



Official Gazette

City of Spokane, Washington

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

Volume 112

FEBRUARY 9, 2022

Issue 6



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, January 31, 2022****BRIEFING SESSION**

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

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in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.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waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

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

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

Roll Call

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

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

Interviews with Candidates for Appointment

The City Council held interviews with candidates for appointment to the Plan Commission (Kris Neely) and Arts Commission (Kelly Baker).

MAYORAL PROCLAMATION

February 1, 2022 *Lunar New Year Day in Spokane (Year of the Tiger)*

Council Member Cathcart read the proclamation and virtually presented it to Vina Cathcart who commented on the event. The proclamation encourages all members of the community to join in this special observation by wishing all residents good health and prosperity as we welcome the New Lunar Year.

MAYORAL SALUTATION**Recognition of Louis Meuler**

Council Member Kinnear read a salutation in recognition of Louis Meuler of the City's Planning Department. Louis is leaving the City after 27 years of service and has been an invaluable employee of the City since 1994 when he accepted a position in the Planning Department. Louis was recognized for his years of exemplary service to the Planning Department and the entire Spokane community.

POINT OF PERSONAL PRIVILEGE and MOMENT OF SILENCE

Council Member Stratton spoke regarding the death of an individual at one of the homeless camps in the City. The individual's name is Jeff and he was 40 years old. He joined the homeless camp after the temporary homeless shelter at the Convention Center closed. In the name of compassion, Council Member Stratton requested a moment of silence in Jeff's memory and for his family wherever they are. A moment of silence followed.

Advance Agenda Review

The City Council received an overview from staff on the February 7, 2022, Advance Agenda items.

Resolution 2022-0001

Motion by Council Member Kinnear, seconded by Council Member Stratton, **to defer** Resolution 2022-0001 (Establishing year-long 20 mph speed limits on streets adjacent to certain parks) from February 7, 2022, to April 11, 2022; **carried unanimously**.

Action to Approve February 7, 2022, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the February 7, 2022, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Kinnear, seconded by Council Member Stratton, **to approve** the February 7, 2022, Advance Agenda; **carried unanimously**.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed changes to the January 31, 2022, Current Agenda.

Suspension of Council Rules

Motion by Council Member Zappone, seconded by Council Member Stratton, **to suspend** the Council Rules in order to add Resolution 2022-0013 and Resolution 2022-0014; **carried 5-2**.

Resolution 2022-0013

Motion by Council Member Zappone, seconded by Council Member Stratton, **to add** Resolution 2022-0013 (formally censuring Council Member Jonathan Bingle); **carried 5-2**.

Resolution 2022-0014

Motion by Council Member Zappone, seconded by Council Member Stratton, **to add** Resolution 2022-0014 (seeking executive action from Mayor Nadine Woodward); **carried 5-2**.

CONSENT AGENDA

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

Five-year Value Blanket Purchase Order with Life Assist (Chelmsford, MA), the lowest responsive bidder, for EMS medical supplies for the Fire Department—estimated annual expenditure \$230,000 (incl. tax). (OPR 2022-0048 / RFQ 5542-21) (Council Sponsor: Council Member Kinnear)

Contract Extension 3 of 3 with Passport Labs, Inc. (Charlotte, NC) for mobile pay by phone parking services from February 1, 2022 through August 1, 2022—\$40,000. (OPR 2018-0029) (Council Sponsor: Council Member Kinnear)

Amendment and cost increase to Contract with Shawn Cole Construction (Spokane, WA) for the remodel of the Gardner investigative building due to increased window and door materials pricing—\$7,263.34. Total contract cost: \$54,460.34. (OPR 2021-0668) (Council Sponsor: Council Member Kinnear)

Report of the Mayor of pending:

Claims and payments of previously approved obligations, including those of Parks and Library, through January 21, 2022, total \$7,663,273.93 (Check Nos.: 583774 - 583937; ACH Payment Nos.: 98680 - 98948), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,433,083.39. (CPR 2022-0002)

Payroll claims of previously approved obligations through January 22, 2022: \$7,525,919.97 (Check Nos.: 561961 – 562052). (CPR 2022-0003)

City Council Meeting Minutes: January 20, 2022. (CPR 2022-0013)

LEGISLATIVE AGENDA

(Note: The regularly scheduled 6:00 p.m. Legislative Session of City Council was canceled. Items listed on the Legislative Agenda were considered during the City Council's 3:30 p.m. Administrative Session)

BOARD AND COMMISSION APPOINTMENTS

Park Board (CPR 1981-0402) and Plan Commission (CPR 1981-0295)

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

Park Board (CPR 1981-0402)

- Reappointment of Bob Anderson and Sally Vantress-Lodato to a five-year term on the Park Board to serve from February 2, 2022, to February 2, 2027.

