



# Official Gazette

## City of Spokane, Washington

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

Volume 112

JANUARY 19, 2022

Issue 3



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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# Minutes

**MINUTES OF SPOKANE CITY COUNCIL****Monday, January 10, 2022****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:33 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative Sessions and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component.

The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

**Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone attended the meeting via WebEx.)

City Administrator Johnnie Perkins (WebEx), Director of Policy and Government Relations Brian McClatchey (WebEx), and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

**Advance Agenda Review**

There was no Advance Agenda review as the January 18, 2022, City Council Meeting is canceled.

**Interviews with Candidates for Appointment**

The City Council held interviews with Ryan Brodwater, a candidate for appointment to the Design Review Board, and Olivia Arballo-Saenz, a candidate for appointment to the Human Rights Commission.

**ADMINISTRATIVE SESSION****Current Agenda Review**

The City Council reviewed changes to the January 10, 2022, Current Agenda.

Suspension of Council Rules

**Motion** by Council Member Wilkerson, seconded by Council Member Kinnear, **to suspend** the Council Rules to adjust today's (January 10) agenda; **carried unanimously**.

Resolution 2022-0008

**Motion** by Council Member Cathcart, seconded by Council Member Wilkerson, **to add** Resolution 2022-0008 [authorizing purchase of 4 Pierce Pumper trucks from Hughes Fire Equipment (Springfield, OR) with the specific funding source to be determined by September 1, 2022]; **carried unanimously.**

**Emergency Ordinance C36164**

**Motion** by Council Member Stratton, seconded by Council Member Wilkerson, **to substitute** Emergency Ordinance C36164—establishing requirements for participation in rental assistance programs; enacting a new chapter 18.08 of the Spokane Municipal Code; and declaring an emergency—with updated version circulated this afternoon; **carried unanimously.**

Addition of Agenda Items: MOU with the Salvation Army (OPR 2022-0022), Purchase Agreement for Pumper trucks (OPR 2022-0023), ERA 2 Grant funds award to LiveStories (OPR 2022-0024), ERA 2 Grant funds award to Carl Maxey Center (OPR 2022-0025), and Reallocation of ESG-CV grant funds to Hope House (OPR 2022-0026)

**Motion** by Council Member Kinnear, seconded by Council Member Stratton, **to add** items 11 (MOU with Salvation Army), 12 (Grant funds award to LiveStories), 13 (Grant funds award to Carl Maxey Center), and 14 (Reallocation of grant funds to Hope House) to the Current Consent Agenda; **carried unanimously.**

Addition of Agenda Item: Contract Renewal with Cerium Networks (OPR 2018-0798 / RFP 4500-18)

**Motion** by Council Member Wilkerson, seconded by Council Member Stratton, **to add** item 15 (Contract renewal with Cerium Networks) to the Current Consent Agenda; **carried unanimously.**

**CONSENT AGENDA**

**Upon Unanimous Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:**

Contract Renewal with PMWeb, Inc. (Adventura, FL) for continued annual support and maintenance of the capital project management software from February 1, 2022 through January 31, 2023—\$103,114 (incl. tax). (OPR 2017-0005 / RFP 4196-16) (Council Sponsor: Council Member Cathcart)

Contract Renewal 2 of 2 with Divco, Inc. (Spokane, WA) for maintenance and repair of the HVAC systems at the Waste to Energy Facility from March 1, 2022 through February 28, 2023—additional annual cost not to exceed \$65,000 (incl. tax). (OPR 2018-0171 / RFB 4227-17) (Council Sponsor: Council President Beggs)

Contract Renewal 2 of 4 with BrandSafway Services, LLC (Pasco, WA) for removal and replacement of insulation and cladding at the Waste to Energy Facility from February 1, 2022 through January 31, 2023 —annual cost not to exceed \$100,000 (incl. tax). (OPR 2019-1094 / PW ITB 5130-19) (Council Sponsor: Council President Beggs)

Local Area A&E Professional Services Consultant Agreement with Evans Engineering and Consulting, PLLC (Post Falls, ID) for electrical engineering on-call services for 2022-2023 federal aid projects from January 17, 2022 through December 31, 2023—not to exceed \$100,000. (OPR 2022-0013 / ENG 2022059) (Council Sponsor: Council President Beggs)

Consultant Agreement with Evans Engineering and Consulting, PLLC (Post Falls, ID) for electrical engineering on-call services for 2022-2023 non-federal aid projects from January 24, 2022 through December 31, 2023—not to exceed \$150,000. (OPR 2022-0014 / ENG 2022060) (Council Sponsor: Council President Beggs)

Consultant Agreement with Bernardo Wills Architects PC, (Spokane, WA) for landscape architecture on-call services for 2022-2023 non-federal aid projects from January 24, 2022 through December 31, 2023—not to exceed \$200,000. (OPR 2022-0015 / ENG 2022061) (Council Sponsor: Council President Beggs)

Acceptance of Grant Funds and Contract for Planning with the Washington State Department of Commerce for Transit-Oriented Development Implementation Grant (TODI)—\$250,000 Revenue. (OPR 2022-0016) (Council Sponsor: Council Member Kinnear) (Relates to Special Budget Ordinance C36165)

Acceptance of Grant Funds and Contract with the Washington State Department of Commerce for Housing Action Plan Implementation Grant (HAPI)—\$100,000 Revenue. (OPR 2022-0017) (Council Sponsor: Council Member Kinnear) (Relates to Special Budget Ordinance C36165)

Report of the Mayor of pending:

Claims and payments of previously approved obligations, including those of Parks and Library, through December 24, 2021, total \$5,059,621.62 (Check Nos.: 583296-583382; ACH Payment Nos.: 97716-97931), with Parks

and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,181,323.36. (CPR 2021-0002)

Claims and payments of previously approved obligations, including those of Parks and Library, through January 3, 2022, total \$10,710,739.06 (Check Nos.: 583383-583526; ACH Payment Nos.: 97932-98202), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$10,455,779.36. (CPR 2022-0002)

City Council Meeting Minutes: November 11, November 18, December 2 and December 9, 2021.

