



Official Gazette

City of Spokane, Washington

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

Volume 103

APRIL 3, 2013

Issue 14



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

MICHAEL A. ALLEN (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

NANCY McLAUGHLIN (DISTRICT 3)

STEVE SALVATORI (DISTRICT 3)

JON SNYDER (DISTRICT 2)

AMBER WALDREF (DISTRICT 1)

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:

<http://www.spokanecity.org/services/documents>

To receive the Official Gazette by e-mail, send your request to:
clerks@spokanecity.org

INSIDE THIS ISSUE

MINUTES	390
POLICIES AND PROCEDURES	394
JOB OPPORTUNITIES	404
NOTICES FOR BIDS	405

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

MINUTES OF SPOKANE CITY COUNCIL**Monday, March 25, 2013****BRIEFING SESSION**

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

Roll Call

On roll call, Council President Stuckart and Council Members Allen, McLaughlin, Salvatori, Snyder, and Waldref were present. Council Member Fagan was absent.

Assistant City Attorney Mike Piccolo and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

No Advance Agenda Review was held as the April 1, 2013, regularly scheduled City Council meeting has been canceled.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council considered the March 25, 2013, Current Agenda items.

CONSENT AGENDA

Upon motion of Council Member McLaughlin, seconded by Council Member Allen, City Council unanimously (Council Member Fagan absent) approved Staff Recommendations for the following:

Increase administrative reserve on contract with Halme Construction, Inc. (Davenport, WA) for Lower Hollywood Sewer Replacement—increase of \$22,000 for a total administrative reserve of \$41,589.20, or 21.2% of the contract price. (PRO 2012-0042 / ENG 2010103)

Contract with Kemira Water Solutions (Spokane, WA) for an estimated 5,000 tons, more or less, of Aluminum Sulfate for use at the Riverside Park Water Reclamation Facility for phosphorus removal—estimated expense \$1,212,005 (including tax). (OPR 2013-0213 / BID 3902-13)

Loan Agreement with Washington State Public Works Board for pre-construction of Plains System Second Reservoir—\$300,000. (OPR 2013-0214)

Memorandum of Understanding with the University District Public Development Authority (UDPDA) to provide a process and framework for the UDPDA to prioritize redevelopment projects to be completed within the Spokane University District Revitalization Area, and to put together a corresponding work plan to support such projects. (OPR 2013-0215)

Setting public hearing before City Council for April 15, 2013, regarding moratorium on the establishment of medical cannabis collective gardens and licensed dispensaries as set forth in Ordinance No. C34968. (ORD C34968)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through March 18, 2013 total \$3,178,001.10 (Warrant Nos. 464371 through 464772; ACH Payment Nos. 9915 through 9974), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$2,910,700.86. (CPR 2012-0002)

- b. Payroll claims of previously approved obligations through March 16, 2013: \$5,533,434.25 (Warrant Nos. 511383 through 511601). (CPR 2012-0003)

Executive Session/Council Recess

The City Council adjourned at 3:34 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Regular Legislative Session, with Council President Pro Tem Snyder and Council Members Allen, McLaughlin, Salvatori, and Waldref present. Council President Stuckart and Council Member Fagan were absent. Assistant City Attorney Mike Piccolo and City Clerk Terri Pfister were also present.

TOWN HALL SESSION

Invocation

An invocation was provided by Pastor Vince Schott, All Nations Christian Center.

Pledge of Allegiance

The Pledge of Allegiance was lead by members of Boy Scout Troop #130.

Roll Call

On roll call, Council President Pro Tem Snyder and Council Members Allen, McLaughlin, Salvatori, and Waldref were present. Council President Stuckart and Council Member Fagan were absent.

There were no **Appointments**.

There were no **City Administration Reports**.

COUNCIL COMMITTEE REPORTS

Public Works Committee

Council Member Salvatori reported on the Public Works Committee meeting held earlier today (March 25). Minutes of the Public Works Committee meetings are filed with the City Clerk's Office and are available for review following approval by the Public Works Committee.

TOWN HALL FORUM

Mr. Rick Bocook invited members to attend an event that is put on by one of the young members of the Peace and Justice Action League, Alyssa Henderson. He noted the event will be on Sunday, April 14, between noon and 2 p.m. by Manito.

There were no **Legislative Agenda items**.

NEIGHBORHOOD REPORTS

Thomas Speight, Director, East Central Community Center, welcomed Council Members to the East Central Community Center, as well as thanked the City Council for holding the meeting at the Community Center. As Director, he noted the Community Center has had a huge task. For over 30 years, East Central Community Center was a department of the City. As of December 22, East Central Community Organization took over the management. Mr. Speight stated staff has done a lot of work, and there are still a number of tasks ahead; but they are very happy to do the job. He then provided a summary of the Center's activities. Neighborhood Services Director Heather Trautman provided welcoming and introductory comments for the Town Hall meeting. Ms. Trautman provided an overview of Neighborhood Services and noted the department operates under a motto that you don't have to move to live in a better neighborhood here in the City of Spokane. Rod Minarik of Neighborhood Services provided remarks regarding the neighborhoods and facilitated neighborhood reports, as follows:

- Teresa Kafentzis reported on Southgate.
- Lois D.'Ewart reported on COPS East Central and Christy Hamilton reported on COPS Southeast.

