



# Official Gazette

## City of Spokane, Washington

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

Volume 113

JULY 19, 2023

Issue 29 Part I of II



### MAYOR AND CITY COUNCIL

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### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk  
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:  
<https://my.spokanecity.org/gazettes/>

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**The Official Gazette**

USPS 403-480

0% Advertising

Periodical postage paid at  
Spokane, WA**POSTMASTER:**

Send address changes to:

Official Gazette

Office of the Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made****payable to:**

City Treasurer

**Address Change:**

Official Gazette

Office of Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

# Minutes

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, July 10, 2023**

The minutes for the Monday, July 10, 2023, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, July 26, 2023, issue of the *Official Gazette*.

# Hearing Notices

**NOTICE OF CITY COUNCIL PUBLIC HEARING  
PROPOSED COMPREHENSIVE PLAN AMENDMENT  
TEXT AMENDMENTS  
(Proposed Ordinance C36414)**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **Monday, July 31, at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.\* (See note below.) This hearing may be continued to a later date. This public hearing is for a proposal for text amendments to the City Comprehensive Plan. The Planning Department file numbers for this proposal is Z23-112COMP.

Documents relating to this amendments are available for viewing at: <https://my.spokanecity.org/projects/shaping-spokane-housing/building-opportunity-for-housing/2023-comprehensive-plan-amendment/>

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

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

*Planning & Development Department*

*Attn: Kevin Freibott, Senior Planner*

*808 West Spokane Falls Boulevard*

*Spokane, WA 99201-3329*

*Phone (509) 625-6500*

*[compplan@spokanecity.org](mailto:compplan@spokanecity.org)*

**More information on the process:** The City Council will be briefed on the Comprehensive Plan Amendment on Monday, July 17, 2023, at 3:30 p.m. There is no public testimony at the briefing. A 1st Reading of the ordinance before City Council is scheduled for Monday, July 24, 2023. Generally, no presentations are made at the 1st reading. The 2<sup>nd</sup> reading and Public Hearing for the proposed amendment is scheduled for Monday, July 31, starting at 6 p.m. At this meeting there will be opportunity for public testimony. The public may also submit written comment to the City Council at [citycouncil@spokanecity.org](mailto:citycouncil@spokanecity.org). The City Council may continue this public hearing to a following meeting at their discretion.

**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 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mowmaster@spokanecity.org](mailto:mowmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Ordinances

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

## ORDINANCE NO. C36166

An ordinance vacating Perry Street between the north line of Hartson Avenue and the south line of Celesta Avenue;

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

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

The City of Spokane does ordain:

Section 1. That Perry Street between the north line of Hartson Avenue and the south line of Celesta Avenue and located partially in the NE  $\frac{1}{4}$  of Section 20, Township 25N, Range 43E, W.M. and partially in the NW  $\frac{1}{4}$  of Section 21, Township 25N, Range 43 E, W.M. is hereby vacated. Parcel number not assigned.

**Passed by City Council July 10, 2023  
Delivered to Mayor July 14, 2023**

## ORDINANCE NO. C36391

AN ORDINANCE relating to the regulation of short-term rentals; amending Spokane Municipal Code (SMC) Sections 17C.316.010, 17C.316.020, 17C.316.030, 17C.316.040, 17C.316.050, 17C.316.060, and 17C.316.070; adding new sections 17C.316.065 and 17C.316.080 to Title 17C.316 of the Spokane Municipal Code, and setting an effective date.

WHEREAS, the short-term rental of a residential dwelling unit for fewer than thirty days is a permitted use in residential zones, but is not a currently permitted use in other non-residential zones of the Spokane Municipal Code; and

WHEREAS, the City's contractor, Granicus, has pulled short-term rental listings from the vacation rental platforms licensed in Washington State and determined that there are short-term rentals operating in zoning districts which do not currently allow a short-term rental use; and

WHEREAS, RCW 36.70A.600 encourages the City to take a number of actions in order to increase its residential building capacity and authorized the City to adopt a housing action plan; and

WHEREAS, as authorized by RCW 36.70A.600(2), Council Resolution RES 2021-0062 adopted the City of Spokane Housing Action Plan as a guide for future housing planning, policy development, and regulatory and programmatic implementation measures that increase housing options that are affordable and accessible for people and families of all incomes in the City; including the Implementation Plan, included as Appendix A within the Housing Action Plan, which outlines several strategies and policies to remedy the current housing crisis; and

WHEREAS, Housing Action Plan (HAP) Strategy B5 calls on the city to, "Study the local short-term rental market to reduce impact on housing affordability, neighborhood identity, and displacement;" and

WHEREAS, in adopting RES-2021-0062 the City Council outlined several code amendments and permit processes that the City should enact in support of Housing Action Plan Strategy B.5, namely City Council HAP Implementation Plan Strategies 1.5; 2.6, and 2.7; and

WHEREAS, on July 26, 2021, the Mayor of the City of Spokane proclaimed a housing emergency and directed the City to pursue actions to expand housing types, reduce overall development costs to increase development of affordable housing, and to streamline municipal procedures to support the development cycle; and

WHEREAS, the proposed regulations are intended to allow for an alternative form of lodging for visitors that prefer a more residential experience when staying in the City of Spokane; and

WHEREAS, the proposed regulations create a path to compliance for short-term rental units currently operating in zoning districts which do not permit the use, and clarify regulation of short-term rental units for both residential and other zoning districts; and

WHEREAS, the proposed regulations create a balanced system of permitting the short-term rental use in all zoning districts in proportion with their potential effect on surrounding properties and infrastructure, updating permit fees and taxes such that the Spokane Municipal Code is capturing the increased demand for this type of lodging, and tracking short-term rental units, permits, and renewals to ensure the health and safety of the public; and

WHEREAS, the City has complied with RCW 36.70A.370 in the adoption of this ordinance, avoiding any unconstitutional taking of private property; and

WHEREAS, on February 2, 2023, the Washington State Department of Commerce and appropriate state agencies were given the required 60-day notice before adoption of proposed changes to the Unified Development Code pursuant to RCW 36.70A.106; and

WHEREAS, on April 24, 2023, a Notice of Intent to adopt and request for SEPA agency comments was issued for the draft code. The comment period ended on May 9, 2023; and

WHEREAS, a State Environmental Protection Act (SEPA) Determination of No significance and Checklist were issued by Planning Services on April 24, 2023. The comment period ended on May 9, 2023; and

WHEREAS, prior to the Plan Commission public hearing, a legal notice of public hearing was published in the *Spokesman-Review* on April 26 and May 3, 2023 and the notice of the proposed amendment was distributed to the City's agency/interested party list and posted on the City's website at [www.ShapingSpokaneHousing.com](http://www.ShapingSpokaneHousing.com); and

WHEREAS, on May 10, 2023, the Spokane Plan Commission held a public hearing on the proposed amendment and heard testimony from the public, following which they voted to recommend the City Council adopt the proposed amendments; and

WHEREAS, the City Council adopts the recitals set forth herein as its findings and conclusions in support of its adoption of this ordinance and further adopts the findings, conclusions, and recommendations from the City of Spokane Plan Commission (Exhibit A) for the same purposes;

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That Section 17C.316.010 SMC is amended to read as follows:

### **Section 17C.316.010 Purpose**

This chapter provides the requirements and standards under which residential dwelling units may be used for short-term rental use in ~~((residential))~~ zones where residential uses are permitted. The regulations are intended to allow for a more efficient use of certain types of residential structures in a manner which keeps them primarily in residential use, and without detracting from neighborhood character. The regulations also provide an alternative form of lodging for visitors who prefer a residential setting.

Section 2. That Section 17C.316.020 SMC is amended to read as follows:

### **Section 17C.316.020 ~~((Description and))~~ Definitions**

A. ~~((Description-))~~ Short-term rental. A short-term rental is where means a lodging use, that is not a hotel or motel, in which a residential dwelling unit, or portion thereof, or bedrooms in a residential unit are is rented to overnight guests by a short-term rental owner or operator for a fee for fewer than 30 consecutive days. There are two types of short-term rentals: A dwelling unit, or portion thereof, that is used by the same person for 30 or more consecutive days is not a short-term rental.

1. ~~Type A. A Type A short term rental is where bedrooms or an entire dwelling unit are rented to overnight guests, and no commercial meetings are permitted to be held in conjunction with use of a short term rental. The Type A short term rental is an administrative permit.~~

~~2. Type B. A Type B short term rental is where bedrooms or an entire dwelling unit are rented to overnight guests and commercial meetings are held. The Type B short term rental requires a type III conditional use permit according to Chapter 17C.060 Land Use Application Procedures.~~

~~B. Definitions. For purposes of this chapter, the following words have the following meanings:~~

~~((1. Commercial meetings. Commercial meetings include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation. Commercial meetings are prohibited with a Type A short term rental. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year; this is not considered a commercial meeting.))~~

~~B. Short-term rental platform. A short-term rental or vacation rental platform (Platform) means a person that provides a means through which an operator may offer a dwelling unit, or portion thereof, for short-term rental use, and from which the person or entity financially benefits. Merely publishing a short-term rental advertisement for accommodations does not make the publisher a short-term rental platform.~~

~~((2)) C. Resident. An individual or family who resides in the dwelling unit. The resident can be the owner or operator of the short-term rental.~~

~~((3)) D. Operator. ((The owner or a person or entity that is designated by the owner to manage the short term rental.)) Any person or entity that receives payment for owning or operating a dwelling unit, or portion thereof, as a short-term rental unit.~~

~~E. Owner. For the purposes of this chapter, any person or trust, alone or with others, has title or interest in any building, property, dwelling unit, or portion thereof, with or without accompanying actual possession thereof, and including any person who as agent, executor, administrator, trustee, or guardian of an estate has charge, care, or control of any building, dwelling unit, or portion thereof. A person whose sole interest in any building, dwelling unit, or portion thereof is solely that of a lessee under a lease agreement is not considered an owner.~~

~~F. Primary residence. A dwelling unit occupied for more than six months each calendar year, as documented by driver's license, voter registration, utility bills, or other similar evidence.~~

Section 3. That Section 17C.316.030 SMC is amended to read as follows:

### **Section 17C.316.030 Where These Regulations Apply**

A. The regulations of this chapter apply to short-term rentals in ~~((the following zones: RA, RSF, RSF-C, RTF, RMF, and RHD-zones))~~ all zones where residential uses are permitted.

B. In zones where Retail Sales and Service uses are allowed, limited, or conditional uses, short-term rentals may be regulated either as a Retail Sales and Service use or as hotel motel if they do not meet the regulations and standards in this chapter.

1. All such applications must complete the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC, and shall meet all applicable Building Code and Fire Code standards.

Section 4. That Section 17C.316.040 SMC is amended to read as follows:

### **Section 17C.316.040 ((Type A)) Short-Term Rentals in Residential Zones**

A. ((Use-related regulations.)) Allowed Structure Types. A short-term rental is allowed only in a conforming residential structure or a residential dwelling unit within a mixed-use building.

1. ((Permit required. A Type A short term rental requires a Type A short term rental permit per .040 C below.)) A short-term rental is an administrative permit.

((2. Allowed structure type. A Type A short term rental is allowed only in the following residential structure types:

- a. Single Family Residence;
- b. Attached house;
- c. Duplex;
- d. Apartments;
- e. Condominiums; and

- ~~f. Accessory dwelling unit.~~
- ~~g. Manufactured Homes))~~

B. Maximum number of short-term rental units. Maximum short-term rental units are calculated by structure rather than per lot. The maximum number of short-term rental units within residential zones shall not exceed those listed below.

1. One short-term rental is allowed in a detached single-family structure, accessory dwelling unit, or an attached single-family structure. One short-term rental is allowed in one of the units of a duplex.

a. One short-term rental is allowed in both a detached or attached single-family structure and an accessory dwelling unit, subject to the owner occupancy requirements in Section 17C.300.110(B) SMC.

2. All other multifamily or mixed-use buildings are limited to a maximum percentage of short-term rental units dependent on the below requirements:

a. Buildings that are fire sprinklered may have no more than twenty percent of the total number of residential units as short-term rentals within the building. All calculations will be rounded up to the nearest full unit.

b. Buildings that are not fire sprinklered must comply with current building and fire code regulations.

c. When calculating the maximum number of units results in a fraction, the units allowed are rounded up to the next whole number.

~~((B))~~ C. Standards. ((The following standards apply to Type A short-term rentals. Adjustments are)) A variance to the following standards is prohibited.

1. ((Accessory dwelling units. On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit.)) All short-term rentals must comply with the consumer safety and liability insurance requirements as listed in Chapter 64.37 RCW.

2. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:

a. ((Met)) Meets the current building code requirements for a sleeping room ((at the time it was created or converted));

b. Meets current fire code requirements;

c. Common areas, such as but not limited to living rooms, lofts, or closets shall not qualify as sleeping accommodations for the purposes of determining maximum occupancy.

3. Number of ((overnight)) residents and guests. The total number of ((adults occupying a dwelling unit with a Type A short-term rental may not exceed two (2) adults per bedroom)) of residents and guests occupying a dwelling unit that includes a short-term rental may not exceed any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building or fire code, as provided in RCW 35.21.682.

~~((4. Employees. Nonresident employees are prohibited. Hired service for normal maintenance, repair and care of the resident or site, such as yard maintenance or house cleaning, is allowed.))~~

~~5. Services to overnight guests and visitors. Serving alcohol and food to overnight guests and visitors is allowed, subject to other county and/or state requirements.))~~

~~((6))~~ 4. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading

~~((7))~~ 5. Advertising. All advertisements for the short-term rental must list short-term rental permit number and is subject to sign requirements of Chapter 17C.240 Signs.

~~((C-))~~ D. ((Type A Short Term Rental Permit)) Permit Required. The owner of a ((Type-A)) short-term rental must obtain a permit ((from the Planning and Development Services Department)). The permit requires the owner to agree to abide by the requirements of this section and to comply with the requirements outlined in Chapter 64.37 RCW. ~~((and document that the required notification requirements have been met.))~~

1. Notification. ((The owner must:))

a. The owner or operator must ((Prepare)) prepare a notification letter that:

- i. Describes the operation and the number of bedrooms that will be rented to overnight guests; and
- ii. Includes information on how to contact the owner or operator by phone.

b. Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental upon issuance of short-term rental permit.

2. Required information for permit. ~~((In order to apply for a Type A short-term rental permit, the owner or operator must submit to the Planning and Development Services Department:))~~

a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner and emergency contact.

b. A short-term rental application and permit fee established by SMC 08.02.066.

~~((c. Proof of property insurance covering the property.))~~

~~((d.))~~ c. A copy of the owner's current City of Spokane business license.

~~((e.))~~ d. A copy of the notification letter and a list with the names and addresses of all property owners and organizations that received the letter.

~~((f.))~~ e. A site plan and floor plan.

f. A completed and notarized Life Safety Compliance form.

~~((D.))~~ E. Renewal of and Revoking a ~~((Type A))~~ Short-Term Rental Permit. A ~~((Type A))~~ short-term rental permit must be renewed per the procedures in ~~((chapter 4.04))~~ Chapter 04.04 SMC and can be revoked according to the outlined procedures ~~((in chapter 4.04 SMC))~~ for failure to comply with the regulations of this chapter.

1. ~~((In addition a))~~ A permit may be revoked for activities on site ~~((including))~~ such as nuisances, littering, or public disturbance as listed under Title 10 SMC ~~((under Chapter 10.08 Offences Against Public Health Chronic or public disturbance in Section 10.08D.090 Public Disturbance Noise))~~.

2. For revocation of permit the owner or operator receives one warning of violation. ~~((In the case of non-compliance))~~ Non-compliance or a repeat of non-compliance in a 12 month period shall result in revocation of permit per a type two civil infraction as referenced in ~~((1.05.160))~~ SMC 01.05.160.

3. When a ~~((Type A))~~ short-term rental permit has been revoked, a new ~~((Type A))~~ short-term rental permit will not be issued to the owner at that site for 2 years.

F. Existing Approved Permits and Unit Caps. Existing approved short-term rental permits, which were active and approved prior to July 1, 2023, shall be allowed to grandfather the short-term rental use subject to the below requirements.

1. The short-term rental permit must be active and approved prior to July 1, 2023.

2. If the permit is not renewed a new short-term rental permit will be required and the unit cap stated in 17C.316.040(B) will be applicable.

3. A grandfathered short-term rental permit may not further expand their short-term rental use beyond what is existing in the approved permit, nor may it expand beyond what would be permitted under 17C.316.040.

Section 5. That Section 17C.316.050 SMC is amended to read as follows:

### **Section 17C.316.050 ((Type B)) Short-Term Rentals in Other Zones**

A. ~~((Use related regulations.))~~ Allowed Structure Types. A short-term rental is allowed only in a conforming residential structure or a residential dwelling unit within a mixed-use building. All other structures must complete the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.