Plan Commission (CPR 1981-0295)

- Appointment of Kris Neely to serve a vacated, partial term to end on December 31, 2023.

There was no **City Administration Report**.

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2022-0013 (Council Sponsors: Council Members Zappone and Stratton)

Subsequent to a full reading of Resolution 2022-0013 by Acting City Clerk Laurie Farnsworth, public testimony, and Council and staff commentary, the following action was taken:

Upon 5-2 Roll Call Vote, the City Council **adopted Resolution 2022-0013** formally censuring Council Member Jonathan Bingle.

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

Resolution 2022-0014 (Council Sponsors: Council Members Zappone and Stratton)

Subsequent to a full reading of Resolution 2022-0014 by Acting City Clerk Laurie Farnsworth; the opportunity for public testimony, with none provided; and Council and staff commentary, the following action was taken:

Upon 5-2 Roll Call Vote, the City Council **adopted Resolution 2022-0014** seeking executive action from Mayor Nadine Woodward.

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

There were no **Final Reading Ordinances**.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

No individuals spoke during **Open Forum**.

ADJOURNMENT

Council Recess/Executive Session

The City Council adjourned at 5:45 p.m. and immediately reconvened into a virtual Executive Session for 45 minutes to discuss collective bargaining negotiations. At 6:30 p.m., Council President Beggs announced the Executive Session would be extended for 5 minutes. At 6:35 p.m., Council President Beggs announced the Executive Session would be extended for another 5 minutes. The Executive Session ended at 6:40 p.m., at which time the 3:30 p.m. Briefing and Administrative Sessions also ended. City Attorney Mike Ormsby was present for the Executive Session.

STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, February 3, 2022

A regularly scheduled Study Session of the Spokane City Council was held virtually on the above date at 11:02 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council Members Cathcart, Kinnear, Stratton and Zappone were present via Webex. Council President Beggs and Council Member Bingle were absent. Council Member Wilkerson arrived at 11:03 a.m. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling in.

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

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

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

- Arts Commission Interview
- Green Fleet Implementation Plan (Council Members Kinnear and Stratton agreed to sponsor this item to move forward for Council Consideration)
- 6-year Street Program – Inland Empire Way

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

The meeting adjourned at 12:18 p.m.

Hearing Notices

SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA Wednesday, February 16, 2022 Webex Teleconference

I. Public Hearing: 3:00 P.M.

A. Certificate of Appropriateness (per SMC 17D.100.200):

1. Trolan Farmstead – 7701 W Cross Cut Rd
2. Manor House Apts – 2308 W 2nd Ave

In order to comply with public health measures and Governor Inslee's *Stay Home, Stay Safe* order, the Spokane Historic Landmarks Commission meeting will be held by Webex Teleconference

Members of the general public are encouraged to join the on-line meeting using the following information:

To participate via video, on your computer or mobile device, follow the link found in the agenda located on the City of Spokane website at: <https://static.spokanecity.org/documents/bcc/commissions/spokane-city-county-historic-landmarks-commission/agendas/2022/02/shlc-agenda-2022-02-16.pdf>

To participate by phone

Call: 1-408-418-9388
Enter: **2499 533 9520** followed by # when prompted for a meeting number or access code
Enter # when prompted for an attendee ID

Meeting
Password: **ZrudPAqP548**

BUILDING OFFICIAL HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 2636 E 37th AVE, SPOKANE, WASHINGTON, 99223, PARCEL NUMBER 35334.0348, LEGAL DESCRIPTION GARDEN PARK FIELDS SUB B5 LT 3 EXC E30' & ALL LT 4 BLK 1, in compliance with the Spokane Municipal Code stating that a hearing on this matter will be held before the Building Official on February 22, 2022 at 1:30 p.m. These hearings are typically held in the Council Briefing Room, Lower Level, City Hall, however due to the COVID-19 pandemic this meeting will occur remotely. Participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said show cause hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Tavis Schmidt
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6300
tschmidt@spokanecity.org

