



# Official Gazette

## City of Spokane, Washington

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

Volume 107

DECEMBER 6, 2017

Issue 49



### 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)

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# Minutes

**MINUTES OF SPOKANE CITY COUNCIL****Monday, November 27, 2017****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 Briefing Center 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, Stratton, and Waldref were present.

Finance and Administration Division Director Tim Dunivant, City Council's Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

**Advance Agenda Review**

The City Council received an overview from staff on the December 4, 2017, Advance Agenda items.

**Action to Approve December 4, 2017, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the December 4, 2017, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

**Motion** by Council Member Fagan, seconded by Council Member Waldref, **to approve** the Advance Agenda for Monday, December 4, 2017; **carried unanimously.**

**ADMINISTRATIVE SESSION****Current Agenda Review**

The City Council reviewed the November 27, 2017, Current Agenda for any changes.

Contract Addendum to Increase Funds with Nuvodia LLC (OPR 2017-0267)

Council President Stuckart requested a motion to correct the contract amount to \$180,000 and the total contract amount should be \$558,960. The following action was taken:

**Motion** by Council Member Beggs, seconded by Council Member Waldref, **to so move (to correct the contract amount to \$180,000 and the total contract amount should be \$558,960); carried unanimously.**

**CONSENT AGENDA**

**Upon motion by Council Member Fagan, seconded by Council Member Waldref, the City Council approved Staff Recommendations for the following:**

Purchases by the Innovation and Technology Services Division of:

- a. server related equipment from Lenovo, Inc. Utilizing WA State Contract #05815 / MNWNC-117 from January 1, 2018 through December 31, 2018—\$80,000 (plus tax and shipping). (OPR 2017-0810)
- b. various Software Products from Washington State Department of Enterprise Services, (Olympia, WA) from January 1, 2018 through December 31, 2018—\$145,000 (plus tax and shipping). (OPR 2017-0811)

- c. Cisco Hardware and software from Cerium Networks, Inc. (Spokane, WA) utilizing WA State Contract #01114 / AR233 from January 1, 2018 through December 31, 2018—\$350,000 (plus tax and shipping). (OPR 2017-0812)
- d. PC, Laptop and Mobile Data Hardware Equipment from Dell Marketing L.P., Dell Financial, L.L.C, (Austin, TX) for various departments from January 1, 2018 through December 31, 2018—\$500,000 (plus tax and shipping). (OPR 2017-0813)
- e. technology equipment from CDW Government (Vernon Hills, IL) for various departments from January 1, 2018 through December 31, 2018—\$100,000 (plus tax and shipping). (OPR 2017-0814)
- f. Microsoft Enterprise Agreement License Support from SHI International, to include Right to Use Microsoft and Software Assurance for the City of Spokane using Naspo Valuepoint pricing contract #06016—\$585,000. (OPR 2015-0006)

Add funds to Cerium Value Blanket to complete the Call Center/UCCX - Call Recording upgrade from November 1, 2017 through December 31, 2017—\$14,500 (plus tax and shipping). Total Contract Amount: \$364,500. (OPR 2016-0793)

Contract Renewal No. 4 with Cerium Networks Inc. (Spokane, WA) for maintenance of Cisco equipment located in City Hall and other locations from January 1, 2018 through December 31, 2018—\$226,798.09 (plus tax and shipping). (Last of four one-year renewal options.) (OPR 2014-0008)

Annual Renewal with PMWeb for Capital Project Management Software from February 1, 2018 through January 31, 2019—\$75,200 (plus tax). (OPR 2017-0005)

Contract Amendment and Extension with SCS Engineers, (Bellevue, WA) to provide Revised Closure and Post-closure Plan and Update the Financial Assurances for the Northside Landfill through June 30, 2018—\$10,000. Total Contract Amount: \$65,800. (OPR 2015-0737 / RFP 4110-15)

Low Bid of Bacon Concrete, Inc. (Spokane, WA) for Mission - Maxwell Avenue Lane Reduction—\$319,604.50. An administrative reserve of \$31,960.45, which is 10% of the contract price, will be set aside. (Emerson-Garfield and West Central Neighborhoods) (PRO 2017-0030 / ENG 2015053)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through November 17, 2017, total \$3,672,906.05 (Check Nos. 543094-543256; ACH Payment Nos. 44189-44351), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$3,503,782.84. (CPR 2017-0002)
- b. Payroll claims of previously approved obligations through November 18, 2017: \$7,043,262.69 (Payroll Check Nos. 547016-547163). (CPR 2017-0003)

City Council Meeting Minutes: November 13, 2017 and November 16, 2017. (CPR 2017-0013)

Contract Addendum to Increase Funds with Nuvodia LLC (taken separately) (OPR 2017-0267)  
Subsequent to Council and staff discussion and commentary, the following action was taken:

**Upon 5-2 Voice Vote (Council Members Mumm and Stratton voting “no”), the City Council approved the Contract Addendum to increase funds with Nuvodia LLC (Spokane, WA) for Project Management Consulting to assist the Innovation and Technology Services Division Project Management Office with support and management of priority projects for the City—\$140,892.44 (incl. tax). Total Contract Amount: \$519,852.44. (OPR 2017-0267)**

#### **Final Reading Ordinance C35564 Establishing Fair Chance Hiring Requirements**

Council Member Beggs presented a substitute ordinance for Ordinance C35564. The following actions were taken:

**Motion** by Council Member Beggs, seconded by Council Member Waldref, **to suspend** the (Council) Rules; **carried 6-1 (Council Member Fagan voting “no”).**

**Motion** by Council Member Beggs, seconded by Council Member Waldref, **to substitute** the version passed out of Ordinance C35564 dated November 27, 2017 for the previous version that is listed in OnBase; **carried 5-2 (Council Member Fagan and Mumm voting “no”).**

Following Council discussion, the additional following action was taken:

**Motion** by Council Member Mumm, seconded by Council Member Waldref, **to add** telephone (telephone interviews) (to the ordinance); **carried 4-3 (Council President Stuckart and Council Members Beggs and Fagan voting “no”).**

Policy Advisor Brian McClatchey clarified that the motion would be to insert the word “telephonic” between “in person” and “video.”

### **Council Recess/Executive Session**

The City Council adjourned at 3:55 p.m. No Executive Session was held. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

## **LEGISLATIVE SESSION**

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Boy Scout Troop 218.

### **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.

### **RULES OF DECORUM and SPEAKING TIME LIMIT**

Council President Stuckart reviewed the rules of decorum and speaking time limit for the audience.

### **MAYORAL PROCLAMATIONS**

December 1, 2017      *World AIDS Day*

Council Member Kinnear read the proclamation. The proclamation was accepted by a representative who came forward from the audience. The global spread of HIV infection and progression to aids necessitates a world-wide effort to increase communication, education, treatment, and actions to stop the spread of HIV, AIDS, around the world and here in Spokane. The proclamation urges all citizens to lend their support in helping to end the AIDS epidemic.

November 27, 2017      *Transgender Day of Remembrance*

Council Member Beggs read the proclamation. Nick Franco accepted the proclamation. Trans people are our neighbors, our co-workers, our families, and our friends. Trans lives are lost at a disproportionate rate and are at risk of violence, discrimination, and marginalization. The Spokane community affirms the value and dignity of its Trans members and remembers those who have been lost. The proclamation encourages the citizens of our city to join together in remembering those lost, promoting understanding, compassion, and acceptance of the Trans community.

### **COUNCIL SALUTATION**

#### **Recognition of John Lemus**

Council Member Stratton read a Council Salutation in recognition of John Lemus. The City of Spokane Human Rights Commission advises and makes recommendations to the City Council regarding issues relating to human rights and unjust discrimination and the implementation of programs consistent with the needs of all residents of the City of Spokane. John Lemus has been the City of Spokane Human Rights Commission chair for 18 months. Under Mr. Lemus' leadership, the Spokane Human Rights Commission has worked to establish long lasting relations between the City of Spokane and its diverse communities. The Human Rights Commission has benefited from the guidance of Mr. Lemus and his stalwart approach to civic engagement and compassionate based community building. Mr. Lemus has strengthened and emboldened the Spokane Human Rights Commission members to be more active and increase community participation and commission events and community engagement. The City of Spokane benefits greatly from the partnerships forged and developed by the work of Mr. Lemus and the Spokane Human Rights Commission. The City Council salutes John Lemus for the incredible work he has done and will continue to do to promote the greater good in the City of Spokane.

**BOARDS AND COMMISSIONS APPOINTMENTS****Community, Housing, and Human Services Board (CPR 2012-0033)**

Council President Stuckart requested the appointment to the Community, Housing, and Human Services Board be deferred, since the candidate has not yet been interviewed.

**ADMINISTRATIVE REPORTS****Office of Police Ombudsman Commission (OPOC) - Annual Report**

Ladd Smith, OPOC Interim Chair, presented an overview of the 2016 Police Ombudsman Commission. (See attachment to these minutes, which is a copy of the PowerPoint presented by Mr. Smith.)

**COUNCIL COMMITTEE REPORTS****Public Infrastructure, Environment, and Sustainability (PIES) Committee**

Council Member Waldref reported on the Public Infrastructure, Environment, and Sustainability Committee meeting held earlier today (November 27). Minutes of the PIES Committee meeting are filed with the City Clerk's Office and are available for review following approval by the PIES Committee.

**OPEN FORUM**

**Rick Bocook** remarked on the noise ordinance and street musicians.

**Ronald Relyea** commented on the Enchanted Chef, which is a private chef service that works with people who are recovering from health struggles. He spoke about bringing a real time solution to a very serious problem that we have in Spokane and that is hunger.

**Dave Bilsland** provided comments on zombie homes and finding an incentive for banks, as they will be the ones making money on them.

**LEGISLATIVE AGENDA**

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

**RESOLUTIONS****Resolution 2017-0098**

Brian Estes, member of the Spokane Food Policy Council representing the LINC Farmers' Cooperative, provided a presentation pertaining to Resolution 2017-0098. Public testimony was received from one individual. Subsequent to an opportunity for Council commentary, the following action was taken:

**Upon 6-1 Roll Call Vote (Council Member Fagan voting "no"), the City Council adopted Resolution 2017-0098** adopting the Spokane Regional Food System Inventory and requesting the development of the Spokane Regional Food Action Plan by the Spokane Food Policy Council.

**FINAL READING ORDINANCES****Final Reading Ordinance C35564**

Council President Stuckart presented introductory remarks pertaining to Final Reading Ordinance C35564 and a video pertaining to Fair Chance Hiring was displayed. Council Member Beggs provided an overview of Ordinance C35564. Council Member Kinnear presented a change under .050, Prohibition, (SMC Section 09.02.050) due to a scrivener's error. The following action was taken:

**Motion** by Council Member Kinnear, seconded by Council Member Stratton, **to make** the change (as presented by Council Member Kinnear); **carried unanimously**.

Considerable public testimony was received on Ordinance C35564, as amended, and Council commentary ensued. The following action was taken:

**Upon 5-2 Roll Call Vote (Council Members Fagan and Mumm voting “no”), the City Council passed Final Reading Ordinance C35564 (as amended)** establishing fair chance hiring requirements; prohibiting employers from advertising restrictions on job applicants based on arrest or conviction records or inquiring into arrest or conviction records until after interview; providing for limited exceptions; establishing penalties; and enacting new chapters 9.02 and 9.03 of the Spokane Municipal Code; as substituted and amended.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

#### **Council Recess**

The City Council took a recess at 9:03 p.m. and reconvened at 9:06 p.m.

### **HEARINGS**

#### **Continuation of Public Hearing on 2018 Proposed Budget (FIN 2017-0001) (continued from November 20, 2017, Agenda)**

The City Council continued its hearing on the 2018 Proposed Budget. Public Works Division Director Scott Simmons presented an overview of the Public Works Division's proposed budget for 2018, and he responded to Council inquiries. Public testimony was taken, with one individual requesting to speak. Council President Stuckart requested a motion to continue the budget hearing. The following action was taken:

**Motion** by Council Member Fagan, seconded by Council Member Waldref, **to so move [to continue the Budget Hearing (to next week, December 4, 2017)]; carried unanimously.**

#### **ADJOURNMENT**

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 9:27 p.m.

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

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## **MINUTES OF SPOKANE CITY COUNCIL**

**Monday, November 20, 2017**

### **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 Briefing Center 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 Fagan, Kinnear, Mumm, Stratton, and Waldref were present. Council Member Beggs entered the meeting at 3:34 p.m.

