommodations or conveyances listed in SMC 18.06.020, shall have all of the rights and privileges conferred by law on other persons.

Section 18.06.040 Misrepresentation in the Use of White Cane, Dog Guide or Service Animal

It shall be unlawful for any pedestrian who is not totally or partially blind to use a white cane or any pedestrian who is not totally or partially blind or does not have a hearing impairment to use a dog guide or any person who does not have a disability as defined in this chapter to use a service animal in any of the places, accommodations or conveyances listed in SMC 18.01.030(Q), for the purpose of securing the rights and privileges accorded by this chapter to persons with total or partial blindness, hearing impairment or who have other disabilities.

Section 18.06.050 Penalty

Any person who denies or interferes with admittance to or enjoyment of the public facilities enumerated in SMC 18.01.030(Q), or otherwise interferes with the rights of a person with total or partial blindness, hearing impairment or other disability as set forth in SMC 18.01.030(C), shall be guilty of a misdemeanor.

Chapter 18.07 Police Practices

Section 18.07.010 Bias-Free Policing

- A. The City of Spokane is committed to providing services and enforcing laws in a professional, nondiscriminatory, fair and equitable manner.
- B. The Spokane Police Department, its officers, employees, and all officers commissioned under the Spokane Police Department are prohibited from engaging in profiling as the term is defined in this SMC 18.01.030(T).
- C. The Spokane Police Department shall maintain policies consistent with this section.

Section 18.07.020 Immigration Status Information

- A. Unless required by law or court order, no officer, agent, or employee of the City of Spokane shall inquire into the immigration or citizenship status of any person, or engage in activities designed to ascertain the immigration status of any person.
- B. Spokane Police officers may not inquire into the immigration or citizenship status of an individual unless they have reasonable suspicion to believe a person: (i) has been previously deported from the United States, (ii) is again present in the United States, and (iii) is committing or has committed a felony criminal law violation.
- C. The Spokane Police Department shall not investigate, arrest, or detain an individual based solely on immigration or citizenship status.
- D. The Spokane Police Department shall maintain policies consistent with this section.

Section 18.07.030 City Religious Registries Prohibited

- A. Neither the city, nor any of its employees, departments, or officials may create a registry, database, or any other type of list or compilation, or implement a program that requires, or has the effect or requiring, people to register on the basis of religious affiliation or conduct; nor shall any City employee, department, or official conduct any study or analysis related to the collection of such information, or related to the establishment or utilization of any such registry, database, list, or compilation.
- B. Nothing in this section shall be construed to prohibit the collection of information voluntarily provided by individuals, such as voluntary ethnicity, gender, race, or national origin information, such as on applications for City employment or appointment to a board or commission, or any other voluntary information gathering activities which are specifically required or allowed under state or federal law.

Section 3. That section 01.05.210 of the Spokane Municipal Code is amended to read as follows:

Section 01.05.210 Penalty Schedule - Personal Conduct

- A. For each subsequent violation by a person the classification of infraction advances by one class.
- B. Infraction/Violation Class.

SMC 1.05.210
Penalty Schedule - Personal Conduct

Infraction	Violation Class	
IFC 307.1	Open Burning	1
((SMC 1.06.040	Act of Discrimination	4))
SMC 10.03.100	Offenses Relating to Safety and Sanitation	4
SMC 10.03.110	Allow Animal in Riverfront Park or Special Permitted Event Area when Banned	3
SMC 10.08.010	Deposit of Tobacco Product Capable of Being Lit	\$500
SMC 10.08.010	Littering, Unlawful Disposal of Rubbish	1
SMC 10.08D.080		
SMC 10.08D.090(C)		
SMC 10.08D.120 – First violation within a one year period	Noise Control	2
SMC 10.08.055	Purchase, Possession of Tobacco by Minor	3
SMC 10.08.100		
SMC 10.08.120	Homeless Encampment	1
SMC 10.08.140(B-D)		