- Chris Tornquist reported on South Hill Coalition. (For more information, visit www.southhillcoalition.org).
- Deb Barnes and Anne Bergeman reported on Manito/Cannon Hill.
- Jon Galow reported on Comstock.
- Gary Schumacher reported on Lincoln Heights.
- Dean Lynch reported on Rockwood.
- Jerry Numbers reported on East Central, along with Chris Venne and Reverend Deborah Conklin.

Mr. Minarik provided closing remarks, and he thanked all the presenters and neighborhood councils and the COPS Shops for their hard work and presentations this evening. In addition, he thanked the City Council for clearing its agenda to hear neighborhood reports. Mr. Minarik also recognized and thanked Landon Carroll who did quite a bit of work to get the Town Hall meeting set up.

No individuals spoke during the **second Town Hall Forum**.

ADJOURNMENT

There being no further business to come before the City Council, the March 25, 2013, Regular Legislative Session of the City Council adjourned at 7:34 p.m. The next regular meeting of City Council will be held on Monday, April 8, 2013.

Note: The regularly scheduled City Council meeting for Monday, April 1, 2013, is canceled.

MINUTES OF SPOKANE CITY COUNCIL Thursday, March 28, 2013

A Special Meeting of the Spokane City Council was held on the above date at 3:31 p.m. in the City Council Briefing Center, Lower Level - City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members McLaughlin, Salvatori, Snyder and Waldref were present. Council Members Allen and Fagan were absent. Council Member McLaughlin left at 4:25 p.m.

The following topics were discussed:

- Mann Center Update
- Downtown Spokane Partnership Update

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

The meeting adjourned at 4:45 p.m.

CIVIL SERVICE COMMISSION MEETING March 19, 2013

Mary Doran, Chairperson, called the regular meeting to order at 9:30 a.m. All Commission members were present.

Agenda Item I.

Approval of Minutes:

Ms. Doran introduced the Minutes from the regular meeting of February 19, 2013, for approval. Hearing no changes or corrections, Ms. Doran stated that the minutes would stand approved as prepared.

Agenda Item II.

Staff Activities:

Glenn Kibbey, Chief Examiner, noted that February was another busy month for the staff with job announcements and examinations.

The following statistics were reported for February 2013:

Announcements issued	5	Classifications under review	43
Examinations	19	Classifications reviewed	1
Requisitions received	29	Classifications revised	1
Requisitions certified	27	Classifications New/Deleted	1/0
Requisitions pending	2	Title Changes	0
Requisitions cancelled	1	Surveys completed/cancelled/ pending	3/0/6

Average days from departmental initiation to receipt of requisition in Civil Service = 7.2

Average days from requisition receipt to certification = 0.2

Percentage of requisitions certified within 24 hours of receipt = 100%

Mr. Kibbey noted that the cancelled requisition was for the classification of Projectionist. The IMAX theater has gone to a six month season and we are waiting to see if the IMAX theater will continue before we fill it on a classified basis.

Mr. Kibbey noted that several of the pending surveys are near completion. Civil Service received an appeal of the results of one of the surveys and are in the process of resurveying the position. The survey was conducted while the employee was in transition; the organization has now been finalized. Civil Service has met with both labor and management and have resolved the process for re-evaluating the position.

Mr. Kibbey reported additional details regarding examinations administered during February, as well as classification surveys. Mr. Kibbey reported on the minimum requirement changes to the classification of Arborist. The changes have been agreed to by both management and the respective bargaining unit.

Agenda Item III.

Classification Resolution:

Mr. Kibbey introduced the classification resolution which provides for the deletion of the classifications of Records Officer, Public Works Program Coordinator, Outreach Coordinator, Facilities Program Manager, Youth Involvement Coordinator, Auditor-Internal/Tax, and Parking Supervisor. These classifications are currently vacant and management does not foresee the use of these classifications in the foreseeable future. If a department wanted to use one of these classifications, it would be reactivated through a classification resolution. Labor and management concur on the deletion of these classifications. Craig Hult moved for deletion of the classifications. Jim DeWalt seconded the motion, and the motion carried unanimously.

Agenda Item IV.