Finance and Administration Division Director Tim Dunivant, City Council's Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

#### **Advance Agenda Review**

The City Council received an overview from staff on the November 27, 2017, Advance Agenda items.

#### Contract Addendum with Nuvodia LLC (OPR 2017-0267)

Upon review of the Contract Addendum with Nuvodia LLC for Project Management Consulting, there was Council discussion with staff pertaining to splitting the amount with Volt. Council Member Mumm indicated she didn't believe the total contract amount for Nuvodia is correct if some of the amount is going to be split with Volt, and so the contract will need to be updated. Chief Information Officer Eric Finch indicated that is correct.

(Council Member Beggs entered the meeting at 3:34 p.m., during discussion on the Contract Addendum with Nuvodia.)

### **Action to Approve November 27, 2017, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the November 27, 2017, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

**Motion** by Council Member Fagan, seconded by Council Member Waldref, **to approve** the Advance Agenda for Monday, November 27, 2017; **carried unanimously**.

## **ADMINISTRATIVE SESSION**

### **Current Agenda Review**

The City Council reviewed the November 20, 2017, Current Agenda for any changes.

#### Addition of Resolution 2017-0097

**Motion** by Council Member Fagan, seconded by Council Member Stratton, **to suspend** the Council Rules; **carried unanimously**.

**Motion** by Council Member Fagan, seconded by Council Members Stratton and Waldref, **to add** Resolution 2017-0097—of the City Council adopting 2018 budget allocation and project prioritization from the 2018-2023 Six Year Comprehensive Street Program utilizing Transportation Benefit District funding—to this evening's (November 20) Legislative Agenda; **carried unanimously**.

Clerical Note: Resolution 2017-0096—opposing the elimination of tax-exempt bonds, which are used with some Low-Income Housing Tax Credits and Historic Tax Credit Programs as proposed in the Tax Cuts and Jobs Act proposed by the U.S. House of Representatives—was added to the Council's November 20 6:00 p.m. Legislative Agenda during last week's (November 13, 2017) Administrative Session.

## **CONSENT AGENDA**

**Upon motion by Council Member Fagan, seconded by Council Member Waldref, the City Council approved Staff Recommendations for the following:**

2017-2019 Biennial Stormwater Capacity Grant Agreement with the Washington State Department of Ecology to help pay for the cost of Phase II stormwater permit requirements—\$50,000 revenue. (OPR 2017-0794)

Purchase of three pumper trucks from Hughes Fire Equipment (Appleton, WI) using HGAC Buy Contract #FS12-15—estimated expenditure \$2,063,543.31 (incl. tax). (OPR 2017-0795)

Tentative Agreement for five-year Contract with M&P-B (2017-2021). (OPR 2017-0796)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through November 10, 2017, total \$9,501,355.44 (Check Nos. 542804-543093; ACH Payment Nos. 43871-44188), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$8,733,627.97. (CPR 2017-0002)

City Council Meeting Minutes: November 6, 2017 and November 9, 2017. (CPR 2017-0013)

### **Council Recess/Executive Session**

The City Council adjourned at 3:41. No Executive Session was held. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

## **LEGISLATIVE SESSION**

### **Pledge of Allegiance**

The Pledge of Allegiance was led by Girl Scout Troop 4331.



**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.

**PROCLAMATIONS**

November 25, 2017

*Small Business Saturday*

Council Member Beggs read the proclamation. No individuals were present to accept the proclamation. According to the United States Small Business Association, there are currently 28.8 million small businesses in the United States representing 99.7 percent of all businesses with employees in the United States and are responsible for 63 percent of net new jobs created over the past 20 years. Small businesses contribute positively to the local economy by supplying jobs and generating tax revenue and agree it is important for people to support the small business that they value in their community. The proclamation urges residences of our community to support small businesses and merchants on small business Saturday and throughout the year.

November 28-December 10, 2017 *Christmas Tree Elegance Week*

Council Member Waldref read the proclamation. Jennifer Ogden, a member of the Spokane Symphony Associates, accepted the proclamation. The Spokane Symphony Associates is a nonprofit organization comprised of a diverse group of dedicated men and women who believe having a symphony orchestra in Spokane enhances the quality of life in the community. The Spokane Symphony Associates exists to provide financial and volunteer support for the Spokane Symphony Orchestra as well as educational and involvement opportunities for the community. This symphony season will celebrate its 55<sup>th</sup> anniversary. One of the goals of the Spokane Symphony Associates is to provide an annual community family event, "Christmas Tree Elegance," to herald the holiday season which, in its 35<sup>th</sup> year, continues to be the largest fundraiser for the Spokane Symphony Orchestra. The proclamation invites citizens and visitors to our grand City to join in this delightful celebration of the holiday season in support of the outstanding efforts of the Spokane Symphony Associates to support the Spokane Symphony Orchestra.

November 18, 2017

*Adoption Day*

Council Member Stratton read the proclamation. Diane Salinas accepted the proclamation. All children deserve to be raised in safe and loving homes and Spokane recognizes the importance of legally free foster children becoming part of stable and nurturing families through adoption. More than 20,000 foster youth nationwide age out of foster care each year without finding permanent families. In Washington, more than 8,700 children are currently in foster care with more than 1,550 of them legally free and waiting to join new families. Raising awareness of the many foster children waiting to join new families and outreach to potential adopted families is a critical step in moving children more quickly out of foster care and into loving homes.

**BOARDS AND COMMISSIONS RE-APPOINTMENTS****Ethics Commission (CPR 2006-0042) and Plan Commission Transportation Subcommittee (CPR 2017-0039)**

Upon consideration of re-appointments, the following action was taken:

**Motion** by Council Member Waldref, seconded by Council Member Fagan, **to approve** (and thereby confirm) the following re-appointments; **carried unanimously**:

Ethics Commission (CPR 2006-0042)

Re-appointment of Sarah O'Hare to the Ethics Commission for a three-year term, from January 1, 2018, to December 31, 2020.

Plan Commission Transportation Subcommittee (CPR 2017-0039)

Re-appointment of John Dietzman to the Plan Commission Transportation Subcommittee from November 11, 2017, to November 11, 2018.

**ADMINISTRATIVE REPORT****Ponderosa Pine – Presentation of Certificate**

Carrie Anderson noted that on April 21, 2014, the City Council declared the native conifer *Pinus ponderosa* as Spokane's official tree. Their declaration is based on the species outstanding adaptation to local ecological conditions, drought tolerance, low maintenance, wind firmness, wildlife habitat, and many other environmental economic, social health and aesthetic benefits it provides. She further noted the Council encourages citizens of Spokane to support the development of policies and programs that protect existing ponderosa pine trees and their local ecosystems.



Ms. Anderson noted she has recently become a part of the Spokane Ponderosa Network, which is a group of citizens focused on conservation and restoration of Spokane's official tree.

Guy Gifford, Chairperson of the Spokane Urban Forestry Citizen Advisory Committee, then spoke and stated that last Friday was the second anniversary of the wind storm that devastated our urban forestry, including the City of Spokane's official tree, the ponderosa pine. To bring awareness to this special tree, the Citizens Advisory Committee in partnership with Spokane Parks and Spokane Ponderosa Network had a contest to find the biggest ponderosa tree in Spokane. The contest found a monster of a tree on the Mukogawa Fort Wright Institute campus and was nominated by Marlene Sanderson, the student life director at Mukogawa. The tree is 56.5 inches in diameter, 14.8 feet around and 110 feet high. Mr. Gifford presented Marlene Sanderson a certificate in recognition of this large tree and noted that, in the spring, the campus will be awarded with a tree of their choice to be planted this spring as the winner of the contest. Ms. Sanderson thanked the City of Spokane for its continued support of Mukogawa Fort Wright and its students and support with the Sister City Society, as well as with the home state program which Mr. Beggs and his family has been part of.

## **COUNCIL COMMITTEE REPORT**

### **Finance and Administration Committee**

Council Member Mumm reported on the Finance and Administration Committee meeting held earlier today (November 20). Minutes of the Finance and Administration Committee meeting are filed with the City Clerk's Office and are available for review following approval by the Finance and Administration Committee.

No individuals spoke during the **Open Forum**.

## **LEGISLATIVE AGENDA**

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## **RESOLUTIONS**

### **Resolution 2017-0096**

Council President Stuckart provided an overview of Resolution 2017-0096. There was an opportunity for public testimony, with no individuals requesting to speak. Council commentary was held, after which the following action was taken:

**Upon 6-1 Roll Call Vote (Council Member Fagan voting "no"), the City Council adopted Resolution 2017-0096** opposing the elimination of tax-exempt bonds, which are used with some Low-Income Housing Tax Credits and Historic Tax Credit Programs as proposed in the Tax Cuts and Jobs Act proposed by the U.S. House of Representatives.

**For Council action on Resolution 2017-0097, see section of minutes following "Hearings."**

## **FINAL READING ORDINANCES**

### **Final Reading Ordinance C35562**

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council passed **Final Reading Ordinance C35562** amending Ordinance C13628 vacating the alley between Mallon Avenue and Broadway, in the City of Spokane, from the west line of Post Street to the east line of Lincoln Street.

**For Council action on Final Reading Ordinance C35559, see section of minutes under "Hearings."**

## **FIRST READING ORDINANCES**

**The following ordinance was read for the First Time with further action deferred:**

**ORD C35564** Establishing fair chance hiring requirements; prohibiting employers from advertising restrictions on job applicants based on arrest or conviction records or inquiring into arrest or conviction records until after interview; providing for limited exceptions; establishing penalties; and enacting new chapters 9.02 and 9.03 of the Spokane Municipal Code.

There were no **Special Considerations**.

## HEARINGS

### **Spokane Transportation Benefit District - Public Hearing Regarding Modifications, Spokane Transportation Benefit District – Public Hearing Concerning the Assumption of Rights, Powers, Functions and Obligations, and related Final Reading Ordinance C35559 Relating to the Spokane Transportation Benefit District**

Council President Stuckart provided an overview of the matters before the City Council and Council inquiry and commentary by Council President Stuckart was held. Public testimony was received from two individuals. The following actions were then taken:

**Motion** by Council Member Fagan, seconded by Council Member Waldref, **to close** the Public Hearing regarding modification of the functions, activities and/or transportation programs and improvements of the Spokane Transportation Benefit District; **carried unanimously**.

**Motion** by Council Member Fagan, seconded by Council Member Waldref, **to close** the Public Hearing concerning the assumption of the rights, powers, functions and obligations of the City of Spokane Transportation Benefit District by the City of Spokane; **carried unanimously**.

Council commentary was held, after which the following action was held:

**Upon 6-1 Roll Call Vote (Council Member Fagan voting “no”)**, the City Council **passed Final Reading Ordinance C35559** relating to the Spokane Transportation Benefit District; amending sections 8.16.010, 8.16.040, 8.16.060 and 8.16.070 of the Spokane Municipal Code.

### **Continuation of Hearing on 2018 Proposed Budget (FIN 2017-0001) (Continued from November 13, 2017, Agenda)**

The City Council continued its Hearing on the 2018 Proposed Budget. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

**Motion** by Council Member Fagan, seconded by Council Member Waldref, **to continue** the (Budget) Hearing to next week (November 27, 2017); **carried unanimously**.

## **Council Recess**

The City Council took a recess at 6:31 p.m. in order to conduct a special meeting of the Transportation Benefit District Governing Board. The City Council reconvened at 6:51 p.m.

## **RESOLUTIONS (continued)**

### **Resolution 2017-0097**

Upon consideration of Resolution 2017-0097, Council President Stuckart requested the same motion that was made during the (November 20) Transportation Benefit District Governing Board meeting, on page 8 of the 2017 Annual Report, which is to add a new line item: “2018 New Build Project – Falls Avenue - \$330,000.”

**Motion** by Council Member Fagan, seconded by Council Member Beggs, **to so move (to add “2018 New Build Project - Falls Avenue - \$330,000); carried unanimously**. (Clerical Note: As a result of this action, Exhibit A to Resolution 2017-0097 will be amended to include the Falls Avenue Project under “2018 TBD Program Recommendations.”)

**Upon 6-1 Roll Call Vote (Council Member Fagan voting “no”)**, the Spokane City Council **adopted Resolution 2017-0097 (as amended)** of the City Council adopting 2018 budget allocation and project prioritization from the 2018-2023 Six Year Comprehensive Street Program utilizing Transportation Benefit District funding.

No individuals spoke during the **Second Open Forum**.

## ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:52 p.m.

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## SPECIAL MEETING MINUTES OF CITY OF SPOKANE TRANSPORTATION BENEFIT DISTRICT GOVERNING BOARD

**Monday, November 20, 2017**

A Special Meeting of the City of Spokane Transportation Benefit District (TBD) Governing Board held on the above date was called to order at 6:31 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, Board Chair Stuckart and Board Members Beggs, Fagan, Kinnear, Mumm, Stratton, and Waldref were present.

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

### Reappointments to Citizens' Transportation Advisory Board

Board Chair Stuckart requested a motion to reappoint Brian Duncan to the at-large position for his second term (on the Citizens' Transportation Advisory Board) and to reappoint John Dietzman to the PCTS (Plan Commission Transportation Subcommittee) position for one year (from November 11, 2017, to November 11, 2018). The following action was taken:

**Motion** by Board Member Fagan, seconded by Board Member Waldref, **to so move [to reappoint** Brian Duncan to the at-large position for his second term (on the Citizens' Transportation Advisory Board) and **to reappoint** John Dietzman to the PCTS (Plan Commission Transportation Subcommittee) position for one year (from November 11, 2017, to November 11, 2018)]; **carried unanimously**.

(Clerical Note: Prior to the TBD Governing Board meeting held, the Spokane City Council took action during its regularly scheduled 6:00 p.m. Legislative Session to confirm the reappointment of John Dietzman to the Plan Commission Transportation Subcommittee.)

### Approval of TBD Governing Board Meeting Minutes (for November 14, 2016)

**Upon Unanimous Voice Vote**, the TBD Governing Board **approved** the November 14, 2016, TBD Governing Board meeting minutes.

### Citizens' Transportation Advisory Board 2017 Annual Report

John Covert, Chair of the Citizens' Transportation Advisory Board, presented an overview of the Citizens' Transportation Advisory Board's 2017 Annual Report and 2018 and 2019 TBD Program recommendations, and he responded to Board Member inquiries, along with City staff members Andy Schenk and Brandon Blankenagel. Mr. Covert advised there was a resolution that was passed back in 2010 that created the Citizens Transportation Advisory Board and one of its duties is to come before the TBD Governing Board and present the results of the work that was done this past summer and to lay out the program the Advisory Board would recommend to the TBD Governing Board for next year. He noted the car tab fees since its inception back in 2011 has brought in to date about \$16.5 million and about \$13.5 million has been spent to date.

### TBD-Resolution 2017-0001 Adopting 2018 Budget Allocations and Project Prioritization

The TBD Governing Board considered TBD-Resolution 2017-0001. Board Chair Stuckart requested that TBD Board Members turn to page 8 of the 2017 Annual Report, under "2018 TBD Program Recommendations," and he requested a motion to add "2018 New Build Project - Falls Avenue - Project Cost \$330,000." He noted the money was already allocated to the project, but he asked that it be added to the project list to get done in 2018. The following action was taken:

**Motion** by Board Member Fagan, seconded by Board Member Stratton, **to so move (to add** "2018 New Build Project - Falls Avenue - Project Cost \$330,000" under "2018 TBD Program Recommendations"); **carried unanimously**. (Clerical Note: As a result of this action, Exhibit A to TBD-Resolution 2017-0001 will be amended to include the Falls Avenue Project.)

Upon 6-1 Roll Call Vote (Board Member Fagan voting “no”), the TBD Governing Board **adopted TBD-Resolution 2017-0001 (as amended)** of the City of Spokane Transportation Benefit District Governing Board adopting 2018 budget allocations and project prioritization.

## ADJOURNMENT

There being no further business to come before the Transportation Benefit District Governing Board, the Special Meeting of the Board adjourned at 6:51 p.m.

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### CITY OF SPOKANE CIVIL SERVICE COMMISSION MEETING MINUTES October 17, 2017

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Judith Gilmore, Pam DeCounter and Mark Lindsey. A moment of silence was observed for Mr. Douglas Amsbury who passed away this summer. Mr. Amsbury had served the Civil Service Commission from 1987 until 2002.

#### Agenda Item I.

##### Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of September 19, 2017. A motion to adopt was put forth by Ms. DeCounter and seconded by Ms. Gilmore. The motion passed unanimously.

#### Agenda Item II.

##### Staff Activities:

##### September:

Announcements issued:	5	Classifications revised:	5
Examinations:	33	Classifications new/deleted:	1/0
Requisitions received:	40	Requisitions certified:	42
Class Surveys completed:	2	Class Surveys in progress:	4
Requisitions canceled:	3		

Average days from department initiation of request to receipt in Civil Service:	4.1
Average days from requisition receipt to certification:	.3
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	1.0

Ms. George-Hatcher presented the statistics for the month of September. Mr. Bryan Sullivan, Analyst III, attended the Department Head Retreat for the Chief Examiner and presented information to the Commission. The retreat took place at the Red Lion Hotel at the Park on September 7, 2017. Mr. Sullivan reported that the mayor talked about succession planning and divided the group up into teams to brainstorm projects that could improve or transform the City for a new mayor to come into.

Ms. George-Hatcher reported on the on-going Police Officer recruitment with two sessions conducted in September and a third scheduled for October. She thanked Ms. Crystal Rodgers for her hard work on the recruitment sessions.

Ms. George-Hatcher reported that Civil Service paid for and put up two police hiring billboards, one on Monroe and Boone and the other on Washington and Boone.

A meeting of the Diversity Recruitment committee was held in September and that the Fire Department has indicated that they would also be interested in conducting recruitment sessions similar to what was put together for Police. Additional meetings are scheduled to finalize the details. This time, the participants at the meeting were internal and she stated that the Committee may eventually evolve into a mostly internal committee.

The Chief Examiner provided information on the continuing Lunch and Learn series which is a program that provides education for employees, on Civil Service functions and processes, focusing on a specific process at each session. The session in September and focused on the promotional process. These sessions are focused on customer service and providing clear communication regarding Civil Service rules and processes to our employees and appointing officials.

At the request of the Police Department, Civil Service will also be providing twice yearly informational meetings for the Police Department on the promotional process. The Spokane Police Department has requested presentations on the promotional process for Police positions. The Chief Examiner provided kudos to Crystal Rodgers for creating the presentation and for continuing to keep our SharePoint site updated with useful information.

Ms. George-Hatcher will also be scheduling a session to present the Civil Service rule changes to department heads and hiring officials. A memo from the Chief Examiner was sent out in September to department heads regarding the significant rules changes pertaining to hiring. She is currently scheduled to speak at the November department head meeting regarding the new rule on removals from the list.

Ms. George-Hatcher presented the proposed Eligibility List Maintenance administrative policy put together with staff input to the Commission and requested discussion and guidance as to whether the Commission might have any objections to staff implementing the administrative policy. There were questions and discussions and there was no objection to implementation of this policy. Ms. Gilmore asked about the size of staff Civil Service has and how those numbers have changed over the years. The Chief Examiner responded that in 2016, for the first time since the 1970's, an additional Analyst was added to Civil Service staff. The number of Analysts had remained at four since the 1970's despite the increasing number of classifications adopted and required to be maintained.

Ms. George-Hatcher stated that she is waiting to hear regarding the addition of an additional Analyst in the 2018 budget.

Ms. George-Hatcher presented information regarding a request from City Administration on behalf of Mayor Condon for Civil Service to consider implementing a Supported Employment Program to hire persons with significant disabilities. Ms. George-Hatcher is in the process of researching agencies who have these types of programs and should be able to present information to the Commission, City Administration and other appropriate parties by the November meeting.

Ms. George-Hatcher asked the Commission how they would like to consider the option of hiring special council on a case by case basis when the interests of Civil Service may be different than that of City Administration so that legal staff assigned to Civil Service by the City is not placed in a position of conflict of interest. She complimented Mr. Piccolo with respect to his role in providing counsel to the Commission and expressed that this consideration is only for the purpose of addressing issues on a case by case situation in which legal counsel may be placed in a conflict of interest situation. Mr. Hult said that a blanket authorization for counsel would not be a great idea and that we have counsel from the City who is good at stepping back if there is a conflict. After questions and discussion, the Commission's guidance was for the Chief Examiner to bring issues on a case by case basis for the Commission's consideration as to whether special legal counsel may be needed.

Ms. George-Hatcher went through a handout that listed the accomplishments of Civil Service since 2014.

### **Agenda Item III. Classification Resolution**

**Adopt:**  
SPN 625 Fleet Service Writer

A motion to adopt this classification was put forth by Ms. Judith Gilmore and seconded by Mr. Mark Lindsey. The motion carried unanimously.

### **Agenda Item IV. Administrative Complaint**

No representatives from Local 270 were present for the administrative complaint regarding the Chief Examiner's decision with respect to the promotional probation failure of Mr. Bruce Babnick. A motion to dismiss the complaint was put forth by Ms. Pam DeCounter and seconded by Mr. Scott Stephens. A motion to dismiss the administrative complaint passed unanimously.

The Commission went into Executive Session at 10:09 a.m. and returned at 12:19 p.m.

### **Agenda Item V. Other Business**

There being no additional business to come before the Commission, the meeting was adjourned at 12:20 p.m.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability**  
**October 23, 2017**

**Committee Members Present**

Council Member Mike Fagan, Vice Committee Chair  
Council Member Breean Beggs  
Council Member Lori Kinnear  
Council Member Candace Mumm  
Council Member Karen Stratton  
Council President Ben Stuckart

**Committee Members Absent**

Council Member Amber Waldref, Committee Chair

**Staff Present**

Hannahlee Allers, Eldon Brown, Steve Burns, Chris Cafaro, Mike Cannon, Brian Coddington, Marcia Davis, Leroy Eadie, Anna Everano, Marlene Feist, Jacob Fraley, Luis Garcia, Raylene Gennett, Ken Gimpel, Kara Heatherly, Gary Kaesemeyer, Dan Kegley, Abigail Martin, Brian McClatchey, Adam McDaniel, Skyler Oberst, Cadie Olsen, Mike Ormsby, David Paine, Steve Riggs, Rick Romero, John Sawyer, Elizabeth Schoedel, Scott Simmons, Mike Sloon, Heather Trautman, Kyle Twohig, Scott Windsor

**Guests Present**

Kip Hill, Paul Kropp

Council Member Fagan called the meeting to order at 1:30 p.m.

**Review and Approval of Minutes:**

Council Member Fagan asked for a motion to approve the minutes of the September 25, 2017 meeting.

**Action Taken:**

Council President Stuckart moved to approve the minutes of the September 25, 2017 meeting as presented; the motion was seconded by Council Member Mumm. The minutes were approved unanimously.

**Priority Strategies****Cleaner River, Faster – Water Quality Standards:**

Mayor David Condon gave a presentation on water quality standards and the City's work to address PCB's. He spoke about the Integrated Clean Water Plan, the PCB standards, as well as, the City's National Pollution Discharge Elimination System (NPDES) permit. He discussed the areas of investment to benefit the removing of contaminants and provide return for the Citizens.

**Two-Year Strategic Priorities:**

Rick Romero reviewed the strategies identified for the two-year work plan for the Public Infrastructure, Environment, and Sustainability Committee. He showed a PowerPoint slide that included the four priority strategies. The items will be shown on the committee's agenda and reported on as progress continues.

**Rapidly Accelerating Street Pavement Maintenance Projects****Overview of 2017 Projects Techniques:**

Scott Simmons gave an overview of the street repair strategies during 2017 that included assessing pavement conditions and condition of road base along with the average daily traffic volumes with a focus on improving drivability and safety. Scott gave a PowerPoint that showed the progress of several projects this year including the rebuild of Lincoln downtown, Thor Avenue, Maxwell Street, Freya, and Sunset Boulevard.

**Repurposing Public Property to Stimulate Private Investment**

No report this meeting.

**Smart Use of Water Resources for Economic Growth**

No report this meeting.

Putting Our Renewable Energy Resources to Work in the CommunityRequest for Qualifications for an Energy Consultant:

Scott Simmons discussed the request for qualifications that was put out to search for an energy consultant with the purpose of expert advice on the Upriver Dam and Waste to Energy facilities electricity resources.

Flex SessionOrdinance Amendments for Sidewalks (Snow):

Heather Trautman and Abigail Martin discussed the proposed changes to the ordinance for sidewalks 12.01. Discussion was had on the options for removal abatement and costs. Heather spoke about the process to address abandoned homes and around school walking zones. The Committee suggested that Council Member Beggs and Kinnear to work with Heather and Abigail on language for the ordinance.