~~((1. Conditional use permit. A Type B short-term rental requires a Type III conditional use permit according to Chapter 17G.060 Land Use Application Procedures. The approval criteria are stated in SMC 17C.320.080 F, Institutional and Other Uses in Residential Zones.))~~

2. Allowed structure type. A Type B short-term rental is allowed only in the following residential structure types:

a. Single Family Residence;

b. Attached house;

c. Duplex;

d. Apartments;

- e. ~~Condominiums; and~~
- f. ~~Accessory dwelling unit. Manufactured Homes))~~

B. Maximum number of short-term rental units. Maximum short-term rental units are calculated by structure rather than per lot.

1. One short-term rental is allowed in a detached single-family structure, accessory dwelling unit, or an attached single-family structure. One short-term rental is allowed in one of the units of a duplex.
  - a. One short-term rental is allowed in both a detached or attached single-family structure and an accessory dwelling unit, subject to the owner occupancy requirements in Section 17C.300.110(B) SMC.
2. All other multifamily or mixed-use buildings are limited to a maximum percentage of short-term rental units dependent on the below requirements:
  - a. Buildings that are fire sprinklered may have no more than thirty percent of the total number of residential units as short-term rentals within the building. All calculations will be rounded up to the nearest full unit.
  - b. Buildings that are not fire sprinklered must go through the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.
  - c. When calculating the maximum number of units results in a fraction, the units allowed are rounded up to the next whole number.

~~((B-))~~ C. Standards.

~~((1. Maximum size. Maximum set through conditional use review.))~~

1. All short-term rentals must comply with the consumer safety and liability insurance requirements as listed in Chapter 64.37 RCW.
2. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:
  - ~~a. ((Met)) Meets the current building code requirements for a sleeping room ((at the time it was created or converted));~~
  - b. Meets current fire code requirements;
  - c. Common areas, such as but not limited to living rooms, lofts, or closets shall not qualify as sleeping accommodations for the purposes of determining maximum occupancy.
3. Number of residents and ~~((overnight))~~ guests. The total number of residents and ~~((overnight))~~ guests occupying a dwelling unit ~~((with a Type B short term rental may be limited as part of a conditional use approval))~~ that includes a short-term rental may not exceed any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building or fire code, as provided in RCW 35.21.682.

~~((4. Employees. Nonresident employees for activities such as booking rooms and food preparation may be approved as part of the review. Hired service for normal maintenance, repair and care of the residence or site, such as yard maintenance or house cleaning, is allowed. The number of employees and the frequency of employee auto trips to the facility may be limited as part of approval.))~~

~~((5. Services to guests and visitors. Serving alcohol and food to guests and visitors is allowed, subject to other county and/or state requirements.~~

~~6. Commercial meetings.~~

- ~~a. Commercial meetings. Commercial meetings, as defined above, are regulated as follows:
 
  - ~~i. In all other zones, the number of commercial meetings per year shall be determined as part of a conditional use review. The maximum number of visitors or guests per event will be determined through the conditional use review. Adjustments to the maximum number of meetings per year are prohibited.~~
  - ~~b. Historic landmarks. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year. This does not count as a commercial meeting.~~
  - ~~c. Meeting log. The operator must log the dates of all commercial meetings held, and the number of visitors or guests at each event. The log must be available for inspection by city staff upon request.~~~~

~~((7. Appearance. Residential structures may be remodeled for the development of a short-term rental, subject to required approvals and permits. Structural alterations may not be made that prevent the structure from being used as a residence in the future. Internal or external changes that will make the dwelling appear less residential in nature or function are not allowed. Examples of such alterations include installation of more than paving or required setbacks, and commercial-type exterior lighting.))~~

~~((8))~~ 4. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading.

~~((9))~~ 5. Advertising. All advertising for the short-term rental must include short-term rental permit number and is subject to sign requirements of Chapter 17C.240 Signs.

D. Permit Required. The owner or operator of a short-term rental must obtain a permit. The permit requires the owner and operator to agree to abide by the requirements of this section and to comply with the requirements outlined in Chapter 64.37 RCW.

1. Required information for permit.

- a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner, and an emergency contact.
- b. A short-term rental application and permit fee established by SMC 08.02.066.
- c. A copy of the owner's current City of Spokane business license.
- d. A site plan and floor plan.
- f. A completed and notarized Life Safety Compliance form..

E. Renewal of and Revoking a Short-Term Rental Permit. A short-term rental permit must be renewed per the procedures in Chapter 04.04 SMC and can be revoked according to the outlined procedures for failure to comply with the regulations of this chapter.

1. A permit may be revoked for activities on site such as nuisances, littering, or public disturbance as listed under Title 10 SMC.
2. For revocation of permit the owner or operator receives one warning of violation. Non-compliance or a repeat of non-compliance in a 12-month period shall result in revocation of permit per a type two civil infraction as referenced in SMC 01.05.160.
3. When a short-term rental permit has been revoked, a new short-term rental permit will not be issued to the owner at that site for 2 years.

Section 6. That Section 17C.316.060 SMC is amended to read as follows:

#### **Section 17C.316.060 Monitoring and Life Safety Review**

~~((All short-term rentals must maintain a guest log book. It must include the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest. The log must be available for inspection by city staff upon request.))~~

The City may inspect short-term rentals for compliance with Fire and Building code requirements and that the Life Safety Compliance form is accurately completed.

Section 7. That Section 17C.316.070 SMC is amended to read as follows:

#### **Section 17C.316.070 Pre-Established Bed and Breakfast Facilities**

~~((A. Nonconforming Use. Bed and breakfast facilities that were operating before June 14, 2006, which have not obtained a conditional use permit under Chapter 17C.315 SMC, may continue to operate subject to the requirements and limitations in SMC 17C.315.160.A.))~~

~~((B.))~~ Bed and Breakfasts with a Conditional Use Permit. Bed and breakfast facilities operating under an approved conditional use permit may chose to operate under Chapter 17C.315 SMC or this Chapter.

Section 8. That a new section 17C.316.080 is added to Title 17C.316 SMC to read as follows:

#### **Section 17C.316.080 Waiver of Permit Fees for Short Term Rentals**

The City shall be authorized to waive a portion of the permitting fees associated with use of property as a short term rental for those properties lawfully and continuously permitted as short term rental as of September 1, 2023. Upon

application, the waiver could include a credit equivalent to the amount of the annual permit fees actually paid for the previous 3 years by the property owner or operator. The credit would be applied towards the future annual permitting fees. In no event, shall the credit be transferrable or result in a refund.

Section 9. That a new section 17C.316.065 is added to Title 17C.316 SMC to read as follows:

**Section 17C.316.065 Immunity, no warranty by city, and no private right of action**

The purpose of this chapter is to promote the safety and welfare of the general public and not to create or designate any particular class of persons who will or should be specially protected by its terms. Nothing contained in this chapter is intended, nor shall be construed, to create any liability on the part of the City or its employees for any injury or damage resulting from the failure of a short-term rental owner or operator, inspector, or other individual to comply with the provisions of this chapter, or by reason or in consequence of any act or omission in connection with the implementation or enforcement of this chapter on the part of the City or its employees. By enacting and undertaking to enforce this chapter, neither the City, its agents or employees, nor the City Council warrant or guarantee the safety, fitness or suitability of any dwelling in the city or any unit inspected under this program. Short-term rental owners, operators, and occupants shall take whatever steps they deem appropriate to protect their interest, health, safety and welfare. Nothing contained in this chapter is intended to create a private right of action.

Section 10: This ordinance shall be effective September 1, 2023.

**Passed by City Council July 10, 2023**

**Delivered to Mayor July 14, 2023**

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**ORDINANCE NO. C36392**

AN ORDINANCE relating to fees on short-term rentals and short-term rental platforms; amending Spokane Municipal Code (SMC) Sections 08.02.034, 08.02.066, and 08.08.010; adopting a new section 08.02.090 to chapter 08.02 of the Spokane Municipal Code; and setting an effective date.

WHEREAS, on July 26, 2021, the Mayor of the City of Spokane proclaimed a housing emergency and directed the City to pursue actions to expand housing types, reduce overall development costs to increase development of affordable housing, and to streamline municipal procedures to support the development cycle; and

WHEREAS, Council Resolution Res. 2021-0062 adopted the City of Spokane Housing Action Plan as a guide for future housing planning, policy development, and regulatory and programmatic implementation measures that increase housing options that are affordable and accessible for people and families of all incomes in the City; including the Implementation Plan, included as Appendix A within the Housing Action Plan, which outlines several strategies and policies to remedy the current housing crisis; and

WHEREAS, Housing Action Plan (HAP) Strategy B5 calls on the city to, "Study the local short-term rental market to reduce impact on housing affordability, neighborhood identity, and displacement;" and

WHEREAS, in adopting Res. 2021-0062 the City Council outlined several code amendments and permit processes that the City should enact regulating short-term rentals, namely City Council HAP Implementation Plan Strategies 1.5; 2.6, and 2.7; and

WHEREAS, the proposed regulations create a balanced system of permitting the short-term rental use in all zoning districts in proportion with their potential effect on surrounding properties and infrastructure, and updating permit and inspection fees such that the Spokane Municipal Code is capturing the increased demand for this type of lodging, and tracking short-term rental units, permits, and renewals to ensure the health and safety of the public; and

WHEREAS multiple studies, including papers published in the Journal of Urban Economics and research from the National Bureau of Economic Research, have established that short term rentals have an affect on housing prices and rental rates; and

WHEREAS, the City has complied with RCW 36.70A.370 in the adoption of this ordinance, avoiding any unconstitutional taking of private property; and

NOW, THEREFORE, the City of Spokane does ordain:

Section 1: That SMC section 08.02.034 is amended to read as follows:

**Section 08.02.034 Fire Code**

A. Storage Tanks.

The fees in connection with aboveground or underground storage tanks for critical materials as defined in SMC 17A.020.030, including flammable or combustible liquids, are:

1. Installation (including installation of pumps and dispensers) of underground storage tank, per tank: seven hundred twenty eight dollars.
  2. Installation of above ground storage tank, per tank:
    - a. More than sixty but less than five hundred gallons: two hundred seventy six dollars.
    - b. Five hundred gallons or more: four hundred fifty dollars.
  3. Aboveground or underground storage tank removal or abandonment, per tank: two hundred ten dollars.
  4. Placement of tank temporarily out of service: two hundred ten dollars.
  5. Alteration or repair of a tank: two hundred seventy six dollars.
- B. Installation of Fire Protection/Detection Equipment.
1. The fees for installing, altering, or repairing fire protection and/or fire detection equipment are based on the value of the work, according to the following schedule:

<b>BID AMOUNT (Valuation)</b>	<b>PERMIT FEE</b>	<b>PLAN CHECK FEE</b>
\$1 through \$500	\$105	\$68.25
\$501 through \$2,000	\$210	\$136.50
\$2,001 through 5,000	\$420	\$273
\$5,001 through \$10,000	\$840	\$546
\$10,001 through \$15,000	\$1,260	\$819
\$15,001 through \$20,000	\$1,470	\$955.50
\$20,001 through \$25,000	\$1,680	\$1,092
\$25,001 through \$30,000	\$1,890	\$1,228.50
\$30,001 through \$40,000	\$1,995	\$1,296.75
\$40,001 through \$50,000	\$2,100	\$1,365
\$50,001 through \$60,000	\$2,520	\$1,638
\$60,001 through \$80,000	\$2,940	\$1,911
\$80,001 through \$100,000	\$3,150	\$2047.50
\$100,001 through \$150,000	\$3,465	\$2,252.25
\$150,001 through \$200,000	\$3,780	\$2,457
\$200,001 through \$250,000	\$4,200	\$2,730
\$250,001 through \$300,000	\$5,000	\$3,250
\$300,001 through \$350,000	\$5,800	\$3,770
\$350,001 through \$400,000	\$6,600	\$4,290
\$400,001 through \$450,000	\$7,425	\$4,826.25
\$450,001 through \$500,000	\$8,230	\$5,349.50
For valuations of \$500,001 and over, fees are calculated as follows:  Permit Fee: Valuation multiplied by 0.0165  Plan Check Fee: 65% of permit fee.		

2. Fees apply to initial submittal and one subsequent resubmittal if the initial submittal is not accepted. If the resubmittal is not accepted, the applicant will need to begin a new submittal.

3. Penalty.

Whenever any work for which a fire equipment permit is required is started without first obtaining a permit, the permit fees specified above are doubled and a Class 1 civil infraction may be issued.

4. Fee Refunds.

The fire official may authorize the refund of any fee erroneously paid or collected. The fire official may authorize the refunding of not more than eighty percent of the paid permit fee when no work has been done under an issued permit.

5. Valuation.

The valuation of the work done must be submitted at the time of application for a permit. The valuation is the value of the work to be done and includes all labor, material, equipment, and the like supplied and installed by the permittee to complete the work. The permittee may be asked to verify the valuation placed on the work. When the cost of any proposed work is unknown, an estimate of the cost shall be made and used to compute the permit fee. Upon completion of the work, a fee adjustment is made in favor of the City or permittee, if requested by either party.

6. Inspections.

The number of inspections for each permit is determined by the valuation, with the minimum number of inspections for a permit being two.

7. Revisions.

Fees include one revision to an approved submittal. Additional revisions will be charged at an hourly rate of one hundred five dollars.

8. Phasing

Submittals for projects that are done in phases for the construction shall follow the phasing approved as part of the building permit. Where a building permit has not been issued, the phasing shall be approved by the Fire Code Official.

C. Fire Protection System Verification.

The fee for verification that a fire protection system has been appropriately serviced by a fire department registered fire equipment servicer, for each inspection, is:

1. Thirty-eight dollars for:

- a. sprinkler systems,
- b. standpipe systems,
- c. alarm systems,
- d. rangehood systems,
- e. inert gas extinguishing systems,
- f. spray booths, and

2. Nineteen dollars for private fire hydrants.

D. Safety/Building & Multi-Family Inspections.

The fee for conducting safety inspections is one hundred five dollars per hour with a minimum one-hour charge, including annual life safety reviews for short-term rentals. Building and multi-family inspections will be charged according to building area per the table below:

	<b>Building Area (sq. ft.)</b>	<b>Fee</b>
<b>A</b>	<b>0 – 1,500</b>	<b>\$44</b>
<b>B</b>	<b>1,501 – 3,000</b>	
<b>C</b>	<b>3,001 – 5,000</b>	
<b>D</b>	<b>5,001 – 7,500</b>	
<b>E</b>	<b>7,501 – 10,000</b>	
<b>F</b>	<b>10,001 – 12,500</b>	<b>\$202</b>
<b>G</b>	<b>12,501 – 15,000</b>	
<b>H</b>	<b>15,001 – 17,500</b>	
<b>I</b>	<b>17,501 – 20,000</b>	
<b>J</b>	<b>20,001 – 30,000</b>	<b>\$355</b>
<b>K</b>	<b>30,001 – 40,000</b>	
<b>L</b>	<b>40,001 – 50,000</b>	
<b>M</b>	<b>50,001 – 60,000</b>	
<b>N</b>	<b>60,001 – 70,000</b>	
<b>O</b>	<b>70,001 – 100,000</b>	<b>\$512</b>
<b>P</b>	<b>100,001 – 150,000</b>	
<b>Q</b>	<b>150,001 – 200,000</b>	
<b>R</b>	<b>Over 200,000</b>	

**E. Reinspections.**

The fee for conducting reinspections is one hundred five dollars per incident. This applies to inspection requests beyond the allowable inspections associated with an original permit. The reinspection fee will apply when an inspection is scheduled with the fire department and the following occurs:

1. The project or occupancy is not ready for the inspection.
  2. Corrections that were previously identified remain uncorrected.
  3. The site is not accessible and a return visit is required.
- F. Inspection fees as set forth in this section are appropriated for an estimated time spent equal to or less than one hour per inspection. Permittees are subject to additional inspection fees, which shall apply in a minimum of one-hour increments for each permit fee category, for additional time spent on inspection services to include code research and return site visits.