Purchase Agreement for four new Pierce Pumper trucks from Hughes Fire Equipment (Springfield, OR)—\$3,305,265.60. (OPR 2022-0023) (Relates to Resolution 2022-0008)(Council Sponsor: Council Member Kinnear)

Emergency Rental Assistance 2 (ERA2) awards to:

- a. Geocko, Inc. d/b/a LiveStories—\$4,072,919 (OPR 2022-0024) and
- b. Carl Maxey Center—\$1,092,500. (OPR 2022-0025)

These funds are intended to prevent evictions by paying rental arrears, current due rent, future rent, utilities and home energy costs, and other housing costs. (Council Sponsor: Council Member Kinnear)

Reallocation of unspent Emergency Solutions Grant – Coronavirus Program (ESG-CV) funds to support an operations deficit at Volunteers of America's Hope House to ensure funding for 80 critical women's emergency shelter beds—\$322,411. (OPR 2022-0026) (Council Sponsor: Council Member Kinnear)

Contract Renewal 3 of 4 with Cerium Networks for Smartnet hardware maintenance and software support for Cisco equipment from January 1, 2022 through December 31, 2022—\$298,096.98 (incl. tax). (OPR 2018-0798 / RFP 4500-18) (Council Sponsor: Council Member Cathcart)

**Memorandum of Understanding with the Salvation Army (OPR 2022-0022) (Council Sponsor: Council Member Kinnear) (taken separately)**

**Upon 3-4 Voice Vote (Council President Beggs and Council Members Kinnear and Wilkerson “aye” and Council Members Bingle, Cathcart, Stratton, and Zappone “no”), the City Council rejected the Memorandum of Understanding with the Salvation Army providing the terms and conditions under which the City would provide funding for initial operating expenses for start-up funding for Bridge Housing—up to \$1,000,000.**

#### **Council Recess/Executive Session**

The City Council adjourned at 4:16 p.m. No Executive Session was held. The City Council reconvened at 6:04 p.m. for the Legislative Session.

### **LEGISLATIVE SESSION**

#### **Roll Call**

On roll call, Council President Beggs, and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone attended the meeting via WebEx.)

Director of Policy and Government Relations Brian McClatchey (WebEx) and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

#### **MAYORAL PROCLAMATION**

January 17, 2022 *Martin Luther King Jr. Observance Day in Spokane*

Council Member Wilkerson read the proclamation. The proclamation invites all citizens to participate in a day on, not a day off, to celebrate the civil rights leader's life and legacy. Council President Beggs noted that, due to COVID-19 challenges, there would not be a march this year.

There were no **Administrative Reports**.

#### **BOARD AND COMMISSION APPOINTMENTS**

**Design Review Board (CPR 1993-0069)**

**Upon Unanimous Voice Vote**, the City Council **approved** the following appointments:

- Appointment of Robert Scarfo and Ryan Brodwater to a three-year term on the Design Review Board to serve from January 1, 2022, to December 31, 2024.

#### **Human Rights Commission (CPR 1991-0068)**

**Upon 6-1 Voice Vote**, the City Council **approved** the following appointment:

- Appointment of Olivia Arballo-Saenz to a three-year term on the Human Rights Commission, to serve from January 1, 2022, to December 31, 2024.

There were no **Council Committee Reports**.

### **LEGISLATIVE AGENDA**

#### **SPECIAL BUDGET ORDINANCES**

##### **Special Budget Ordinance C36165 (Council Sponsor: Council Member Kinnear)**

Subsequent to an overview by Council President Beggs and an opportunity for public testimony and Council commentary, with no individuals requesting to speak, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **passed Special Budget Ordinance C36165** amending Ordinance No. C36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage", and declaring an emergency and appropriating funds in:

##### Miscellaneous Grants Fund

##### 1) Increase revenue by \$350,000

- \$250,000 of the increased revenue in the Miscellaneous Grants Fund is provided by the WA Dept. of Commerce for transit-oriented development implementation (TODI).
- \$100,000 of the increased revenue in the Miscellaneous Grants Fund is provided by the WA Dept. of Commerce for housing action plan implementation (HAPI).

##### 2) Increase the appropriation level by \$350,000

- The increased appropriation is provided solely for contractual services in the Miscellaneous Grants Fund.

(This action arises from the need to accept the 2021 TODI & HAPI grants.) (Council Sponsor: Council Member Kinnear) (Relates to Consent Agenda Items OPR 2022-0016 and OPR 2022-0017)

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone

**Nays:** None

**Abstain:** None

**Absent:** None

#### **EMERGENCY ORDINANCE**

##### **Emergency Ordinance C36164 (as substituted during the 3:30 p.m. Administrative Session) (Council Sponsors: Council President Beggs and Council Members Stratton and Wilkerson)**

Council President Beggs provided an overview of Emergency Ordinance C36164. Public testimony was received and Council discussion ensued, after which the following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **passed Emergency Ordinance C36164, as substituted**, establishing requirements for participation in rental assistance programs; enacting a new chapter 18.08 of the Spokane Municipal Code; and declaring an emergency.