Consent Items (Briefing Papers only):

1. Mission Avenue Grind and Overlay
2. CSO 24 (1st and Adams) Control Facility Guaranteed Maximum Price
3. Contract for Specialized Testing of Wastewater/Stormwater
4. Contract for Upriver Dam Parking lot/Driveway Paving
5. Contract for Well Study
6. Purchase Motor Control Centers for Water Department
7. Extension of Value Blanket to Purchase Automated Yard Carts for Solid Waste Collection
8. Extension of Value Blanket to Purchase Automated Refuse Carts for Solid Waste Collection
9. Amend Ordinance C-13628 to Release Utility Easement (Wonder Spokane)

Waste to Energy Facility

10. Amendment and Extension to Contract for Revised Closure and Post-Closure Plan and Update to Financial Assurances for the Northside Landfill
11. Extension of Contract for Quarterly Crane/Hoist/Trolley and Lifeline Inspections and Preventative Maintenance
12. Renewal of Consultant Agreement for Software Maintenance and Technical Support Plus Parts for the Control Systems
13. Renewal of Contract for Vacuum Support Services
14. Renewal of Value Blanket for Purchase of Anhydrous Ammonia and Phosphoric Acid
15. Renewal of Value Blanket for the Purchase of Hydrochloric Acid
16. Amendment to Value Blanket for the purchase of Sodium Hydroxide 50%
17. Renewal of Value Blanket for Compressor Rentals
18. Renewal of Value Blanket for Purchase of High Calcium Quicklime
19. Renewal of Value Blanket for Purchase of Activated Carbon

Fleet Services

20. Purchase one Terminal Tractor for Waste to Energy
21. Value Blanket Renewal for Purchase of Automotive Batteries
22. Purchase one TV Van for Wastewater Department
23. Purchase two Ford Transit Cargo Vans for Water Department

Executive Session:

None.

Adjournment

The meeting adjourned at 2:50 p.m.

# Hearing Notices

## Notice of Public Hearing and Notice of SEPA Determination City of Spokane

The Spokane City Plan Commission will hold a public hearing on Wednesday, December 13, 2017, beginning at 4:00 PM in the Council Chambers, Lower Level of City Hall, 808 W. Spokane Falls Blvd., to hear public testimony related to amendments to the Development Code, related to cottage housing, pocket residential development, and compact lot standards. The proposal would expand areas where these alternative residential development methods may be used at the levels permitted by the comprehensive plan, while enhancing design guidelines. Any person may submit written comments on the proposed actions, appear at the public hearing, or call for additional information:



Planning & Development Department  
Attn: Nathan Gwinn, Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone (509) 625-6893  
[ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org)

Documents relating to this text amendment are available for viewing at:  
[my.spokanecity.org/projects/infill-housing-strategies-infill-development/](http://my.spokanecity.org/projects/infill-housing-strategies-infill-development/)

**Location:** Certain residential zones in the city of Spokane: specifically, the RA, RSF, RSF-C, and RTF zones. A zoning map is available for viewing at: [maps.spokanecity.org](http://maps.spokanecity.org)

**Description of Proposal:** Code amendments to Cottage Housing (SMC 17C.110.350) for larger unit floor area, subdivision of internal units, slight increases in height and density, attention to standards for development perimeters, and to allow in the RTF zone. Also, allow Pocket Residential (private access and new lots; SMC 17C.110.360), and some smaller lots (Table 17C.110-3), in the RSF zone, with no changes to aggregate site density for those development tools, using limited design standards.

**SEPA:** A Determination of Non Significance was issued on November 29, 2017 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than **12:00 PM December 13, 2017, if they are intended to alter the DNS.**

**Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Publish: November 29 & December 6, 2017

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**NOTICE OF PUBLIC HEARING AND NOTICE OF SEPA DETERMINATION  
PROPOSED AMENDMENT TO SPOKANE MUNICIPAL CODE  
TITLE 17 UNIFIED DEVELOPMENT CODE**

Notice is hereby given that there will be a public hearing before the City of Spokane Plan Commission on **Wednesday, December 13, 2017 at 4:00 pm** in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington, to receive public testimony on a proposal to amend chapters 17A.020 Definitions, 17C.340 Home Occupations and 17C.370 Existing Neighborhood Commercial Structures in Residential Zones, of the Spokane Municipal Code. The Plan Commission reserves the right to continue this hearing to a later date. Any person may submit written comments on the proposed action or call for additional information at:

*City of Spokane Planning and Development Services*  
Attn: Amy Mullerleile, Assistant Planner  
808 West Spokane Falls Boulevard, 3rd Floor  
Spokane, WA 99201-3333  
Phone (509) 625-6300  
[amullerleile@spokanecity.org](mailto:amullerleile@spokanecity.org)

**Description of Proposal:** On October 11, 2017, the City's Plan Commission unanimously recommended updates to SMC Chapter 17C. 240 – Signs. This is a companion proposal to update other sections of the Spokane Municipal Code impacted by the sign code update. These are housekeeping items that cleanup existing conflicts between 17C.340 Home Occupations and 17C.370 Existing Neighborhood Commercial Structures in Residential Zones of the Spokane Municipal Code and the proposed sign code updates. This proposal also integrates sign specific definitions into the sign code from where they currently exist in 17A.020.

Additional information about this project can be found at <https://my.spokanecity.org/projects/sign-code-update/>.

**SEPA:** A Determination of Non Significance (DNS) was issued on November 15, 2017 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than 5:00 pm., December 13, 2017 if they are intended to alter the DNS.

**Written Comments and Public Testimony:** Written comments may be submitted on this application by 4pm, December 13, 2017 and will be forwarded to the Plan Commission. Written comments should be sent to the Planning & Development Services address or email listed above. **At the Plan Commission Public Hearing, any person may testify on this application.**

**Public Hearing Process:** This Notice of Public Hearing and SEPA Determination will be posted at the main City Library and published in the newspaper. After the Plan Commission hearing, staff will obtain a public hearing date for City Council consideration. Written comments and oral testimony at the public hearing for this proposed action will be made part of the public record. **Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [jjackson@spokanecity.org](mailto:jjackson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Publish: December 6 & 13, 2017

# Ordinances

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

## ORDINANCE NO. C35564

An ordinance establishing fair chance hiring requirements; prohibiting employers from advertising restrictions on job applicants based on arrest or conviction records or inquiring into arrest or conviction records until after interview; providing for limited exceptions; establishing penalties; and enacting new chapters 09.02 and 09.03 of the Spokane Municipal Code.

**WHEREAS**, the use of arrest and conviction records can help ensure public safety, as long as that use is clearly defined and balances the need for equal opportunity and personal privacy; and

**WHEREAS**, criminal background checks are, however, often over-broadly and indiscriminately used to determine the risk of hiring an employee; and

**WHEREAS**, African Americans are 3.6% of Washington's population, but account for nearly 19% of the state's prison population; and

**WHEREAS**, Native Americans are 1.5% of the state population, but account for 4.3% of the state's prison population; and

**WHEREAS**, economists estimate that by denying fair employment opportunities to people with criminal records, our nation's gross domestic product lost \$57 to \$65 billion in 2008; and

**WHEREAS**, in August 2014, the Mayor publicly asked the Civil Service Commission and the Human Resources Department to remove the box on City employment applications that asks about criminal history and to adopt hiring policies that consider applicants first based on qualification, not criminal history, and that provide an individual assessment of whether a particular criminal record is sufficiently related to the job sought to justify disqualification from employment; and

**WHEREAS**, during the 2017 legislative session, Sen. Baumgartner sponsored a state-wide “ban the box” proposal, which passed the Senate, but which was not enacted into law; and

**WHEREAS**, the City of Spokane will continue to advocate for a state-wide Fair Chance Hiring policy; and

**WHEREAS**, in October, 2017, Spokane County placed its own “ban the box” policy into effect for applicants for County employment; and

**WHEREAS**, when qualified job seekers with criminal records are given the opportunity to work, they add to the tax base and local economy, and will therefore be less reliant on public benefits and social services; and

**WHEREAS**, the U.S. Equal Employment Opportunity Commission (“EEOC”), to maximize compliance with federal anti-discrimination law, issued a guidance document in 2012 which found that blanket bans on job applicants based on criminal backgrounds have a disparate impact based on race and national origin, therefore potentially violating Title VII of the Civil Rights Act of 1964, and recommended delaying inquiry of a job applicant’s conviction history until after the conclusion of a job interview, considering the job-relatedness of the conviction, taking into account length of time since conviction, and providing an individualized assessment affording the opportunity to correct any inaccuracies and to submit evidence of mitigation or rehabilitation; and

**WHEREAS**, the 2012 EEOC guidance currently applies to all employers within the City of Spokane with fifteen or more employees and the City desires to apply application of the EEOC guidance to all private employers within the City in order to level the playing field for all employers and job applicants; and

**WHEREAS**, “banning the box,” and providing the opportunity for employment to those with criminal backgrounds who have paid their debt to society and are seeking re-entry to the work force will reduce recidivism and reduce the overall reliance on public assistance, as well as reducing the crime rate in Spokane and increasing the overall productivity of our workforce; and

**WHEREAS**, implementing this fair chance hiring ordinance will advance the City’s strategic goal of “creat[ing] a compassionate community so that all people can feel safe, empowered, and welcome”; and

**WHEREAS**, one way the City can meet its goal of increasing the median household income is to help more people get back to work, and this is a goal shared by the fair chance hiring ordinance; and

**WHEREAS**, fair chance hiring practices also help reduce recidivism, which will assist in the accomplishment of the City’s goal of reducing property crime and making Spokane the safest Washington city of its size; and

**WHEREAS**, the City of Spokane’s legislative agenda strongly supports the enactment of a state-wide fair chance hiring laws equivalent to those set out in this ordinance and the Spokane City Council will reconsider this ordinance upon passage of a state-wide fair chance hiring law; and

**WHEREAS**, the City of Spokane will concentrate on educating the community about fair chance hiring in 2018 and defer the imposition of any citations or fines for violating this ordinance until after January 1, 2019; and

**WHEREAS**, the City of Spokane will evaluate its 2018 education efforts and prepare a written report for City Council; and

**WHEREAS**, finally, giving people the chance to get back to work after they have paid their debt to society increases our social capital, because it increases the productive capability, social responsibility, cohesion and trust across our community.

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

Section 1. That there is enacted a new chapter 09.02 of the Spokane Municipal Code to read as follows:

## **Chapter 09.02 Fair Chance Hiring**

### **Section 09.02.010 Findings**

The City of Spokane finds that many qualified job applicants who have some kind of criminal record simply cannot obtain employment due to early screening or advertising which excludes them from the applicant pool. Many individuals who have criminal records could show themselves to be both highly-qualified and well-suited for employment in an interview, yet many do not even reach that stage due to screening criteria which make those with criminal records immediately disqualified for work. People with criminal records who cannot find work are forced to rely on public assistance and may be more likely than those who can secure work to re-offend.

**Section 09.02.020 Purpose**

- A. The City of Spokane intends to ensure that people who have completed a sentence for a past criminal conviction are not forever branded as unworthy or unable to participate in the life of the community, a central part of which is the ability to compete for employment in Spokane.
- B. The City intends to ensure that all employers have clear guidance on when they can inquire about criminal records of job applicants, in an effort to provide predictability, certainty, and fairness to both employers and job applicants.
- C. The City intends to assure employers that they may still conduct criminal background checks necessary for their specific employment purposes, and to set certain minimum and non-intrusive standards for doing so.
- D. Nothing contained in this chapter is intended to be nor shall be construed to create or form the basis for any liability on the part of the City, or its officers, employees or agents for any injury or damage resulting from or by reason of any act or omission in connection with the implementation or enforcement of this chapter on the part of the City by its officers, employees or agents.
- E. Nothing in this chapter shall constitute or be construed to create a private right of action under state law or form a basis for relief in the state courts. It is the intent of this chapter that all causes of action for violations of the chapter shall lie with the City of Spokane municipal court.
- F. Nothing in this chapter shall be deemed to deny any person the right to institute any action or to pursue any civil or criminal remedy for the violation of such person's civil rights.