Local 270 Appeal of Lay Off of East Central Community Center Employees and Contracting Classified Work:

The Civil Service Commission held a hearing regarding a claim filed by Local 270 regarding the layoff of employees at the East Central Community Center and the issue of contracting out classified work. The claim was filed with the Commission on December 26, 2012, by Mike Smith, Staff Representative for Local 270. The Commission heard oral argument from both Local 270, represented by Audrey Eide, General Counsel for the Washington State Council of County and City Employees, and the City, represented by Erin Jacobson, Assistant City Attorney for the City of Spokane. The Commission further considered testimony presented by Mike Smith and Joe Cavanaugh, Local 270 President, during the hearing and the pre-hearing briefs filed by both parties.

Local 270's claim is based upon the City's decision to no longer operate the East Central Community Center (ECCC) as a City department but instead transfer the operation of the Center to a non-city organization pursuant to a request of proposals. On June 7, 2012, a meeting was held with representatives of Local 270, the ECCC employees, Human Resources, Civil Service, and Retirement representatives to discuss the potential transition. On June 25, 2012, the City issued a request for proposals to transition management of the ECCC to an outside organization. The City issued layoff notices on various dates to the affected employees. All affected employees received their layoff notice letters at a minimum of ten days prior to the December 22, 2012 effective date, as required by Rule IX, Section 7 of the Civil Service Rules.

On August 9, 2012, Local 270, through its staff representative Mike Smith, sent to Heather Lowe, the City's Human Resources Director a letter stating that Local 270 demanded negotiations in accordance with RCW 41.56 regarding the City's decision to transfer work from the ECCC to an outside agency. Local 270 considered this decision to be contracting out bargaining unit work and that the City's decision and the impact of the decision was a mandatory subject of bargaining. The City's Human Resources Director responded that it was the City's contention that the Union had waived the right to bargain the decision by failing to make a timely demand following the City's notice of intent. The City and East Central Community Organization entered into a contract for the management of the East Central Community Center dated November 21, 2012. On December 24, 2012, Local 270 filed its claim with the Civil Service Commission pursuant to Rule XI, Section 3 of the Civil Service Rules.

The employees from the ECCC who were laid off were Local 270 members. Rule IX, Sections 6 and 7 establishes lay off procedures. Local 270 did not make any allegations or present any arguments that the City violated any Civil Service rules regarding lay off procedures.

In its pre-hearing brief, Local 270 requested that the Civil Service Commission find that the contract for services with the East Central Community organization be held void as unlawful and in violation of the Civil Service Rules and that the former employees of the ECCC be reinstated. Local 270 failed to identify the authority within the Civil Service Rules that would authorize the Commission to grant such relief.

Commission recessed for executive session to deliberate at 10:53 a.m. and reconvened at 11:13 a.m.

Motion by Cheryl Beckett moved that "the claim filed by Local 270 regarding the layoff of employees at the East Central Community Center is denied due to Local 270's failure to identify any provisions of the Civil Service Rules that were violated by the City, and the failure by Local 270 to identify provision of the Civil Service Rules that would authorize this Commission to grant the remedy requested." Phyllis Gabel seconded the motion, and the motion carried unanimously.

Agenda Item V.

Civil Service Annual Report:

Mr. Kibbey presented the corrected Annual Report and requested the Commission to accept the Annual Report unless there were further changes or corrections to be made. Craig Hult moved to accept the Annual Report. Ms. Gabel seconded the motion, and the motion carried unanimously.

Agenda Item VI.

Other Business:

There was no further business to come before the Commission. Ms. Doran adjourned the meeting at 11:16 a.m.

Glenn Kibbey
Chief Examiner

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 5600-13-01 / LGL 2004-0019

**EFFECTIVE DATE: November 18, 1997
REVISION EFFECTIVE DATE: March 26, 2013**

TITLE: PURCHASING CARDS

1.0 GENERAL

1.1 This document sets forth the City's policy and procedure by which the City will conduct the Purchasing Card Program.

1.2 Any questions or comments should be directed to the Accounting Department at 625-6020.

1.3 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions except the Library Department.

3.0 REFERENCES

Resolution 97-107
Resolution 04-141

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

5.1 It is the policy of the City of Spokane to allow employees to use Purchasing Cards for specific procurements. Purchasing Cards are designed to provide a convenient and efficient method of procuring low value goods and services. City users will be able to make these small purchases simply and easily when a need arises. Purchasing Cards will reduce costs associated with processing requisitions, purchase orders and accounts payable, while creating good business relations with suppliers by speeding up payments to them. These efficiencies will allow all groups and individuals involved to be more effective and focused on the value added aspect of their jobs.

5.2 Employee Eligibility.

- 5.2.1 Purchasing Cards will be issued to authorized regular City employees only. The department head is responsible for authorizing his/her employees to use a Purchasing Card. Temporary/seasonal employees are not eligible to participate in the program. The Accounting Director has final approval.
- 5.2.2 The employee whose name appears on the card is the only individual who may use the card.
- 5.2.3 An authorized employee will be required to make application and sign and abide by a cardholder agreement.