**Ayes:** Beggs, Kinnear, Stratton, Wilkerson, and Zappone

**Nays:** Bingle and Cathcart

**Abstain:** None

**Absent:** None

#### **RESOLUTIONS**

##### **Resolution 2022-0007 (Council Sponsor: Council President Beggs)**

Subsequent to a brief overview by Council President Beggs and an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **adopted Resolution 2022-0007** appointing City Council Members to boards, committees, and commissions for 2022.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**Resolution 2022-0008 (Council Sponsors: Council President Beggs and Council Member Kinnear)**

Subsequent to a brief overview by Council President Beggs and an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **adopted Resolution 2022-0008** authorizing purchase of 4 Pierce Pumper trucks from Hughes Fire Equipment (Springfield, OR) with the specific funding source to be determined by September 1, 2022—\$3,305,265.60. (Relates to Consent Agenda Item No. 12, OPR 2022-0023)(Council Sponsors: Council President Beggs and Council Member Kinnear)

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

**FINAL READING ORDINANCES**

**Final Reading Ordinance C36137 (Council Sponsor: Council President Beggs)**

Subsequent to a brief overview by Council President Beggs; the opportunity for public testimony, with no individuals requesting to speak; and Council commentary, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **passed Final Reading Ordinance C36137** relating to establishing a new penalty for violations of the Building Code; and amending the Penalty Schedule – Building Construction found in Section 01.05.150 of the Spokane Municipal Code.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone  
**Nays:** None  
**Abstain:** None  
**Absent:** None

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

**OPEN FORUM**

The following individual spoke during Open Forum:

- Claire Jin
- Anwar Peace

**ADJOURNMENT**

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:47 p.m.

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**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, January 6, 2022**

A regularly scheduled Study Session of the Spokane City Council was held virtually on the above date at 11:02 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Beggs, and Council Members Bingle, Cathcart, Kinnear, and Wilkerson were present via Webex. Council Member Stratton was absent. Council Member Zappone arrived at 11:04 a.m. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling in.

Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component.

The purpose of the meeting was to hold discussion on the following topic:

- Design Review Board Interview
- ARP Updates on Fire Pumper Trucks and Don Kardong Bridge Replacement
- 2022 Boards & Commissions Appointments Resolution

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 12:10 p.m.

# Hearing Notices

**Notice of City Council Ad Hoc Docketing Committee Meeting  
Review of proposed amendments to the Comprehensive Plan**

Notice is hereby given that there will be a public meeting of a City Council Ad Hoc Committee to review potential amendments to the City's Comprehensive Plan and to make a recommendation to the City Council on **February 1, 2022 at 12:00 p.m.**

This meeting will be held online via the WebEx software. A quorum of City Council Members will not be present. This meeting is open to the public but there is no opportunity for public testimony. The public is encouraged to listen to the meeting by calling 1-408-418-9388 and entering the access code # 2488 293 9345; meeting password J6RmqCjgz37. Written comments submitted by 12pm on January 31, 2022 will be forwarded to the Ad Hoc Committee.

This Ad Hoc Committee will review, as outlined in SMC 17G.020.02, private proposals for amendments to the City of Spokane's Comprehensive Plan. Five private proposals to amend the Land Use Plan Map for various properties were received during the application period in September and October 2021.

Any person may submit written comments on the proposed actions to [kmoweryfrashefski@spokanecity.org](mailto:kmoweryfrashefski@spokanecity.org) or call for additional information at:

Department of Neighborhood and Planning Services  
Attn: Kara Frashefski, Assistant Planner I  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3329  
Phone (509) 625-6146 [kmoweryfrashefski@spokanecity.org](mailto:kmoweryfrashefski@spokanecity.org)

# 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. C36137

AN ORDINANCE relating to establishing a new penalty for violations of the Building Code; and amending the Penalty Schedule – Building Construction found in Section 01.05.150 of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. That the Penalty Schedule – Building Construction found in SMC 01.05.150 is amended to read as follows:

### Section 01.05.150 Penalty Schedule – Building Construction

SMC 1.05.150 Penalty Schedule – Building Construction		
Infraction		Violation Class
Chapter 14 IFC	Failure to Provide Fire Safety During Building Construction, Demolition, or Alteration	3
IFC 105 SMC 17F.080.050 SMC 17G.010.140 SMC 17G.010.150	Failure to Provide Plans/Specifications for Department Review	2
IFC 105 SMC 17F.080.060	Failure to Obtain Required Permit	2
IFC 111 SMC 17G.010.080	Working in Disregard of Stop-work Order	1
IFC 605.9	Use of Temporary Wiring in an Unapproved Manner	1
IFC 3801.2	Installation of LPG Equipment Without Permit	2
IMC 106.2 SMC 17F.090.030	Lack of Permit Required by IMC 106.1	1
SMC 10.26.010(A)	Relocate Building Without Permit	2
SMC 10.29.010(B)	Blasting Without Permit	1
SMC 10.29.032	Excess Heating Apprentices on Job	3
SMC 10.29.040	Unsupervised Plumbing Apprentice	2
SMC 11.08.030 SMC 17F.090.030	Install, Alter, Replace System Actively Using Solar Energy Without Building, Mechanical, or Combination Permit	3
SMC 11.17.050 - SMC 11.17.330	Violation of Sign Code	2
SMC 13.03.0330	Connection to Sewer Without Permit	1



