



Official Gazette

City of Spokane, Washington

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

Volume 106

JUNE 8, 2016

Issue 23



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

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	634
HEARING NOTICES	638
GENERAL NOTICES	640
POLICIES & PROCEDURES	641
NOTICES FOR BIDS	647

The Official Gazette

USPS 403-480

0% Advertising

Periodical postage paid at
Spokane, WA**POSTMASTER:****Send address changes to:**Official Gazette
Office of the Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

Address Change:Official Gazette
Office of Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342

Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Tuesday, May 31, 2016**

The Tuesday, May 31, 2016 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, May 30, 2016 due to the observance of the Memorial Day holiday.)

MINUTES OF SPOKANE CITY COUNCIL**Monday, May 23, 2016****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 Beggs, Fagan, Kinnear, Mumm, and Stratton were present. Council Member Waldref arrived at 3:31 p.m.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

There was no Advance Agenda review, as the regularly scheduled City Council meeting on Tuesday, May 31, 2016, is cancelled. (There is no meeting on Monday, May 30, 2016, due to the recognized observance of the Memorial Day holiday.)

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council considered the May 23, 2016, Current Consent Agenda items.

Low Bid Meeting Specifications of Dykman Inc. (OPR 2016-406 / BID 4240-16)

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to withdraw** Item No. 1—Low bid meeting specifications of Dykman Inc. (Spokane Valley, WA) for miscellaneous Variable Frequency Drives for the Waste to Energy Facility—**carried unanimously (Council Member Waldref absent)**.

(Council Member Waldref arrived at 3:31 p.m.)

Contract Amendment with Michael McMahon and the Firm of Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C. (OPR 2015-0915)

Council President Stuckart requested that Consent Agenda Item No. 7 be moved to tonight's Legislative Agenda.

CONSENT AGENDA

Upon motion by Council Member Waldref, seconded by Council Member Mumm, the City Council upon a 6-1 vote (Council Member Fagan voting "no") approved Staff Recommendations for the following:

Contract Amendment with SNAP to add CDBG funds to repair failed Orangeburg sewer pipe for low-income homeowners participating in the Single Family Rehab program—increase of \$102,000. Total amended contract amount: \$570,418. (OPR 2016-0190)

Authorization to increase the administrative reserve on the Contract with Red Diamond Construction, Inc., (Spokane, WA) for Indiana Avenue from Division Street to Dakota Street - Phase I—increase of \$2,500 for a total administrative reserve of \$157,038.38 or 10.16% of the contract price. (Logan Neighborhood) (PRO 2015-0020 / ENG 2014134)

Multiple Family Housing Property Tax Exemption Agreements with:

- a. North Gorge Residential Partners, LLC for 24 apartment units located at 1907 West Summit Parkway. (OPR 2016-0376) (Deferred from May 9, 2016, Agenda)
- b. North Gorge Commercial Partners, LLC for Two 50-unit buildings and one 37-unit building located at 528 North Cedar Street. (OPR 2016-0377) (Deferred from May 9, 2016, Agenda)

Low Bids of:

- a. N & N Excavation LLC, (Mead, WA) for Ben Burr Trail—\$1,122,839.90. An administrative reserve of \$112,283.99, which is 10% of the contract price, will be set aside. (Lincoln Heights Neighborhood) (PRO 2016-0019 / ENG 2010091)
- b. T LaRiviere Equipment & Excavation, (Athol, ID) for Indiana Avenue from Dakota Street to Crescent Street Phase II—\$1,853,653.52 (plus tax). An administrative reserve of \$185,365.35 (plus tax), which is 10% of the contract price, will be set aside. (Logan Neighborhood) (PRO 2016-0020 / ENG 2014150)
- c. Shamrock Paving, Inc., (Spokane, WA) for 2016 Residential Grind & Overlay Projects—\$679,811.71. An administrative reserve of \$67,981.17, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (PRO 2016-0021 / ENG 2016044)