5.3 Purchasing Card Use - General.

- 5.3.1 The maximum transaction amount, the maximum monthly card limit, and the City's aggregate monthly limit will be established by the Chief Financial Officer or his/her designee.
- 5.3.2 A department head may establish lower limits for department employees.
- 5.3.3 Use of the Purchasing Card does not relieve the cardholder from complying with City and departmental policies and procedures. The Purchasing Card is not intended to replace effective procurement planning which can result in quantity discounts, reduced number of trips, and more efficient use of City resources.
- 5.3.4 The cardholder will be responsible to report a lost or stolen card by phoning the contracting bank and advising his/her department head and the Accounting Department. The Accounting Department will confirm the loss in writing to the Bank. Only the Accounting Department's Purchasing Card Administrator may authorize a replacement card.
- 5.3.5 Cardholders are responsible to immediately inform the Accounting Department of any fraud directly relating to their purchasing card which occurred outside of their control, such as unauthorized charges.

5.4 The following conditions must be met when using the Purchasing Card:

- 5.4.1 Each single purchase may be comprised of multiple items, but the total must not exceed the maximum established transaction limit.
- 5.4.2 When a purchase exceeds the maximum established transaction limit, the normal procedure of using purchase orders must be followed. Purchases must not be split to circumvent the transaction limit.
- 5.4.3 The least expensive item that meets the needs of the department should be sought.
- 5.4.4 Cardholders must follow their department's administrative control of funds procedures to ensure that sufficient budgeted funds are available for the purchase.

- 5.4.5 The cardholder must obtain an itemized receipt from the vendor and submit the receipt along with their reconciled account statement to the Accounting Department for payment.

5.5 Card Restrictions.

- 5.5.1 The following list covers purchases for which the Purchasing Cards are specifically prohibited:

- Cash advances or cash refunds;
- Personal use of any kind or any non-City purpose;
- Capital expenditures;
- Telecommunications equipment, software or services unless approved by MIS (cell phone accessories are OK);
- Travel, lodging, or meals while traveling;
- Fuel for City vehicles;
- Computer hardware, software, or peripherals (except MIS, Police Information Systems and Fire Information Systems) including any technology that attaches to, connects to or passes through PC, network or wireless devices. The following may be procured by Purchasing Card: keyboards, thumb drives, mice, cameras (photo, not PC type) and tablet device accessories (data plans and wireless devices for tablet devices must be processed through MIS);
- Repairs to City vehicles (except Fire Department and Parks and Recreation Department grounds maintenance equipment);
- Work considered to be a public work;
- Goods or services on City contracts; unless payment by credit card was specifically contracted.

- 5.5.2 The following list covers merchant categories from which the entire City account is restricted:

- Airlines
- Auto Rentals
- Casinos, Gaming
- Dating Services
- Drinking Places
- Furriers
- Government Services
- Hotels
- Liquor Stores
- Massage Parlors

- 5.5.3 A department head may specify further prohibitions or restrictions for department employees.

5.6 Misuse of the Purchasing Card

- 5.6.1 If for any reason disallowed charges are not repaid by the cardholder before the card billing is due and payable, the City shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the purchasing card contractor. Consequences for misuse of the Purchasing Card can include:

- Permanent revocation of Purchasing Card privileges;
- Assignment of wages for repayment of discrepancies;
- Notification to the Chief Financial Officer and the Internal Auditor to investigate the matter further;
- Disciplinary action, up to and including discharge.

5.7 Card Cancellation

- 5.7.1 A Purchasing Card may be canceled for any of the following reasons:

- The card is lost or stolen;
- The employee transfers to another department;
- The employee retires, resigns, or is otherwise terminated from City employment;
- The authorizing department head requests cancellation for any reason;
- The City Administrator or Chief Financial Officer approves cancellation by recommendation of the Accounting Director for cardholder misuse or abuse of card privileges.

- 5.7.2 It is the responsibility of the department head to advise the Accounting Department of the termination or transfer of any cardholder. The Accounting Department will then cancel the cardholder's Purchasing Card.

6.0 PROCEDURE

6.1 General Information.

- 6.1.1 Authorized employees will each receive a unique Purchasing Card with the employee's name and department name embossed on it. Only the employee shall use the card. No other person may use it. It has been specially designed to avoid confusion with personal credit cards. In all other respects, the card is considered a regular credit card. However, the Purchasing Card must not be used for personal purchases under any circumstances!
- 6.1.2 In order to receive a Purchasing Card, the employee will submit a Purchasing Card Application form to the Accounting Department. The employee's department head must authorize use of the card and indicate the desired spending limit per transaction and per month, up to the maximum limits established by the City.
- 6.1.3 When the Purchasing Card is received at the Accounting Department, the employee will be contacted to personally sign a Cardholder Agreement.
- 6.1.4 Prior to using the card, the employee must telephone the bank to activate his/her account by calling the toll-free phone number given on the card.
- 6.1.5 Employees should sign their card immediately; exactly as they will sign the purchase receipts.
- 6.1.6 Employees may use their Purchasing Card at any merchant that accepts credit cards for payment. See Exclusions listed above.

