



# Official Gazette

## City of Spokane, Washington

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

Volume 111

JANUARY 13, 2021

Issue 2



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

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### INSIDE THIS ISSUE

MINUTES	18
GENERAL NOTICES	23
POLICIES & PROCEDURES	24

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# Minutes

## MINUTES OF SPOKANE CITY COUNCIL

Monday, January 4, 2021

### BRIEFING SESSION

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

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative Sessions and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Fourteenth Updated Proclamation 20-28.14, dated December 8, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through January 11, 2021. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

**Roll Call**

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

City Attorney Mike Ormsby (WebEx), City Council Policy Advisor Brian McClatchey (WebEx), and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

**Advance Agenda Review**

The City Council received an overview from staff on the January 11, 2021, Advance Agenda items.

**Sole Source Contract with Clean Energy (OPR 2020-0756)**

Upon briefing the Sole Source Contract with Clean Energy for repairs and maintenance of the City CNG Refueling Station, City staff noted there is an error on the agenda sheet. The agenda item is for one year, with two additional one-year renewals; not four additional one-year renewals.

**Action to Approve January 11, 2021, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the January 11, 2021, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Burke, seconded by Council Member Mumm, **to approve** the Advance Agenda for Monday, January 11, 2021; **carried unanimously.**

### ADMINISTRATIVE SESSION

**Current Agenda Review**

The City Council considered the January 4, 2021, Current Agenda.

### CONSENT AGENDA

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

Value Blanket with Consolidated Supply (Spokane Valley, WA) for ductile iron service saddles—not to exceed \$75,000 (incl. tax). (OPR 2021-0003 / BID 5366-20)

Purchases of miscellaneous waterworks products in support of the 2021 service season from:

- a. Consolidated Supply (Spokane Valley, WA) for Item 3: Restrained Glands and Item 4: Tapping Sleeves—\$61,234.37 (incl. tax). (OPR 202-0004)
- b. Core & Main (Spokane Valley, WA) for Item 2: Repair Clamps, Item 6: Copper Pipe, Item 7: HDPE Pipe, and Item 9: Gaskets—\$140,954.60 (incl. tax). (OPR 2021-0005)
- c. Ferguson Waterworks (Spokane Valley, WA) for Item 1: Couplings—\$2,408.65 (incl. tax). (OPR 2021-0006)
- d. HD Fowler Company (Spokane Valley, WA) for Item 5: Ductile Iron Fittings, Item 8: Ductile Iron Pipe, Item 10: All Thread & Eye Bolts, Item 11: Air Valves, Item 12: Hydrant Parts—\$138,772.49 (incl. tax). (OPR 2021-0007)

Total purchase value across all suppliers: \$343,370.11 (incl. tax)

Purchase from Freightliner Northwest (Spokane, WA) for a Hydrant Truck Body for the Water Department—\$149,766.64 (incl. tax). (OPR 2021-0008 / BID 4401-17)

Value Blanket Renewal with Salt Distributors, Inc. for Road Salt on an “as needed” basis for the city streets in the winter—\$135,000. (ORP 2019-0217 / RFQ 743-18)

Value Blanket Order with GMCO (formerly Roadhouse) for liquid deicer on an as-needed basis operating under WA State Contract #02714—\$1,400,000 (plus tax). (OPR 2021-0009)

One-year extension with Absolute Drug Testing for random urinalysis testing and results provided to Municipal Court and Probation departments for pretrial and probation monitoring—not to exceed \$65,000. (OPR 2018-0861)

Accept funding from the Dept. of Commerce, subawarded through Spokane County, for the Financial Fraud & Identity Theft grant program for fiscal years 2020-2021 to be used for the procurement of digital forensic software and tools—\$64,486 Revenue. (OPR 2021-0011)