SMC 17F.030.040	Install Boiler, Pressure Vessel Without Installation Permit	1
SMC 17F.030.100	Repair, Alter Boiler, Pressure Vessel Without Repair Permit	1
SMC 17F.040.020	Grading Without Permit (Adopted Appendix of the International Building Code: SMC 8.02.031)	1
IBC 105 IRC 105 IEBC 105	Construction Without Building Permit	2
SMC 17F.040.075	Must Use City Solid Waste Collection/Disposal as Condition of Building/Demolition Permit	1
SMC 17F.040.190 SMC 17F.050.140 SMC 17F.090.070 SMC 17F.100.040	Failure to Take Corrective Action	2
SMC 17F.050.020	Work Without Electrical Permit	1
SMC 17F.050.040	Improper or Unapproved Electrical Material or Equipment	1
SMC 17G.010.100(C)(2)	Installation/Repair of Gas- or Oil-fueled HVAC Equipment Without Permit	1
<u>IBC 110, 114</u>	<u>Failure to request required inspections</u>	<u>2</u>
SMC 17F.060.040 SMC 08.02.033	<u>Failure to De-Commission a Conveyance</u>	<u>1</u>
SMC 17F.100.020	Plumbing Without Permit	2
SMC 17F.060.020	Work Without Elevator Installation Permit	1
SMC 17F.060.030	<u>Failure to have City Inspector witness required conveyance tests</u>	<u>1</u>
SMC 17F.080.050 SMC 17F.080.140	Install, Alter, Repair Fire Protection/Extinguishing Equipment Without Permit	1

**Passed by City Council January 10, 2022**  
**Delivered to Mayor January 14, 2022**

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**ORDINANCE NO. C36164**

An ordinance establishing requirements for participation in rental assistance programs; enacting a new chapter 18.08 of the Spokane Municipal Code; and declaring an emergency.

**WHEREAS**, according to the U.S. Census American Community Survey's 2019 data, in Spokane, 56% of all housing units are priced at or below the median rent of \$1,098, and only 9% of all housing units rent for \$500 per month or less; and

**WHEREAS**, in Spokane, over 45% of renters are either cost-burdened (meaning they spend 30% or more of their income on rent) or extremely cost-burdened (meaning they spend 50% or more on rent); and

**WHEREAS**, nationwide, according to the Joint Center for Housing Studies at Harvard University, renters were more likely during the COVID-19 pandemic to lose employment than were homeowners, and Black and Hispanic renters are more likely to be cost-burdened or extremely cost-burdened; and

**WHEREAS**, renters with very low incomes and renters who have lost wages or employment during the COVID-19 pandemic are in a very vulnerable situation, as the perfect storm of historically low vacancy rates, a highly-constrained supply of rental housing that is affordable for people of very low incomes, potential back rent owed, the looming end of the eviction moratorium, and the high rate of cost-burdened renter households which pre-existed the COVID-19 pandemic create an extreme risk of housing instability; and

**WHEREAS**, housing instability from a variety of factors is a key driver of the increase in homelessness in Washington state, according to a recent report from the Washington Department of Commerce, and increasing rents show a nearly linear correspondence to increased rate of homelessness; and

**WHEREAS**, the federal and state government have provided millions of dollars to the City of Spokane for the purpose of rental assistance that has not yet been fully distributed, leaving tenants who have applied for and are eligible for assistance vulnerable to eviction solely for the reason that the funds have not yet been distributed by the programs charged with distribution; and

**WHEREAS**, the City of Spokane has arranged to distribute over \$30 million in payments to local landlords, but the actual payments have been delayed for weeks and months after the initial applications putting otherwise law-abiding tenants who have otherwise been in compliance with their rental agreement at risk for eviction; and

**WHEREAS**, the Mayor has declared a city-wide housing emergency, and this emergency requires the City to take extraordinary steps to ensure that all our residents have, and keep, housing that is available to, and affordable for, them; and

**WHEREAS**, to address the confluence of these factors, the City Council determines that the City must take action now to protect renters who are receiving the benefit of housing assistance from the City, whether through direct payments or through rental assistance paid to a landlord, property owner, or property manager, to enable people of lower incomes to maintain housing stability, which is a key determinant of overall health, wellbeing, educational, and lifetime economic outcomes for children and families, to prevent homelessness, and to help mitigate the effects of the declared housing emergency.

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

**Section 1.** That there is enacted a new chapter 18.08 of the Spokane Municipal Code to read as follows:

**Chapter 18.08 Rental Assistance Programs****Section 18.08.010 Purpose and Intent**

This chapter is enacted to bridge gaps between the state Legislature's enactment of E2SSB 5160 and other Washington residential landlord tenant laws, and to reduce uncertainty for tenants and for landlords as the state implements post-COVID-19 long-term housing recovery strategies.

**Section 18.08.020 Definitions**

- A. "Customary and routine" means communication practices that were in place prior to March 18, 2020, but only to the extent that those communications reasonably notify a tenant of upcoming rent that is due; provide notice of community events, news, or updates; provide notice of availability of rental assistance or inquires as to whether a tenant has or is willing to seek rental assistance; document a lease violation; are related to negotiating a reasonable repayment plan or other program provided by E2SSB 5160; or are otherwise consistent with this chapter.
- B. "Landlord" includes, in addition to landlords, property managers and property owners.
- C. "Operational eviction resolution pilot program" means a program that complies with the provisions of Section 7 of E2SSB 5160, is located in Spokane County, is serving or is able to serve pilot program clients, and is in compliance with a standing judicial order(s) of the Spokane County Superior Court.