**Section 09.02.030 Definitions**

- A. "Arrest or Conviction Record" means any record or information about a citation or arrest for criminal conduct, including records relating to probable cause to arrest, and includes any record about a criminal or juvenile case filed with any court, whether or not such a case resulted in a finding of guilt, has been vacated, or overturned on appeal.
- B. "Employment" means any individual occupation, vocation, job, or work for pay, including temporary or seasonal work, and work through the services of a temporary or other employment agency.
- C. "Employer" means any individual, partnership, association, corporation, business trust, contractor, temporary staffing agency, training and apprenticeship program, job placement, referral and employment agency, or any person or group of persons acting directly or indirectly and within the city limits of Spokane, in the interest of an employer in relation to an employee; provided, however, that the term "employer" does not include: (i) the City of Spokane (which is covered under chapter 09.03, SMC); (ii) the United States, any agency or instrumentality of the United States, or any corporation wholly owned by the government of the United States; (iii) the State of Washington; (iv) Spokane County; or (v) any federally-recognized Indian tribe.
- D. "Otherwise qualified" means that the applicant meets the basic criteria for the position as set out in the advertisement or job description without taking into account the existence or absence of a criminal conviction or arrest record.

**Section 09.02.040 Applicability**

- A. This chapter does not apply:
  - 1. to any employer hiring an employee who will have unsupervised access to children under the age of eighteen, a vulnerable adult as defined in RCW 74.34.020(21), or a vulnerable person as defined in RCW 9.96A.060;
  - 2. to employers who are expressly permitted or required under any federal or Washington state law to inquire into, consider, or rely on information about an applicant's arrest or conviction record for employment purposes;
  - 3. to any General Authority Washington law enforcement agency as defined in RCW 10.93.020(1); or
  - 4. where criminal background checks are specifically permitted or required under state or federal law.
- B. Nothing in this chapter shall be construed to protect criminal conduct or interpreted or applied as imposing an obligation on the part of an employer to provide accommodations or job modifications in order to facilitate the employment or continued employment of an applicant with an arrest or conviction record or who is facing pending criminal charges.
- C. Nothing in this chapter prohibits an employer from declining to hire an applicant with a criminal record or from terminating the employment of an employee with a criminal record.

**Section 09.02.050 Prohibition****A. No employer shall:**

1. advertise applicable employment openings in a way that excludes people with arrest or conviction records from applying, such as using advertisements which state “no felons,” “no criminal background,” or which otherwise convey similar messages; provided, employers may advertise the requirement for a criminal history inquiry and/or background check during or after the interview process as long as such advertisement does not state that an arrest or conviction record will automatically preclude the applicant from consideration for employment;
2. include any question in an application for applicable employment, inquire orally or in writing, receive information through a criminal history background check, or otherwise obtain information about an applicant’s arrest or conviction record prior to an in-person, telephonic, or video interview or received a conditional offer of employment;
3. use, distribute, or disseminate an applicant’s or employee’s arrest or conviction record except as required or otherwise allowed by law;
4. disqualify an applicant from applicable employment prior to an in-person, telephonic, or video interview solely because of a prior arrest or conviction unless the conviction is related to significant duties of the job or disqualification is otherwise allowed by this chapter; or
5. reject or disqualify an applicant for failure to disclose a criminal record prior to initially determining the applicant is otherwise qualified for the position.

B. Nothing in this chapter prohibits an employer from inquiring into or obtaining information about a job applicant’s criminal conviction or arrest record or background, and considering the information received regarding such record during an in-person, telephonic, or video interview, or after the conclusion of such a job interview, or after a conditional offer of employment, and using such information in a hiring decision.

**Section 09.02.060 More Protective Employer Policies Unaffected**

Nothing in this chapter shall be construed or interpreted to prohibit or discourage an employer from adopting employment policies that are more protective to job applicants than the requirements of this chapter.

**Section 09.02.070 Penalty**

Violation of this chapter is a class 1 civil infraction.

**Section 09.02.080 Severability**

If any court of law determines that any particular provision of this chapter is void or of no legal effect, the offending provision shall be deemed struck from this chapter and the remainder of the chapter shall continue unaffected.

**Section 09.02.090 Effect on other laws**

Nothing in this chapter shall be interpreted or applied to diminish or conflict with any requirements of state or federal law, including Title VII of the Civil Rights Act of 1964; the federal Fair Credit Reporting Act, 15 U.S.C. 1681, as amended; the Washington State Fair Credit Reporting Act, chapter 19.182 RCW, as amended; the Washington State Criminal Records Privacy Act, chapter 10.97 RCW, as amended; and state laws regarding criminal background checks, including those relating to individuals with access to children or vulnerable persons, such as RCW 43.43.830, *et seq*, as amended. In the event of any conflict between this chapter and a requirement of state or federal law, the state or federal requirement shall supersede the requirements of this chapter.

Section 2. That there is enacted a new chapter 09.03 to the Spokane Municipal Code to read as follows:

**Chapter 09.03 Fair Chance Hiring Practices of the City of Spokane****Section 09.03.010 Purpose and Intent**

The City of Spokane intends to ensure that its hiring practices for City employment provide applicants who have criminal arrest or conviction records an equal opportunity to obtain employment with the City. This chapter is intended to implement guidance first published by the Equal Employment Opportunity Commission (“EEOC”) over two decades ago and last updated in 2012, to ensure that the City of Spokane fully complies with federal law.

**Section 09.03.020 Statement of Policy**

- A. No person may be disqualified from employment with the City due solely, or in part, to the existence of a prior criminal arrest or conviction, or prior felony conviction that occurred within the past ten (10) years, unless the crime for which the individual was convicted directly relates to the job position sought.
- B. The City of Spokane's use of applicant criminal arrest and conviction information will be based solely on the relationship between the past felony conviction and the potential risk to the City and its employees, residents, customers, and contractors.
- C. The City of Spokane will at all times comply with any federal or state law or regulation pertaining to background checks.

**Section 09.03.030 Applicability**

- A. This chapter does not apply to hiring practices conducted concerning the following City departments and job positions:
  - 1. The Spokane Police Department;
  - 2. Job positions requiring a limited police commission;
  - 3. Sworn positions in the Spokane Fire Department;
  - 4. Employees in job positions who have physical access to Criminal Justice Information Systems ("CJIS") equipment, terminals, screens, interfaces, circuits, programs, manuals, codes, and/or data contained within CJIS;
  - 5. Job positions governed by the Washington Child Protection Act;
  - 6. Positions involving the practice of law governed by the Washington Supreme Court or positions subject to federal or state background requirements; or
  - 7. Elected judges.
- B. Offers of employment for the following job positions shall be made contingent upon the completion of a criminal background check as mandated by state and/or federal law, the extent of which is to be determined by applicable law:
  - 1. Positions with access to CJIS;
  - 2. Positions at City Water and Hydroelectric with unsupervised access to electric generating facilities;
  - 3. Positions that require a special police commission;
  - 4. Positions in a licensed day-care facility; and
  - 5. Positions that will have unsupervised access to (i) children under the age of sixteen, (ii) developmentally disabled persons, or (iii) vulnerable adults in facilities or operations that are licensed, relicensed, or contracted by the state of Washington.
- C. Offers of employment in the following job positions may, at the discretion of the applicable department head or the Mayor, be conditioned upon a criminal background check due to the City's interest in protecting City operations, residents, employees, contractors, and customers:
  - 1. Senior leadership positions;
  - 2. Jobs requiring the handling of significant amounts of cash, generally, \$500 or more per week;
  - 3. Positions having access to confidential identity information which includes a name associated with a Social Security number, bank account information, credit card information, or other combination of information that could be used for identity theft or related criminal activity;
  - 4. Positions with unsupervised access to homes of residents;
  - 5. Positions with major fiduciary responsibilities; and

6. Positions having broad, unsupervised access to City facilities after normal working hours.
- D. Each department shall be responsible for the cost of conducting criminal background checks for applicants for employment within that department.

#### Section 09.03.040 Administrative Procedures

The Human Resources Director shall promulgate any further administrative procedures consistent with, and required for the implementation of, this chapter. In the event of any conflict between this chapter and administrative procedures promulgated under the authority of this section, this chapter shall control.

Section 3. That section 01.05.170 of the Spokane Municipal Code is amended to read as follows:

#### Section 01.05.170 Penalty Schedule – Business Regulations

- A. For each subsequent violation by a person, the classification of infraction advances by one class. For each subsequent class 1 violation of the same prohibited activity after the first violation, the code enforcement officer and court (in the case of contested case hearings) are authorized to double the penalty imposed.
- B. Infraction/Violation Class.

SMC 1.05.170 PENALTY SCHEDULE – BUSINESS REGULATIONS		
Infraction		Violation Class
<b>General</b>		
SMC 4.04.020	Engaging in licensed activity without license	2
SMC 4.04.060	Failure to display license or insignia	3
SMC 8.01.070 SMC 10.40.020	Engaging in business without registration or itinerant vendor license or permit	1
SMC 8.12.020	No amusement device license, no amusement device operators or owners license	3
SMC 8.12.060	No current list of amusement device locations	3
SMC 10.23A.030(G)	Entertainment facility establishment operator/owner	1
SMC 10.25.010	Pruning, planting, or removing a public tree without a license	1
SMC 10.29.010(A)	Conducting an improper blasting operation	1
SMC 10.29.030	Heating mechanic	1
SMC 10.29.060(A)	Providing fire equipment service without Spokane Fire Department registration	1
SMC 10.34.020	Own, operate for-hire vehicle	2
SMC 10.34.110(D)	Owner of for-hire vehicle, allowing a non-licensed for-hire driver to operate his or her vehicle	1
SMC 10.49.040	Owning, operating or maintaining a medical cannabis collective garden	1
SMC 10.41A.040	Special police officer	2
SMC 10.45.040	Deal in used goods	2
SMC 10.48.050	Failure to register alarm system	2
SMC 10.48.170	Unlawful use of a security alarm system	3
SMC 13.02.0204	Solid waste collection or disposal	2
SMC 17G.010.100(C)(3)	Sewer installation	1
Chapter 09.01 SMC	Violation of the earned sick and safe leave ordinance	1
Chapter 09.02 SMC	Violation of the fair chance hiring ordinance	1
<b>Fireworks</b>		
SMC 10.33A.020(A)(2)	Conducting public display without a permit	Up to \$1,000
SMC 10.41A.040	Employ non-commissioned special police officer	3
SMC 10.41A.090	Violation of code by special police officer	1



<b>Fire Code</b>		
IFC 105.6.14 Chapter 33 IFC Chapter 10.33A SMC SMC 17F.080.060	Manufacture, storage, use, sale, handling of blasting agents, explosives without proper permit	1
IFC 105.6 IFC 105.7 SMC 17F.080.060	Conducting regulated code activities, operations, functions without permit	2
IFC 105.6.41	Conducting spraying or dipping application of flammable or combustible finishes (liquids or powders) for floor finishing or surfacing operations without a permit	2
IFC 2703.3	Unauthorized release, discharge of flammable, combustible liquids, petroleum waste products	1

Section 4. That sections 1 and 3 of this ordinance shall be effective six months from the date of enactment and that section 2 shall be effective thirty days from enactment as stated in section 19(B) of the City Charter. Notwithstanding the foregoing, nothing in this ordinance prohibits an employer from voluntarily complying with sections 1 and 3 of this ordinance at any point in time earlier than the effective date stated in this section.

**Passed by City Council November 27, 2017**  
**Delivered to Mayor December 4, 2017**

# Policies and Procedures

## CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

**ADMIN 5600-17-06/ LGL 2009-0022**

**EFFECTIVE DATE: June 10, 2009**

**REVISION EFFECTIVE DATE: November 30, 2017**

**TITLE: CITY- AND PERSONALLY-OWNED COMMUNICATION DEVICES (INCLUDING CELL PHONES)  
AND CITY- AND PERSONALLY-OWNED EMAIL AND SOCIAL MEDIA ACCOUNTS**

### 1.0 GENERAL

- 1.1 The purpose of this policy is to provide guidelines regarding City- and personally-owned communication devices and accounts, including computers, cell phones, tablets, City-issued hard-wired desk phones, and City- and personally-owned email and social media accounts. This policy enables the City of Spokane to meet its fiduciary and open-government responsibilities to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is sometimes an apparent need to communicate when access to a City-owned communication device or email account is unavailable. Communication devices are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner. At the same time, preservation, efficient organization, and ready accessibility of, records generated by City employees, volunteers and elected officials in the course of their duties is a compelling governmental need. Consequently except in exceptional circumstances detailed in this Policy, personally-owned communication devices, and/or email and social media accounts, should not be used for work-related communications or postings.