SMC 10.08.246	Liquor Purchase by Apparently Intoxicated Person	\$500
SMC 10.08A.040(D)	Failure to Respond – Chronic Nuisance	1
SMC 10.10.040		
SMC 12.06.050 –	Offending Peace and Order in Public Park	1
SMC 12.06.080		
SMC 10.11.042	Not Having or Displaying Concealed Pistol License	1
SMC 10.15.115	Selling or Giving Drug Paraphernalia	1
SMC 10.15.220	Open Possession/Consumption of Marijuana, Usable Marijuana or Marijuana-Infused Products	3
SMC 10.17.030	Helmet Safety – Failure to Wear Approved Helmet	4
SMC 10.17.040	Helmet Safety – Failure to Require Wearing of Approved Helmets at Special Events	4
SMC 10.17.050	Helmet Safety – Failure to Rent, Lease, or Loan Approved Helmet	4
SMC 10.17.060	Helmet Safety – Failure to Sell or Offer to Sell Approved Helmet	4
SMC 10.24.060	Property Damage by Animal	3
SMC 10.24A.140	Animal Safety – Animal Left in Vehicle or Enclosed Space	2
SMC 10.33A.055	Sell, Use, Discharge Fireworks	1
SMC 12.02.910		
SMC 12.02.914	No Tree Permit; Destroy, Injure Street Tree, or Other Violations	1
SMC 17F.100.050	Disposal of Liquid Waste in Unapproved Place or Manner	1
SMC 17G.050.050	Ex Parte Contact with Adjudicative Officer	2
<u>SMC 18.01.040</u>	<u>Reprisal or Retaliation</u>	<u>1</u>
<u>Ch. 18.02</u>	<u>Nondiscrimination in Employment Practices</u>	<u>1</u>
<u>Ch. 18.03</u>	<u>Nondiscrimination in Housing Practices</u>	<u>1</u>

Section 4. That section 04.10.040 of the Spokane Municipal Code is amended to read as follows:

Section 04.10.040 Duties and Functions

The commission has the power and duty to:

- A. adopt rules;
- B. hold regular public meetings and keep a written record of its proceedings which is a public record;
- C. serve as a complaint channel to which human rights grievances of all types can be reported;
- D. maintain statistical data on incidents of human rights violations and make appropriate recommendations for correction;
- E. conduct public hearings to receive citizen concerns about issues relating to human rights;
- F. conduct and arrange for surveys, studies, and polls to factually determine problem areas and perceptions;
- G. provide conflict management and dispute resolution services such as conciliation and mediation;
- H. provide and arrange for victim assistance and support groups;
- I. convene and develop work groups such as sub-committees, ad hoc committees, task forces, and coalitions consisting of concerned organizations, agencies, and individuals to achieve coordinated focus on priority problem areas;
- J. provide and develop community education projects such as conferences, forums, and workshops in collaboration and co-sponsorship with organizations and other agencies;
- K. conduct diversity training programs for public and private employers, citizen groups and agencies;

- L. create a speaker's bureau to address cultural diversity issues;
- M. publish a periodic newsletter on current events and special reports on studies and related findings and recommendations;
- N. develop a mass media program consisting of the appropriate use of press releases, press conferences, public service announcements, and production;
- O. make recommendations for public policy relating to human rights;
- P. issue quarterly reports to the City Council concerning the number of complaints received by the City, the number and type of complaints referred to other entities by the name of the entity, the number of complaints dismissed by the City without either investigation or referral, the number of complaints referred by the City to mediation and the number and type of results of those mediations, the number of complaints referred to the City Prosecutor and the resulting outcomes, and any other actions which the City Council determines to be helpful, provided that in no event will such reports contain personally-identifying information; and
- Q. issue an annual report to the mayor and city council on the health of human rights along with achievements for the past year and goals for the coming year.