- D. "Operational rental assistance program" means a program located in Spokane County in which the rental property is located, is receiving or able to receive applications for rental assistance from eligible renters and landlords, and is currently disbursing or is able to disburse funds.
- E. "Reasonable repayment plan" has the same meaning as "reasonable schedule for repayment," as defined in Section 4 of E2SSB 5160, and means a repayment plan or schedule for unpaid rent that does not exceed monthly payments equal to one-third of the monthly rental charges during the period of accrued debt.
- F. "Rental assistance program" means financial assistance provided by the City of Spokane, whether derived from local funds or as a pass-through of state or federal funds or funds from any other source, to a landlord or to a tenant, to help defray the cost of past rent owed, future rent, relocation expenses, late fees, enforceable debt, damage mitigation costs, or any other costs incurred or owed by a tenant to a landlord and reimbursable from the rental assistance program, as particularly described in the specific program documents.

#### **Section 18.08.030 Past rent owed**

- A. If based in whole or in part on any arrears (rent owed) that accrued due to COVID-19 or the economic effects of the pandemic (such as, without limitation, loss or reduction of income in connection with COVID-19) from February 29, 2020 through July 31, 2021, landlords are prohibited from serving or enforcing, or threatening to serve or enforce, any notice requiring a tenant to vacate any dwelling, including but not limited to an eviction notice, notice to pay or vacate, unlawful detainer summons or complaint, notice of termination of rental, or notice to comply or vacate until both of the following conditions are met:
  - 1. a rental assistance program and an eviction resolution pilot program have been implemented and are operational in Spokane County; and
  - 2. a tenant has been provided with and has rejected or failed to respond within 14 days of receipt of such notice to an opportunity to participate in an operational rental assistance program and an operational eviction resolution pilot program.
- B. There is a presumption that any rent payment made on or after August 1, 2021, is applied to current rent before applying toward arrears.
- C. Each rental assistance program is authorized to share the application status of a tenant with the tenant's landlord.

#### **Section 18.08.040 Enforceable debt**

- A. If based in whole or in part on any arrears for a current tenant that accrued due to COVID-19 or the economic effects of the pandemic (such as, without limitation, loss or reduction of income in connection with COVID-19) from February 29, 2020 through July 31, 2021, landlords are prohibited from treating any unpaid rent or other charges related to a dwelling as an enforceable debt or obligation that is owing or collectable, where such nonpayment was, in whole or in part, a result of the COVID-19 crisis, until such time as the landlord and tenant have been provided with an opportunity to resolve nonpayment of rent through a rental assistance program and an eviction resolution pilot program.
- B. This prohibition includes attempts to collect, or threats to collect, independently or through a collection agency, by filing an unlawful detainer or other judicial action, by withholding any portion of a security deposit, by reporting to credit bureaus, or by any other means.

#### **Section 18.08.050 Future rent owed**

- A. For rent accruing on August 1, 2021, or thereafter, it is the expectation that tenants will pay rent in full, negotiate a lesser amount or a payment plan with the tenant's landlord, or actively seek rental assistance if assistance is needed.
- B. Through December 31, 2022 for rent accruing on August 1, 2021, or thereafter, and unless an exception or other state law allows for eviction, landlords are prohibited from serving or enforcing, or threatening to serve or enforce, any notice requiring a tenant to vacate any dwelling, including but not limited to an eviction notice, notice to pay or vacate, unlawful detainer summons or complaint, notice of termination of rental, or notice to comply or vacate, if, unless otherwise permitted by this chapter, a tenant has:
  - 1. made full payment of rent;
  - 2. made a partial payment of rent based on their individual economic circumstances as negotiated with the landlord; or
  - 3. is participating in good faith in an eviction resolution program authorized under E2SSB 5160 and has a pending application for rental assistance that has not been fully processed and the landlord has notice of that application.

- C. There is a presumption that any rent payment made on or after August 1, 2021, is applied to current rent before applying toward arrears.
- D. A landlord is not required to accept partial payment of rent but is required to offer a tenant a reasonable repayment plan as defined in this chapter and in compliance with E2SSB 5160.
- E. A rental assistance program is authorized to share the application status of a tenant with the tenant's landlord and an eviction resolution pilot program authorized by E2SSB 5160.
- F. A landlord may serve a notice of unpaid rent regardless of the requirements of paragraph B of this section.

#### **Section 18.08.060 Late fees**

From the effective date of this section through December 31, 2022, landlords are prohibited from assessing, or threatening to assess, late fees for the nonpayment or late payment of rent or other charges related to a dwelling where such nonpayment or late payment occurred due to COVID-19 or the economic effects of the pandemic (such as, without limitation, loss or reduction of income in connection with COVID-19) on or after February 29, 2020 through August 1, 2021.

#### **Section 18.08.070 Written notice of resources and programs**

For rent owed that accrued due to COVID-19 or the economic effects of the pandemic (such as, without limitation, loss or reduction of income in connection with COVID-19) on or after February 29, 2020, landlords are prohibited from serving or enforcing, or threatening to serve or enforce, any notice requiring a resident to vacate any dwelling, including but not limited to an eviction notice, notice to pay or vacate, unlawful detainer summons or complaint, notice of termination of rental, or notice to comply or vacate without first providing the tenant with written notice of the funding resources and programs established in E2SSB 5160. The written material may be provided in hard copy or electronically. Links to these materials may also be found on the Washington state Attorney General Office's website.

#### **Section 18.08.080 Reasonable payment plans**

- A. For rent owed that accrued due to COVID-19 or the economic effects of the pandemic (such as, without limitation, loss or reduction of income in connection with COVID-19) on or after February 29, 2020, landlords are prohibited from serving or enforcing, or threatening to serve or enforce, any notice requiring a resident to vacate any dwelling, including but not limited to an eviction notice, notice to pay or vacate, unlawful detainer summons or complaint, notice of termination of rental, or notice to comply or vacate if the landlord has made no attempt to establish a reasonable repayment plan with the tenant, or if they cannot agree on a plan and no local eviction resolution pilot program exists.
- B. Tenants must respond to landlords within 14 days of the landlord's offer.
- C. If a tenant fails to accept the terms of a reasonable repayment plan or if the tenant defaults on any rent owed under a repayment plan, a landlord must first provide notice to the tenant informing the tenant of the eviction resolution pilot program, and then follow the procedures provided in E2SSB 5160, before filing an unlawful detainer action based in whole or in part on non-payment. The pilot program must be operational and accepting new referrals at the time the notice is sent and must be able to provide the tenant with an opportunity to participate in the program.

