



**CITY OF SPOKANE**  
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April 22, 2016

Troy Bruner, Chair  
Spokane Ethics Commission  
City of Spokane  
808 West Spokane Falls Boulevard  
Spokane WA 99201

Re: Request for Decision from City of Spokane Ethics Commission

Dear Mr. Bruner,

I am seeking review and approval to utilize the services of a City employee who is leaving City employment on May 6, 2016. I want to make sure if we decide to contract with her in the future that we will not be running afoul of the City Code of Ethics prohibiting employment after leaving the City.

Specifically, Erin Jacobson, who has worked for the City Attorney's Office as the Chief Labor Assistant City Attorney for over seven years, will be employed next month by a company called Archbright. Archbright provides a variety of human resources benefits to its members, including HR advice and legal counsel, workers' compensation services and employment law and labor relations. Erin's experience in employment law and labor relations while at the City has been invaluable, and it will be difficult to replace her skill set.

The City has never contracted with Archbright before, and there is no present contractual relationship with Archbright. I would like the flexibility to be able to retain Erin's services in the future if the need arises on the matters within her areas of expertise. Those services would be pursuant to a contract approved in the ordinary course of business in the future.

Again, I do not see that retaining Erin's services in the future poses any problem, but in an abundance of precaution, I thought it would be best to advise the Ethics Commission of this issue if there should be any concerns. I understand the Commission has reviewed previous requests of this nature, and provided guidance. I am happy to provide any additional information upon request.

Sincerely,

Theresa M. Sanders  
City Administrator