Contract Amendment No. 3 to the Master Maintenance Agreement with Northrop Grumman Systems Corporation for CAD/RMS computer system Maintenance Agreement for one additional year from May 9, 2016 through May 8, 2017—\$296,170.85 (incl. tax). (OPR 2010-0535)

Contract with PSF Industries, Inc., (Seattle, WA) for boilermaker services for the Waste to Energy Facility for scheduled and unscheduled outages from June 1, 2016 through December 31, 2016—\$600,000 (excl. tax). (OPR 2016-0413 / RFB 4227-16)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through May 13, 2016, total \$5,378,621.09 (Check Nos. 524772-525043; ACH Nos. 26006-26163), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,188,394.47. (CPR 2016-0002)

City Council Meeting Minutes: May 2, 2016, May 9, 2016 and May 12, 2016. (CPR 2016-0013)

Council Recess/Executive Session

The City Council adjourned at 3:36 p.m. and immediately reconvened into an Executive Session to discuss pending litigation matters. Council Member Beggs was not present during the first portion of the Executive Session, and he joined the Executive Session at approximately 3:40 p.m. Assistant City Attorneys Sam Faggiano and Nate Odle were present during the Executive Session. The City Council reconvened at 6:01 p.m. for the Regular Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton, and Waldref were present.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present.

There were no **Administrative Reports**.

There were no **Appointments**.

COUNCIL COMMITTEE REPORTS**Public Works Committee**

Council Member Waldref reported on the Public Works Committee meeting held earlier today (May 23, 2016). Minutes of the Public Works Committee meeting are filed with the City Clerk's Office and are available for review following approval by the Public Works Committee.

OPEN FORUM

Rick Bocook commented on the walls downtown. He referenced the Bennett Block and stated security states it's trespassing when you touch the wall. He stated he is amassing a number of photos of people touching the wall and doesn't see what's wrong with touching the wall. He suggested the City put out a memo that establishes what trespassing really is and is it really against the law to touch walls and is it really trespassing when someone leans up against a building.

Alan McDowell commented about his strong disagreements with the development of red light districts and baristas to generate revenues.

LEGISLATIVE AGENDA**EMERGENCY BUDGET ORDINANCES****Emergency Budget Ordinance C35391**

Subsequent to an overview by Council President Stuckart, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Emergency Ordinance No. C35391** amending Ordinance No. C35322 passed by the City Council November 23, 2015, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund

From: Unappropriated Reserves, \$200,000;

To: Other Contractual Services, same amount

(This action provides 24-hour shelter space for the City's homeless population)

There were no **Emergency Ordinances**

RESOLUTIONS**Resolution 2016-0046**

Subsequent to an overview of Resolution 2016-0046 by Boris Borisov of Planning and Development, and the opportunity for public testimony, with none provided, the City Council took the following action:

Upon Unanimous Roll Call Vote the City Council **adopted Resolution 2016-0046** setting the assessment roll hearing for the East Sprague Parking and Business Improvement Area (Business Improvement District – BID) and providing notice of the 2016 assessments to business and property owners.

Resolution 2016-0047 (Cross Reference: OPR 2016-0407)

Subsequent to an opportunity for public testimony, with none provided, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2016-0047** declaring Itron, Inc. (Liberty Lake, WA) as sole source, authorizing future purchases of Itron Automated Meter Reading (AMR) Equipment and Encoder Receiver Transmitters (ERT's) without public bidding and approving a value blanket order for the purchase of AMR equipment and ERT's "as needed" at an estimated annual cost of \$300,000 (incl. tax).

Resolution 2016-0049

Subsequent to an overview of Resolution 2016-0049 by Council Member Beggs and Council commentary, the following actions were taken:

Motion by Council Member Beggs, seconded by Council Member Mumm **to accept** substitute version (of Resolution 2016-0049); **carried 6-1 (Council Member Fagan voting “no”)**.