Section 5. That section 04.10.050 of the Spokane Municipal Code is amended to read as follows:

Section 04.10.050 ((Investigations))Complaint evaluation process

~~((A complainant filing a complaint involving a named individual or entity resulting from a specific incident who desires an investigation for))~~Complaints of alleged human rights violations received by the commission shall be ((directed to the Washington State human rights commissioner or other appropriate agencies))evaluated according to the process set forth in SMC 18.01.050.

Passed by City Council March 27, 2017.

Delivered to Mayor on April 3, 2017.

Job Opportunities

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

ENGINEERING TECHNICIAN II (FIELD) SPN 202 PROMOTIONAL

DATE OPEN: Monday, April 3, 2017 DATE CLOSED: Sunday, April 16, 2017 at 11:59 p.m.
SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$58,735.44

DESCRIPTION:

Performs technical engineering or planning work in the field (Survey), involving the application of acquired technical skills.

DUTIES:

Assigned as a Surveyor's Assistant, Instruments, on a survey crew. Uses various surveying instruments to measure angles and curves. Sets lines, grades, and elevations; prepares field notes; computes grades, distances, and curves; reduces cross section notes; plots profiles and maps; and supervises a crew in the absence of the party chief.

May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.

Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.

Assists in driving hubs and stakes, utilizing sledge hammer, pick and shovel.

Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by date of examination.)

Experience: Completion of at least one year of experience with the City in the classification of Engineering Technician I.

Licenses and Certifications: All applicants must possess a valid driver's license.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

EXAMINATION DETAILS:

Current City employees must pass the promotional examination to be eligible for promotion by the City of Spokane. The promotional exam will consist of a written test, weighted at 80%; a promotional PAR, weighted at 20%; and a pass/fail performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

The written test will be conducted on the 4th floor of City Hall in the Civil Service Test Room during **the week of May 1, 2017.**

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

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of March 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**ENGINEERING TECHNICIAN II (FIELD) SPN 202
OPEN ENTRY**

DATE OPEN: Monday, April 3, 2017 **DATE CLOSED:** Sunday, April 16, 2017 at 11:59 p.m.

SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$58,735.44

DESCRIPTION:

Performs technical engineering or planning work in the field (Survey), involving the application of acquired technical skills.

DUTIES:

Assigned as a Surveyor's Assistant, Instruments, on a survey crew. Uses various surveying instruments to measure angles and curves. Sets lines, grades, and elevations; prepares field notes; computes grades, distances, and curves; reduces cross section notes; plots profiles and maps; and supervises a crew in the absence of the party chief.

May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.

Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.

Assists in driving hubs and stakes, utilizing sledge hammer, pick and shovel.

Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:**Open Entry Requirements: All requirements must be met at the time of application.**

- **Education:** Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting.
- **Experience:** At least one year of experience in running various survey instruments to measure angles and curves, set lines, grades, and elevations.
- **Experience Substitution:** Additional experience may substitute for the education requirements on a year-for-year basis.
- **Licenses and Certifications:** All applicants must possess a valid driver's license.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Candidates must pass the examination to be eligible for hire by the City of Spokane. The exam will consist of a written test, weighted at 100%, and a pass/fail performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

The written test will be conducted on the 4th floor of City Hall in the Civil Service Test Room during **the week of May 1, 2017**. Applicants will be notified when and where to appear for the performance test.

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

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of March 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**ENGINEERING TECHNICIAN II (OFFICE) SPN 202
PROMOTIONAL**

DATE OPEN: Monday, April 3, 2017 **DATE CLOSED:** Sunday, April 16, 2017 at 11:59 p.m.
SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$58,735.44

DESCRIPTION:

Performs technical engineering or planning work in the office (CAD), involving the application of acquired technical skills.

DUTIES:

Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.

Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.

Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.

Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions, and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.

May assist on a survey crew or perform other office work as required.

Conducts field work to collect or verify data.

Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.

Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by date of examination.)

Experience: Completion of at least one year of experience with the City in the classification of Engineering Technician I.