Employees who fail to comply with this policy may be subject to disciplinary action, up to and including dismissal.

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1.0 GENERAL  
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- 3.0 REFERENCES
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- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions, departments, employees, and elected officials.

## 3.0 REFERENCES

Chapter 42.56 RCW – Public Records Act  
RCW 46.61.667 – Wireless Communications Device or Handheld Mobile Telephone  
RCW 46.61.668 – Text Messaging While Driving  
Chapter RCW 40.14 – Preservation and Destruction of Public Records  
Chapter 434-615 WAC – Custody of Public Records  
ADMIN 5300-13-05 IT Equipment  
ADMIN 0620-05-054 Telephone Usage  
ADMIN 0620-05-055 Email

## 4.0 DEFINITIONS

- 4.1 “Communication Device” is any device that is used, by any measure, to send or receive voice or data transmissions, whether wired or not, and includes but is not limited to landline and cell telephones, pagers, computers (desktops and portable laptops), portable tablets, and similar devices with communication capability. For purposes of this Policy, “Communication Device” does not include the City’s two-way radio devices.
- 4.2 “City-Owned Wireless Communication Device” (or “City-Owned WCD”) is a cell telephone, portable tablet, or portable computer, owned by the City and issued to a City employee or elected official.
- 4.3 “Desk Phone” is a landline telephone provided by the City for employee use. This device will electronically record voicemails from callers to the phone, which voicemails are saved to the City’s computerized media storage system.
- 4.4 “Public Record” is 1) any writing; 2) that contains information relating to the conduct of government or the performance of any governmental or proprietary function; and 3) that is prepared, owned, used or retained by the City regardless of physical form or characteristics.
- 4.5 “Transitory Records” are public records that only document information of temporary, short-term value, and the records are: 1) not needed as evidence of a business transaction; and 2) not covered by a more specific record series. Transitory records are retained until they are no longer needed for City business and then they may be destroyed, except a transitory record must be preserved if a Public Records Act request calling for disclosure of the record is pending.
- 4.6 “Non-Transitory Records” are all public records that are not transitory records.

## 5.0 POLICY

It is the intention of the City to strictly curtail and limit the number of City-Owned WCDs with internet and/or data capability. When internet or data capability is warranted, the City will issue a WCD with that capability.

- 5.1 Employees who receive a City-Owned WCD must acknowledge in writing that no privacy interests exist in the device provided. This includes but is not limited to any and all voicemails, text messages, emails, call history, social media postings, and internet activity and downloads. The City has the right to inspect City-Owned WCD at any time without notice. A loaner WCD may be provided during the inspection period. Upon being notified that an employee’s City-Owned WCD must be searched pursuant to a public records request, the employee/official will take steps to assure that records on the device are not destroyed and will promptly make arrangements with the Innovation and Technology Services Division (ITSD) or TARU to have that device searched for responsive records.

Employees in possession of a City-Owned WCD will sign an Employee Acknowledgment [Appendix 1] affirming that this Policy has been read by the Employee, and the Employee agrees to comply with it as a condition of receiving the City-Owned WCD.

5.2 The determination of which WCD and plan is appropriate for each employee to receive will be made by the ITSD, except for Police and Fire department employees, whose WCD and plan will be determined by their respective departments. This determination will be made by taking into account the employee's individual job duties and related communication needs. These needs will be determined by consulting with the department/division head and when necessary, the employee. Based on these individual needs, it will be the responsibility of ITSD/Police/Fire to procure the most cost effective alternative of City-Owned WCD and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.

5.3 The use of a communication device, whether owned by the employee or the City, creates a record of the number dialed or the number of the caller. When the device is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. Similarly, any communication relating to City business that is preserved or saved on a communication device or in an email or social media account, whether owned by the employee, elected official, or the City, is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act.

5.4 Personally-Owned Communication Devices and Email and Social Media Accounts

This section of this Policy applies to all City employees', volunteers', and elected officials' usage of their personally-owned electronic communication devices and email and social accounts for work-related purposes.

Without limitation, these include the following devices and/or accounts and types of communications:

Types of Devices/Accounts:

Personally-owned:

- Computers (desktop and portable)
- Cellular telephones and pagers
- Portable "Tablets"
- Email accounts (e.g., @gmail.com, @hotmail.com, @comcast.net, etc., accounts)
- Social media accounts (e.g., Facebook, Instagram, Twitter, etc., accounts)

Types of Communications Sent/Received via Personally-Owned Devices/Accounts:

- Emails
- Voice telephone conversations
- Voicemails
- Text messages and text-like messages (traditional text and SMX messages, and "text-like" messages, such as those sent/received via apps like WhatsApp, GroupMe, Facebook Instant Messaging, etc.)
- Postings to personally-owned social media accounts

This Policy does not apply to communications using the City's two-way radio devices.

It is the policy of the City of Spokane that all work-related written communications (including without limitation email, text and text-like messages, social media postings, etc.) and all work-related verbal communications that do not occur in person (including without limitation voice telephone conversations and voicemails), be sent, received, or posted, using only City-owned/issued communication devices and email and social media accounts. A City employee, volunteer or elected official shall therefore use his or her personally-owned communication devices, and email and social media accounts, for personal purposes and not for work purposes.

Exceptions:

If necessary or in circumstances beyond the control of the City representative, a City employee, volunteer or elected official may use his or her personally-owned communication device to make a work-related communication, in the following two circumstances only:

- a) To place a work-related phone call using his/her personally-owned cell or landline telephone, but if leaving a voice mail upon doing so, s/he may leave a voice mail only if that voice mail is saved to the City's computerized media storage system.
- b) To send/receive an email using his/her personally-owned device, if the email account s/he uses is her/City-issued email account and the email is therefore saved to the City's computerized media storage system.
- c) In attempts to prevent or respond to an emergency threatening imminent injury to person or property, and use of a City-owned/issued communication device is not reasonably available; provided that in each such case, the employee or elected official doing so shall assure an exact duplicate of the communication is copied without unreasonable delay to the City's computerized media storage system, in the appropriate location given the type and/or content of the communication.

If, beyond his or her reasonable control, a City employee, volunteer or elected official receives a work-related email, voicemail, text or text-like message, via his or her personally-owned communication device or email account, s/he shall take such steps as are reasonably necessary and without unreasonable delay, to assure an exact duplicate of the communication is copied to the City's computerized media storage system, in the appropriate location given the type and/or content of the communication. Once the employee, volunteer or elected official assures this duplicate has been saved, the employee/official shall delete the communication from his/her personally-owned device or account.

Upon request by the City's Public Records Officer, City employees, volunteers and elected officials shall provide a declaration under penalty of perjury certifying s/he has complied with the provisions of this Policy related to personally-owned communication devices and email and social media accounts.

City employees who fail to comply with this policy may be subject to disciplinary action, up to and including dismissal.

All public records saved on a personally-owned communication device or account, for which a duplicate has not been saved to the City's computerized media storage system, despite the provisions of this Policy, must be retained by the employee based on their function and content in accordance with Washington State Local Records Committee guidelines which can be accessed at <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>. Examples of public records include but are not limited to non-transitory work-related text messages, emails, social media postings, or voicemails on a City-employee's or elected official's personally-owned cell phone, and transitory work-related text messages, emails, social media postings, or voicemails on a City-employee's or elected official's personally-owned cell phone, if the transitory record is within the scope of a pending Public Records Act request to the City.

If a public records request is made for written or voicemail communications or social media postings, all City employees, volunteer and elected officials who have used a personally-owned communication device or email or social media account for work-related purposes, during the time period specified by the records request, must conduct a good faith search for responsive records. The employee must sign a declaration under penalty of perjury that the personal device(s)/account(s) was (were) searched by him or her and that all responsive records have been provided to the City.

Upon terminating City service, employees, volunteers, and elected officials who have used their personally-owned communication devices and/or email or social media accounts for work-related purposes must search all such communication devices and/or email or social media accounts that they used for such purposes, and provide a copy of all records that pertain to City business and have not been previously duplicated to purged from the device(s) or account(s) under the above provisions of this Policy.

City employees shall be permitted to use their personally-owned communication devices to access their City-issued e-mail account through the City's Outlook Web Access application, or other applications provided that all e-mails are captured by the Enterprise Vault system.

## Transitory Records

- 5.5 If an employee is unsure whether a record is transitory, a supervisor should be consulted to ensure proper procedures are followed.
- 5.6 Personnel issue communications are often transitory (e.g. "I will be out sick today"; "I will be late for my shift today"; "Please change tomorrow's meeting time to 10:30 a.m."). A written communication or voicemail of this nature does not require retention unless it is within the scope of a pending Public Records Act request to the City. (As relates to transitory records concerning personnel attendance/timeliness matters, the employee must follow-up the written communication or voicemail with a leave request as soon as possible after returning to work.)
- 5.7 If an employee, volunteer, or elected official needs to communicate in writing on a work-related matter, whether the communication is transitory or non-transitory, s/he shall email using only his/her City-issued email account or text using a City-Owned WCD to do so.
- 5.8 The City's Desk Phone system allows for callers to record a voicemail. That voicemail may be either transitory or non-transitory. There is no requirement to retain transitory voicemail messages unless the voicemail message is within the scope of a pending Public Records Act request. Non-transitory messages must be retained if subject to a retention policy.
- 5.9 The City has no method for storing or searching voicemails recorded to Desk Phones, so each individual City employee must retain voice mail records in an alternative format. Upon receipt of a non-transitory voicemail left on a Desk Phone, a City employee will promptly memorialize the substance of the voicemail in an email sent by the employee to him- or herself. The email will include the date and time the voicemail was received, the name and phone number of the caller, and the substance of the voicemail left on the employee's Desk Phone.

## 6.0 PROCEDURE

### 6.1 Determination of City-Owned WCD Eligibility

- 6.1.1 Eligibility is based on the need for frequent use of a WCD, such as an employee who needs to be frequently available for emergency contact, and whose duties require him/her to be quickly contacted, anywhere, anytime as determined by his/her supervisor and department/division head.
- 6.1.2 Employees leaving City employment must turn in City-owned WCD's to the ITSD/Police/Fire department as part of their termination process. Employees transferring or promoting within the City must coordinate their prior cell phone hardware and account with ITSD, and eligibility in the new department or position must be re-established.

### 6.2 Determination of Phone and Plan

- 6.2.1 The need for a City-Owned WCD, and the WCD model and plan attributes, will be determined by the City.
- 6.2.2 Departments are responsible for projecting business use to the best of their ability and for communicating this estimate to ITSD. ITSD will be responsible for purchasing all City-Owned WCD and establishing plans with WCD providers – with the exception of Spokane Police Department and the Fire Department who will manage their own cellular services and equipment purchases. Departments with special needs must identify such to ITSD prior to purchase. ITSD will utilize its expertise, and purchase the most cost-effective option of phones and plans to meet the departments' business requirements. ITSD will establish a standard menu of phones and plans. The standards will represent the options that best meet the City's business needs at the lowest cost. The same needs analysis, standard hardware and plans, and most cost-effective options will be utilized by the Police and Fire Departments for their cell phone users.

### 6.3 Use of WCD's

- 6.3.1 Except for incidental personal use, City-Owned WCDs are to be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental

personal use phone calls are to be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls are to be made during breaks. Use of a City-Owned WCD for other than City business or personal incidental use will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.

6.3.2 City employees operating a moving motor vehicle while holding a wireless communication device to his or her ear may be guilty of a traffic infraction with exception of a City employee operating:

- a. An authorized emergency vehicle, or a tow truck responding to a disabled vehicle;
- b. A moving motor vehicle using a wireless communications device in hands-free mode;
- c. A moving motor vehicle using a hand-held WCD to report illegal activity, summon medical or other emergency help, prevent injury to a person or property; or relay information that is time sensitive between a transit or for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle; or

For purposes of this section, "hands-free mode" means the use of a wireless communication device with a speaker phone, headset, or earpiece.

6.3.3 A City employee operating a moving motor vehicle, who by means of a wireless communication device, sends, reads, or writes a text message email, or other data transmission, may be guilty of a traffic infraction with exception of a City employee operating:

- a. An authorized emergency vehicle;
- b. A voice-operated global positioning or navigation system that is affixed to the vehicle and that allows the user to send or receive messages without diverting visual attention from the road or engaging the use of either hand; or
- c. A moving motor vehicle while using a wireless communication device to report illegal activity, summon medical or other emergency help, prevent injury to a person or property, or relay information that is time sensitive between a transit for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle.