Public testimony was then received on Resolution 2016-0049, as amended, and additional Council commentary held. The following action was subsequently taken:

Upon 6-1 Roll Call Vote (Council Member Fagan voting “no”) the City Council **adopted Resolution 2016-0049, as amended**, relating to the appointment of special investigation counsel.

FINAL READING ORDINANCES

Final Reading Ordinance C35379

Council President Stuckart requested a motion to accept the substitute version of Ordinance C35379. Subsequently, the following action was taken:

Motion by Council Member Beggs, seconded by Council Member Stratton, **to accept** the substitute version of Ordinance C35379; **carried 6-1 (Council Member Fagan voting “no”)**.

Subsequent to an overview of Final Reading Ordinance C35379, as amended, public testimony from one individual, and Council commentary, the following action was taken:

Upon 6-1 Roll Call Vote (Council Member Fagan voting “no”), the City Council **passed Final Reading Ordinance C35379, as amended**, relating to sustainable public building standards for Capital Improvement Projects; amending section 7.17.020 of the Spokane Municipal Code and enacting new sections 12.05.005 and 12.05.030 to the Spokane Municipal Code, as revised.

Final Reading Ordinances C35389 and C35390

Subsequent to an overview of Final Reading Ordinances C35389 and C35390 by David Kokot, of the Fire Department, and the opportunity for public testimony, with none provided, the City Council took the following action:

Upon Unanimous Roll Call Vote, the City Council **passed** the following Final Reading Ordinances:

- **Final Reading Ordinance C35389** relating to the building code; amending SMC sections 17F.020.080, 17F.030.010, 17F.040.010, 17F.040.030, 17F.040.040, 17F.040.105, 17F.040.130, 17F.070.010, 17F.070.250, 17F.070.260, 17F.070.300, 7F.090.010 and 17F.100.010 and repealing 17F.040.070, 17F.040.125, 17F.070.070, 17F.07.270 and 17F.070.360.
- **Final Reading Ordinance C35390** relating to the fire code; amending SMC sections 17F.080.010, 17F.080.030, 17F.080.070, 17F.080.090, 17F.080.110, 17F.080.120, 17F.080.150, 17F.080.270, 17F.080.370, 17F.080.380, 17F.080.390 17F.080.400, 17F.080.480 and 17F.080.490 and repealing SMC sections 17F.080.321 and 17F.080.430.

FIRST READING ORDINANCES

The following ordinances were read for the First Time, with further action deferred:

ORD C35392 Relating to the definition of graffiti vandalism; amending section 10.10.070 of the Spokane Municipal Code.

ORD C35394 Relating to nuisance properties; amending SMC sections 10.08A.010, 10.08A.020, 10.08A.030, 10.08A.040, 10.08A.050, 10.02.070, 17C.310.010, and 17F.070.520; adopting a new section 10.08A.045 to chapter 10.08A of the Spokane Municipal Code and repealing SMC sections 10.08.030 and 10.20.020.

SPECIAL CONSIDERATIONS

Memorandum of Understanding with Spokane County (OPR 2016-0408)

Subsequent to an opportunity for public testimony, with none provided, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **approved** Memorandum of Understanding with Spokane County regarding City of Spokane Urban Farming Ordinance.

Contract Amendment with Michael McMahon and the Firm of Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C. (OPR 2015-0915)

Council President Stuckart requested a two-week deferral of the Contract Amendment with Michael McMahon and the firm of Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C., in light of the fact the City Council has passed a Resolution (Resolution 2016-0049) asking the Mayor to appoint an acting attorney in this investigation (Seabold investigation). He stated he would like the Mayor in the next two weeks to approve the attorney that has been recommended in the resolution. Council President Stuckart noted that if the attorney is not appointed in two weeks, he will vote no on the McMahon Contract Amendment. Subsequently, the following action was taken:

Motion by Council Member Waldref, seconded by Council Member Mumm, **to defer** the Contract Amendment with Michael McMahon and the firm of Etter, McMahon, Lamberson, VanWert & Oreskovich, P.C. for two weeks (to June 6, 2016); **carried 6-1 (Council Member Fagan voting “no”).**

There were no **Hearings**.