Licenses and Certifications: All applicants must possess a valid driver's license.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

EXAMINATION DETAILS:

Current City employees must pass the promotional examination to be eligible for promotion by the City of Spokane. The promotional exam will consist of a written test, weighted at 80%; a promotional PAR, weighted at 20%; and a pass/fail AutoCAD performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

The written test will be conducted on the 4th floor of City Hall in the Civil Service Test Room during **the week of May 1, 2017.**

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

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 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
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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of March 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

ENGINEERING TECHNICIAN II (OFFICE) SPN 202 OPEN ENTRY

DATE OPEN: Monday, April 3, 2017 **DATE CLOSED:** Sunday, April 16, 2017 at 11:59 p.m.
SALARY: \$39,087.36 annual salary, payable bi-weekly, to a maximum of \$58,735.44

DESCRIPTION:

Performs technical engineering or planning work in the office, involving the application of acquired technical skills (including AutoCAD).

DUTIES:

Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.

Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.

Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.

Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions, and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.

May assist on a survey crew or perform other office work as required.

Conducts field work to collect or verify data.

Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.

Performs related work as required, including snow removal, as necessary.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

- **Education:** Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting.
- **Experience:** At least one year of experience in operating modern computer-aided-drafting/design equipment.
- **Experience Substitution:** Additional experience may substitute for the education requirements on a year-for-year basis.
- **Education Substitution:** Graduation from a four-year college or university with a degree in Civil Engineering may substitute for the above requirements for the OFFICE positions.
- **Licenses and Certifications:** All applicants must possess a valid driver's license.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Candidates must pass the examination to be eligible for hire by the City of Spokane. The examination will consist of a written test, weighted at 100%, and a pass/fail AutoCAD performance test.

If your application is accepted, you will receive an e-mail with an invitation to appear for the written and performance tests.

The written test will be conducted on the 4th floor of City Hall in the Civil Service Test Room during **the week of May 1, 2017**. Applicants will be notified when and where to appear for the performance test.

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

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of March 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**WTE ASSISTANT POWER PLANT OPERATOR SPN 571
PROMOTIONAL**

DATE OPEN: Monday, April 3, 2017 **DATE CLOSED:** Sunday, April 23, 2017 at 11:59 p.m.
SALARY: \$44,871.12 annual salary, payable bi-weekly, to a maximum of \$70,908.48

DESCRIPTION:

Performs responsible technical work assisting the WTE Power Plant Operator in directing the operations of the waste to energy plant on an assigned shift.

DUTIES:

- Assists the Plant Operator in the daily operation of the plant in the field. Investigates changes in instrument readings and equipment operation. Notifies Plant Operator and/or Shift Supervisor of operational inconsistencies or other concerns. May relieve the Plant Operator of control room operations in compliance with any licensing guidelines, where applicable.
- Inspects turbine/generator, air pollution control and other crucial systems. Recognizes and mitigates operating difficulties and adapts to changing plant conditions.
- Operates and adjusts air pollution control system to maximize performance. Troubleshoots problems and assesses probable cause; coordinates work with maintenance crews and the Plant Operator.
- Maintains plant operations logs and other documentation. Uses standard office and specialized computer systems, as well as a mobile maintenance management tracking device.
- Operates demineralization system and makes required adjustments.
- Test and treats boiler water, records data, and performs chemical adjustments.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by date of examination.)

One year of experience in the classification of WTE Utility Operator (SPN 570), and successful completion of the internal training program through the level of WTE Assistant Power Plant Operator.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

EXAMINATION DETAILS:

You are required to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a multiple choice exam, a training and experience evaluation (T&E) with supplemental questionnaire, and a performance evaluation.

Weights are assigned as follows:

- Multiple choice exam 60%
- T&E evaluation with supplemental questionnaire 20%
- Performance evaluation 20%

Multiple choice exams will be conducted in the Civil Service Test Room on Wednesday, May 3, 2017 at 9:00 a.m. The approximate duration of the test is 2 hours.