6.3.4 In many cases, a WCD operate as a camera or as a way to access the internet or email. Employees operating a City-owned WCD in these capacities must comply with City of Spokane policy ADMIN 0620-06-56, "Internet Access," and City of Spokane policy ADMIN 0620-05-055, "Email."

## 7.0 RESPONSIBILITIES

The Innovation and Technology Services Department shall administer this policy.

## 8.0 APPENDICES

Employee Acknowledgement – Wireless Communication Devices

### APPROVED BY:

Theresa Sanders  
City Administrator

November 15, 2017

Eric Finch  
Director – Innovation and Technology Services Division

November 13, 2017

Michael C. Ormsby  
City Attorney

November 7, 2017

**APPENDIX****CITY OF SPOKANE****Employee Acknowledgement – City-Owned Wireless Communication Devices [Appendix 1]**

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Employee Name

I affirm that I have read, understand, and agree to comply with the City Policy's provisions concerning City-Owned Wireless Communication Devices.

1. I will only conduct City business on City-Owned WCDs.
2. I understand no privacy rights exist in City-Owned WCD.
3. The City may inspect City-Owned WCDs at any time without notice.
4. Upon notification that my City-owned WCD needs to be searched pursuant to a public records request, I will take steps to assure that no records are deleted from any City-Owned WCD issued to me and will promptly make arrangements with I&TS or TARU to have the City-Owned WCD searched for responsive records.
5. I will protect my City-Owned WCD from loss, damage, or theft.
6. I understand that a violation of City policy may result in disciplinary action, up to and including termination.

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Employee Signature

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Date

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**CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE****ADMIN 5900-17-01/ LGL 2017-0037****EFFECTIVE DATE: February 6, 1987****REVISION EFFECTIVE DATE: November 25, 2017****TITLE: CITY HALL OPERATIONS, FURNITURE AND EQUIPMENT****1.0 GENERAL**

- 1.1 The purpose of this policy is to outline the operational procedures applicable to divisions and departments located in City Hall.

**1.2 TABLE OF CONTENTS**

- 1.0 GENERAL
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- 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 the City divisions and departments located within City Hall.

**3.0 REFERENCES**

None

**4.0 DEFINITIONS**

None



## 5.0 POLICY

It is the policy of the City of Spokane that operational procedures applicable to divisions and departments in City Hall are consistent and known to the affected employees.

## 6.0 PROCEDURE

### 6.1 Address and Office Locations

#### 6.1.1 The address of the City Hall of the City of Spokane is:

808 WEST SPOKANE FALLS BOULEVARD  
SPOKANE WA 99201

#### 6.1.2 The addresses of specific offices should be:

(Appropriate Department)  
(Appropriate Floor) CITY HALL  
808 W. SPOKANE FALLS BLVD  
SPOKANE, WA 99201

#### 6.1.3 Department locations are posted in all elevators, on information boards located on the first and third floors, as well as on each floor in the elevator lobbies.

#### 6.1.4 Restrooms are located near the elevator on each floor in City Hall.

#### 6.1.5 Vending machines are across from the elevators on the lower level, south of the elevator on the third floor, and in the employee lunchroom on the sixth floor.

### 6.2 City Hall Maintenance

#### 6.2.1 Routine building maintenance, other than every-day custodial-type work and moving activities, will be initiated by the department in which the problem occurs by contacting the Asset Management Department.

#### 6.2.2 Contacts for problems at City Hall are:

- a. SharePoint service request under "City Facility Request" , City Hall Building Engineer (625-6380), or City Foreman (625-7788).
- d. Emergencies: call 911.
- e. Non-emergencies: call 456-2233 (Crime Check).

### 6.3 Custodial Service

#### 6.3.1 Custodial service is the responsibility of City Hall Maintenance. Refer all problems concerning custodial service to SharePoint "City Facility Request".

#### 6.3.2 Disposal of boxes or large quantities of paper which will not fit into waste baskets should be clearly marked "FOR DISPOSAL" and placed in a pick-up area next to the department or the floor's waste containers which is out of public view - **NOT in hallways, reception areas, elevator lobbies, etc.**

### 6.4 Energy Usage

#### 6.4.1 Energy Management System: City Hall is equipped with an Energy Management System which will control the heating and cooling system in the building. The system is computer controlled and will not be accessible to the employees in the building. If, for any reason, there is a problem with the system, please submit a service request to SharePoint "City Facility Request".

#### 6.4.2 Heating System Rules: Thermostats will be set to be as energy efficient as possible.

6.4.3 Lighting Control: When leaving a room or unoccupied area, turn off all lights.

6.5 Furniture

6.5.1 The concept behind open plan modular furniture is to allow for changes of work unit locations and for changes of components within the work unit. This creates a work environment which can be responsive to the individual's tasks and to the needs of a department.

6.5.2 Moving and rearranging will be done only by the City Hall Maintenance staff in accordance with the following procedures:

- a. Submit a service request in SharePoint "City Facility Request" showing approval of the department head and attaching proposed floor plan changes.
- b. The Asset Management Director will work with the department head to ensure that the move is compatible with the overall office design and that the visual impact is maintained and enhanced. Also, moving and rearranging furniture and office space will be coordinated with the Innovation Technology Services Department and the City Hall Building Engineer and Asset Management Director.
- c. The Asset Management Director will return the requested changes approval to the requesting department with instructions on how to proceed with implementing floor plan changes.
- d. If a department is transferring equipment to another department, the transferring department is responsible for notifying the Accounting Department of the transfer of capital office equipment, such as office machines, audio-visual equipment, reprographics, etc., between departments.
- e. The requesting department is responsible for all moving expenses such as, but not limited to, telephone and data connections, electrical outlets, cabling, evening, weekend and other overtime labor costs.

6.6 New Office Furniture / Equipment: See ADMIN \_\_\_\_\_ (new policy re purchasing furniture and office systems)

6.7 Plants

6.7.1 City-owned plants and trees will be furnished and maintained on a City contract. Do not attempt to water or care for them. If a problem exists with the plants, contact City Hall Maintenance Office. Employees may have personal plants within their cubicles as long as plants are cared for and remain healthy.

6.8 Lunchroom

6.8.1 The lunchroom is furnished for the convenience and pleasure of the employees. The employees' cooperation in keeping this area clean will be appreciated. The lunchroom may be reserved for large gatherings. Further information may be obtained from the Asset Management Department.

6.8.2 Employees may use the lunchroom during their breaks or lunch hours for the occasional private sale of goods, such as quilts, Avon products, etc.

6.9 Walls

6.9.1 Artwork Approval: All art items placed on common walls in the building must have the advance approval of the Asset Management Department, who will be working in conjunction with the Spokane Arts Council.

6.10 Bulletin Boards:

- 6.10.1 Information of interest to employees *should not* be placed in general public areas such as the main floor lobbies or elevators. These areas are reserved for public notices only. Information placed on these boards needs to be removed by the employee who displayed the information.
- 6.10.2 Information of interest to the public should be monitored and removed when it becomes outdated.
- 6.10.3 Employee bulletin boards for employee and general interest information are located at:
- a. employee entry hall on the west side of the first floor,
  - b. east hall on the sixth floor,
  - c. north stair on the first floor, and
  - d. east wall of the sixth floor employee lunchroom.

It is the employees' responsibility to check these bulletin boards periodically for current information. The department may have an employee bulletin board placed in the department's approved lunchroom after review and approval of the department head.

- 6.10.4 General notice bulletin boards are located at:
- a. employee entry hall on west side of the first floor; and
  - b. fourth floor Civil Service reception area.

The Civil Service Department will be the primary controller of these two (2) boards.

- 6.10.5 Safety bulletin boards are located at:
- a. hallway leading to the loading dock on the first floor; and
  - b. hallway between the employee entrance on Post Street and the east stairwell.

No other information should be placed on these bulletin boards. Safety bulletin boards shall be maintained by Risk Management Safety personnel.

- 6.10.6 Walls in departmental areas will be controlled by the individual departments.

#### 6.11 Personal Cubicles:

- 6.11.1 The "outside" of all cubicles shall NOT have anything affixed to them in any manner unless necessary to the functioning of the department.
- 6.11.2 The "insides" of cubicles may have personal items carefully affixed to them. These items should not be visible to the casual passerby.

#### 6.12 Coffee Rooms and Coffee Machines

- a. Several areas in the building are provided for employee break-time convenience and relaxation. These areas will be maintained by the users with the exception of routine custodial service. All coffee machines and other equipment will be cleaned up by the users.
- b. Any department preparing refreshments for a meeting or conference shall clean the area used for preparation of the refreshments as well as the meeting room itself.

#### 6.13 Terrace Deck

- 6.13.1 The City provides tables and chairs on the second floor terrace deck for City employee use during the summer

#### 6.14 Vending Areas

6.14.1 The City via contract will provide vending machines on the following floors:

- a. sixth floor lunchroom,
- b. second floor,
- c. lower level, and
- d. third floor.

6.14.2 No other vending machines or food/beverage sales are allowed without written approval of the Asset Management Department.

6.15 Exercise Room

6.15.1 The exercise room is located in the lower level. It is for the use and enjoyment of all City employees.

6.15.2 Furnishing and maintenance of this area is a large expense; therefore, lockers, which are available, will be rented to City employees for a fee via payroll deduction. Changes to the fee will be proposed by the committee and approved by City administration. Advance notice of the fee change will be posted in the exercise room. The fees collected shall be used to maintain the area and purchase equipment for all employees' use.

6.15.3 A six (6)-member committee, each member representing a different floor at City Hall shall make operating procurement recommendations.

6.16 Building Tours

6.16.1 Tours of City Hall for outside groups and organizations are encouraged and arrangements can be made through the City Council Office (625-6255) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

6.16.2 It is requested that one (1) week prior notification for any proposed tour and a minimum of two (2) weeks notification for groups of over twenty five (25) individuals. Special arrangements can be made for persons with disabilities, young children and senior citizens. The tour of City Hall is approximately one (1) hour in duration and features historical information, sister city activities and the roles and duties of the City Council and the Mayor.

6.16.3 Cameras and recording equipment are allowed and encouraged. It is recommended that a flash unit for cameras be taken along for existing light conditions. Pictures of employees can only be taken if the employee gives permission.

6.16.4 Building tours may also be arranged by individual departments.

6.16.5 Further information and scheduling arrangements can be made by calling (509) 625-6255.

6.17 Work Stations

6.17.1 Private Work Stations. Private work stations are to be considered the same as private offices, and, within reason, should be treated as such. Decorations and personal belongings should be of the occupant's choosing. Window ledges should be kept neatly organized, as they are visible from outside as well as from within. The tops of cubicles should not be used for extra storage or placement of books, papers, etc., as they can be seen from the entire floor. Plants are permissible. Because work stations are not enclosed, conversations and music can travel across the entire floor, interrupting other workers. Employees should modulate their voices when talking on the phone and having prolonged conversations. Radio volume should be kept at low levels.

6.17.2 Semi-Private Work Stations. These are areas that are not actually in public areas but are in public view by those passing through the area. A small number of personal items and decorations in good taste will be allowed in these areas.

6.17.3 Public Area Work Stations. Problems will be taken care of on a complaint basis. Complaints may be made to the Asset Management Department or to the appropriate department head.

6.18 Lighting

6.18.1 Adequate lighting is being provided by the low wattage overhead lights and/or the individual work station lights. If a work station needs additional lighting, the appropriate department head will contact the City Hall Maintenance Office. An analysis will be made to confirm the actual need. If additional lighting is found to be necessary, alternatives will be investigated as to how to meet the need. Under no circumstances will lights be hung from the ceiling or mounted above the level of the work station units. The only exception to this would be if additional lighting fixtures are installed over the work station that are recessed into the ceiling and are identical to those in current use.

6.18.2 Any personal light fixtures, such as desk lamps or high intensity lamps, are not to be set on top of the work station.

6.19 Signs

6.19.1 An attempt has been made to provide adequate signing of a uniform nature throughout City Hall. To maintain this continuity, Departments should not install their own signs. If additional permanent signs are needed within a department, a request shall be made to the Asset Management Department who will provide an appropriate sign that will continue the signing scheme within the building. Any unapproved signs installed since the building was first occupied are to be removed and an appropriate sign installed.

6.19.2 Employee meeting notices or posters for public events are not to be displayed on walls or work stations. Such postings are limited to appropriate bulletin boards in the west entry way or the sixth floor hallway or on one of the portable bulletin boards in the basement, first floor or third floor elevator lobbies.