6.2 Making A Purchase In Person

- 6.2.1 Cardholders shall obtain an itemized receipt for any purchases made. Sometimes the vendor will give a single receipt that includes the credit card transaction information as well as the itemized list of merchandise purchased. Some vendors may give two receipts; one for the credit card transaction and one for the merchandise. In either case, the employee must retain both of these documents and submit them to the Accounting Department with his/her reconciled Transaction Log. The receipts must give a description of each item purchased, price, totals and must include tax, where applicable.
- 6.2.2 The merchant will require a signature on the sales draft. Before signing the draft, the cardholder shall verify that the dollar amount is correct and that sales tax has been added, where applicable. Typically, City purchases are taxable. Also, verify that the merchant business name is on the receipt.
- 6.2.3 Safeguard the Purchasing Card and the Purchasing Card number from unauthorized users. Do not allow anyone else to use it. Keep the card in a safe place. Make sure that the merchant returns the card.
- 6.2.4 Retain itemized receipts for completing the Transaction Log.
- 6.2.5 If someone other than the cardholder is sent to pick up an item, he/she must sign the charge slip as follows: "Received by (name)".

6.3 Making A Telephone, Mail, Internet Or Fax Order

- 6.3.1 When placing a telephone, mail, internet or fax order, the employee will be asked to provide his/her name, credit number, expiration date on the card, and an appropriate billing address. Order forms that allow credit card payment will require the cardholder's signature.
- 6.3.2 The cardholder shall specify to the merchant that an itemized receipt that shows description of item and tax on taxable items must be shipped with the merchandise.
- 6.3.3 When the order arrives, the receipt document(s) should be retained and submitted to the Accounting Department with the Transaction Log.
- 6.3.4 If a mail, phone or fax order transaction is posted to the statement before actual receipt of the goods, it should be noted on the Transaction Log. The receipt, with explanation, should be forwarded to the Accounting Department as soon as possible. (A merchant can not charge the card until an order has been shipped, so the delay time should only be the time it takes for shipping.)
- 6.3.5 For subscription payment, the original subscription form or renewal form shall be attached to the Transaction Log where the charge appears.

- 6.3.6 Internet orders should only be placed with reputable merchants who provide a secure ordering site. A secure site will show a padlock icon in the lower right corner of the computer screen, or will have an internet URL address beginning with "https".
- 6.3.7 For registration payments for out of town conferences/classes, etc., a copy of the signed Travel Authorization shall be attached to the Transaction Log where the charge appears.
- 6.3.8 For food purchases for trainings/meetings, etc., an agenda and a sign-in sheet for said training/meeting, etc. shall be attached to the Transaction Log where the charge appears.

6.4 Procedures After Purchase

- 6.4.1 The cardholder is required to record the details of each purchase in the Transaction data base, which is on the JPMChase Website, Paymentnet. Detailed instructions in on-line coding and printing of the Transaction Log will be provided to each cardholder.

The Transaction Log will include the following information:

- Cardholder's name, department name and phone number
- Month/Year of the billing cycle being recorded
- Date of transaction
- Merchant Name
- Complete item(s) description (Be specific. A description of "Misc. Parts" is not acceptable.)
- Budget Code & Budget Code Detail for each transaction
- Indicator of whether sales tax has been charged correctly
- Total amount charged for each transaction
- Total purchases for the billing cycle

On-line transaction coding must be completed no later than the tenth (10th) of each month.

- 6.4.2 After coding all the transactions on the Paymentnet website, all itemized receipts for this billing cycle shall be attached to the Transaction Log (but only for those transactions shown on the bank statement. If there are any receipts for purchases that didn't get posted on this bank statement, the cardholder should hold them over and record them on next month's Transaction Log.)
- 6.4.3 The City's billing cycle runs from the second (2nd) of the month through the first (1st) of the following month. The cardholder shall print the Statement and Transaction Log from the Paymentnet website. The statement will show all transactions posted to each cardholder's account during the billing cycle. The total figure on the Transaction Log shall match the total on the received bank statement.
- 6.4.4 The cardholder shall sign the Transaction Log, obtain his/her department head or designee's approval signature, and return to the Accounting Department by the twelfth (12th) of the month.
- 6.4.5 If an item is being returned, attach the credit slip to the Transaction Log for the month in which the credit appears on the statement. It is the cardholder's responsibility to see that returns are properly credited. A return of goods purchased using the Purchasing Card must always result in a credit issued towards the cardholder's Purchasing Card account. If a merchant refuses to issue a credit, contact the Accounting Department.
- 6.4.6 If there is a charge on the statement that the cardholder does not recognize, the Bank should be contacted at 1-800-270-7760 to obtain the identification of the charge. If after contacting the Bank, the employee still does not recognize the charge, contact the Accounting Department.
- 6.4.7 If an employee will not be available to complete and sign the Transaction Log because of leave or travel, all sales receipts, credits, etc. should be forwarded to the employee's department head or designee so the Transaction Log can be completed and returned to the Accounting Department on time.