SECOND OPEN FORUM

George Taylor commended the City Council for good governance in doing the right thing and moving the investigation into the resignation of Chief Straub forward in a responsible manner and for appropriating additional funds for the shelter for the homeless.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:04 p.m.

Hearing Notices

NOTICE OF HEARING BEFORE CITY COUNCIL**RESOLUTION NO. 2016-0046**

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2016 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C-35377, the City Council intends to hold a hearing on the assessment levied upon properties within the East Sprague Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above identified Ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for properties prepared under Ordinance C-35377, will be on file in the Office of the City Clerk on the 23rd day of May 2016, and are open for public inspection.
2. The City Council has fixed the 20th day of June 2016 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd, Spokane, Washington, as the time and place for hearing upon said rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C-35377. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.

4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at, or prior to the date fixed for hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to City Ordinance C-35377

5. Business & Developer Services is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the business and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being one week before the date fixed for public hearing

Publish May 25, 2016 and June 1 & 8, 2016

SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA

June 15, 2016

**City Conference Room 3B
808 W. Spokane Falls Blvd.**

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

A. Spokane Register Nomination (per SMC 17D.040.120):

1. Burr House – 628 E. 22nd Ave.

B. Certificate of Appropriateness Review (per SMC 17D.040.080):

1. Crescent Building, Umpqua Bank storefront – 707 W. Main
2. Crescent Building, Main entrance canopy and entry doors – 707 W. Main

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers currently has an infrared system and headsets may be checked out by contacting the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Chris Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

General Notices

Spokane Police Advisory Committee (PAC)



You're invited to the next PAC Quarterly Public Meeting:

**Thursday, June 16, 2016 at 5:30 pm
Northeast Community Center
4001 N. Cook Street**

Law Enforcement Director Jim McDevitt and/or other members of the Spokane Police Department will be present to deliver updates and to answer community questions.

PAC Serves as a Bridge from the Chief to the Community...

PAC is a collection of community group representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community group leaders to join this committee. If you are interested, please send a request for an application to anapolitano@spokanepolice.org or call (509) 625-4063.

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 5600-16-01 / LGL 2004-0019

EFFECTIVE DATE: November 18, 1997

REVISION EFFECTIVE DATE: June 1, 2016

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. Temp/Seasonal and Project Employees working on long term projects are eligible for a Purchasing Card with the Approval of the Division Director. 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 Director of Finance & Administration 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.

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;
- Office furniture
- Telecommunications equipment, software or services (unless approved by IT);
- Travel, lodging, or meals while traveling;
- Fuel for City vehicles;
- Computer hardware, software, or peripherals (except IT, Police Information Systems and Fire Information Systems);
- Obsolete 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
- 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 Director of Finance & Administration 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 Director of Finance & Administration 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. Make sure that merchants are not keeping your purchasing card number "on file".
- 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 and a copy of the conference brochure 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, with the bank providing the City's Purchasing Card Program. 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 sales tax paid
- Total amount charged for each transaction
- Total purchases for the billing cycle

On-line transaction coding must be completed no later than the twelfth (12th) of each month.

- 6.4.2 After coding all the transactions on the Purchasing Card holder 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 twenty-fifth (25th) of the month through the twenty-fifth (25th) of the following month. The cardholder shall print the Statement and Transaction Log from the Purchasing Card Holder 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 fourteenth (14th) 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 1-877-877-9260 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 company the purchase was made from, the cardholder shall contact the Purchase Card Bank and the Purchasing Card Administrator for the City.
- 6.5.2 The Bank will then send the cardholder an affidavit to sign and return to the Bank. 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: 1-877-887-9260

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 Director of Finance & Administration, is responsible for administering this policy.