The multiple choice exam may include such subjects as:

- Safety
- Blueprint/Schematic Reading
- Pumps & Mechanical
- Steam, Turbines & Combustion

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

T&E EVALUATION DETAILS

The T&E Evaluation is designed to evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience and to elicit job-related information, as well as any other information deemed important to performing the duties of the position.

- The T&E Evaluation is administered using the "Education", "Work Experience", and "Supplemental Questionnaire" sections of the online employment application.
- A resume may be included with your application, however it will not substitute for any section noted above and will not be used in the rating process.
- The Supplemental Questionnaire needs to be completed online and submitted as part of the application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.
- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.

PROMOTIONAL EVALUATION DETAILS

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of March 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

WTE ASSISTANT POWER PLANT OPERATOR SPN 571 OPEN ENTRY

DATE OPEN: Monday, April 3, 2017 **DATE CLOSED:** Sunday, April 23, 2017 at 11:59 p.m.
SALARY: \$44,871.12 annual salary, payable bi-weekly, to a maximum of \$70,908.48

DESCRIPTION:

Performs responsible technical work assisting the WTE Power Plant Operator in directing the operations of the waste to energy plant on an assigned shift.

DUTIES:

- Assists the Plant Operator in the daily operation of the plant in the field. Investigates changes in instrument readings and equipment operation. Notifies Plant Operator and/or Shift Supervisor of operational inconsistencies or other concerns. May relieve the Plant Operator of control room operations in compliance with any licensing guidelines, where applicable.
- Inspects turbine/generator, air pollution control and other crucial systems. Recognizes and mitigates operating difficulties and adapts to changing plant conditions.
- Operates and adjusts air pollution control system to maximize performance. Troubleshoots problems and assesses probable cause; coordinates work with maintenance crews and the Plant Operator.
- Maintains plant operations logs and other documentation. Uses standard office and specialized computer systems, as well as a mobile maintenance management tracking device.
- Operates demineralization system and makes required adjustments.
- Test and treats boiler water, records data, and performs chemical adjustments.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

- **Education:** High school diploma or equivalent
- **Experience:** Two years of experience in the operation of a solid waste combustion facility or in occupations concerned with the design, start-up, operation, or maintenance of engines, boilers, turbines, air compressors or related machinery which supply power, heating, or cooling service to an industrial, maritime, or commercial process or facility.
- **Note:** Applicants are required to complete the internal training program through the level of WTE Assistant Power Plant Operator within the probationary period.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

The examination will consist of a multiple choice exam and a training and experience evaluation (T&E) with supplemental questionnaire.

Weights are assigned as follows:

- Multiple choice exam 80%
- T&E evaluation with supplemental questionnaire 20%

Multiple choice exams will be conducted in the Civil Service Test Room on Wednesday, May 3, 2017 at 9:00 a.m. The approximate duration of the test is 2 hours.

The multiple choice exam may include such subjects as:

- Safety
- Blueprint/Schematic Reading
- Pumps & Mechanical
- Steam, Turbines & Combustion

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

T&E EVALUATION DETAILS

The T&E Evaluation is designed to evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience and to elicit job-related information, as well as any other information deemed important to performing the duties of the position.

- The T&E Evaluation is administered using the "Education", "Work Experience", and "Supplemental Questionnaire" sections of the online employment application.
- A resume may be included with your application, however it will not substitute for any section noted above and will not be used in the rating process.
- The Supplemental Questionnaire needs to be completed online and submitted as part of the application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.
- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of March 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

INVITATION FOR BIDS

Catholic Housing Services of Eastern Washington Courtview Apartments Rehabilitation ("Project")

Sealed bids for the Courtview Apartments Rehabilitation Project will be opened on **Thursday, April 27th, 2017 at 10:00 AM** at Catholic Housing Communities, 12 E. 5th Avenue, Spokane, Washington, 99210, in the presence of the Courtview Apartments Rehabilitation Planning Committee.