Section 2: That SMC section 08.02.066 is amended to read as follows:

### **Section 08.02.066 Zoning**

Unless an action is initiated by the city council, the fees for approvals under the zoning code are:

- A. Staff preparation of a notification district map and associated documents: One hundred fifty dollars.
- B. Type I application: One thousand eighty-five dollars. In the case of building and construction permit applications, the fee is based on Article III of this chapter.
- C. Type II application, except preliminary short plats with minor engineering review: Four thousand three hundred twenty-five dollars plus sixty dollars per each additional acre.
- D. Type II application for preliminary short plats with minor engineering review: One thousand eighty-five dollars.
- E. Type III application: Four thousand five hundred ninety dollars plus one hundred ten dollars per each additional acre.
- F. Site plan review and/or modification: Eight hundred fifteen dollars plus five hundred fifty dollars per each additional increment of ten acres of site or portion thereof.
- G. Optional consolidated project review: Four thousand three hundred twenty-five dollars plus two hundred fifteen dollars for each additional acre.
- H. Planned unit development bonus density or final planned unit development:
  1. Bonus density: Additional eight hundred eighty dollars if bonus density is sought.
  2. Final planned unit development: Three thousand two hundred ninety-five dollars.
- I. Any temporary use permit: Six hundred seventy-five dollars.
- J. Floodplain development permit: Nine hundred dollars plus fifty-five dollars per each additional acre.
- K. Establishment of a front yard setback that is more or less than the depth required by the zoning code: Eight hundred ten dollars.
- L. Accessory dwelling unit permit: Six hundred fifty-five dollars.
- M. Formal written interpretation of the zoning code: Five hundred eighty dollars.
- N. Any other matter not listed above that requires a public hearing before the hearing examiner: One thousand eight hundred ninety-five dollars.
- O. A fee of eighty-five dollars per hour may be charged to cover the cost of a particular planning staff service for the applicant that greatly exceeds the above fee or is not covered by the fees listed above.
- P. Short Term Rental Permit – ~~((Type A))~~ In residential zones: ((One)) Two hundred ((fifty)) dollars. The annual renewal for a ~~((Type A permit))~~ short-term rental unit in a residential zone is one hundred dollars.
- Q. Short Term Rental Permit – ~~((Type B))~~ In all other zones: ((Four thousand five hundred ninety)) three hundred dollars. The annual renewal for a ~~((Type B permit))~~ short-term rental unit in zones, except residential, is one hundred fifty dollars.

Section 3: Adopting a new section SMC 08.02.090 to read as follows:

**Section 08.02.090 Short-term Rental License Fee**

There is levied a charge on the furnishing of short-term rental lodging located in the City of Spokane, a quarterly fee based on the total number of nights booked for each short-term rental listing through a short-term rental platform (Platform).

- A. Platforms shall pay \$4.00 per night booked through the Platform.
- B. The per night booking fee shall be calculated and remitted on a quarterly basis by the Platform.
- C. If a Platform fails to provide complete information the City's Chief Financial Officer or designee may estimate the quarterly per night booking fee and issue an assessment.
- D. All funds collected under this section shall be spent exclusively for purposes of acquiring, rehabilitating, or constructing housing affordable to low-income and moderate-income households as defined in SMC 08.15.020. At least 90% of funds collected under this section shall be allocated to direct, non-administrative costs of programs serving the purposes of this section.

Section 4: That SMC section 08.08.010 is amended to read as follows:

**08.08.010 Tax Levied**

Under the authority of chapter 67.28 RCW, there is levied a special excise tax upon the sale, charge or furnishing of lodging or the granting of any similar license to use real property by any hotel, rooming house, tourist court, bed and breakfast facility, motel, trailer camp, short-term rental and other transient accommodations in the City of Spokane. The special excise tax imposed pursuant to RCW 67.28.181 shall expire in 2043.

**Passed by City Council July 10, 2023**

**Delivered to Mayor July 14, 2023**

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**ORDINANCE NO. C36400**

AN ORDINANCE relating to parking municipal codes amending SMC sections 08.02.083, 16A.04.100, 16A.05.060, 16A.05.220, 16A.05.280, 16A.05.310, 16A.05.460, 16A.07.040, 16A.07.080; and adding new section 16A.05.155 to chapter 16A.05 of the Spokane Municipal Code and setting an effective date.

WHEREAS, the City is adding the fee for an annual golf cart registration decal which was repealed in 2021, and;

WHEREAS, the Spokane Parking Fee Schedule is being updated for 2023, and;

WHEREAS, definitions related to Electric Vehicle Charging Stations are being added and the other definitions are being updated, and;

WHEREAS, the time to respond to a notice of violation has increased at the state level and must be changed at our local level, and;

WHEREAS, the Council wishes to add a defense for infractions where inadvertent user error results in issuance of parking fees; and

WHEREAS, Washington state and Gov Jay Inslee are making EV charging stations and the transition to new Zero Emission Vehicles a priority as well as being carbon neutral by 2050, and;

WHEREAS, state code related to Electric Vehicle Charging Stations needs added to our municipal code, --- Now, Therefore,

The City of Spokane does ordain:

**Section 1.** That SMC section 08.02.083 is amended to read as follows:

**Section 08.02.083 Fees & Charges**

- A. Fees for services related to parking provided through the City of Spokane's (~~Development Services Center,~~) Code Enforcement and Parking Services Department, and penalties for traffic infractions provided by schedules adopted by court rule, or as specifically provided in [Title 16A SMC](#) or state statute shall be posted under the [City of Spokane](#)

[Parking Fee Schedule](#) as established by City Council resolution. The City of Spokane Parking Fee Schedule shall be posted on the City's website.

B. The Parking Manager shall review and update the [City of Spokane Parking Fee Schedule](#) and bring it to City Council for approval on an annual basis.

C. Paid Parking Zone Rates.

1. It is the intent of the City Council to establish a target occupancy rate of eighty-five percent for all Paid Parking Zone spaces within the City of Spokane. Occupancy rate refers to the percentage of Paid Parking Zone spaces that are occupied by vehicles. The establishment of the target occupancy rate of at least eighty-five percent is based on well-accepted planning studies as well as the example of other municipalities. The City Council finds that the establishment of the target occupancy rate of eighty-five percent is an effective strategy for managing on-street parking and congestion.
2. The City Council establishes a range of time limits from fifteen minutes to eleven hours. The parking manger shall set the time limit of each parking zone, consistent with achieving the at least eighty-five percent target utilization rate, based upon parking occupancy data and community input.
3. Parking rates to be charged at parking payment devices, for parking in city rights-of-way and other city-controlled parking areas under the jurisdiction of the City of Spokane shall be within rate limits established by this section. Rates may vary according to location, time of day, length of stay, maximum parking time allowed, the capabilities of available parking payment devices, and any other factors the Parking Manager determines are pertinent.
4. The Parking Manager is authorized to set parking rates up to the "Maximum Hourly Rate" of \$3.00 per hour as set forth on the [City of Spokane Parking Fee Schedule](#). When parking rates are in effect, parking rates shall be set no lower than the "Minimum Hourly Rate" of \$0.50 per hour as set forth on the City of Spokane Parking Fee Schedule.
5. The Parking Manager shall establish on-street parking rates and shall adjust parking rates higher (up to the maximum hourly rate) or lower (as low as the minimum hourly rate) in established paid parking zones based on the established target occupancy rate of at least eighty-five percent.
6. The Parking Manager may adjust the parking fee by increments no larger than fifty cents per hour.
7. Parking rates may be adjusted no more frequently than twice per fiscal year.
8. Current parking rates shall be posted to the City's website.

D. Golf Cart Registration Decal.

The fee for an annual golf cart registration decal is fifty dollars.

**Section 2.** That the City of Spokane Parking Fee Schedule is amended to read as follows:

**Section 08.02.083 Fees & Charges**

City of Spokane Parking Fee Schedule  
(FY 2022)

<b>On-Street Paid Parking Zone Rates</b>		
Minimum Hourly Rate	Maximum Hourly Rate	Current rates by zone can be found at <a href="https://my.spokanecity.org/parking/">https://my.spokanecity.org/parking/</a>
\$0.50	\$3.00	
<b>Removal of Parking Payment Device(s)</b>		
Fee charged a contractor for removal and reinstallation of a parking payment device to accommodate construction work		\$60.00 per single space meter \$120.00 per dual space meter \$500.00 per pay station
<b>Delinquent Violations</b>		
The additional penalty for failure to respond to a notice of traffic violation or parking infraction is \$25.00.		
<b>Towing and Impound</b>		
Towing, storage, and related fees and charges by registered disposers are prominently posted on the disposers' premises but are not directly regulated by the City. Some rates may be fixed by contract.		
<b>Junk Vehicle Affidavit</b>		
Junk vehicle affidavit (AKA hulk slip)		\$0.00
<b>Administrative Fees</b>		
Fee per vehicle added to the Scofflaw List		\$25.00
Immobilization		\$50.00
Replacement Permit Decal		\$15.00
<b>Permits</b>		
Commercial Loading Zone Permit – Annual		\$100.00/vehicle
Commercial Loading Zone Permit – Single Day		\$15.00/vehicle
Downtown Residential Parking District Permit - Monthly		\$25.00 /vehicle
Parking Space Reservation Permit		\$25.00 per permit + cost of lost paid parking revenue per space per day
Temporary Parking Permit		\$15 per day + cost of lost paid parking revenue
Special Loading Zone – Commercial		Day - \$15.00
<b>Motor Vehicle Violations</b>		
<b>Violation</b>	<b>Spokane Municipal Code Reference</b>	<b>Initial Fine</b>
Advertising or For Sale	16A.05.010	\$45.00
Alley – Loading – Active Loading / 30 Min Max	16A.05.020(A)	\$45.00
Alley – Loading – Restricting Free Passage	16A.05.020(B)	\$65.00
Angle Parking / Backed to Curb	16A.05.030	\$45.00
Bicycle Lane – No Stopping/Standing/Parking	16A.05.040	\$65.00
Bus Zone – Unauthorized Vehicle No Stopping/Standing/Parking	16A.05.050	\$45.00
Commercial Loading Zone – Unauthorized Vehicle No Stopping/Standing/Parking	16A.05.060(A)	\$45.00
Commercial Loading Zone – No Stopping/Standing/Parking Active Loading 30 Min Max	16A.05.060(B)	\$45.00
Crosswalk – Approach - No Standing/Parking Within 20'	16A.05.070	\$45.00
Crosswalk – On - No Stopping/Standing/Parking	16A.05.080	\$65.00
Disabled Parking – Over 4Hr Time Limit At Expired Meter	16A.05.090(A)(2)	\$30.00

<b>Motor Vehicle Violations</b>		
<b>Violation</b>	<b>Spokane Municipal Code Reference</b>	<b>Initial Fine</b>
Disabled Parking – Unauthorized Use Placard/Plate	16A.05.110(A)	\$450.00 (\$250.00 + \$200.00 State Assessed Fee)
Disabled Parking – Park In/Block/Make Inaccessible Access Aisle or Space	16A.05.110(B)	\$450.00 (\$250.00 + \$200.00 State Assessed Fee)
Disabled Parking – No Placard/Plate	16A.05.110(C)	\$450.00 (\$250.00 + \$200.00 State Assessed Fee)
Disabled Parking – Fail to Fully Display Placard/Plate	16A.05.110(D)	\$450.00 (\$250.00 + \$200.00 State Assessed Fee)
Divided Highway - No Stopping/Standing/Parking Between Roadways	16A.05.130	\$45.00
Double Parking - No Stopping/Standing/Parking	16A.05.140	\$65.00
Driveway or Alley Entrance - No Standing/Parking Within 5'	16A.05.150	\$45.00
Electric Vehicle Charging Station – No Stopping/Standing/Parking While Not Connected To Charging Station	16A.05.155	\$124.00
Excavation or Obstruction - No Stopping/Standing/Parking	16A.05.160	\$45.00
Fire Hydrant - No Standing/Parking Within 15'	16A.05.170	\$65.00
Fire Lane - No Stopping/Standing/Parking	16A.05.180	\$65.00
Fire Station - No Standing/Parking Within 20' of Entrance/Opposite Side of Street Within 75' of Entrance	16A.05.190	\$45.00
Flashing Signal – Approach - No Standing/Parking Within 30'	16A.05.200	\$45.00
Intersection - No Stopping/Standing/Parking	16A.05.210	\$65.00
Junk Vehicle - No Parking	16A.05.220	\$45.00
Motorcycle or Scooter - No Stopping/Standing/Parking Except Motorcycle or Scooter	16A.05.230(A)	\$45.00
Motorcycle or Scooter – Must Park Within Stalls and Be Secured from Tipping	16A.05.230(B)	\$45.00
Obstructing Traffic - No Stopping/Standing/Parking	16A.05.240	\$65.00
Paid Parking Zone – Illegal Use of Parking Payment Device	16A.05.250	\$30.00
Paid Parking Zone – Obstruction of Paid Parking Device	16A.05.260	\$30.00
Paid Parking Zone – Parking Payment Device Indicates No Stopping/Standing/Parking	16A.05.270	\$30.00
Paid Parking Zone – Valid Payment Required	16A.05.280(A)(1)	\$30.00
Paid Parking Zone – Required Information Incorrect	16A.05.280(A)(2)	\$30.00
Paid Parking Zone – Payment Not Made Immediately	16A.05.280(A)(3)	\$30.00
Parallel Parking – Wheels Parallel and Within 12" of the Curb	16A.05.290(A)	\$45.00
Parallel Parking – No stopping/Standing/Parking Against Authorized Traffic Movement	16A.05.290(B)	\$45.00

<b>Motor Vehicle Violations</b>		
<b>Violation</b>	<b>Spokane Municipal Code Reference</b>	<b>Initial Fine</b>
Parking Stalls - No Stopping/Standing/Parking – Across Lines/Markings	16A.05.300	\$45.00
Parking Time Limited – Outside of Paid Parking Zone - No Stopping/Standing/Parking Beyond 72 Hrs	16A.05.310(A)	\$45.00
Parking Time Limited – Non-Passenger Vehicle Outside of Paid Parking Zone - No Stopping/Standing/Parking Beyond 24 Hrs Loading	16A.05.310(B)	\$45.00
Parking Time Limited – Paid Parking Zone - No Stopping/Standing/Parking Beyond 24 Hrs	16A.05.310(C)	\$45.00
Parking Time Limited – Posted Sign/Payment Device	16A.05.310(D)	\$45.00
Parking Time Limited – No Re-Parking on Same Block Face Where Time Limit is Greater Than 30 Minutes	16A.05.310(D)(1)	\$45.00
Pedestrian Buffer Strip - No Stopping/Standing/Parking	16A.05.320	\$45.00
Permit Zones - No Stopping/Standing/Parking – No Permit	16A.05.330(A)	\$45.00
Permit Zones - No Stopping/Standing/Parking – Permit Does Not Match Vehicle	16A.05.330(B)(1)	\$45.00
Permit Zones - No Stopping/Standing/Parking – Outside Zone	16A.05.330(B)(2)	\$45.00
Permit Zones - No Stopping/Standing/Parking – Beyond Time Limit	16A.05.330(B)(3)	\$45.00
Police Vehicles Only – Unauthorized Vehicle No Stopping/Standing/Parking	16A.05.340	\$65.00
Posted Signs - No Stopping/Standing/Parking – Signs Prohibit	16A.05.350(A)	\$45.00
Posted Signs - No Standing/Parking – Signs Prohibit	16A.05.350(B)	\$45.00
Posted Signs - No Parking – Signs Prohibit	16A.05.350(C)	\$45.00
Public Safety Hazard – No Stopping/Standing/Parking	16A.05.370	\$65.00
Railroad Tracks - On - No Stopping/Standing/Parking	16A.05.380	\$65.00
Railroad Tracks – Loading - No Parking Within 50'	16A.05.390	\$45.00
Reserve a Portion of the Highway – Unlawful	16A.05.400	\$45.00
Safety Zone - No Stopping/Standing/Parking	16A.05.410	\$65.00
Sidewalk – On or Over - No Stopping/Standing/Parking	16A.05.420	\$65.00
Spokane International Airport – No Standing/Parking	16A.05.430	\$45.00
Stop Sign – Approach - No Standing/Parking Within 30'	16A.05.440	\$45.00
Taxicab Zones – Unauthorized Vehicle No Stopping/Standing/Parking	16A.05.450	\$45.00
Temporary No Parking Zone - No Stopping/Standing/Parking	16A.05.460	\$100.00
Traffic Control Signal – Approach - No Standing/Parking Within 30'	16A.05.470	\$45.00
Vehicle Repairs - No Standing/Parking	16A.05.480	\$45.00
Yield Sign – Approach - No Standing/Parking Within 30'	16A.05.490	\$45.00
Snow Removal – No Stopping/Standing/Parking After Notice	16A.61.564(A)	\$45.00
Street Needs – No Stopping/Standing/Parking After Notice	16A.61.564(B)	\$45.00

<b>Motor Vehicle Violations</b>		
<b>Violation</b>	<b>Spokane Municipal Code Reference</b>	<b>Initial Fine</b>
Moving Vehicle of Another – Unlawful	16A.61.570	\$45.00
Special Loading Zone – Exceeding Time Limit	16A.61.5703(B)	\$45.00
Special Loading Zone – EPD Exceeding Time Limit	16A.61.5703(C)	\$45.00
Special Loading Zone – Unauthorized Vehicle Parked in SLZ	16A.61.5703(E)	\$45.00
Ski Jogging – Unlawful	16A.61.663	\$45.00
Sidewalk Riding and Parking Regulated – Unauthorized Bicycle or Non-Motorized Vehicle Upon Sidewalk	16A.61.787(A)	\$45.00
Sidewalk Riding and Parking Regulated – Failure to Yield to Pedestrians	16A.61.787(B)	\$45.00
Sidewalk Riding and Parking Regulated – Speeding	16A.61.787(C)	\$45.00
Sidewalk Riding and Parking Regulated – Obstruction	16A.61.787(D)	\$45.00

**Section 3.** That SMC section 16A.04.100 is amended to read as follows:

**Section 16A.04.100 Definitions**

A. Alley.

A public highway not designed for general travel and used primarily as a means of access to the rear of residences and business establishments. (RCW 46.04.020)

B. Block Face.

One side of a street, inclusive of the public right-of-way between two consecutive features intersecting that street. The features can be other streets or boundaries of standard geographic areas.