#### **Section 18.08.090 Permissible unlawful detainer actions**

Excepting the prohibitions stated herein, all other allowable evictions under ESHB 1236 and the current Residential Landlord-Tenant Act (RCW 59.18) and Manufactured/Mobile Home Landlord-Tenant Act (RCW 59.20) may proceed as otherwise allowed by law.

#### **Section 18.08.100 Local law enforcement involvement in evictions prohibited**

The Spokane Police Department is prohibited from serving, threatening to serve, or otherwise acting on eviction orders, including assisting any other jurisdiction or law enforcement agency in the same, affecting any dwelling unless the eviction order, including a writ of restitution, contains a written finding that the landlord has complied with this chapter and the unlawful detainer action is permitted under this chapter.

#### **Section 18.08.110 Communications**

- A. Nothing in this chapter precludes a landlord from engaging in customary and routine communications with tenants.
- B. Within these communications and parameters, landlords may provide information to tenants regarding financial resources, including coordinating with tenants in applying for rent assistance through the state's Emergency Rent Assistance Program (ERAP) or an alternative rent assistance program, and to provide tenants with information on how to engage with them in discussions regarding reasonable repayment plans as described in this chapter.
- C. Tenants must respond to landlords regarding establishing reasonable repayment plans and participation in eviction resolution programs per the timelines established in E2SSB 5160.

**Section 18.08.120 Retaliation prohibited**

Landlords are prohibited from retaliating against individuals for invoking their rights or protections under this Proclamation, Proclamations 20-19 et seq., or any other state or federal law providing rights or protections for residential dwellings. Violation of this section is a misdemeanor.

**Section 18.08.130 Right to legal counsel**

- A. Nothing in this chapter modifies the requirement in Section 8 of E2SSB 5160 that a court must appoint an attorney for an indigent tenant in an unlawful detainer proceeding.
- B. The City of Spokane may implement a funding program to ensure implementation of Section 8 of E2SSB 5160.

**Section 18.08.140 Exclusions**

This chapter does not apply to:

- (1) emergency shelters where length of stay is conditioned upon a resident's participation in, and compliance with, a supportive services program;
- (2) long-term care facilities licensed or certified by Department of Social and Health Services;
- (3) transient housing in hotels and motels; short-term rentals;
- (4) motor homes;
- (5) RVs;
- (6) public lands; and
- (7) camping areas.

**Section 18.08.150 Penalties**

- A. Each violation of this chapter is a class 1 civil infraction. This penalty is in addition to any other penalties available to a prevailing party, including economic damages, reasonable attorneys fees and costs, and exemplary damages.
- B. Nothing in this chapter precludes the City of Spokane from imposing additional remedies for a landlord's breach of a rental assistance program contract, such as for unjust enrichment, or reasonable costs and attorneys fees.

**Section 18.08.160 Severability**

If any section, subsection, paragraph, or sentence of this chapter is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such provision(s) shall be severed from this chapter, and the remaining provisions of this chapter shall remain in force unaffected by such severance.

**Section 2.** That the City Council declares that an urgency and emergency exists, including the end of the eviction moratorium and the existence of a housing emergency in Spokane, such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately, under Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

**Passed by City Council January 10, 2022**  
**Delivered to Mayor January 14, 2022**

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**ORDINANCE NO. C36165**

An ordinance amending Ordinance No. C36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the Miscellaneous Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

- 1) Increase revenue by \$350,000
  - a. \$250,000 of the increased revenue in the Miscellaneous Grants Fund is provided by the WA Dept. of Commerce for transit-oriented development implementation (TODI).
  - b. \$100,000 of the increased revenue in the Miscellaneous Grants Fund is provided by the WA Dept. of Commerce for housing action plan implementation (HAPI).
- 2) Increase the appropriation level by \$350,000
  - a. The increased appropriation is provided solely for contractual services in the Miscellaneous Grants Fund.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept the 2021 TODI & HAPI grants, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council January 10, 2022**  
**Delivered to Mayor January 14, 2022**

# 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.

## PERSONNEL ANALYST I SPN 045 OPEN ENTRY

**DATE OPEN:** Monday, January 17, 2022

**DATE CLOSED:** Monday, January 31, 2022 at 4:00 p.m.

**SALARY:** \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$74,875.68

### DESCRIPTION:

Performs professional and technical Civil Service work for a public personnel merit system. Work includes planning, developing, and analyzing examinations for the selection of classified employees; conducting job surveys and desk audits; monitoring the status of all classified employees; and ensuring consistency in the application of the Civil Service Rules and internal policies and procedures.

The City of Spokane Civil Service Commission's primary responsibility is to prevent political influence in the City's hiring, promotional and disciplinary processes. Read more about the Commission here.