6.5 Dispute Resolution Process

- 6.5.1 If a charge shown on the statement is incorrect, or is still unrecognizable after contacting the Bank, the cardholder shall contact the Accounting Department. The Accounting Department will then contact the Bank.
- 6.5.2 The Bank will then send the cardholder a letter, requesting information. The required written information shall be returned to the bank within sixty (60) days of the date of the first statement on which the disputed charge occurred. The cardholder shall make two (2) copies of the letter, attach one (1) copy to the Transaction Log and keep the other copy.

- 6.5.3 The Bank will research the charge and make necessary adjustments to the account. The disputed item will be noted on the following month's statement for reconciliation purposes. The disputed item will be reflected in the outstanding balance but will not be part of the total amount due.
- 6.5.4 When a disputed item has been resolved, a line item credit will be added to the statement and reflect a note regarding the status of the credit. The outstanding balance will be adjusted by the credit amount to reflect the final settlement of the disputed item.

6.6 Lost Or Stolen Card

- 6.6.1 In the case of a lost or stolen card, the cardholder shall immediately notify the Accounting Department at 625-6020, his/her department head and the Bank. The Police Department should be notified depending upon the situation, i.e. robbery, burglary, etc. The following telephone number may be used to notify the Bank:

24 HOURS, 7 DAYS A WEEK: 1-800-270-7760

Failure to report immediately a lost or stolen card could result in the employee being responsible for fraudulent use of the card.

- 6.6.2 The following information should be provided to the department head and Accounting Department: cardholder's name, card number, the date reported to the police (if applicable), the date reported to the Bank, and the last known purchases before the card was discovered lost or stolen. The missing card will be canceled and a new card number will be issued to the cardholder by the Accounting Department.

6.7 Changes To Cardholder Information

- 6.7.1 Changes to a cardholder's name, work address or departmental assignment (i.e., moving to another subdivision within a department) must be reported by completing the "Cardholder Account Maintenance Form" (copy attached) and forwarding it to the Accounting Department. The Accounting Department will submit the changes to the Bank and order a new card if necessary. The employee's old card must be turned in to the Accounting Department when a new card is delivered.
- 6.7.2 It is the responsibility of the department head to notify the Accounting Department of the termination or transfer of any cardholder. The Accounting Department will cancel the cardholder's Purchasing Card. A cardholder who is transferred to another department must re-apply for a Purchasing Card with the new department head's approval.

7.0 RESPONSIBILITIES

- 7.1 The department head is responsible for ensuring compliance of this policy within his/her department.
- 7.2 The Accounting Department, in cooperation with the Chief Financial Officer, is responsible for administering this policy.

8.0 APPENDICES

Purchasing Card Application
Cardholder Agreement
Cardholder Account Maintenance Form

APPROVED BY:

Barbara Burns Assistant City Attorney	March 7, 2013
Pam Dolan Director – Accounting	March 7, 2013
Gavin Cooley Chief Financial Officer	March 7, 2013
Theresa Sanders City Administrator	March 11, 2013

APPENDIX A PURCHASING CARD APPLICATION



CITY OF SPOKANE
808 W. Spokane Falls Blvd.
Spokane WA 99201-3316

☐ **DEPARTMENT BUYER APPLICATION**

☐ **PURCHASING CARD APPLICATION**

Direct this form and any questions to the Accounting Department, 625-6020.

EMPLOYEE / DEPARTMENT INFORMATION

First Name

Middle Initial

Last Name

Department Name

()
Employee Business Phone

Department Mailing Address (*Street Address, City, State, Zip*)

If applying for a Purchasing Card please provide the following information for identification security:

Month/Year of Birth

Mother's Maiden Name

PIN (4 Numbers- NOT your SSN)

Applicant understands that this is a City of Spokane card and is to be used for authorized purchasing charges only.

Applicant understands that only authorized individuals, pre-approved in writing by the department head, may obligate the City to acquire goods and services. Authorized individuals may be required to pass a complete background check to include criminal history and credit check, if requested by the City.

Applicant understands that procurements shall be made in accordance with City of Spokane Policies and Procedures including the City of Spokane Code of Ethics printed on the back of this application. Please keep this copy of the Ethics for your records.

Applicant certifies that he/she has not been convicted of a theft-related offense and agrees to a criminal background check, if requested by the City.

Signature of Applicant

Date

I am a permanent City Employee.