C. Charging Session.

An event starting when a user or a vehicle initiates a refueling event and stops when a user or a vehicle ends a refueling event (RCW 19.94.010)

~~(G.)~~ D. City Street or Street.

Every public highway, or part thereof located within the limits of cities and towns, except alleys. (RCW 46.04.120)

~~(D.)~~ E. Commercial Vehicle.

Any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire. (RCW 46.04.140)

~~(E.)~~ F. Congested District.

The area established within the Paid Parking Zone bounded and identified on the Paid Parking Zone Map.

~~(F.)~~ G. Definitions Generally.

Words and phrases, wherever used in this subtitle shall have the meaning ascribed to them in this Chapter except where otherwise defined, and unless where used the context thereof shall clearly indicate to the contrary. (RCW 46.04.010)

H. Electric Vehicle.

Any vehicle that operates, either partially or exclusively, on electrical energy from (the grid or) an off-board source, that is stored on-board for motive purpose. Includes any one of the following:

1. A "battery electric vehicle," any vehicle that operates exclusively on electrical energy from an off-board source that is stored in the vehicle's batteries and produces zero tailpipe emissions or pollution when stationary or operating.
2. A "plug-in hybrid electric vehicle (PHEV)," an electric vehicle that a) contains an internal combustion engine and also allows power to be delivered to drive wheels by an electric motor; b) charges its battery primarily by connecting to the grid or other off-board electrical source; c) may additionally be able to sustain battery charge using an on-board internal-combustion-driven generator; and 4) has the ability to travel powered by electricity

3. A "neighborhood electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle whose speed attainable in one mile is more than 20 miles per hour and not more than 25 miles per hour and conforms to federal regulations set forth in 49 C.F.R Sec. 571.500.
4. A "medium-speed electric vehicle," a self-propelled, electrically powered four-wheeled motor vehicle, equipped with a roll cage or crush-proof body design, whose speed attainable in one mile is more than 25 miles per hour but not more than 35 miles per hour and otherwise meets or exceeds the federal regulations set forth in 49 C.F.R. Sec. 571.500.

I. Electric Vehicle Parking Space.

Any signed parking space that identifies the use to be exclusively for the parking of an electric vehicle.

J. Electric Vehicle Service Provider.

The entity responsible for operating one or more networked or nonnetworked electric vehicle supply equipment. Operating includes but is not limited to: Sending commands or messages to a networked electric vehicle supply equipment; receiving commands or messages from a networked electric vehicle supply equipment; or providing billing, maintenance, reservations, or other services to a nonnetworked or networked electric vehicle supply equipment. An electric vehicle service provider may designate another entity to act as the electric vehicle service provider for purposes of this chapter. A state agency, an electric utility as defined in RCW 19.405.020, or a municipal corporation as defined in RCW 39.69.010 is considered an electric vehicle service provider when responsible for operating one or more publicly available electric vehicle supply equipment. (RCW 19.94.010)

K. Electric Vehicle Supply Equipment.

The unit controlling the power supply to one or more vehicles during a charging session (including, but not limited to, level 2 electric vehicle supply equipment and direct current fast chargers). (RCW 19.94.010)

~~(G.)~~ L. Entertainment Parking District (EPD).

The area established within the Paid Parking Zone for the purpose of meeting the specific operational and parking needs of the entertainment venues contained within the EPD as bounded and identified on the Paid Parking Zone Map.

~~(H.)~~ M. Fire Lane.

An area on public or private property reserved for providing Fire Department access to structures, firefighting fixtures, or equipment.

~~(I.)~~ N. Highway.

The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. (RCW 46.04.197)

~~(J.)~~ O. Non-passenger Vehicle (NPV).

Any vehicle which does not meet the definition of a passenger vehicle (~~SMC 16A.04.100(R)~~) ([SMC 16A.04.100](#)) which includes but is not limited to: any vehicle requiring a commercial safety fee, limousine, any vehicle with over a one ton (thirty-five hundred) rating, vehicle requiring a commercial driver's license (CDL) to operate, farm vehicle, motor home, trailer of any type, camper, watercraft, or snowmobile.

~~(K.)~~ P. Paid Parking Zone.

Portions of streets which the parking of vehicles shall be controlled, regulated and inspected with the aid of devices, herein referred to as parking payment devices. The Paid Parking Zone is bounded and identified on the Paid Parking Zone Map.

~~(L.)~~ Q. Park or Parking.

The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading property or passengers. (RCW 46.04.381)

~~(M.)~~ R. Parking Holidays.

Except for (~~metered~~) parking spaces at Spokane International Airport and Felts Field as authorized by SMC 12.03.0600 and SMC 12.03.0602, or where otherwise indicated by signposting in the area or for individual spaces, parking spaces regulated by a parking payment device may be used without charge during all hours on: Sundays, New Year's Day, Martin Luther King, Jr.'s Birthday, President's Day – Third Monday in February, Memorial Day, Juneteenth, Independence Day – July 4th, Labor Day, Indigenous Peoples' Day – Second Monday in October, Veteran's Day – November 11th, Thanksgiving Day, and Christmas Day. Where a foregoing holiday falls on a Sunday, the immediately following Monday is observed. On days designated in the foregoing, vehicles shall adhere to posted time limit regulations.

~~((N.))~~ S. Parking Manager.

The Director of (~~(Development Services Center,))~~ Code Enforcement and Parking Services or their designee.

~~((O.))~~ T. Parking Payment Device.

Any device used to accept payment for parking, such as parking meters, pay station kiosks, mobile devices, or other methods approved by the Parking Manager.

~~((P.))~~ U. Parking Permit.

A privilege that allows its holder to access certain parking spaces and locations, which form includes, but is not limited to, a printed pass, decal, or electronic privilege associated with a specific vehicle license plate.

~~((Q.))~~ V. Parking Space.

The area on or adjacent to the roadway in which to stop, stand, or park a vehicle that is controlled by a parking payment device designated by lines, curb paint, posted sign, meter decal, or other markings.

~~((R.))~~ W. Passenger Vehicle.

Every motor vehicle, except motorcycles and motor-driven cycles, designed for carrying ten (10) passengers or less and used for the transportation of persons.

~~((S.))~~ X. Public Right-of-Way

A right-of-way that is dedicated or deeded to the public for public use and under the control of a public agency.

~~((T.))~~ Y. Residential Parking Permit Definitions

For the purposes of SMC 16A.06.070 only, the terms in this section have the following meanings:

1. "Downtown residential parking district" or "DRPD" means a portion of the street commonly used for vehicular parking where vehicles properly displaying a parking permit or other city-approved authorization are exempt from the payment required pursuant to SMC 16A.05.280.
2. "Downtown residential parking district permit" or "DRPD permit" means a printed pass, decal, electronic privilege associated with a specific vehicle license plate, or other identification issued to an eligible person to be displayed in or on the vehicle, as directed by the City, that enables it to park in a downtown residential parking district.
3. "Resident" means any person residing in a household unit that is located within downtown residential parking district.
4. "Household Unit" means any self-contained house, apartment, condominium, town house, detached or attached accessory dwelling unit, or group home that contains living, sleeping and cooking quarters and is used by of any number of related persons or up to six unrelated individuals. Each unit of a multiple-unit residential dwelling is considered a separate household unit.

~~((U.))~~ Z. Retail Zone of the Congested District.

The area established within the Paid Parking Zone bounded and identified on the Paid Parking Zone Map.

~~((V.))~~ AA. Roadway.

Portion of a highway improved, designed, or ordinarily used for vehicular travel, exclusive of the sidewalk or shoulder even though such sidewalk or shoulder is used by persons riding bicycles. In the event a highway includes two or more separated roadways, the term "roadway" shall refer to any such roadway separately but shall not refer to all such roadways collectively. (RCW 46.04.500)

~~((W.))~~ AB. Safety Zone.

The area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected or is marked or indicated by painted marks, signs, buttons, standards, or otherwise, so as to be plainly discernible. (RCW 46.04.510)

~~((X.))~~ AC. Stand or Standing.

The halting of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in receiving or discharging passengers. (RCW 46.04.555)

~~((Y.))~~ AD. Stop or Stopping.

Any halting even momentarily of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control sign or signal. (RCW 46.04.566)

~~((Z.))~~ AE. Taxicab, Cab, or Taxi

A for-hire vehicle held out to the public as providing transportation for passengers and/or articles for compensation and:

1. where the route traveled or destination is controlled by the customer;
2. that carries signs or indicia of a "taxi," "taxicab," or "cab" and is equipped as described in SMC 10.34A.090;
3. where the fare is based on an amount recorded and indicated on a taximeter or by a special contract rate; and
4. where the vehicle is dispatched by radio or cell phone, or the ride is obtained by the use of a street hail.

~~((AA-))~~ AF. Temporary No Parking Zone

~~((A-))~~ 1. A parking space where an approved temporary no parking zone has been established and designated by temporary sign(s), barricade(s), ~~((meter bag(s)))~~ meter cover(s) or other devices approved by the Parking Manager.

~~((B-))~~ 2. A temporary no parking zone will only become valid and enforceable if the zone has been established with signage for at least 24 hours giving notice that a vehicle will be removed if illegally parked in the zone and where such vehicle is interfering with the proper and intended use of such zones.

~~((AB-))~~ AG. Vehicle.

A device capable of being moved upon a street or alley and in, upon, or by which any person or property is or may be transported or drawn upon a public highway. "Vehicle" excludes, except where specifically referenced:

1. A power wheelchair or device other than a bicycle moved by human or animal power or used exclusively upon stationary rails or tracks;
2. A bicycle and a motorized foot scooter;
3. An electric personal assistive mobility device and a motorized foot scooter; and,
4. A golf cart.

**Section 4.** That SMC Section 16A.05.060 is amended to read as follows:

**Section 16A.05.060 Commercial Loading Zones**

- A. No person shall stop, stand, or park a vehicle except an authorized commercial vehicle as defined in ~~((16A.04.100(D)))~~ SMC 16A.04.100 or other noncommercial vehicles as authorized by the Parking Manager during the hours indicated on the signs marking the zones.
- B. No person shall stop, stand, or park an authorized commercial vehicle as defined in ~~((16A.04.100(D)))~~ SMC 16A.04.100 or other noncommercial vehicles as authorized by the Parking Manager in a signed commercial loading zone for any purpose or length of time other than active and expeditious loading and unloading. In no case shall the stopping, standing, or parking exceed thirty minutes.

**Section 5.** That SMC Section 16A.05.220 is amended to read as follows:

**Section 16A.05.220 Junk Vehicle**

No person shall park a junk vehicle, as defined in ~~((SMC 10.16.010(F)))~~ SMC 10.66.010, upon any public right-of-way.

**Section 6.** That SMC Section 16A.05.280 is amended to read as follows:

**Section 16A.05.280 Paid Parking Zone – Payment Required**

- A. No person shall stop, stand, or park a vehicle in a parking space regulated by a parking payment device, up to the maximum legal parking time, unless:
  1. Valid payment has been made at a parking payment device;
  2. Required information has been correctly provided, such as zone number, parking space or meter number, or vehicle information including license plate number and state; and,
  3. Payment is made immediately.
    - a. The prohibitions of this Section shall not apply to:

- i. The act of parking; and,
- ii. The necessary time required to activate the time on a parking payment device.

B. It shall be a defense to any infraction under Section A if the defendant establishes (1) the required payment was actually made, and (B) the failure to comply with subsection A.2. was due to inadvertent user error resulting in an incorrect submission of either license plate or zone number at a kiosk, meter, or online application, and (C) such error does not prevent ready identification of the parked vehicle or intended parking zone.

C. The restrictions of this Section shall not apply on legal parking holidays as defined in ((SMC 16A.04.100(M))) [SMC 16A.04.100](#) except where otherwise indicated on the parking payment device or posted signage on the block face, or portions thereof, or for individual parking spaces.

**Section 7.** That SMC Section 16A.05.310 is amended to read as follows:

**Section 16A.05.310 Parking Time Limited**

- A. No person shall stop, stand, or park a passenger vehicle, as defined in ((SMC 16A.04.100(R))) [SMC 16A.04.100](#), for a continuous seventy-two (72) hour period on any one block face upon any public right-of-way in this City located within any area not inclusive of the Paid Parking Zone ((SMC 16A.04.100(K))) ([SMC 16A.04.100](#)), unless a City-approved posted sign provides a shorter period of time.
- B. No person shall stop, stand, or park any non-passenger vehicle (NPV), as defined in ((SMC 16A.04.100(J))) [SMC 16A.04.100](#), for longer than twenty-four (24) continuous hours for loading or unloading on any one block face upon any public right-of-way in this City located within any area not inclusive of the Paid Parking Zone ((SMC 16A.04.100(K))) ([SMC 16A.04.100](#)), unless a City-approved posted sign provides a shorter period of time.
- C. No person shall stop, stand, or park a vehicle for a continuous twenty-four (24) hour period on any one block face upon any public street or highway in this City located within the Paid Parking Zone as identified in ((SMC 16A.04.100(K))) [SMC 16A.04.100](#), unless a City-approved posted sign or parking payment device indication provides a shorter period of time.
- D. Where parking time is limited as indicated on a parking payment device or by posted signage, no person shall stop, stand, or park a vehicle beyond the maximum time allowed, irrespective of any payment made.
  - 1. Where the parking time limit is greater than 30 minutes, no person shall stop, stand, or park a vehicle on the same block face beyond the maximum time allowed, irrespective of any payment made, and are required to move off of the block face until the next calendar day.

**Section 8.** That SMC Section 16A.05.460 is amended to read as follows:

**Section 16A.05.460 Temporary No Parking Zone**

No person shall stop, stand, or park a vehicle in a parking space where an approved temporary no parking zone has been established as defined in ((16A.04.100(AA))) [SMC 16A.04.100](#).

**Section 9.** That SMC section 16A.07.040 is amended to read as follows:

**Section 16A.07.040 Failure to Comply with Notice of Violation**

~~((If no response or payment is made within fifteen calendar days of the date of the issuance of the notice of infraction, the))~~ A failure to respond or pay the notice of infraction by the day the response is due will result in Spokane Municipal Court ((will attach)) assessing additional penalties to the infraction as established in the City of Spokane Parking Fee Schedule (SMC 08.02.083(A)), including a notice to Washington State ((department)) Department of ((licensing)) Licensing as provided in RCW 46.16A.120(3), and ((may pursue)) pursuing any other remedies as provided by law.

**Section 10.** That SMC Section 16A.07.080 is amended to read as follows:

**Section 16A.07.080 When a Vehicle May Be Impounded After Notice**

A vehicle not subject to impoundment under SMC 16A.07.070 may be impounded after notice of such proposed impoundment has been securely attached to and conspicuously displayed on the vehicle for a period of twenty-four (24) hours prior to such impoundment, for the following reasons:

- A. When the vehicle has been parked for a continuous twenty-four (24) hour period on any one block face within any Paid Parking Zone. (SMC 16A.05.310(C))

- B. When the vehicle has been parked for a continuous seventy-two (72) hour period on any one block face within any area not inclusive of the Paid Parking Zone. (SMC 16A.05.310(A))
- C. When the non-passenger vehicle has been parked for a continuous twenty-four (24) hour period on any one block face not inclusive of the Paid Parking Zone. (SMC 16A.05.310(B))
- D. When the vehicle is a “junk vehicle” as defined in ((SMC 10.16.010(F))) [SMC 10.66.010](#) and is parked on a street, alley, or way open to the public, or on City or other public property. (SMC 16A.05.220)

**Section 11.** That there is adopted a new section 16A.05.155 to Chapter 16A.05 of the Spokane Municipal Code to read as follows:

**Section 16A.05.155 Electric Vehicle Charging Stations**

- A. No person shall stop, stand, or park a vehicle other than an electric vehicle as defined in SMC 16A.100, within any space marked or signed as reserved for “electric vehicle parking while charging only.”
- B. No person shall stop, stand or park a vehicle in a parking space served by publicly available electric vehicle supply equipment if the vehicle is not connected to the charging equipment (RCW 46.08.185 (2))

**Passed by City Council July 10, 2023**  
**Delivered to Mayor July 14, 2023**

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**ORDINANCE NO. C36401**

AN ORDINANCE relating to the Sales and Use Tax for Housing and Housing- Related Supportive Services; amending Spokane Municipal Code (SMC) Sections 08.07C.030 and 08.07C.050.