BUILDING OFFICIAL HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 1819 W BOONE, SPOKANE, WASHINGTON, 99201, PARCEL NUMBER 25131.5210, LEGAL DESCRIPTION IDES 3RD L11 B1, in compliance with the Spokane Municipal Code stating that a hearing on this matter will be held before the Building Official on February 22, 2022 at 1:30 p.m. These hearings are typically held in the Council Briefing Room, Lower Level, City Hall, however due to the COVID-19 pandemic this meeting will occur remotely. Participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said show cause hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Jason Ruffing
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6300
jruffing@spokanecity.org

BUILDING OFFICIAL HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 3417 N LEE STREET, SPOKANE, WASHINGTON 99207, PARCEL NUMBER 35044.0508, LEGAL DESCRIPTION: BROADVIEW ADD L9 B21, in compliance with the Spokane Municipal Code stating that a first hearing on this matter will be held before the Building Official on February 22, 2022 at 1:30 p.m. These hearings are typically held in the Council Briefing Room, Lower Level, City Hall, however due to the COVID-19 pandemic this meeting will occur remotely. Participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said first hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Francisca Rapier
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6300
frapier@spokanecity.org

General Notices

CANCELLATION NOTICE REGULAR MEETING OF THE CIVIL SERVICE COMMISSION 9:30 A.M. FEBRUARY 15, 2022

The regularly scheduled meeting of the Civil Service Commission, scheduled for 9:30 a.m. on February 15, 2022, is hereby canceled.

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.

POLICE RECORDS SPECIALIST SPN 016C OPEN ENTRY

DATE OPEN: Monday, February 7, 2022 **DATE CLOSED:** Applications will be accepted until further notice
SALARY: \$36,938.81 annual salary, payable bi-weekly, to a maximum of \$57,762.43

DESCRIPTION:

If you are a data focused records professional that wants to make a difference in your community, City of Spokane Police Records team may have the job you've been looking for. The City of Spokane Police Department is looking for a Police Records Specialist. We need someone that is organized, has a sharp-eye for details and is meticulously accurate. If you are someone with solid experience maintaining records, coupled with strong data management skills, you may be the perfect fit for this job.

- You are a motivated team player who is open to accepting feedback and opportunities to grow.
- You quickly identify data on source records and translate into entry data.
- You can perform highly detailed records management, disseminating and providing critical information.
- You are able to provide independent judgment, within the limits of regulatory laws and policy.
- You want to develop a solid understanding of Police Department record management.

Our Police Records Specialists have excellent advancement opportunities, professional development, annual pay step increases and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity, for the full job specification and compensation details.

DUTIES:

- Provides records management for multiple law enforcement agencies and criminal justice agencies throughout Spokane County. Receives counter and telephone inquiries, answers questions of a general and law enforcement nature, and refers individuals to appropriate sources of information.
- Assigned to two or more of the five distinct work groups within the section consisting of: hot seat/data entry, court document management, public records disclosure, public window, and processing, but will be expected to learn and perform in all work group areas as needed.
 - *Hot seat/data entry.* Reviews, verifies and processes reports, warrants, requests, teletypes and faxes. Enters, updates and corrects multiple databases as required. Reports processed include, but not limited to, runaway/missing person reports, stolen vehicle recoveries and warrants, offender based tracking system, ineligible to possess firearm.
 - *Court document management.* Reviews court orders, enters information into databases and updates databases as the court orders are served or status is changed. These could include no-contact orders,

temporary protection orders, permanent protection orders, anti-harassment orders, sexual assault protection orders, vulnerable adult protection orders and restraining orders.

- *Public record disclosure.* Processes requests for public records; redacts the requested records according to applicable Washington State codes and provides the records to the requestor.
- *Public window.* Reviews applications for gun licenses, conducts criminal background checks for concealed pistol licenses, gun transfers, special commission officers, firearm dealers, and military candidates. Performs cash transaction duties handling funds, change, receipts, reconciliation, deposits, and disbursements.
- *Processing.* Receives, sorts, reviews, scans, indexes, makes copies, corrects and disseminates documents as required by applicable laws, policies and procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

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

- *Education:* High school diploma or equivalent, **AND**
- *Experience:* Two years of clerical experience involving records maintenance.
- *Substitution:* One year of business or clerical education above the high school level may substitute for one year of the experience requirement.
- *Typing:* Ability to type at the rate of 40 words per minute.