### DUTIES:

- Prepares or assists in the preparation of examination announcements and in planning the procedures and mechanics for the administration of examinations.
- Assists in the development and administration of written, performance and oral tests for a wide variety of occupations.
- Assists in conducting job surveys, desk audits, and time and motion studies. Assists in the maintenance of a city-wide classification plan.
- Reviews applications and interviews applicants to determine their eligibility for examination.
- Assists in research and surveys in order to keep abreast of manpower needs, current trends, and new developments in Civil Service systems which adhere to the merit principle.
- Conducts item analysis studies. Assists in coordinating recruiting and placement programs with City departments.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

*Combinations of education and experience that are equivalent to the following minimum qualifications may be acceptable.*

### Open-Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- Education: Bachelor's degree from an accredited college or university in business or public administration, personnel management, psychology, sociology, or related field.

- Substitution: Three years of experience in job classification, employment test development, or job analysis will substitute for the education requirement.

Applicants must possess a valid driver's license or otherwise demonstrate ability to travel to and from multiple work locations as required.

**EXAMINATION DETAILS:**

You must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

The examination will consist of an online test with weights assigned as follows:

- Online Exam 100%

**EXAMINATION DETAILS**

You will receive a link to the Personnel Analyst I examination, via email, on the morning of Thursday, February 10, 2022. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available until 4:00 PM Pacific time on Tuesday, February 15, 2022.

The approximate duration of the test is 2 hours. The written test may include such subjects as:

- Classification
- Computer Skills\*
- Mathematical Reasoning\*
- Reading Comprehension\*
- Reasoning\*
- Research Processes
- Selection Processes
- Written Communication\*

An asterisk (\*) marks the test subjects that will set the minimum passing score for the exam. All test subjects will be included to set the rank on the eligibility list for those who pass the exam.

**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 13th day of January 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**PARK PLANNING AND DEVELOPMENT MANAGER SPN 077  
PROMOTIONAL**

**DATE OPEN: Monday, January 17, 2022**

**DATE CLOSED: Monday, January 24, 2022 at 4:00 p.m.**

**SALARY: \$75,606.48 annual salary, payable bi-weekly, to a maximum of \$107,469.36**

**DESCRIPTION:**

Performs responsible management and professional work in directing and administering the Planning and Development section of Parks and Recreation; works with the Parks and Recreation Division Director and the Park Board to implement the Park's mission and goals: to maintain, plan, and develop parks, open space, trails, recreation facilities, and related infrastructure throughout the City of Spokane.

**DUTIES:**

- Provides leadership, technical direction, and supervision involved in planning, architecture, landscape architecture, engineering, and construction activities related to Parks design, procurement and development projects.
- Manages the strategic planning and implementation of the six year capital improvement plan and annual capital outlay to achieve compliance with short and long range goals, objectives, policies, and established priorities.
- Identifies land desired by Parks. Coordinates with City Legal and Asset Management on land acquisition/surplus and development on park land.
- Supervises construction of facilities, reviews and approves architectural and engineering designs for new parks, buildings, and other facilities. Inspects work for contract compliance.
- Ensures that all park planning, and development expenditures remain within budgetary allocations, following policies and procedures to properly account for all funds. Prepares budget estimates for assigned activities and supervises the keeping of necessary records and preparation of reports.
- Identifies and oversees the management of all federal, state, local and private grants related to park planning and development efforts.
- Works closely with management of other City Departments to ensure adherence to City and park policies for development activities and programs; coordinates with other departments on issues affecting the operation and development of the park system.
- Assists in the identification, analysis and development of public/private partnership opportunities.
- Meets with citizens, community groups, business groups, advisory Boards, planning boards, and other government agencies to identify needs, plan programs, and answer questions about park planning and development programs.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

(Current City of Spokane employees may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Education:* A Bachelor's degree from a four-year college or university with major coursework in Landscape Architecture, Urban Planning, Architecture, Parks and Recreation Administration/Management, Business or Public Administration, or a design related field, **AND**
- *Experience:* A combined three years of experience in the classification of Assistant Parks & Recreation Department Manager (SPN 066) and/or Landscape Architect (SPN 248), **AND** currently employed in Parks and Recreation.
- *Licenses:* A valid driver's license, or otherwise demonstrated ability to get to and from multiple work locations, is required.

**Note:** Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI, Section 5.

**Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* A Bachelor's degree from an accredited four-year college or university with major coursework in Landscape Architecture, Urban Planning, Architecture, Parks and Recreation Administration/Management, Business or Public Administration, or a design related field, **AND**



- *Experience:* Four years of experience in a responsible administrative or supervisory capacity public or private park planning/development and operations management, two years of which must have been in a responsible supervisory capacity.
- *Licenses:* A valid driver's license, or otherwise demonstrated ability to get to and from multiple work locations, is required.

**NOTE:** Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies to this classification.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion.

**Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.**

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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

**TRAINING AND EXPERIENCE EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online, at the time of application. All applicants must complete and submit a City of Spokane employment application online, by 4:00 on the filing cut-off date.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- 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.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

**TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

**PROMOTIONAL EVALUATION DETAILS:**

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.

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

**TO APPLY:**

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

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with **Job Title – Applicant Name** in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 13th day of January 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**WWTP PLANT MANAGER SPN 660  
PROMOTIONAL**

**DATE OPEN: Monday, January 17, 2022**

**DATE CLOSED: Monday, January 24, 2022 at 4:00 p.m.**

**SALARY: \$103,230.72 annual salary, payable bi-weekly, to a maximum of \$147,141.36**

**DESCRIPTION:**

Performs responsible administrative, supervisory and environmental regulatory compliance work directing Maintenance, Operations, Laboratory, HVAC/Odor Control, and Instrumentation/Electrical Data Center activities of an advanced wastewater (sewage) treatment plant and satellite secondary plants and pumping stations.