**WHEREAS**, Spokane is experiencing historically low rental vacancy rates, rising average rents, and increasing median home prices which are outpacing gains in the median household income in Spokane, increasing the housing cost burden on many households and putting homeownership increasingly out of reach for households with incomes at or below the area median income; and

**WHEREAS**, in addition, we recognize that in Spokane, as in many communities around the country, housing and land use policy has historically discriminated against people of color in many ways, which has had the effect of lower home ownership rates, diminished wealth-building ability, and poorer health and educational outcomes for people of color in Spokane; and

**WHEREAS**, the housing market is complex and in the necessarily multi-pronged approach to the crisis in housing affordability in Spokane, one of the most effective methods is to increase the supply of housing, both rental and owner-occupied, at all price points; and

**WHEREAS**, Spokane's crisis of affordable housing is shared state-wide, and in response, the Washington state legislature in the 2020 session enacted House Bill 1590, which allows cities to adopt a 0.1% sales and use tax by ordinance to provide funding for the construction of affordable housing and housing-related supportive services; and

**WHEREAS**, Spokane County had the first opportunity to enact such a sales and use tax until September 20, 2020, until which time the City would not have had the authority to enact such a tax, and Spokane County did not do so; and

**WHEREAS**, with the passage of ORD No. C-35982 on November 30, 2020 the City enacted a new chapter 08.07C of the Spokane Municipal Code, and adopted a 0.1% sales and use tax for the construction and acquisition of affordable housing and the provision of housing-related supportive services, and imposed a sunset date at which the tax could be discontinued or reauthorized, and established an advisory committee of residents and stakeholders to review applications and provide recommendations to the City Council on the use of the funds derived from this tax and periodically report on the effectiveness of chapter 08.07C; and

**WHEREAS**, creating a locally-controlled source of revenue is vital for the development of innovative ways to build and acquire more housing in Spokane with the primary goal of home ownership, maintain and rehabilitate existing housing to allow lower-income families to remain in their homes, provide the types of services that vulnerable people and people who are at risk of homelessness need, increase the number of people in Spokane who are homeowners through a variety of measures such as subsidizing the City of Spokane application fees, building fees, and hook-up fees for homes with an attainable retail price at or below an 60% medium family income; supporting the development of more affordable housing types with down payment assistance, the formation of a land trust, land bank, cooperative housing, and other innovative housing solutions; and help ensure people in Spokane are at lower risk of homelessness; and

**WHEREAS**, all funding decisions made concerning the funds derived from this chapter shall include broad equity considerations to ensure that people who currently face housing discrimination and populations that have historically faced discrimination in housing markets or as the result of housing policy are well- represented in the process of making funding determinations.

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

Section 1. That Section 08.07C.030 SMC is amended to read as follows:

**Section 8.07C.030: Uses of Tax Revenues; Funding Priorities**

- A. The City may use the moneys collected by the tax imposed under SMC 08.07C.020 or bonds issued under RCW 82.14.530(5) only for the purposes described in RCW 82.14.530, with a minimum of ~~((sixty percent (60%)))~~ seventy-five percent (75%) of the revenue collected under this chapter to be used for the following purposes, consistent with RCW 82.14.530(2), with a specific preference for occupant ownership of housing units, including, without limitation, cooperatively-owned multi-family projects:
1. Constructing or acquiring affordable housing, which may include emergency, transitional, and supportive housing and new units of affordable housing within an existing structure, and facilities providing housing-related services or acquiring land for these purposes; or
  2. Constructing or acquiring ~~((mental and))~~ behavioral health-related facilities, or acquiring land for these purposes; or
  3. Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.
  4. The affordable housing and facilities providing housing-related programs in 08.07C.030(A)(1) may only be provided to persons within any of the following population groups whose income is at or below sixty percent of the median income of the county imposing the tax:
    - a. Persons with behavioral health disabilities; or
    - b. Veterans;
    - c. Senior citizens;
    - d. Persons who are homeless or at-risk of being homeless, including families with children;
    - e. Unaccompanied homeless youth or young adults;
    - f. Persons with disabilities; or
    - g. Domestic violence survivors.
- B. The remainder of the moneys collected under this chapter must be used for the operation, delivery, or evaluation of mental and behavioral health treatment programs and services or housing-related services, with the overall objective of helping to maintain housing stability.
- C. Recommendations on the use of revenues collected under this chapter shall employ a racial equity framework that promotes equity, works to reduce disparities in housing, and achieve equitable outcomes for marginalized populations and populations that have been subject to historical or present discrimination in housing markets and/or housing policy.
- D. The City may, under the authority of RCW 82.14.530(5), issue general obligation or revenue bonds within the limitations now or hereafter prescribed by state law, and may use, and is authorized to pledge, up to fifty percent (50%) of the revenues collected under the authority of this chapter for repayment of such bonds, in order to finance the provision or construction of affordable housing, facilities where housing-related programs are provided, or evaluation and treatment centers described in RCW 82.14.530(2)(a)(iii).
- E. Revenues collected under this chapter may be used to offset reductions in state or federal funds for the purposes described in RCW 82.14.530(2).
- F. No more than ten percent (10%) of the revenues collected under the authority of this chapter may be used to supplant existing local funds.

- G. No more than two and one-half percent (2.5%) of the revenues collected under the authority of this chapter may be used for administrative expenses or program implementation costs incurred by the City of Spokane.

Section 2. That Section SMC is amended to read as follows:

### **Section 08.07C.050 Funding Process**

- A. No later than June 1 of each year following the effective date of this section, applications for construction, rehabilitation, or acquisition project funding shall be due for award in the following year. The construction of such projects shall commence within twenty-four (24) months of the award date.
- B. No later than May 1 of each year following the effective date of this section, applications for housing-related services funding shall be due for award beginning October 1 of each year. Such service contracts shall be no longer than twenty-four (24) months in duration.
- C. ~~((The sub-committee))~~ At least one (1) individual that serves on the Housing Action Subcommittee, one (1) individual that serves on the Equity Subcommittee, one (1) individual who represents impacted communities, and one (1) individual who serves on the CHHS Board, with the assistance of appropriate Administration and Council staff, shall receive and review all applications, and shall conduct such investigation and information-gathering as it deems appropriate in order to become fully knowledgeable concerning all applications.
- D. When making its recommendations for housing construction funding and housing related services, the sub-committee shall give priority to applications which meet the following goals:
1. Constructing mixed-use housing;
  2. ~~((Locating housing in designated Centers and Corridors))~~ Constructing new units of affordable housing.
  3. Creating permanently affordable housing, defined as maintaining affordability for households earning up to 60% of AMI for at least forty (40) years for rental housing and for at least twenty-five (25) years for owner-occupied housing;
  4. Addressing the racial wealth gap through increasing homeownership for populations that have historically been subject to discrimination in housing markets or housing policy;
  5. Locating housing near public transit lines, preferably within ~~((4/8))~~ 1/4 mile of a high-performance transit line;
  6. Distributing attainable housing throughout the City, in a variety of neighborhoods and in closer proximity to services such as parks and open space, schools, and grocery stores ~~((services))~~;
  7. ~~((Using universal design to create a sufficient number of))~~ Constructing units that are safe and accessible, regardless of age, physical ability or stature; and
  8. ~~((Creating))~~ Constructing units that use less net energy and require less maintenance in order to reduce long term costs of ownership.
  9. Projects which include anti-displacement strategies;
  10. Constructing new units of affordable housing that would be shovel ready within 6 months and/or move-in ready within 18 months.
  11. Constructing new units of affordable housing that allow for occupant homeownership, rent-to-own leases, or cooperatively-owned multi-family projects.
- E. With the assistance of the appropriate Administration and Council staff and input from the City of Spokane Community, Housing and Human Services Board, the sub-committee shall make an initial written finding as to whether each application complies with the requirements of this chapter and include that finding with those project applications it recommends for approval, and shall forward such findings and the complete application file to the City Council or a standing Council committee, consistent with such process the Council shall determine by resolution, for its review.
- F. For each project application referred to a standing Council committee, if the standing Council committee agrees, by majority vote of the members present, with the sub-committee's recommendation, the standing committee Chairperson shall forward each such project application, along with the sub-committee's written findings, to the full City Council for consideration on its regular legislative agenda.

- G. Any funding awarded under the authority of this chapter shall be administered by the appropriate department of the City administration, and funding recommendations must take into account the historic performance of the applicant, both in the construction and the maintenance of housing.
- H. Any programs or projects awarded funding under the authority of this chapter must include a requirement of at least quarterly updates to Council on the status of the program or project including but not limited to any changes in the estimated date of completion, number of units constructed, and number of persons served. Once the project or programs are completed, a final update must be given to Council before the regular quarterly meetings are no longer required.

**Passed by City Council July 10, 2023**  
**Delivered to Mayor July 14, 2023**

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**ORDINANCE NO. C36402**

An ordinance relating to the establishment of a process to consider and act upon community members' concerns regarding City-owned property; adopting a new chapter 18.10 to Title 18 of the Spokane Municipal Code.

**WHEREAS**, under Section 18.01.10 of the Spokane Municipal Code, the City has found 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, and/or the presence of any sensory, mental or physical disability, poses a substantial threat to the health, safety and general welfare of the citizens of Spokane; and

**WHEREAS**, institutional statements, names or monuments found on City-owned property that reflect the historical denial of human rights, discrimination, and exclusion may cause mental pain and suffering among community members, and also foster a continuing disrespect of historically marginalized members of the community; and

**WHEREAS**, the City of Spokane is committed to ensuring that all people living and working in Spokane to have a sense of belonging, and further committed to addressing issues that undermine that commitment like institutional statements, names or monuments that reflect the historical denial of human rights, discrimination, and exclusion; and

**WHEREAS**, the City of Spokane is further committed to providing community members with the opportunity to formally raise their concerns about institutional statements, names or monuments on City-owned property, and committed to ensuring that the appropriate course of action is taken to address said concerns; and

**WHEREAS**, the City of Spokane desires to create an accessible process for community members to raise these concerns and have a known and predictable process of review, outreach, and community recommendation; and

**WHEREAS**, the accessible process should include final recommendation for action by the Spokane City Council, which may include removal, renaming, or relocating content on City-owned property.

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

**Section 1.** There is enacted a new chapter 18.10 to Title 18 of the Spokane Municipal Code to read as follows:

Chapter 18.10 Process for Review of Institutional Statements, Names and Monuments on City Property  
 SMC 18.10.010 Scope and Purpose  
 SMC 18.10.020 Definitions  
 SMC 18.10.030 Process of Review by Spokane Human Rights Commission  
 SMC 18.10.040 Recommendation to Spokane City Council  
 SMC 18.10.050 Naming Policies

**18.10.010 Scope and Purpose**

Institutional statements, names or monuments found on City-owned property that reflect the historical denial of human rights, discrimination, and exclusion can cause mental pain and suffering among community members, and also foster a continuing disrespect of historically marginalized members of the community. The City of Spokane is committed to ensuring that all people living and working in Spokane have a sense of belonging, and further committed to addressing issues that undermine that commitment.

This chapter applies to all visible property owned by the City of Spokane, within the city limits of Spokane, Washington. This chapter details and defines a process for receiving, researching, reviewing, and recommending action to address community concerns regarding institutional statements, names or monuments on property owned by the City of Spokane.

**18.10.020 Definitions**

- A. "Community member" refers to an individual who lives or works within the city limits of Spokane, Washington.
- B. "Concern" refers to the disapproval or dismay of a community member regarding the property, as formally presented to the SRHC in the form of a written request to review certain City-owned property.
- C. "Content" refers to the physical image, name, description, inscription, monument or other defining features of property owned by the City of Spokane.
- D. "Department" refers to the City of Spokane department that has been tasked by the Spokane City Council of carrying out the recommended action.
- E. "OCREI" refers to the Spokane Office of Civil Rights, Equity, and Inclusion.
- F. "Property" or "City-owned Property" refers to the building, monument, site, street, roadway, structure, or any other object owned by the City of Spokane or under the control, ownership, and/or jurisdiction of either the Spokane Park Board or the Library Board of Trustees.
- G. "Request" refers to a formal, written statement from a Requester asking for review of certain City-owned property under this ordinance.
- H. "Requester" refers to the community member who files a request.
- I. "SHRC" refers to the Spokane Human Rights Commission, a volunteer board of individuals appointed by the Mayor of Spokane and approved by the Spokane City Council. These individuals advise and make recommendations to the Spokane City Council regarding issues related to human rights.
- J. "Workgroup" refers to the SHRC Civic Impact workgroup of the Spokane Human Rights Commission.

**18.10.030 Process of Review by Spokane Human Rights Commission**

The process for considering and acting upon community members' concerns regarding the content of City-owned property is as follows:

- A. Individuals and/or groups can request that the City of Spokane review certain City-owned property by submitting a request to the Spokane Human Rights Commission (SHRC). The SHRC shall act as the coordinator of the process for reviewing the request.
- B. Once the SHRC receives a request, the SHRC shall then task the SHRC Civic Impact Workgroup ("Workgroup") as its designee to process the request, and the Workgroup shall coordinate the process for reviewing the request.
- C. The Workgroup shall then review the request and determine whether or not to start a review, considering whether the content described in the request is discriminatory under SMC 18.01.010 or the content is likely to cause mental pain, suffering or disrespect in a reasonable person with a cultural background and lived experience that would make them vulnerable.
  - i. If the Workgroup finds that the content does not violate SMC 18.01.010 and is not likely to cause mental pain, suffering or disrespect, the review shall end, and the Workgroup shall notify the Requester of the decision and provide them the information to present their concerns to the full SHRC at a meeting via public comment.
  - ii. If the Workgroup finds that the content does violate SMC 18.01.010 or is likely to cause mental pain, suffering or disrespect, it shall refer the request to the Spokane Office of Civil Rights, Equity, and Inclusion (OCREI).
- D. After referral from the Workgroup, the OCREI shall then review the request in consultation with the City of Spokane Legal Department and other necessary departments, boards, commissions, affected Native American tribes and compile relevant information and findings that will inform a final recommendation. Relevant information shall include any history relating to the City's acquisition of the property or placement of the content thereon, including donor restrictions or requirements. The OCREI shall then present the information, findings and recommendation to the Workgroup, including whether the recommendation of the SHRC will be submitted to the City Council, the Park Board or the Library Board. This review process shall not limit the authority or responsibility of any department, board or commission established by law.
- E. Upon receipt of information and findings from the OCREI, the Workgroup shall review the information and findings, and determine if the Request should be brought forward to the full SHRC. If the Workgroup determines that the

SHRC should address the matter, the request shall be placed on a regular SHRC meeting agenda for discussion. At this point, the requester shall be notified of the decision to pursue the matter. The requester shall also be notified of the meeting and may address the full SHRC via public comment or presentation under the rules of the SHRC.

- F. Upon conclusion of discussion of the request at the regular SHRC meeting, any Commissioner may move for the matter to be forwarded to the SHRC Executive Committee for further collaboration with the OCREI on research, analysis, outreach, and stakeholder engagement. Upon completing its review, the SHRC Executive Committee shall place the matter on a regular SHRC meeting agenda for further review and action.

#### **18.10.040 Recommendation to Spokane City Council**

- A. The SHRC shall review the materials from the Workgroup, the SHRC Executive Committee, and the OCREI, and shall determine whether to make a recommendation to the Spokane City Council regarding the request. Any recommendation from the SHRC shall be in the form of a resolution and shall lay out, in specifics, the requested action by the City Council and shall include: history of the City-owned property in question; details on the review process; appropriate department(s) to execute, anticipated cost to implement any recommendation; any relevant information presented by the OCREI to the SHRC; and any other actions the SHRC would like the City to take. The SHRC recommendation may include, but is not limited to: renaming the property; recontextualizing, replacing, or removing any content on the property; or removal or relocation of any content. Provided, except as provided in subsection C below, any recommendation to rename City-owned property must be submitted to the Spokane Plan Commission for its recommendation prior to forwarding to the Spokane City Council. The resolution shall also specify which City of Spokane department the SHRC determines to be the appropriate lead implementer of any recommended actions.
- B. The resolution will be brought forward to the full Spokane City Council by the SHRC Council Liaison at a City Council Committee meeting. Any further action by Council will adhere to City Council Rules.
- C. If the property subject to the request and the SHRC recommendation is under the care, management, or control of the Park Board or the ownership and jurisdiction of the Library Board, the SHRC recommendation shall be submitted to the respective board for consideration.

#### **18.10.050 Naming Policies**

All administrative City policies and procedures relating to naming shall be revised to include, as part of its criteria, a desire to avoid causing recollections of the historical denial of human rights, discrimination, and exclusion of historically marginalized members of the community. The Park Board and Library Board are encouraged to adopt a mechanism for avoiding commemoration the historical denial of human rights, discrimination, and exclusion of historically marginalized members of the community in their naming policies.