This Project consists of the remodeling of 11 units, exterior work, landscaping, and parking lot work for the Courtview Apartments, as per the specifications available in the Invitation to Bid.

A required General Contractor (GC) pre-bid conference and walk-through will be held on **Monday, April 10th, 2017 at 10:00 AM** at the Courtview Apartments, 1217 N. Madison St., Spokane, Washington, 99201.

The Invitation to Bid is available by contacting Rich Roberts, Regional Maintenance Manager, at rroberts@ccspokane.org or (509) 459-6179.

Project bids should be submitted to Catholic Housing Services of Eastern Washington no later than **9:00 AM on Thursday, April 27th, 2017**. Bids must be sent sufficiently ahead of time to be received by the required date and time. Catholic Housing Services of Eastern Washington is not responsible for Bids delivered late. Only firm Bids with signatures will be evaluated.

Submit one (1) paper original, one (1) paper copy of the Bid to:

**Catholic Housing Communities
Attn: Rich Roberts/Randy Durst
Courtview Bid
PO Box 2253
Spokane, WA 99210-2253**

The right is reserved to reject any and all Bids and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Bidder when considering this contract. Evidence of supplementary bidder responsibility criteria will be required of the apparent lowest Bidder as referenced under Section 18.B. in the Invitation to Bid.

All response packages are to be clearly marked with:

SEALED BID - IMPORTANT
COURTVIEW APARTMENTS REHABILITATION
APRIL 27, 2017, 10:00 AM
[COMPANY NAME]

Small, minority- and women-owned businesses are encouraged to submit bids. All work performed on the project will be subject to the higher of state or federal Davis-Bacon wage rates. This project is funded by a federal grant from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program.

Publish: March 29 & April 5, 2017

INVITATION FOR BIDS
Transitional Programs for Women (dba "Transitions")
Hemlock Street Improvements ("Project")

Sealed bids for the Hemlock Street Improvements Project will be opened at **12:00 PM NOON, Thursday, April 27th, 2017** at Transitions Living Center, 3128 N. Hemlock St., Spokane, WA, 99205 in the presence of the Transitions Hemlock Street Improvements Committee.

This Project consists of right-of-way improvements of North Hemlock Street, a local access residential street in Spokane, Washington, between West Fairview Avenue and West Dalton Avenue. These right-of-way improvements are being designed and constructed as a supplement to the Transitions Cottage Housing project and include concrete sidewalks, curbs, and driveways, as per the specifications available in the Invitation to Bid.

The Invitation to Bid is available by contacting Ryan Bollinger, Heylman Martin Architects, at ryan@heymanmartinarch.com or (509) 838-2707.

Project bids should be submitted no later than **11:00 AM, Thursday, April 27th, 2017**. Bids must be sent sufficiently ahead of time to be received by the required date and time. Transitions is not responsible for Bids delivered late. Only firm Bids with signatures will be evaluated.

Submit one (1) paper original, one (1) paper copy of the Bid to:

**Heylman Martin Architects
Attn: Ryan Bollinger
Transitions Hemlock Street Bid
101 N. Stevens
Spokane, WA 99201**

The right is reserved to reject any and all Bids and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Bidder when considering this contract. Evidence of supplementary bidder responsibility criteria will be required of the apparent lowest Bidder as referenced under Section 18.B. in the Invitation to Bid.

All response packages are to be clearly marked with:

SEALED BID - IMPORTANT
HEMLOCK STREET IMPROVEMENTS PROJECT
MONDAY, APRIL 24th, 2017, 11:00 AM
[COMPANY NAME]

Small, minority- and women-owned businesses are encouraged to submit bids. All work performed on the project will be subject to the higher of state or federal Davis-Bacon wage rates. This project is funded by a federal grant from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program.

Publish April 5 & 12, 2017