Upon notification that you have passed through the minimum qualifications, you will receive a Personal History Packet to complete and submit. This documentation will be used to conduct a background investigation. **It is a MANDATORY MINIMUM REQUIREMENT to complete the Personal History Packet.** If the Personal History Packet is **NOT** received in Civil Service by the deadline given, your application will be moved to the following month's examination.

Note: Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment and obtain ACCESS II certification within the probationary period.

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%

MULTIPLE-CHOICE TEST DETAILS

Multiple-choice tests will be conducted online. Qualified candidates will receive a link to the multiple-choice test in a separate email, on the day of the test. Please note that this email will be sent from FastTest (noreply@fasttestweb.com).

- Applicants who apply and meet the minimum qualifications between Monday, February 7, 2022 and Monday, February 21, 2022 will test Thursday, February 24, 2022 through Tuesday, March 1, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, February 22, 2022 and Monday, March 28, 2022 will test Thursday, March 31, 2022 through Tuesday, April 5, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 29, 2022 and Monday, April 25, 2022, and will test Thursday, April 28, 2022 through Tuesday, May 3, 2022.

If you do not have access to a personal computer, you may schedule to test in the Civil Service Test Room, on a provided computer. Candidates requiring use of a Civil Service computer will take the test at Spokane City Hall, 808 W. Spokane Falls Blvd. Spokane WA 99201.

Qualified candidates will be required to schedule their testing format (online or in-person), following approval of their Personal History Packet.

The approximate duration of the test will be 2 hours and online connectivity is required, throughout.

The test may include the following subjects:

- Accuracy & Error Detection
- Basic Computer Literacy
- Grammar Fundamentals
- Interpersonal Relations
- Proofreading
- Records Management
- Vocabulary & Spelling

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

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 3rd day of February 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

POLICE RECORDS SPECIALIST SPN 016C
PROMOTIONAL

DATE OPEN: Monday, February 7, 2022 DATE CLOSED: Applications will be accepted until further notice
SALARY: \$36,938.81 annual salary, payable bi-weekly, to a maximum of \$57,762.43

DESCRIPTION:

Performs difficult specialized records management work providing information and records maintenance functions in the Records section of the Police Department.

DUTIES:

- Provides records management for multiple law enforcement agencies and criminal justice agencies throughout Spokane County. Receives counter and telephone inquiries, answers questions of a general and law enforcement nature, and refers individuals to appropriate sources of information.
- Assigned to two or more of the five distinct work groups within the section consisting of: hot seat/data entry, court document management, public records disclosure, public window, and processing, but will be expected to learn and perform in all work group areas as needed.
 - *Hot seat/data entry.* Reviews, verifies and processes reports, warrants, requests, teletypes and faxes. Enters, updates and corrects multiple databases as required. Reports processed include, but not limited to, runaway/missing person reports, stolen vehicle recoveries and warrants, offender based tracking system, ineligible to possess firearm.
 - *Court document management.* Reviews court orders, enters information into databases and updates databases as the court orders are served or status is changed. These could include no-contact orders, temporary protection orders, permanent protection orders, anti-harassment orders, sexual assault protection orders, vulnerable adult protection orders and restraining orders.
 - *Public record disclosure.* Processes requests for public records; redacts the requested records according to applicable Washington State codes and provides the records to the requestor.
 - *Public window.* Reviews applications for gun licenses, conducts criminal background checks for concealed pistol licenses, gun transfers, special commission officers, firearm dealers, and military candidates. Performs cash transaction duties handling funds, change, receipts, reconciliation, deposits, and disbursements.
 - *Processing.* Receives, sorts, reviews, scans, indexes, makes copies, corrects and disseminates documents as required by applicable laws, policies and procedures.
- Performs related work as required.

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:* Two years of regular employment with the City at the level of Clerk II (SPN 002) or higher clerical classification.
- *Typing:* Ability to type at the rate of 40 words per minute.

Note: Current, non-probationary City employees within the line of progression may apply for this promotional recruitment if they meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

Open-Entry Requirements:

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

- *Education:* High school diploma or equivalent, **AND**
- *Experience:* Two years of clerical experience involving records maintenance. A year of business or clerical education above the high school level may substitute for one year of the experience requirement.
- *Typing:* Ability to type at the rate of 40 words per minute.