**Passed by City Council July 10, 2023**  
**Delivered to Mayor July 14, 2023**

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### **ORDINANCE NO C36403**

An ordinance establishing the motto of the City of Spokane and adopting a new section SMC 01.03.030.

WHEREAS, the City of Spokane is committed to ensuring that all people living and working in Spokane have a sense of belonging, and further is committed to addressing issues that undermine that commitment; and

WHEREAS, the City of Spokane recognizes that not all individuals and communities in Spokane feel the City is welcoming of people of color and diverse cultures and beliefs, nor that the City provides full opportunities for all people to participate in the City's representative government; and;

WHEREAS, creating a sense of belonging requires a set of values and practices that ensures no persons feel left out of representative government, and more broadly means ensuring that all members of Spokane's diverse community have a meaningful voice and the opportunity to participate in the design of political, economic, social and cultural structures; and

WHEREAS, creating a sense of belonging also requires acknowledging individual identities, community identities and the collective identity that comprise the City of Spokane; and

WHEREAS, the City of Spokane as local government is well suited to create the space to bridge all of our communities to ensure its residents come together as individual selves, communities identities, and collective identities; and

WHEREAS, an important means of creating such a bridge is to set forth officially and publicly a motto that reflects Spokane's commitment to ensuring that all people living and working in Spokane have a sense of belonging; and

WHEREAS, an appropriate motto to reflect this commitment is "In Spokane We All Belong."

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

**Section 1.** That a new section 01.03.030 is added to title 01.03 of the Spokane Municipal Code, to read as follows:

### **Section 01.03.030 City of Spokane Motto**

The official motto for the City of Spokane shall be "In Spokane We All Belong." Where practical, all City departments, boards and commissions shall endeavor to incorporate this motto and its foundational principles into their communication efforts including, but not limited to, public relations communications, social media, website pages and advertisements.

**Passed by City Council July 10, 2023**  
**Delivered to Mayor July 14, 2023**

### **ORDINANCE C36404**

An ordinance establishing policy standards for broadband infrastructure expansion for the City of Spokane, supporting the digital strategy and broadband goals, adopting a new chapter 13.15 to Title 13 of the Spokane Municipal Code.

WHEREAS, the City finds that high-speed Internet access, referred to generically as "broadband" and including both terrestrial and wireless technologies, is essential 21st Century infrastructure in a digital world and global economy; and

WHEREAS, the City acknowledges that affordable broadband for low-income households, covered populations, and other digital equity programs will benefit all city residents; and

WHEREAS, the City recognizes gaps in broadband availability putting our local government agencies, businesses, residents, non-profit organizations, and other stakeholders at a disadvantage in pursuit of economic growth opportunities, education, healthcare, and other significant areas critical for a successful quality of life; and

WHEREAS, both Federal and State of Washington governments have committed to broadband standards and connectivity goals, and subsequently have developed funding programs for local government entities to actively participate in the expansion of broadband networks within their respective jurisdictions; and

WHEREAS, the City recognizes there is a unique opportunity to impact broadband deployment and adoption in its local government roles and responsibilities, including as a policy leader, planning body, approval agency, purchaser-consumer of communications equipment and information technology, and a service provider; and

WHEREAS, the City must promote the opportunity to partner with other government organizations, civic leaders, community organizations, employers, workforce representatives, educators, policymakers, and existing telecommunications providers to encourage adoption of broadband technology; and

WHEREAS, the increasing public dependency on broadband connectivity for basic life, health and welfare needs means the City and its partners must help build a regional digital infrastructure that is resilient and reliable; and

WHEREAS, the City should develop an integrated street penetration policy (also known as a "Dig Once" policy) to minimize street disruptions, preserve pavement life, lower overbuild and restricted access, all as they arise might arise from broadband infrastructure expansion;

WHEREAS, the City continues to streamline permitting and conduit/fiber use agreements to lower time and cost to access;

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

**Section 1.** There is enacted a new chapter 13.15 to Title 13 of the Spokane Municipal Code to read as follows:

#### Chapter 13.15 Broadband Infrastructure

SMC 13.15.010 Purpose

SMC 13.15.020 Broadband Policy Standards

SMC 13.15.030 Digital Strategy and Broadband Goals

**SMC 13.15.010: Purpose**

The City of Spokane hereby adopts the following policy standards to guide the planning, development, implementation, and maintenance of broadband infrastructure expansion programs. This policy direction also sets goals and investment priorities to support activation of the goals and partner matching investment in the City of Spokane Digital Strategy and Broadband Initiative.

**SMC 13.15.020: Broadband Policy Standards****A. PUBLIC BENEFIT**

1. Broadband infrastructure expansion shall be pursued with a foundational intent of maximizing public benefit to the citizen taxpayers of City of Spokane. This shall include, but is not limited to the following:
  - a. Ensuring new infrastructure expansion is developed with an overarching purpose of benefitting residents and expanding their ability to connect to broadband networks of the highest speed and quality available.
  - b. Ensuring critical public facilities are located in areas of new infrastructure expansion are connected at no cost in perpetuity to broadband networks of the highest speed and quality available for the purposes of taxpayer savings, operational efficiency, and public safety.
  - c. Development of programs to promote resident technical expertise in use of the internet and fully leverage broadband investment.
2. OPEN AND EQUAL NETWORK ACCESS
  - a. Broadband infrastructure expansion is to be operated in an economically non-discriminatory manner, shall comply with all state and federal procurement requirements, and remain available for all qualified internet service providers to provide consumers with a competitive broadband marketplace. Internet service providers shall have the opportunity to win and retain business on price and service offerings compliant with external funding award requirements and public bidding requirements, as applicable.
3. MAXIMIZE EXISTING NETWORKS
  - a. The City shall maximize existing networks and prioritize existing network assets and capabilities to promote digital equity and highspeed internet for lower income populations.
  - b. Broadband network expansion projects are to be developed to connect as many premises as possible by leveraging existing assets, and by reducing duplicative network construction (overbuild) to only that which is necessary for underserved populations as a lifeline type service.
4. PARTNERSHIPS AND STAKEHOLDER ENGAGEMENT
  - a. The City shall encourage regional partnership and stakeholder engagement that is responsive to input and feedback.
  - b. The City, through making available its significant broadband assets, shall actively seek partnerships to address infrastructure gaps, provide specialized services, and co-investment in digital infrastructure that helps multiple organizations needs at a shared cost.
5. MAXIMIZE PUBLIC INVESTMENT AND SUSTAINABILITY
  - a. Investment in broadband infrastructure is for current and future community and economic development benefit that generates sustainable revenue streams and a real return on investment in 10 years or less. Broadband infrastructure must be weighed as an investment and not a cost.
  - b. New broadband network expansion shall be considered and executed based on minimization of risk to the existing operating funds and revenue sources of the City of Spokane. This shall include minimization of potential liability and unanticipated costs in the development of project scope, construction of the physical network up to and including final premise connection, and ongoing maintenance of the entire network to industry standards and best practices.
  - c. New revenue from network use by organizations or internet service providers would be a dedicated revenue stream to minimize additional cost to existing operational or capital budgets.

**SMC 13.15.030 Digital Strategy and Broadband Goals**

- A. The City of Spokane has a significant opportunity to be a primary partner and assist in making major investments in fiber infrastructure to influence the digital divide in our community. This results in better connected community members, facilities, educational and social service organizations, and operational infrastructure. This strategy facilitates large-scale internal and partner investment, prioritizes addressing the digital divide, and positively

influences the digital infrastructure environment to encourage economic development, and future community connectivity needs.

- B. The City of Spokane adopts a digital strategy and broadband goals to guide and inform investment and partnership:
1. Make digital equity a focus to increase broadband adoption by targeted infrastructure investment and programs that remove barriers, incentivize providers, and provide “lifeline” comparable services as required;
  2. Connecting current and future City and regional partner services (Public safety, transportation, health, etc.);
  3. Leverage conduit and fiber assets to enable this strategy and provide revenue to expand and minimize street disruption;
  4. Establishing an urban focused digital infrastructure “organization” to market and manage capacity and connections while preserving current and future City operational needs;
  5. Create resilient digital infrastructure loops providing three routes out of region including east to ensure high availability and redundancy;
  6. Become a critically needed tool for economic development, workforce development, and business attraction; and
  7. Review and determine the need to facilitate more high-speed bandwidth and local Cloud exchange services into the region by supporting development of a local Internet Exchange Point.
  8. Develop a data privacy policy that emphasizes that the City of Spokane prioritizes data privacy and will act through transparent practices and informed consent, ensuring personal data collection will be minimized and used solely for legitimate purposes, and will include robust security measures that protect against unauthorized access. The City’s data privacy policies and practices will be a condition of City partnership with third party providers.
- C. The City of Spokane commits to prioritizing smart investment and grant matching to achieve the above goals. The City also supports the concept of partnership and shared investment, and shall promote the development of pilot projects to help inform and make future strategy and investment decisions. The City directs the following steps to support innovation, partnership, and initiatives that can deliver community value in the short and long term:
1. Develop the business plan and pro forma information for the City and its partners to identify realistic estimates of return on investment and the predicted economic benefit to the City once initial investments are paid off. Such business plan and pro forma will be used to prioritize the efforts and make incremental investments, if possible, to help phase efforts over time based on available grant and other resources.
  2. Develop active partnerships where co-investment of budget, personnel, assets, or other contributions of economic value that will ensure projects are implemented. Partnerships should include cost and asset sharing agreements to facilitate making end connections by a provider or directly through the open public network.
  3. As may be provided in its annual budget, the City of Spokane shall sponsor a matching investment program using current or future potential grant resources and revenue received from digital infrastructure as initial funds for investment. This includes federal and state grant resources, especially where broadband is a targeted activity. The City may also review internal financing options such as an SIP loan to match with other funds to reach the goals.
  4. As may be provided in its annual budget, the City of Spokane shall support the development of an enterprise fund to properly capture current and new revenues generated from conduit or fiber leasing, or other supporting activities, to ensure those funds are available as a sustainable revenue stream to support ongoing efforts.
  5. The City of Spokane endorses the development of quasi-municipal or non-profit organizations to focus effort and support of these community broadband goals while preserving City asset ownership, fiscal sustainability, and operational needs.

**Section 2. Severability.** If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

**Section 3.** Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Passed by City Council July 10, 2023  
Delivered to Mayor July 14, 2023**

**ORDINANCE NO. C36406**

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the various funds listed below, 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 General Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Police Records Shift Supervisor position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	017	Police Records Shift Supervisor	33	36	\$46,270-\$72,370	\$49,172-\$76,797

2. Change the grade and associated pay range for the Senior Human Resources Analyst position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPB	042	Senior Human Resources Analyst	50	52	\$83,395-\$118,515	\$88,093-\$125,343

3. Change the grade and associated pay range for the Human Resources Analyst I position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPB	048	Human Resources Analyst I	41	44	\$67,568-\$95,693	\$72,662-\$103,231

4. Change the grade and associated pay range for the Police Communications Supervisor position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	282	Police Communications Supervisor	52	53	\$62,014-\$102,020	\$62,911-\$103,398

5. Change the grade and associated pay range for the Division Communications Manager – Channel 5 position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPA	712	Division Communications Manager – Channel 5	47	50	\$78,112-\$108,847	\$83,395-\$116,782

- Change the grade and associated pay range for the Judicial Administrative Assistant position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Exempt	720	Judicial Administrative Assistant	37	41	\$59,487-\$82,392	\$64,832-\$91,162

- Change the grade and associated pay range for the Director of Operations – Office of the Mayor position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Exempt	796	Dir. of Operations – Office of the Mayor	51	37	\$83,395-\$117,408	\$59,487-\$82,392

**Section 2.** That in the budget of the Fleet Services Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

- Change the grade and associated pay range for the Automotive Mechanic position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	630	Automotive Mechanic	34	36	\$47,377-\$73,832	\$49,172-\$76,797

- Change the grade and associated pay range for the Certified Automotive Mechanic position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	630C	Certified Automotive Mechanic	36	38	\$49,172-\$76,797	\$50,383-\$80,639

- Change the grade and associated pay range for the Parts Manager position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	632	Parts Manager	36	39	\$49,172-\$76,797	\$51,281-\$83,395

- Change the grade and associated pay range for the Equipment Maintenance Foreperson position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	633	Equipment Maintenance Foreperson	40	42	\$52,033-\$85,712	\$53,724-\$88,448

- Change the grade and associated pay range for the Certified Equipment Maintenance Foreperson position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	634	Certified Equipment Maintenance Foreperson	42	44	\$53,724-\$88,448	\$55,395-\$91,287

6. Change the grade and associated pay range for the Certified Heavy Equipment Mechanic position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	637	Certified Heavy Equipment Mechanic	38	40	\$50,383-\$80,639	\$52,033-\$85,712

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

1. Change the grade and associated pay range for the Payroll Supervisor position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPB	108	Payroll Supervisor	41	43	\$67,568-\$95,693	\$70,825-\$100,475

2. Change the grade and associated pay range for the Director of Accounting and Grants position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Exempt	706	Director of Accounting and Grants	56	65	\$107,323-\$149,939	\$120,018-\$167,395

Section 4. That in the budget of the Sewer Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Wastewater Treatment Plant (WWTP) Maintenance Mechanic position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	649	WWTP Maintenance Mechanic	36	38	\$49,172-\$76,795	\$50,383-\$80,639

Section 5. That in the budget of the General Fund and Employees Benefits Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Deputy Director of Human Resources position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Exempt	719	Deputy Director of Human Resources	53	55	\$93,965-\$129,602	\$100,412-\$141,149

2. Change the grade and associated pay range for the Director of Human Resources position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
N/A	764	Director of Human Resources	63	68	\$115,988-\$162,050	\$128,850-\$181,865

Section 6. That in the budget of the General Fund and Public Safety Levy Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Police Records Specialist position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	016	Police Records Specialist	26	27	\$40,340-\$63,078	\$41,447-\$65,124

2. Change the grade and associated pay range for the Police Radio Dispatcher I position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	283	Police Radio Dispatcher I	29	30	\$42,407-\$66,461	\$43,368-\$68,111

Section 7. That in the budget of the General Fund and Unemployment Compensation Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Human Resources Analyst II position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPB	041	Human Resources Analyst II	46	49	\$76,212-\$107,991	\$81,996-\$115,613

Section 8. That in the budget of the General Fund and Fleet Services Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Equipment Servicer position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	626	Equipment Servicer	29	31	\$42,407-\$66,461	\$44,328-\$69,760

Section 9. That in the budget of the Street Maintenance Fund and Development Services Center Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Associate Traffic Engineer position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPB	252	Associate Traffic Engineer	44	46	\$72,662-\$103,231	\$76,212-\$107,991

Section 10. That in the budget of the Street Maintenance Fund and Integrated Capital Management Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

1. Change the grade and associated pay range for the Senior Traffic Engineer position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPB	255	Senior Traffic Engineer	51	52	\$86,088-\$122,545	\$88,093-\$125,343

Section 11. That in the budget of the Fire/Emergency Medical Services Fund and Fleet Services Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

- 1. Change the grade and associated pay range for the Heavy Equipment Mechanic position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
Local 270	636	Heavy Equipment Mechanic	36	38	\$49,172-\$76,797	\$50,383-\$80,639

Section 12. That in the budget of the General Fund, Criminal Justice Assistance Fund, Accounting Services Fund, Employees Benefits Fund, and Facilities Operating Fund, and the budget annexed thereto with reference to the funds, the following changes be made:

- 1. Change the grade and associated pay range for the Administrative Specialist position as noted below.

Union	SPN	Title	From Grade	To Grade	Former Range	New Range
MPB	025	Administrative Specialist	32	34	\$54,580-\$76,713	\$57,065-\$80,534

Section 13. 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 adjust pay ranges to align with salary analysis, 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 July 10, 2023**  
**Delivered to Mayor July 14, 2023**

**ORDINANCE NO. C36409**

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the General Fund, Public Safety & Judicial Grant Fund, Criminal Justice Assistance Fund, and the Public Safety Personnel and Crime Reduction 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 Public Safety & Judicial Grant Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$144,000.
- A) Of the increased appropriation, \$144,000 is provided solely as an operating transfer-out to the General Fund Police department.
- B) This is a \$144,000 increase to the overall appropriation level in the Public Safety & Judicial Grant Fund.

Section 2. That in the budget of the Criminal Justice Assistance Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease appropriation by \$4,600,000.
- A) Of the decreased appropriation, \$4,600,000 is removed solely from contractual services in the Human Services program.
- 2) Increase appropriation by \$4,600,000.
- A) Of the increased appropriation, \$4,600,000 is provided solely as an operating transfer-out to the General Fund Police department from the Criminal Justice Assistance program.
- B) This is not an increase to the overall appropriation level in the Criminal Justice Assistance Fund.