YES ☐

NO ☐

Signature of Authorizing Department Head

Date

Proposed Single Transaction Limit

OFFICE INFORMATION To Be Completed by Accounting)

Second Line of Embossing (*Dept. ID*)

Department 4-Digit Encoding

Single Transaction Limit

Monthly Credit Limit

Signature of Director of Accounting

Date



CITY OF SPOKANE

Code of Ethics

- I will regard public service as a sacred trust and give primary consideration to the interests of the public agency that employs me.
- I will behave with impartiality, fairness, openness, integrity, and professionalism in my dealings with suppliers.
- I will excuse myself from participation in any situation where a conflict of interest may be involved.
- I will at no time or under any circumstances accept, directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.
- I will not seek or dispense personal favors that are in conflict with my professional responsibility.
- I will strive to obtain the maximum ultimate value of each dollar of expenditure.
- I will demand honesty in sales representation whether through verbal or written statement, advertisement, or sample of product.
- I will make every reasonable effort to negotiate a fair and mutually agreeable settlement of any conflicts with suppliers.
- I will follow the policies and procedures of my employer, using reasonable care and granted authority.

**APPENDIX B
CARDHOLDER AGREEMENT**



**CITY OF SPOKANE
Purchasing Card Program
Cardholder Agreement**

1. I hereby acknowledge receipt of a City of Spokane Purchasing Card.
2. I also acknowledge receipt of the City of Spokane's Purchasing Card Program Policies and Procedures, as well as the Purchasing Policy ADMIN 0040-11-03 and confirm that I have read, understand, and will comply with the terms outlined therein.
3. The purchasing card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time. The card is not an entitlement nor reflective of title or position.
4. All charges are billed directly to and paid directly by the City of Spokane. Any personal charges on the card could be considered misappropriation of City funds since the cardholder cannot pay the bank directly.
5. Cardholders are expected to comply with internal control procedures in order to protect City assets. This includes keeping receipts, reconciling monthly statements and following proper card security measures. The City and/or the State Auditor's office will audit the use of this card and report any discrepancies.
6. Cardholders are responsible for reconciling their monthly statements and resolving any discrepancies by contacting their supplier and Bank. Prior to submission of the statement to Accounts Payable, the cardholder and department head will sign the summary log indicating approval of all charges and noting any discrepancies. The cardholder is responsible to provide itemized receipts for credit card transactions.
7. A lost or stolen card should be reported immediately by telephone to Bank (1-800-270-7760) and the Accounting department (625-6020).
8. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary or involuntary termination) or transfer to another department. At that point, no further use of the account is authorized.

The card is for business-related purchases only; personal charges are not to be made to the card. In accepting this card I understand that I am the only person entitled to use the card and I am responsible for all charges made against the card. Improper use of the card can be considered misappropriation of City funds which may result in disciplinary action. Should I fail to use this card properly, I understand the City may deduct from my salary that amount equal to the total of the discrepancy. I also understand the City may elect to collect such amounts even if I am no longer employed by the City of Spokane.

Cardholder Printed Name

Date

Cardholder Signature

Copy to Department Head

**APPENDIX C
CARDHOLDER ACCOUNT MAINTENANCE FORM**



CITY OF SPOKANE
808 W. Spokane Falls Blvd.
Spokane WA 99201

**CARDHOLDER
ACCOUNT
MAINTENANCE**

Direct this form and any questions to the Accounting Department, 625-6020

TYPE OF REQUEST:

- | | |
|---|--|
| <input type="checkbox"/> NAME CHANGE | <input type="checkbox"/> CREDIT LINE CHANGE |
| <input type="checkbox"/> ADDRESS CHANGE | <input type="checkbox"/> ACCOUNT CLOSURE |
| <input type="checkbox"/> HIERARCHY CHANGE | <input type="checkbox"/> SINGLE TRANSACTION LIMIT CHANGE |
| <input type="checkbox"/> MCC GROUP CHANGE | <input type="checkbox"/> OTHER |

ACCOUNT NUMBER:

CARDHOLDER NAME:

DEPARTMENT NAME _____

EFFECTIVE DATE:

REASON:

(TERMINATED, MARRIED, RETIRED, ETC.)

OLD INFORMATION:

NEW INFORMATION:

APPROVAL BY DEPARTMENT HEAD (OR DESIGNEE):

APPROVAL BY ACCOUNTING DIRECTOR:

01/05 REV.

Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

AMENDMENT

CASH ACCOUNTING CLERK II SPN 102

Announcement of April 1, 2013

The above titled announcement is hereby amended to read:

PROMOTIONAL REQUIREMENTS: Promotional applicants must submit an application.