8.0 APPENDICES

Purchasing Card Application
Cardholder Agreement
Cardholder Account Maintenance Form

APPROVED BY:

James Richman
Assistant City Attorney

Date: (signature not dated)

Kim Bustos
Accounting Director

Date: May 20, 2016

Tim Dunivant
Finance & Administration Division Director

Date: May 20, 2016

Theresa Sanders
City Administrator

Date: May 25, 2016

Attachments are on file for review in the Office of the City Clerk.

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

Main Avenue Restriping and Streetscape Improvements Engineering Services File No. 2015160

This project consists of the construction of approximately 16 cubic yards of excavation, 47 square yards of sidewalk removal and replacement, 110 square yards of traffic island, 31 square yards of topsoil for landscape planters, 1,700 square feet of durable striping, traffic sign installation, provision of traffic control for landscape contractors 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., June 27, 2016 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. 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.

Cash, cashier's check, 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.

Note regarding new specifications: The City of Spokane is using WSDOT's 2016 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2016 Standard Specifications prior to bidding the project.

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.

Publish June 8, 15 & 22, 2016

CALL FOR BIDS**HOWARD STREET SOUTH CHANNEL BRIDGE REPLACEMENT
Engineering Services File No. 2016119**

This project consists of the demolition and replacement of the Howard South Channel Bridge. Work items include clearing and grubbing, bridge demolition, river channel debris removal, construction traffic control, pre-cast pre-stressed slab bridge, asphalt paving, storm drain system, erosion and sediment control, 18-inch water main, topsoil, sod, landscape plantings, 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., **July 11, 2016**, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. 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.

Cash, cashier's check, 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 FIVE (5) 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.

A prebid conference will be held at the office of the Parks and Recreation Department., 808 West Spokane Falls Boulevard, Fifth Floor, Conference Room 5-A at 1:30 p.m. on June 15, 2016.

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.

Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.

Publish June 8, 15 & 22, 2016

Notice for Bids

Supplies, Equipment, Maintenance, etc.

MANITO ROOF REPLACEMENT (RE-BID)

Parks Department

BID #4267-16

Sealed bids will be opened at 1:15 p.m., **MONDAY, JUNE 13, 2016** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MANITO ROOF REPLACEMENT (RE-BID)** for the City of Spokane Parks Department.

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

A pre-proposal meeting will be held on Thursday, June 2, 2016 at 1:00 p.m. at the Manito Meeting Room, 4 West 21st, Spokane, Wa 99203

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **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) paper original of the Proposal to:

**Division of Purchasing
City of Spokane
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:

“MANITO ROOF REPLACEMENT (RE-BID), BID #4267-16, DUE 6/13/16”.

Thea Prince
Purchasing Department

Publish May 18 & 25, 2016 and June 1 & 8, 2016

REQUEST FOR QUALIFICATIONS
SURVEYING SERVICES FOR THREE FEDERAL AID PROJECTS

City of Spokane Engineering Services

RFQ #4270-16

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 13, 2016**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for Surveying Services for Three Federal Aid Projects for the City of Spokane Engineering Services Department.

The Request for Qualifications document is available by contacting Connie Wahl, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at purchasinghelp@spokanecity.org.

Statement of Qualification Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 13, 2016**. Statement of Qualification 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 Statement of Qualification Proposals delivered late. **Only firm Statement of Qualification Proposals with signatures will be evaluated.**

Submit one (1) paper original, three (3) paper copies, and one (1) reproducible digital copy (CD or thumb drive) of the Statement of Qualification Proposal to:

**City of Spokane - Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

The right is reserved to reject any and all Statement of Qualification Proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

“RFQ #4270-16 SURVEYING SERVICES FOR THREE FEDERAL AID PROJECTS, DUE 6/13/2016”

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

Publish: June 1 & 8, 2016