Section 3. That in the budget of the Public Safety Personnel and Crime Reduction Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease appropriation by \$22,700.
  - A) Of the decreased appropriation, \$22,700 is removed solely from reserve for budget adjustment in the Community Justice Services programs.
- 2) Increase appropriation by \$2,872,700.
  - A) Of the increased appropriation, \$22,700 is provided solely as an operating transfer-out to the General Fund Community Justice Services department from the Community Justice Services programs.
  - B) Of the increased appropriation, \$2,850,000 is provided solely as an operating transfer-out to the General Fund Police department.
  - C) This is a \$2,850,000 increase to the overall appropriation level in the Public Safety Personnel and Crime Reduction Fund.

Section 4. That in the budget of the General Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$8,801,700.
  - A) Of the increased revenue, \$636,000 is provided solely for military department revenue in the Non-Departmental department.
  - B) Of the increased revenue, \$12,000 is provided solely for non-business licenses/permits in the Police department.
  - C) Of the increased revenue, \$30,000 is provided solely for criminal justice-special program in the Police department.
  - D) Of the increased revenue, \$485,000 is provided solely for law enforcement services in the Police department.
  - E) Of the increased revenue, \$22,000 is provided solely for other general miscellaneous revenue in the Police department.
  - F) Of the increased revenue, \$144,000 is provided solely for an operating transfer-in from the Public Safety & Judicial Grant Fund to the Police department.
  - G) Of the increased revenue, \$4,600,000 is provided solely for an operating transfer-in from the Criminal Justice Assistance Fund to the Police department.
  - H) Of the increased revenue, \$2,872,700 is provided solely for an operating transfer-in from the Public Safety Personnel and Crime Reduction Fund to the Police department.
- 2) Decrease appropriation by \$315,000.
  - A) Of the decreased appropriation, \$315,000 is removed solely from reserve for service advancement in the Police Department.
- 3) Increase appropriation by \$9,189,318.
  - A) Of the increased appropriation, \$900,000 is provided solely for education pay in the Police department.
  - B) Of the increased appropriation, \$261,532 is provided solely for base wages in the Police department.
  - C) Of the increased appropriation, \$76,990 is provided solely for temp wages in the Police department.
  - D) Of the increased appropriation, \$3,065,199 is provided solely for uniform overtime in the Police department.
  - E) Of the increased appropriation, \$856,450 is provided solely for overtime in the Police department.
  - F) Of the increased appropriation, \$263,300 is provided solely for extra duty in the Police department.
  - G) Of the increased appropriation, \$833,507 is provided solely for stand-by pay in the Police department.
  - H) Of the increased appropriation, \$445,208 is provided solely for annual leave payout in the Police department.
  - I) Of the increased appropriation, \$420,000 is provided solely for VEBA medical savings in the Police department.
  - J) Of the increased appropriation, \$1,603,432 is provided solely for social security in the Police department.
  - K) Of the increased appropriation, \$265,000 is provided solely for contractual services in the Economic Development department.
  - L) Of the increased appropriation, \$22,700 is provided solely for base wages in the Community Justice Services department.
  - M) Of the increased appropriation, \$26,000 is provided solely for base wages in the Municipal Court department.
  - N) Of the increased appropriation, \$150,000 is provided solely for towing expense in the Police department.
  - O) This is a \$8,874,318 increase to the overall appropriation level in the General Fund.

Section 5. 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 adjust the General Fund budget, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council July 10, 2023**  
**Delivered to Mayor July 14, 2023**

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**ORDINANCE NO. C36410**

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of various funds, 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 General Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$91,125.
- A) Of the increased appropriation, \$91,125 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the General Fund's unappropriated fund balance.

Section 2. That in the budget of the Street Maintenance Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$4,275.
- A) Of the increased appropriation, \$4,275 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Street Maintenance Fund unappropriated fund balance.

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

- 1) Increase the appropriation by \$957.
- A) Of the increased appropriation, \$957 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Code Enforcement Fund's unappropriated fund balance.

Section 4. That in the budget of the Library Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$3,155.
- A) Of the increased appropriation, \$3,155 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Library Fund's unappropriated fund balance.

Section 5. That in the budget of the Traffic Calming Measures Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$1,222.
- A) Of the increased appropriation, \$1,222 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Traffic Calming Measures Fund's unappropriated fund balance.

Section 6. That in the budget of the Parks and Recreation Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$4,271.
- A) Of the increased appropriation, \$4,271 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Parks and Recreation Fund's unappropriated fund balance.

Section 7. That in the budget of the Parking Meter Revenue Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$677.
- A) Of the increased appropriation, \$677 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Parking Meter Revenue Fund's unappropriated fund balance.

Section 8. That in the budget of the Public Safety & Judicial Grant Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$882.
- A) Of the increased appropriation, \$882 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Public Safety & Judicial Grant Fund's fund balance.

Section 9. That in the budget of the Public Safety Levy Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$4,823.
- A) Of the increased appropriation, \$4,823 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Public Safety Levy Fund's unappropriated fund balance.

Section 10. That in the budget of the Community Housing & Human Services Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$938.
- A) Of the increased appropriation, \$938 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Community Housing & Human Services Fund's unappropriated fund balance.

Section 11. That in the budget of the Criminal Justice Assistance Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$31.
- A) Of the increased appropriation, \$31 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Criminal Justice Assistance Fund's unappropriated fund balance.

Section 12. That in the budget of the Fire/Emergency Medical Services Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$21,030.
- A) Of the increased appropriation, \$21,030 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Fire/Emergency Medical Services Fund's unappropriated fund balance.

Section 13. That in the budget of the Water Division Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$7,277.
- A) Of the increased appropriation, \$7,277 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Water Division Fund's unappropriated fund balance.

Section 14. That in the budget of the Integrated Capital Management Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$874.
- A) Of the increased appropriation, \$874 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Integrated Capital Management Fund's unappropriated fund balance.

Section 15. That in the budget of the Sewer Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$9,277.
- A) Of the increased appropriation, \$9,277 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Sewer Fund's unappropriated fund balance.

Section 16. That in the budget of the Solid Waste Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$8,502.
- A) Of the increased appropriation, \$8,502 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Solid Waste Fund's unappropriated fund balance.

Section 17. That in the budget of the Golf Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$514.
- A) Of the increased appropriation, \$514 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Golf Fund's unappropriated fund balance.

Section 18. That in the budget of the Development Services Center Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$2,870.
- A) Of the increased appropriation, \$2,870 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Development Services Center Fund's unappropriated fund balance.

Section 19. That in the budget of the Fleet Services Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$1,702.
- A) Of the increased appropriation, \$1,702 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Fleet Services Fund's unappropriated fund balance.

Section 20. That in the budget of the Public Works and Utilities Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$746.
- A) Of the increased appropriation, \$746 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Public Works and Utilities Fund's unappropriated fund balance.

Section 21. That in the budget of the Innovation Technology (IT) Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$3,000.
- A) Of the increased appropriation, \$3,000 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the IT Fund's unappropriated fund balance.

Section 22. That in the budget of the Reprographics Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$138.
- A) Of the increased appropriation, \$138 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Reprographics Fund's unappropriated fund balance.

Section 23. That in the budget of the Purchasing & Stores Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$502.
- A) Of the increased appropriation, \$502 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Purchasing & Stores Fund's unappropriated fund balance.

Section 24. That in the budget of the Accounting Services Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$1,910.
- A) Of the increased appropriation, \$1,910 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Accounting Services Fund's unappropriated fund balance.

Section 25. That in the budget of the My Spokane Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$536.
- A) Of the increased appropriation, \$536 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the My Spokane Fund's unappropriated fund balance.

Section 26. That in the budget of the Office of Performance Management Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$430.
- A) Of the increased appropriation, \$430 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Office of Performance Management Fund's unappropriated fund balance.

Section 27. That in the budget of the Risk Management Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$49.
- A) Of the increased appropriation, \$49 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Risk Management Fund's unappropriated fund balance.

Section 28. That in the budget of the Workers' Compensation Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$283.
- A) Of the increased appropriation, \$283 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Workers' Compensation Fund's unappropriated fund balance.

Section 29. That in the budget of the Unemployment Compensation Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$6.
- A) Of the increased appropriation, \$6 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Unemployment Compensation Fund's fund balance.

Section 30. That in the budget of the Employees Benefits Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$163.
- A) Of the increased appropriation, \$163 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Employees Benefits Fund's unappropriated fund balance.

Section 31. That in the budget of the Facilities Operating Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$688.
- A) Of the increased appropriation, \$688 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Facilities Operating Fund's unappropriated fund balance.

Section 32. That in the budget of the Retirement Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$186.
- A) Of the increased appropriation, \$186 is provided solely for Washington Paid Family Medical Leave (PFML) premiums.
- B) The increased appropriation is funded by the Retirement Fund's unappropriated fund balance.

Section 33. 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 increase citywide PFML budgets for 2023 premium rates 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.

<b>General Fund</b>	<b>Revenue Adjustments</b>	<b>Expense Adjustments</b>	<b>Adopted Unallocated Revenue</b>	<b>2022 Unappropriated Fund Balance</b>	<b>Totals</b>
FEMA Reimbursement	636,000				
Police Program	693,000				
Revenue TI - Criminal Justice Fund	4,600,000				
TI-Public Safety Personnel Fund	2,872,700				
<b>Total Revenue Adjustments</b>					<b>8,801,700</b>
Police Personnel		8,410,618			
UDPDA Retro-		265,000			
Settlement Sr. CJC Positions		22,700			
Judges Salary Increase		26,000			
RV Junk Towing		150,000			
<b>Total Expense Adjustments</b>					<b>8,874,318</b>
<b>SBO Difference</b>					<b>(72,618)</b>
PFMLA Increase		91,125			
<b>Total Expense Adjustments</b>					<b>91,125</b>
<b>SBO Difference</b>					<b>(91,125)</b>
<b>Total SBO Difference</b>					<b>(163,743)</b>
<b>Adopted Unallocated Revenue</b>			193,000		
<b>2022 Unappropriated Fund Balance</b>				7,575,426	
<b>Remaining Unappropriated Fund Balance</b>					<b>7,604,683</b>

Passed by City Council July 10, 2023  
Delivered to Mayor July 14, 2023

**ORDINANCE NO. C36411**

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Real Estate Excise Tax Fund and the City Street 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 Real Estate Excise Tax Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease appropriation by \$1,100,000.
  - A) Of the decreased appropriation, \$1,100,000 is removed solely from interfund other professional services in the Real Estate Excise Tax First Quarter Percent department.
- 2) Increase appropriation by \$1,100,000.
  - A) Of the increased appropriation, \$1,100,000 is provided solely for operating transfer-out in the Real Estate Excise Tax Second Quarter Percent department.

Section 2. That in the budget of the City Street Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$4,000,000.
  - A) Of the increased revenue, \$2,900,000 is provided solely for operating transfer-in from the Real Estate Excise Tax Fund in the Real Estate Excise Tax First Quarter Percent department.
  - B) Of the increased revenue, \$1,100,000 is provided solely for operating transfer-in from the Real Estate Excise Tax Fund in the Real Estate Excise Tax Second Quarter Percent department.

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to add omitted revenue budget authority, 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 July 10, 2023**  
**Delivered to Mayor July 14, 2023**

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**ORDINANCE NO. C36413**

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Asset Management 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 Asset Management Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease appropriation by \$800,000.
  - A) Of the decreased appropriation, \$800,000 is removed solely from reserve for budget adjustment in the Capital Facilities department.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to remove duplicative budget authority, 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 July 10, 2023**

**Delivered to Mayor July 14, 2023**





**Note: For, Job Opportunities and Notices for Bids, see Volume 113, Issue 29, Part II of the *Official Gazette*.**



# Official Gazette

## City of Spokane, Washington

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

Volume 113

JULY 19, 2023

Issue 29 Part II of II



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT LORI KINNEAR

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

VACANT (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk  
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:  
<https://my.spokanecity.org/gazettes/>

To receive the Official Gazette by e-mail, send your request to:

[clerks@spokanecity.org](mailto:clerks@spokanecity.org)

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# 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.

## PUBLIC RECORDS SPECIALIST SPN 015 OPEN ENTRY

**DATE OPEN:** Monday, July 17, 2023

**DATE CLOSED:** Monday, July 31, 2023

**SALARY:** \$43,543.80 annual salary, payable bi-weekly, to a maximum of \$68,382.00

### DESCRIPTION:

Under general supervision, coordinates, processes, and responds to a variety of routine, complex, and sensitive public records requests in a timely and appropriate manner; discloses public records in compliance with Washington State Public Records Act regulations and other legal and policy mandates; redacts information that is exempt from public records disclosure; and performs related work as required.

### DUTIES:

(Illustrative Only)

- Receives, reviews, and logs all public records requests submitted to the department; assesses scope of each request to determine whether response is within the position's authority to process or deny, or whether the request should be routed to other departments and/or legal counsel for action by others; tracks and prioritizes requests to ensure responses are provided within specified time frames.
- Locates and gathers department records to determine whether responsive records exist; communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information.
- Reviews collected records to ensure they are responsive and complete; within scope of authority, makes independent and accurate determinations regarding application of statutory exemptions; creates documentation substantiating application of statutory exemptions; discloses public records consistent with legal and policy mandates.
- Coordinates responses to public records requests which are outside the scope of employee's authority by routing to other departments, management, and/or legal counsel; once all documentation has been approved and authorized by others, compiles documents and prepares a formal response to the requestor.
- Redacts information contained within public records that is exempt from disclosure; ensures accuracy of redactions; documents the reasons for and statutes relied upon when not disclosing, redacting, or withholding exempt information; consults and coordinates with legal counsel regarding public records disclosures and exemptions; preserves integrity and confidentiality of sensitive records.
- Reads and comprehends relevant federal, state, and local laws regarding public records disclosure.
- Organizes, indexes, archives, scans, copies, retains, uploads, and retrieves records, documents, reports, and files; maintains and/or establishes filing systems; audits and destroys records in accordance with mandated records retention schedules.
- Inputs, organizes, queries, ensures accuracy of, and exports data from a variety of automated database systems.
- Assists the general public with accessing information and records, and responds to questions related to public records act requests.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

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

### Open Entry Requirements:

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

- *Education:* Equivalent to completion of the twelfth (12th) grade.
- *Experience:* Three (3) years of administrative support experience, of which six (6) months should be directly related to coordinating and responding to public records requests.

### License and Certifications:

- None

**Note:**

This job posting is for multiple departments. To be considered for a position with Police, the additional requirements below must be met.

**Police Additional Requirements:**

- Education verification
- Reference checks
- Criminal History
- Fingerprinting
- Driving record check
- Police background investigation and polygraph
- Pre-employment physical and drug screening (**Police Candidates with any marijuana, cannabis or any controlled substance use in the last six months will not be considered.**)

**EXAMINATION DETAILS:**

Applicants 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 a multiple-choice test, with weights assigned as follows:

- Multiple-choice and Short Answer 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, July 17, 2023, and Monday, July 31, 2023, will test Thursday, August 3, 2023, through Tuesday, August 8, 2023.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Clerical
- Computer Skills
- Customer Service & Interpersonal Skills
- Oral & Written Communication
- Short Answer

**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 13<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**PUBLIC RECORDS SPECIALIST SPN 015**  
**PROMOTIONAL**

**DATE OPEN:** Monday, July 17, 2023

**DATE CLOSED:** Monday, July 31, 2023

**SALARY:** \$43,543.80 annual salary, payable bi-weekly, to a maximum of \$68,382.00

**DESCRIPTION:**

Under general supervision, coordinates, processes, and responds to a variety of routine, complex, and sensitive public records requests in a timely and appropriate manner; discloses public records in compliance with Washington State Public Records Act regulations and other legal and policy mandates; redacts information that is exempt from public records disclosure; and performs related work as required.

**DUTIES:**

(Illustrative Only)

- Receives, reviews, and logs all public records requests submitted to the department; assesses scope of each request to determine whether response is within the position's authority to process or deny, or whether the request should be routed to other departments and/or legal counsel for action by others; tracks and prioritizes requests to ensure responses are provided within specified time frames.
- Locates and gathers department records to determine whether responsive records exist; communicates in writing with any requestor in cases of unusual requests that may cause delays in obtaining all requested information.
- Reviews collected records to ensure they are responsive and complete; within scope of authority, makes independent and accurate determinations regarding application of statutory exemptions; creates documentation substantiating application of statutory exemptions; discloses public records consistent with legal and policy mandates.
- Coordinates responses to public records requests which are outside the scope of employee's authority by routing to other departments, management, and/or legal counsel; once all documentation has been approved and authorized by others, compiles documents and prepares a formal response to the requestor.
- Redacts information contained within public records that is exempt from disclosure; ensures accuracy of redactions; documents the reasons for and statutes relied upon when not disclosing, redacting, or withholding exempt information; consults and coordinates with legal counsel regarding public records disclosures and exemptions; preserves integrity and confidentiality of sensitive records.
- Reads and comprehends relevant federal, state, and local laws regarding public records disclosure.
- Organizes, indexes, archives, scans, copies, retains, uploads, and retrieves records, documents, reports, and files; maintains and/or establishes filing systems; audits and destroys records in accordance with mandated records retention schedules.
- Inputs, organizes, queries, ensures accuracy of, and exports data from a variety of automated database systems.
- Assists the general public with accessing information and records, and responds to questions related to public records act requests.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

**Open Entry Requirements:**

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

- *Education:* Equivalent to completion of the twelfth (12th) grade.
- *Experience:* Three (3) years of administrative support experience, of which six (6) months should be directly related to coordinating and responding to public records requests.