**DUTIES:**

- Directs, through subordinate supervisors, the planning, coordination, operation and maintenance of the instrumentation/electrical center pretreatment program, internal environmental control group (HVAC & odor control), laboratory, operations and maintenance workgroups of the wastewater (sewage) treatment plants, pumping stations, and biosolids facilities.
- Acts as the point of contact with county, state and federal environmental control agencies.
- Assists or directs in-plant study courses in accordance with state laws.
- Administers departmental public notice activities as required under various state and federal regulations.
- Reviews plant maintenance and operations in order to evaluate plant performance and determine the need for changes in Operations and Maintenance activities and policies, particularly those requiring substantial capital expenditures.
- Directs and oversees the City's industrial pretreatment program.
- Plans, assigns, and supervises special operations research projects and studies. Reviews the project results and their applications to plant operations. Assists in rate development and writing ordinances.
- Assists in rate development and writing ordinances relative to wastewater treatment facilities.
- Implements plant conversion and alteration proposals, reviews engineering plans and specifications and coordinates all facility construction and modification activities with existing systems.
- Presents technical and administrative information to the City Council, the Public Works Committee, and various citizens groups.
- Supervises and participates in the maintenance of records and preparation of operational reports.
- Assists in preparation of the annual plant budget, and exercises control over the expenditure of funds allocated for plant maintenance, operation, and related activities.
- Responsible for directing subordinate supervisors in preparation and maintenance of facility safety records and documentation, including all Process Safety Management related activities, written policies, procedures and training.
- Directs the review and revision of operations, instrumentation/electrical/data, maintenance, laboratory, odor control (HVAC), and process control procedures completed by subordinate supervisors, including development of appropriate checklists and training documentation.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

(Current City of Spokane employees may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Present City employees who meet the open entry requirements may apply on a promotional basis.

**Note:** Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI, Section 5.

**Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Graduation from an accredited four-year college or university with a degree in public or business administration, civil or environmental engineering, or related sciences, **AND**

- *Experience:* Six years of progressively responsible, professional experience in the field of sanitation, including two years of responsible supervisory experience. A Master's Degree in the environmental field, with emphasis on Waste Water Treatment and Administration, may substitute for one year of non-supervisory experience.
- *Certifications:* Applicants must possess a valid Class IV Certificate, as issued by the State of Washington Board of Certification for Waste Water Operators.

**NOTE:** Selection of a Senior Administrative Assistant, Rule V. Section 5, Rules of the Civil Service Commission, applies to this classification.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion.

**Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.**

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.

The examination will consist of a Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

**TRAINING AND EXPERIENCE EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online, at the time of application. All applicants must complete and submit a City of Spokane employment application online, by 4:00 on the filing cut-off date.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- 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.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered

**TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

**PROMOTIONAL EVALUATION DETAILS:**

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.

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

**TO APPLY:**

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

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 13th day of January 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### PORTABLE TOILET AND WASH STATION RENTAL SERVICES

City of Spokane Purchasing Department

**RFP # 5536-21**

**Description:** The City of Spokane is soliciting electronic Proposals for Portable Toilet and Wash Station Rental Services

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, JANUARY 31, 2022**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, JANUARY 31, 2022**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> then click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Request for Proposals document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

The right is reserved to reject any and all Proposals and to waive any informalities.

Connie Wahl, C.P.M., CPPB  
City of Spokane Purchasing

Publish: January 19 & 26, 2022

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### RECYCLED MATERIALS – VALUE BLANKET

Wastewater Maintenance, Water & Hydroelectric Services, & Street Departments

**ITB #5552-22**

**Description:** The City of Spokane is seeking electronic bids for Recycled Materials - the Recycling of Dirt, Rock, Concrete, and Asphalt Debris and the Purchase of Recycled Dirt, Rock, Concrete, and Asphalt - to be used by the Wastewater Maintenance, Water & Hydroelectric Services, and Street departments. This business shall be awarded on a five (5) year value blanket.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, January 24, 2022 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must

be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation and submit a bid response, you must be a registered supplier on the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation's distribution list for changes and/or modifications via email notification.

Questions must be submitted via our bidding portal to the 'Clarifications' tab under the applicable project number.

The City reserves the right to reject any and all submissions and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm submissions completed and submitted electronically will be tabulated.**

Samantha Johnson  
Purchasing Department

Publish: January 12 & 19, 2022

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### Citywide Traffic Calming Master Plan

#### City of Spokane Integrated Capital Management Department

RFQu #5569-22

**Description:** The City of Spokane is soliciting electronic Qualification Proposals for a Citywide Traffic Calming Master Plan

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on MONDAY, FEBRUARY 7, 2022**. Hard copy and/or late submittals will not be accepted. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, FEBRUARY 7, 2022**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> and then click on the "join meeting" link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Request for Qualifications document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Qualifications.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

The right is reserved to reject any and all Proposals and to waive any informalities.

Connie Wahl, C.P.M., CPPB  
City of Spokane Purchasing

Publish: January 19 & January 26, 2021

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**COILED PIT SETTER METER BOXES – VALUE BLANKET**  
Water & Hydroelectric Services Department

**ITB #5576-22**

**Description:** The City of Spokane is seeking electronic bids for Coiled Pit Setter Meter Boxes to be used by the Water & Hydroelectric Services department. This business shall be awarded on a five (5) year value blanket.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, January 31, 2022 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation and submit a bid response, you must be a registered supplier on the City's bidding portal at <https://spokane.procurement.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation's distribution list for changes and/or modifications via email notification.

Questions must be submitted via our bidding portal to the 'Clarifications' tab under the applicable project number.

The City reserves the right to reject any and all submissions and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm submissions completed and submitted electronically will be tabulated.**

Samantha Johnson  
Purchasing Department

Publish: January 19 & 26, 2022

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