6.20 Public Information Display Boards

6.20.1 Three (3) display boards for use in City Hall enable staff to provide visitors with the time and location of meetings and other activities taking place in City Hall.

6.20.2 Public Information display boards are located at:

- a. first floor - Spokane Falls Boulevard entrance,
- b. first floor - Council Chamber entrance on Post Street, and
- c. third floor - skywalk entrance

6.20.3 These boards will be updated daily by the Customer Service Center. Departments are to keep the Center informed of all regularly scheduled and special meetings and should route all meeting notices to the Customer Service Center at least three (3) days in advance of the meeting. It is the departments' responsibility to notify the Customer Service Center of any cancellations or changes in the meetings scheduled.

6.20.4 Information should be posted on all boards by 8:30 a.m. on the day of the scheduled activity. If at all possible, the information should be removed by that same evening, or, at the latest, by 8:30 the following morning.

6.21 Displays

6.21.1 Temporary Displays – Public Areas:

- a. In public lobby areas, all City-sponsored displays must be approved by the Asset Management Department.

- b. Temporary displays shall not remain longer than thirty (30) days and should be stamped with the expiration date.
  - c. Displays should not detract from the appearance of the area or impede the flow of foot traffic.
- 6.21.2 Temporary Displays – Non Public Areas. Displays in a departmental area will be allowed at the discretion of the department head.
- 6.21.3 Permanent Displays - Permanent display areas or devices must be approved by the Asset Management Department. Requests for permanent displays should be submitted no less than sixty (60) days prior to proposed installation.

## 7.0 RESPONSIBILITIES

The Asset Management Department shall administer this policy.

## 8.0 APPENDICES

None

### APPROVED BY:

Ed Lukas  
Director – Asset Management

November 6, 2017

Tim Dunivant  
Division Director, Finance & Administration

November 8, 2017

Theresa Sanders  
City Administrator

November 10, 2017

James Richman  
Assistant City Attorney

November 6, 2017

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## **CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE**

**ADMIN 5900-17-02/ LGL 2017-0036**

**EFFECTIVE DATE: November 25, 2017**

**REVISION EFFECTIVE DATE: N/A**

### **TITLE: PURCHASING FURNITURE AND OFFICE SYSTEMS**

## 1.0 GENERAL

- 1.1 The purpose of this policy is to outline the process of purchasing furniture and office systems at all City owned and City leased properties.

## 1.2 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 divisions and departments.

## 3.0 REFERENCES

ADMIN 0070-09-04 City Hall Operations, Furniture and Equipment

## 4.0 DEFINITIONS

None

## 5.0 POLICY

It is the policy of the City of Spokane that the procedures for purchasing furniture and office systems are consistent and known by all City divisions and departments.

## 6.0 PROCEDURE

### 6.1 The department to contact for any questions arising from this policy:

Asset Management Department  
Attn: Asset Management Director  
808 W. Spokane Falls Blvd  
Spokane, WA 99201  
(509) 625-6286  
Email alias: "asset management"  
Or SharePoint Service Request "City Facility Request"

### 6.2 Purchasing Furniture

6.2.1 The Asset Management Department shall maintain a pre-approved list of furniture available for purchase by City departments. The pre-approval list will be available on the City's SharePoint intranet website under the Facility menu.

6.2.2 Furniture that is on the pre-approved list may be purchased directly by the City department via their departmental purchaser, subject to department budget and approval by the division or department head. Contacting asset management is not required.

6.2.3 The pre-approved list comprises a "suite" of the most commonly purchased items, to wit:

- Task Chair
- Conference Room Chair
- Task Stool
- Side Chair
- On Call Chair
- Filing Cabinets
- Height Adjustable Table

While this list covers the most commonly requested items, Asset Management will also maintain a standard list of infrequently requested items such as waiting area seats, dining stools, outdoor tables, etc. Please contact Asset Management regarding the specific standards list of less frequently requested furniture.

### 6.2.4 Fabric Colors

The approved fabric color for office furniture is typically black or gray. The list of approved furniture noted under 6.2.1 will indicate other available colors.

### 6.2.5 Furniture not on the Pre-approved List

If a department has a need for furniture not included on the pre-approved list, the requesting party will need to contact the Asset Management Department with a specific exception request.

Due to the wide variety of job duties, working environments, or medical needs of specific employees, it is understandable that the policy be flexible enough to accommodate requests that support job functions and a healthy workplace.

The goal of the pre-approved list is to maintain a consistent look and quality to all City-owned furniture. Inexpensive or unnecessarily specialized furniture may have a limited useful life span, require frequent replacement, and may simply not provide a good value for our public dollars.

**If the furniture is not on the pre-approved list, Asset Management must provide its written approval to purchasing before the order is placed.**

- 6.2.6 The requesting department will be responsible for all moving costs related to the removal of old furniture and the delivery of new furniture. The disposal of old furniture may be done in accordance with the City's Disposition of Low-Value Personal Property or Equipment Ordinance (ORD C35501).

### 6.3 Office Systems

- 6.3.1 The City is committed to space efficiency in the working environments of our facilities. Specifically, Asset Management will continue to install modular workstations whenever feasible to do. Modular workstations have great flexibility in design while being very economical in space consumed.

To paraphrase the US Government General Service Administration ("GSA"), the City of Spokane "promotes the most efficient and optimal use of office workspace."

- 6.3.2 The standard for the City modular workstations is Herman Miller Ethospace® System or comparable system.

#### 6.3.3 Purchasing and Installation of Office Systems

The Asset Management Department will manage and coordinate the implementation and reconfiguration of office work environments. The affected department, IT, purchasing, and outside design consultants are typical parties involved in each office system project. Costs and timeline can vary significantly, depending on the extent of the changes and available inventories of modular office equipment. Asset management can provide cost estimates prior to work being performed, if necessary.

## 7.0 RESPONSIBILITIES

The Asset Management Department shall administer this policy.

## 8.0 APPENDICES

None

### APPROVED BY:

Ed Lukas  
Director – Asset Management

November 6, 2017

Tim Dunivant  
Division Director, Finance & Administration

November 8, 2017

Theresa Sanders  
City Administrator

November 10, 2017

James Richman  
Assistant City Attorney

November 6, 2017

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# Job Opportunities

**We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.**

## **RECREATION SUPERVISOR SPN 683 OPEN ENTRY**

**DATE OPEN:** Monday, December 4, 2017      **DATE CLOSED:** Sunday, December 17, 2017 at 11:59 p.m.  
**SALARY:** \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$64,915.92

### **DESCRIPTION:**

Performs responsible supervisory and operational support work in planning, organizing, and administering recreation department programs and services.

### **DUTIES:**

Performs duties and responsibilities commensurate with assigned recreation program and functional area within the recreation department which may include, but is not limited to, any combination of the following tasks:

Plans, organizes and implements recreation programs, writes grants, and does fundraising as assigned and reviewed by the recreation department director.

Acts as coordinator and staff liaison to citizens, groups, or other outside sources for activities in one or more of the following recreational areas:

- senior citizen, child care and/or youth activities programs;
- sports and/or outdoor programs, tours, and special events;
- general recreation programs for special populations, such as the developmentally disabled and physically disabled;
- community center activities, such as arts & craft programs, art gallery programs, and special interest classes; or
- aquatic programs, including operation of aquatic centers and splash pads.

Supervises all or a portion of any specialty recreation program, such as aquatics, or directs recreation center activities, including, but not limited to: budget preparation, recommendation of capital improvements, and coordination of facility scheduling, operation and maintenance.

Operates a passenger van to transport program participants to various locations.

Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

**Open Entry Requirements: All requirements must be met at the time of application.**

Graduation from an accredited college or university with a bachelor's degree in recreation management or major coursework in a closely related field.

Applicants must possess valid driver's license. Depending on the area assigned, may be required to obtain a Class "C" Commercial Driver's License (CDL), within six months of appointment, to operate a vehicle of more than 15 passengers.

**NOTE:** Employees assigned to the specialty area of aquatics must obtain the following certifications during the probationary period:

- Aquatics Facility Operator or Certified Pool Operator, and
- American Red Cross Lifeguard, First Aid, CPR/AED, Bloodborne Pathogens, and Water Safety Instructor or equivalent.

**REQUIRED ADDITIONAL DOCUMENTS:** Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E) in the form of a Supplemental Questionnaire with scoring weight assigned as follows:

- 100% Training and Experience Evaluation

**T&E EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed and completed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the closing date.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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:**

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of November 2017.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**CALL FOR BIDS****CSO Basin 25 Improvements – Phase 2  
Engineering Services File No. 2015178**

This project consists of the construction of approximately 2,800 cubic yards of excavation and embankment, 3,800 linear feet of storm and sanitary sewer, 26 drainage structures, 2,100 linear feet of sidewalk, 7800 square yards of 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., December 11, 2017 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](http://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](http://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.

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.

**Bidder's Note:**

***This is one of two projects being advertised, bid, and will be awarded and constructed in tandem: CSO Basin 25 Improvements – Phase 1 (2017177) and CSO Basin 25 Improvements – Phase 2 (2015178). Refer to Section 1-02.6 of the specifications for more information.***

Publish November 22, 29 and December 6, 2017

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**CALL FOR BIDS**

**CSO Basin 25 Improvements – Phase 1  
Engineering Services File No. 2017177**

This project consists of the construction of approximately 5,400 cubic yards of excavation and embankment, 2,300 linear feet of storm and sanitary sewer, 23 drainage structures, 880 linear feet of sidewalk, 5,700 square yards of 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., December 11, 2017 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](http://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](http://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.

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.

*It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to any contract or any subcontract resulting from this solicitation for bids.*

**Bidder's Note:**

***This is one of two projects being advertised, bid, and will be awarded and constructed in tandem: CSO Basin 25 Improvements – Phase 1 (2017177) and CSO Basin 25 Improvements – Phase 2 (2015178). Refer to Section 1-02.6 of the specifications for more information.***

Publish November 22, 29 and December 6, 2017

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR QUALIFICATIONS

### SPOKANE BIKE SHARE DESIGN

City of Spokane Integrated Capital Management Department

RFQ #4408-17

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, DECEMBER 11, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SPOKANE BIKE SHARE DESIGN** for the City of Spokane Integrated Capital Management Department.

The Request for Qualifications document is available by contacting Connie Wahl, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane, WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, December 11, 2017**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

**Submit one (1) paper original, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) of the Proposal to:**

**City of Spokane - Purchasing  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 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/Proposal when considering this contract.

All response packages are to be clearly marked with:

**“RFQ #4408-17, SPOKANE BIKE SHARE DESIGN, DUE 12/11/2017”**

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

Publish: November 29 & December 6, 2017

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## **REQUEST FOR PROPOSALS**

### **TRANSPORTING, PROCESSING, AND COMPOSTING OF RESIDENTIAL AND COMMERCIAL ORGANICS**

**City of Spokane Solid Waste Collection and Disposal Departments**

**RFP #4420-17**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, DECEMBER 11, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for TRANSPORTING, PROCESSING, AND COMPOSTING OF RESIDENTIAL AND COMMERCIAL ORGANICS for the City of Spokane Solid Waste Collection and Disposal Departments.

The Request for Proposals document is available by contacting Connie Wahl, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane, WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, December 11, 2017**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

**Submit one (1) paper original, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) of the Proposal to:**

**City of Spokane - Purchasing  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 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/Proposal when considering this contract.

All response packages are to be clearly marked with:

**“RFP #4420-17, TRANSPORTING, PROCESSING, AND COMPOSTING OF RESIDENTIAL AND COMMERCIAL ORGANICS, DUE 12/11/2017”**

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

Publish: November 29 & December 6, 2017

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**INFORMAL REQUEST FOR PROPOSALS  
OUTSIDE LEGAL COUNSEL FOR THE CITY OF SPOKANE  
OFFICE OF NEIGHBORHOOD SERVICES**

Proposals will be accepted until 1:00 p.m., on Friday December 15, 2017 for Outside Legal Counsel for the City of Spokane's Office of Neighborhood Services to provide legal services related to real estate probate matters.

The informal Request for Proposal Document is available by contacting Thea Prince, City of Spokane Purchasing Dept., 4<sup>th</sup> Floor, City Hall, West 808 Spokane Falls Blvd., Spokane, Washington, 99201 or via email to [tprince@spokanecity.org](mailto:tprince@spokanecity.org)

Publish: December 6 & 13, 2017

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