**License and Certifications:**

- None

**Note:**

**This job posting is for multiple departments. To be considered for a position with Police, the additional requirements below must be met.**

**Police Additional Requirements:**

- Education verification
- Reference checks
- Criminal History
- Fingerprinting

- Driving record check
- Police background investigation and polygraph
- Pre-employment physical and drug screening (**Police Candidates with any marijuana, cannabis or any controlled substance use in the last six months will not be considered.**)

**EXAMINATION DETAILS:**

Applicants 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 a multiple-choice test, with weights assigned as follows:

- Multiple-choice and Short Answer 80%
- PAR 20%

**EXAMINATION DETAILS:**

- Location: Civil Service Test Room, 4th Floor - City Hall, 808 W Spokane Falls Blvd.
- Date: Thursday, August 3, 2023
- Time: 10:00 a.m.
- Approximate Duration of Exam: 2 Hours

The examination may include such subjects as:

- Clerical
- Computer Skills
- Customer Service & Interpersonal Skills
- Oral & Written Communication
- Short Answer

**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 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 13<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**ACCOUNTANT SPN 110**  
**OPEN ENTRY**

**DATE OPEN:** Monday, July 17, 2023

**DATE CLOSED:** Monday, July 31, 2023

**SALARY:** \$58,422.24 annual salary, payable bi-weekly, to a maximum of \$82,580.40

**DESCRIPTION:**

A career with City of Spokane is more than a pathway to success. It's all of us, helping to build a better community, every day.

Are you looking for a position in local government that offers long term professional growth and personal achievement? Are you looking for challenging projects and diverse opportunities? Do you want to contribute to the financial successes and futures of our citizens? If you are searching for a local government that understands fiscal responsibility is a cornerstone to creating better communities, consider City of Spokane.

As a City of Spokane Accountant, you will work with a highly developed team of financial professionals, who take pride in their stewardship of public funds.

Our Accountants have excellent advancement opportunities, professional development, annual pay step increases, a flexible schedule and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at [governmentjobs.com/careers/spokanecity](http://governmentjobs.com/careers/spokanecity), for the full job specification and compensation details.

**DUTIES:**

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Provides responsible professional accounting expertise and assistance for various City departments and functions. Responds to requests for information and resolves issues within the scope of authority; refers matters requiring policy formation or interpretation to supervisor for resolution.
- Maintains fiscal accountability and ensures compliance with rules, regulations, standards, policies, and procedures. Evaluates transactions routed for approval in the financial system.
- Performs routine audits of financial records and transactions, identifies and researches discrepancies, and resolves or makes recommendations for corrective actions.
- Provides budget coding and system transaction advice and expertise. Guides, trains, and reviews work of subordinate staff, and approves minor process updates or adjustments to facilitate daily work.
- Reconciles general ledger and subsidiary accounts related to revenues and expenses, and assets and liabilities, including postings from payroll, accounts payable, cash receipts, and accounts receivable.
- Prepares periodic financial statements, including monthly revenue and expenditure reports for departments; prepares monthly financial reports and periodic checks of budgets, encumbrances, carryover, etc.
- Analyzes, calculates, and compiles financial data and statistics, manipulating large amounts of data, some of which may be from multiple systems; prepares reports for historical records and business decision-making by senior staff and management. Provides support to the development of the Comprehensive Annual Financial Report (CAFR).
- Reviews, analyzes, and administers contract terms, ensuring compliance with purchasing and legal policy and procedures. Verifies and ensures availability of funds.
- Monitors and tracks financial status of projects and programs. Applies procedures and controls for receipt and disbursement of special funds and grants.
- Participates in grants accounting and administration; reviews funding agreements, sets up tracking spreadsheets, compiles supporting documentation, and prepares periodic billings for grants; posts payments or drawdowns of accounts; updates financial information for periodic grant reports.
- Conducts and monitors financial audits of agencies receiving money through the City to determine compliance with fiscal requirements; interprets and evaluates financial reporting requirements.
- Performs preliminary budget development or assists in the preparation of annual budgets.
- Tracks financial resources and details, including balancing cash and debt, reviewing bank accounts, reconciling payments and receipts, and monitoring investments or obligations. Prepares, allocates, and submits tax payments.
- Performs accounting for assets, which may include preparation of general ledger transactions; identifies and records capital assets such as equipment, vehicles, and structures; determines assets to be capitalized or expensed; ensures physical descriptions match records, and compiles supporting documentation. Conducts inventory counts and assists with maintaining inventory records.
- Maintains records and files; coordinates with other jurisdictions and auditors on the submission of data and reports as required.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

**Open Entry Requirements:**

- *Education:* Bachelor's degree in Accounting.

**EXAMINATION DETAILS:**

Applicants 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 a multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, July 17, 2023, and Monday, July 31, 2023, will test Thursday, August 3, 2023, through Tuesday, August 8, 2023.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Accounting
- Attention to Detail
- Auditing
- Budget
- Computer Skills
- Financial Management

**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 13<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**ACCOUNTANT SPN 110  
PROMOTIONAL**

**DATE OPEN:** Monday, July 17, 2023

**DATE CLOSED:** Monday, July 31, 2023

**SALARY:** \$58,422.24 annual salary, payable bi-weekly, to a maximum of \$82,580.40

**DESCRIPTION:**

Performs the full range of professional accounting tasks; processes a variety of financial transactions, analyzes and reconciles accounting information, and prepares financial records and reports.

**DUTIES:**

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Provides responsible professional accounting expertise and assistance for various City departments and functions. Responds to requests for information and resolves issues within the scope of authority; refers matters requiring policy formation or interpretation to supervisor for resolution.
- Maintains fiscal accountability and ensures compliance with rules, regulations, standards, policies, and procedures. Evaluates transactions routed for approval in the financial system.
- Performs routine audits of financial records and transactions, identifies and researches discrepancies, and resolves or makes recommendations for corrective actions.
- Provides budget coding and system transaction advice and expertise. Guides, trains, and reviews work of subordinate staff, and approves minor process updates or adjustments to facilitate daily work.
- Reconciles general ledger and subsidiary accounts related to revenues and expenses, and assets and liabilities, including postings from payroll, accounts payable, cash receipts, and accounts receivable.
- Prepares periodic financial statements, including monthly revenue and expenditure reports for departments; prepares monthly financial reports and periodic checks of budgets, encumbrances, carryover, etc.
- Analyzes, calculates, and compiles financial data and statistics, manipulating large amounts of data, some of which may be from multiple systems; prepares reports for historical records and business decision-making by senior staff and management. Provides support to the development of the Comprehensive Annual Financial Report (CAFR).
- Reviews, analyzes, and administers contract terms, ensuring compliance with purchasing and legal policy and procedures. Verifies and ensures availability of funds.
- Monitors and tracks financial status of projects and programs. Applies procedures and controls for receipt and disbursement of special funds and grants.
- Participates in grants accounting and administration; reviews funding agreements, sets up tracking spreadsheets, compiles supporting documentation, and prepares periodic billings for grants; posts payments or drawdowns of accounts; updates financial information for periodic grant reports.
- Conducts and monitors financial audits of agencies receiving money through the City to determine compliance with fiscal requirements; interprets and evaluates financial reporting requirements.
- Performs preliminary budget development or assists in the preparation of annual budgets.
- Tracks financial resources and details, including balancing cash and debt, reviewing bank accounts, reconciling payments and receipts, and monitoring investments or obligations. Prepares, allocates, and submits tax payments.
- Performs accounting for assets, which may include preparation of general ledger transactions; identifies and records capital assets such as equipment, vehicles, and structures; determines assets to be capitalized or expensed; ensures physical descriptions match records, and compiles supporting documentation. Conducts inventory counts and assists with maintaining inventory records.
- Maintains records and files; coordinates with other jurisdictions and auditors on the submission of data and reports as required.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

**Promotional Requirements:**

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Two years of experience in the classification of Accounting Clerk (SPN 106).

**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:**

- *Education:* Bachelor's degree in Accounting.

**EXAMINATION DETAILS:**

Applicants 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 a multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 80%
- PAR 20%
- 

**MULTIPLE CHOICE EXAMINATION DETAILS:**

- Test Date: Wednesday, August 2, 2023
- Test Time: 2:00 p.m.
- Test Location: City Hall, Civil Service Testing Room, 808 W Spokane Falls Blvd, 4th Floor.
- Approximate Duration of Exam: 2 Hours

The examination may include such subjects as:

- Accounting
- Attention to Detail
- Auditing
- Budget
- Computer Skills
- Financial Management

**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 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 13<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**STREET MAINTENANCE OPERATOR I SPN 561  
PROMOTIONAL**

**DATE OPEN:** Monday, July 17, 2023

**DATE CLOSED:** Monday, July 31, 2023

**SALARY:** \$44,537.04 annual salary, payable bi-weekly, to a maximum of \$69,801.84

**DESCRIPTION:**

Performs semi-skilled or specialized street maintenance work requiring previous experience and special knowledge acquired on the job.

**DUTIES:**

- Assigned to and works on one of the following street maintenance crews; however, employee is expected to work on other crews, perform specialized or unskilled manual work or perform other duties as conditions require.
  - ◊ Asphalt crew: Assists in preparing street surfaces for patching, repair or tarring operations; may operate a truck.
  - ◊ Street cleaning crew: operates independently or in a team, all types of trucks, truck-mounted snow plow, street sweeper or flusher.
- Services equipment to which assigned, makes minor field repairs, reports major repairs needed, prepares necessary reports.
- May be required to serve as lead worker to a small crew, operate other types of equipment, perform manual laboring tasks during slack or seasonal periods, answer calls, perform such duties as necessary during emergency winter operations.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

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

- *Experience:* Current service in the Street Department; AND, completion of six months of experience in the classification of Laborer II, Asphalt Raker, or Bridge Maintainer I.
- *Licenses:* Applicants must possess a valid Class "B" Commercial Driver's License (CDL), without restriction for air brakes. All applicants must obtain a tank vehicle endorsement, within six months of appointment.

**EXAMINATION DETAILS:**

Candidates 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 an application online by 4:00 pm. 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 multiple-choice test and a performance evaluation (PAR), with scoring weight assigned as follows:

- Written examination: 40%
- Performance Test: 40%
- Performance evaluation (PAR): 20%

**WRITTEN TEST DETAILS**

Testing will be conducted at the Street Department on Wednesday, August 16, 2023, at 7:00 a.m. in Conference Room A. Additional test sessions may be made available depending on applicant volume and testing space. Applicants will be notified of these details, via email, upon closure of the recruitment.

The approximate duration of the test is 1.5 hours and may include the following subjects:

- Roadwork & Pavement
- Safety
- Supervision & Interpersonal Relations
- Traffic Control

**PERFORMANCE EXAM DETAILS:**

The performance test will be conducted August 23, 2023, weather permitting. Qualified candidates will be notified when to appear for the performance test.

**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] 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 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 13<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**AUTOMOTIVE MECHANIC SPN 630**  
OPEN ENTRY

**DATE OPEN:** Monday, July 17, 2023

**DATE CLOSED:** Monday, July 31, 2023

**SALARY:** \$49,757.04 annual salary, payable bi-weekly, to a maximum of \$77,527.44

**DESCRIPTION:**

Performs skilled journey-level work in the maintenance and repair of gasoline and light diesel-driven automotive and related equipment.

**DUTIES:**

- Performs general and major maintenance and repairs on automobiles, trucks, motorcycles, and other light to medium gasoline, diesel, natural gas, or propane powered equipment. This includes vehicles up to and including 24,000 lbs. gross vehicle weight, water pumps up to and including 2", portable generators up to and including 4 KW, forklifts up to and including 20,000 lb. capacity, welders, air compressors, electric cranes, street sweepers, and other light to medium equipment and shop support equipment.
- Overhauls engines, transmissions, differentials, brakes, front ends, and other components as required.
- Maintains and repairs hydraulic systems.
- Using standard testing equipment, diagnoses and repairs electronic engine control systems, emission control systems, and fuel injection systems.
- Diagnoses and repairs vehicle air conditioning systems.
- Performs minor welding, machining, and painting.
- Answers service calls, and performs services or repairs as required.
- Maintains records of equipment servicing and repair information.
- Road tests vehicles after repair.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements**

- *Experience & Education:* Possession of journey-level status as an automotive mechanic.
- *License:* A valid driver's license is required.

**NOTE:** Individuals in the classification of Automotive Mechanic who have obtained and maintain ASE certification as a Master Automotive Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

**EXAMINATION DETAILS:**

Applicants 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 a multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, July 17, 2023, and Monday, July 31, 2023, will test Thursday, August 3, 2023, through Tuesday, August 8, 2023.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Applied Technology
- Computer Skills
- Interpersonal Skills
- Safety and Occupational Hazards
- Vehicle Maintenance
- Vehicle Operations

**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 13<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**AUTOMOTIVE MECHANIC SPN 630  
PROMOTIONAL****DATE OPEN: Monday, July 17, 2023****DATE CLOSED: Monday, July 31, 2023****SALARY: \$49,757.04 annual salary, payable bi-weekly, to a maximum of \$77,527.44****DESCRIPTION:**

Performs skilled journey-level work in the maintenance and repair of gasoline and light diesel-driven automotive and related equipment.

**DUTIES:**

- Performs general and major maintenance and repairs on automobiles, trucks, motorcycles, and other light to medium gasoline, diesel, natural gas, or propane powered equipment. This includes vehicles up to and including 24,000 lbs. gross vehicle weight, water pumps up to and including 2", portable generators up to and including 4 KW, forklifts up to and including 20,000 lb. capacity, welders, air compressors, electric cranes, street sweepers, and other light to medium equipment and shop support equipment.
- Overhauls engines, transmissions, differentials, brakes, front ends, and other components as required.
- Maintains and repairs hydraulic systems.
- Using standard testing equipment, diagnoses and repairs electronic engine control systems, emission control systems, and fuel injection systems.
- Diagnoses and repairs vehicle air conditioning systems.
- Performs minor welding, machining, and painting.
- Answers service calls, and performs services or repairs as required.
- Maintains records of equipment servicing and repair information.
- Road tests vehicles after repair.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements**

- *Experience & Education:* Possession of journey-level status as an automotive mechanic.
- *License:* A valid driver's license is required.

**NOTE:** Individuals in the classification of Automotive Mechanic who have obtained and maintain ASE certification as a Master Automotive Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

**EXAMINATION DETAILS:**

Applicants 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 a multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 80%
- PAR 20%

**MULTIPLE CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, August 3, 2023
- Test Time: 2:00 p.m.
- Test Location: City Hall, Civil Service Testing Room, 808 W Spokane Falls Blvd, 4th Floor.
- Approximate Duration of Exam: 1.5 Hours

The examination may include such subjects as:

- Applied Technology
- Computer Skills

- Interpersonal Skills
- Safety and Occupational Hazards
- Vehicle Maintenance
- Vehicle Operations

#### 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 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 13<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### WASTEWATER BUILDING OFFICE EXPANSION PW ITB #5931-23

**Description:** The City of Spokane Facilities Department is soliciting electronic bids for the Wastewater Building Office Expansion.

**Pre-Bid Meeting:** A MANDATORY pre-bid meeting will be held on Thursday, July 27, 2022 at 10:00 am at 909 East Sprague Avenue, Spokane, WA.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, August 7, 2023 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.

The Public Work Invitation to Bid 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.

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, August 7, 2023**. 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.

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

Thea Prince  
City of Spokane Purchasing

Publish: July 19 & 26, 2023

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**EXCLUSIVE SPONSORSHIP SALES SERVICE: SPOKANE PAVILION NAMING RIGHTS PARTNERSHIP**  
Parks & Recreation Department  
**#RFP 5943-23**

**Description:** The City of Spokane is soliciting electronic proposals for the Exclusive Sponsorship Sale Service: Pavilion Naming Rights Partnership.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, July 24, 2023 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, access Plans and Specifications, and submit a proposal, you must first register in 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 distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled “Clarifications” under the relative project number.

The right is reserved to reject any and all proposals 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 proposals with signatures will be tabulated.**

Thea Prince  
Purchasing Department

Publish: June 12 & 19, 2023

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**CORBIN PARK SPORT COURT RENOVATION - REBID**  
**PW ITB #5947-23**

**Description:** The City of Spokane Parks Department is soliciting electronic bids for the Renovation of the Corbin Park Sport Court.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, August 7, 2023 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.

The Public Work Invitation to Bid 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.

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, August 7, 2023**. 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.

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

Thea Prince  
City of Spokane Purchasing

Publish: July 19 & 26, 2023