Upon notification that you have passed through the minimum qualifications, you will receive a Personal History Packet to complete and submit. This documentation will be used to conduct a background investigation. **It is a MANDATORY MINIMUM REQUIREMENT to complete the Personal History Packet.** If the Personal History Packet is **NOT** received in Civil Service by the deadline, your application will be moved to the following month's examination.

Note: Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment and obtain ACCESS II certification within the probationary period.

EXAMINATION DETAILS:

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

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

Upon request, at time of application, 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 and a performance evaluation (PAR), with weights assigned as follows:

- Multiple-choice Test: 80%
- Performance Evaluation: 20%

MULTIPLE-CHOICE TEST DETAILS

Multiple-choice tests will be conducted online at City Hall, Civil Service - 4th Floor Test Room, 808 W. Spokane Falls Blvd.

- Applicants who apply and meet the minimum qualifications between Monday, February 7, 2022 and Monday, February 21, 2022 will test Wednesday, February 23, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, February 22, 2022 and Monday, March 28, 2022 will test Friday, April 1, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 29, 2022 and Monday, April 25, 2022, and will test Wednesday, April 27, 2022.

The approximate duration of the test will be 2 hours and online connectivity is required, throughout.

The test may include the following subjects:

- Accuracy & Error Detection
- Basic Computer Literacy
- Grammar Fundamentals
- Interpersonal Relations
- Proofreading
- Records Management
- Vocabulary & Spelling

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.

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of February 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

LABORER II

SPN 502

(Announcement of 11/15/2021)

The above titled announcement is hereby amended to read:

Examination Details:

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing 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 written test, with scoring weight assigned as follows:

- Multiple-Choice Examination: 100%

EXAMINATION DETAILS:

Two methods of testing will be offered. Candidates will choose which method is best for them and self-schedule accordingly. Self-schedule notifications will be sent to candidates upon approval of application review.

- *Written Testing* will be conducted in Studio E at The Hive, (2904 E Sprague Ave, Spokane, WA 99202) on the following dates:
 - Applicants who apply and meet the minimum qualifications between Tuesday, February 1, 2022 and Monday, February 21, 2022 will test on Thursday, February 24, 2022 at 9:30 a.m. or 12:00 p.m. Pacific time.
 - Applicants who apply and meet the minimum qualifications between Tuesday, February 22, 2022 and Monday, March 28, 2022 will test on Thursday, March 31, 2022 at 9:30 a.m. or 12:00 p.m. Pacific time.
 - Applicants who apply and meet the minimum qualifications between Tuesday, March 29, 2022, and Monday, April 25, 2022 will test on Thursday, April 28, 2022 at 9:30 a.m. or 12:00 p.m. Pacific time.

- ***Online Remote Testing will be offered.*** Multiple-choice examination links with instructions will be emailed prior to 9:00 a.m. Pacific time on the start dates, and will expire at 4:00 p.m. on the due dates as listed below. Keep in mind that the test link will be emailed from FastTest (noreply@fasttestweb.com).
- Applicants who apply and meet the minimum qualifications between Tuesday, February 1, 2022 and Monday, February 21, 2022 will test Thursday, February 24, 2022 through Tuesday, March 1, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, February 22, 2022 and Monday, March 28, 2022 will test Thursday, March 31, 2022 through Tuesday, April 5, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 29, 2022 and Monday, April 25, 2022, and will test Thursday, April 28, 2022 through Tuesday, May 3, 2022.

NOTE: Remote examinees 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.

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

The test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Organizational Awareness
- Safety & Occupational Hazards
- Teamwork
- Technical Competence
- Vehicle Operations.

Notice for Bids

Supplies, Equipment, Maintenance, etc.

PROPERTY TITLE SERVICES

City of Spokane Facilities Management Department

RFP # 5561-22

Description: The City of Spokane is soliciting electronic Proposals for Property Title Services

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, FEBRUARY 14, 2022**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, FEBRUARY 14, 2022**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> then click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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

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

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

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

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

Publish: February 2 & 9, 2022

PORTABLE TOILET AND WASH STATION RENTAL SERVICES -REBID

City of Spokane Purchasing Department

RFP # 5593-22

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

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, FEBRUARY 21, 2022**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, FEBRUARY 21, 2022**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> then click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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

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

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

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

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

Publish: February 9 & 16, 2022