POLICE LIEUTENANT SPN 916 PROMOTIONAL ONLY EXAMINATION

SALARY: \$109,787 annual salary, payable bi-weekly, to a maximum of \$120,895
DATE OPEN: Monday, April 8, 2013
DATE CLOSED: Applications will be accepted until the close of business on Friday, April 19, 2013.
OFFICE HOURS: 8:00 a.m. to 5:00 p.m. – Monday through Friday, except holidays

DUTIES:

Performs responsible supervisory police work in command of an assigned shift or in charge of an administrative police activity. Duties involve considerable knowledge of the department and require analyzing facts to determine the proper action within the limits of standard procedure. Performs general police duties and other related work as required.

PROMOTIONAL REQUIREMENTS: (All requirements must be met by date of examination.)

Currently a Sergeant with two years of service with the City in the classification of Police Sergeant; satisfactory completion of the Police Academy training courses in supervision, police law and criminal and accident investigation; and certified by the police physician as physically fit to perform such duty. Applicants must possess a valid driver's license. Application is required for promotional applicants.

EXAMINATION:

The examination will consist of a multiple choice test, assessment process and promotional evaluation. The multiple choice test will be administered on Tuesday, April 30, 2013, on the 4th floor of City Hall in the Civil Service Test Room; time to be announced. Approximate duration of the test is 2-1/2 hours. The written exercise portion of the assessment will also be administered on Tuesday, April 30, 2013, with time and place to be announced. All other assessment exercises will take place the week of May 13 – 17, 2013, at the Civil Service office, with specific times and dates to be announced. Weights are assigned as follows: written test 40%, assessment 40%, and promotional evaluation 20%.

The written test may include such subjects as: 2013 Police Lieutenant Bibliography.

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

TO APPLY:

Because this is a promotional only recruitment, it is not posted on the City's website. **To apply, you may send an e-mail no later than 5:00 pm on the closing date requesting your name be added to the Promotional Examination list to Civil Service Internet Mailbox which is civilservice@spokanecity.org. Please include: 1) your full name, 2) present classification, 3) department and phone number, 4) driver's license number and expiration date; OR go to the Civil Service office on the 4th floor of City Hall during office hours to sign up on the Promotional Examination list. Please verify if application is needed under PROMOTIONAL REQUIREMENTS.**

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 25th day of March 2013.

MARY DORAN
Chair

GLENN KIBBEY
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

25TH AVENUE FROM FREYA STREET TO 1/2 BLOCK EAST OF REBECCA STREET

Engineering Services File No. 2011165

This project consists of the construction of approximately 1,205-cubic yards of excavation and embankment, 365-linear feet of storm water infiltration trench, 7-drainage structures, 560-square yards of 4-inch thick concrete sidewalk, 625-square yards of 6-inch thick concrete driveways, 800-linear feet of concrete curb, 1,400-linear feet of concrete curb and gutter, 3,680-square yards of 3-inch thick hot-mix asphalt (HMA) pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids **until 1:00 p.m., April 15, 2013**, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY (40) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish: March 27, April 3 and 10, 2013

**SYCAMORE STREET FROM EVERETT AVENUE TO NEBRASKA AVENUE;
ROWAN AVENUE FROM FREYA STREET TO SYCAMORE STREET; AND
SANSON AVENUE FROM FREYA STREET TO SYCAMORE STREET**

Engineering Services File No. 2012041

This project consists of the construction of approximately 3,390-cubic yards of excavation and embankment, 585-linear feet of 6-inch water main, 19-drainage structures, 1,420-square yards of 4-inch thick concrete sidewalk, 880-square yards of 6-inch thick concrete driveways, 3,340-linear feet of concrete curb and gutter, 7,315-square yards of 4-inch thick hot-mix asphalt (HMA) pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids **until 1:00 p.m., April 22, 2013** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish: April 3, 10 and 17, 2013

FREYA STREET SIDEWALK FROM 18TH AVENUE TO BEN BURR BOULEVARD

Engineering Services File No. 2012130

This project consists of the construction of approximately 310 linear feet of concrete curb, 550 square yards of concrete sidewalk, concrete curb and sidewalk removal, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids **until 1:00 p.m., April 22, 2013** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish: April 3, 10 and 17, 2013

Notice for Bids

Supplies, Equipment, Maintenance, etc.

FRONT LOADING PAVEMENT GRINDER
Fleet Services Department

BID #3933-13

Sealed bids will be opened at 1:15 p.m., **MONDAY, APRIL 8, 2013** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **ONE (1) FRONT LOADING PAVEMENT GRINDER** for the City of Spokane Fleet Services Department.

Detailed specifications and proposal forms are available from the City of Spokane Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org.

Bid proposal forms may be submitted to City Purchasing **until 1:00 p.m. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) original to:

Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201

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.**

Envelopes containing proposals are to be marked: **“FRONT LOADING PAVEMENT GRINDER, BID #3933-13 DUE 4/8/13”**.

Thea Prince
Purchasing Division

Publish: March 27 and April 3, 2013