Contract Renewal No. 1 of 4 with BrandSafway Services, LLC (Pasco, WA) for removal and replacement of insulation and cladding at the Waste To Energy Facility from February 1, 2021, through January 31, 2022—not to exceed \$100,000 (incl. taxes). (OPR 2019-1094 / PWITB 5130-19)

Low Bid of Cameron-Reilly, LLC (Spokane) for the 2021 Street Maintenance ADA Ramps Project—\$586,690 (plus tax). An administrative reserve of \$58,669 (plus tax), which is 10% of the contract price (plus tax), will be set aside. (Various Neighborhoods) (OPR 2021-0012 / ENG 2020042)

Low Bid of General Industries (Spokane Valley, WA) for Well Electric Pump #4 Replacement—\$654,258.70 (plus tax). An administrative reserve of \$65,425.87 (plus tax), which is 10% of the contract price, will be set aside. (Chief Gary Park Neighborhood) (OPR 2021-0013 / ENG 2020061)

Three-year Master Contract with William Winkler Company (Newman Lake, WA) for on-call concrete repair services—not to exceed \$325,000 (incl. tax) annually. (OPR 2021-0014 / BID 5359-20)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through December 11, 2020, total \$6,462,470.15, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,143,955.80. (CPR 2020-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through December 18, 2020, total \$17,373,314.09, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$13,363,283.63. (CPR 2020-0002)
- c. Claims and payments of previously approved obligations, including those of Parks and Library, through December 25, 2020, total \$5,952,951.93, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,427,434.04. (CPR 2020-0002)
- d. Payroll claims of previously approved obligations through December 12, 2020: \$7,177,646.04. (CPR 2020-0003)
- e. Payroll claims of previously approved obligations through December 26, 2020: \$7,454,225.84. (CPR 2020-0003)

City Council Meeting Minutes: December 7, December 10, and December 14, 2020. (CPR 2020-0013)

**Interlocal Agreement with Spokane Transit Authority (OPR 2021-0010) (Taken separately)**

**Upon 6-1 Voice Vote (Council Member Burke voting “no”),** the City Council **approved** the Interlocal Agreement between Spokane Police Department and Spokane Transit Authority to provide a safe and secure environment in the downtown area from January 1, 2021, through December 31, 2023—\$353,400 total revenue or \$117,800/yr. (OPR 2021-0011)

**Council Recess/Executive Session**

The City Council adjourned at 4:24 p.m. and immediately reconvened into a virtual Executive Session to discuss collective bargaining and litigation matters until 5:30 p.m., at which time the 3:30 p.m. Briefing and Administrative Sessions also ended. City Attorney Mike Ormsby was present for the Executive Session. In addition, Special Counsel Beth Kennar was present for the discussion on collective bargaining. The City Council reconvened at 6:04 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Roll Call**

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

City Council Policy Advisor Brian McClatchey (WebEx) and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

**MAYORAL PROCLAMATION**

January 2021 *Slavery and Human Trafficking Prevention and Awareness Month*

Council Member Kinnear read the proclamation. The proclamation encourages all citizens to become informed on this growing problem, to be vigilant, and report suspicious activity and to work toward solutions to end trafficking in all its forms in our community. Mabel Elsom of Lutheran Community Services NW spoke regarding the proclamation.

There was no **City Administration Report**.

**BOARD AND COMMISSION APPOINTMENTS****Spokane Park Board (CPR 1981-0040) and Bicycle Advisory Board (CPR 1992-0059)**

**Upon Unanimous Voice Vote (in the affirmative),** the City Council **approved** (and thereby confirmed), the following appointments:

Spokane Park Board (CPR 1981-0040)

Reappointment of Jennifer Ogden to a five-year term, from February 2, 2021, to February 3, 2026.

Bicycle Advisory Board (CPR 1992-0059)

- Appointment of Satish Shrestha as an at-large member to a three-year term, from January 4, 2021, to January 5, 2024.
- Appointment of Rian Hidalgo as a youth member to a three-year term, from January 4, 2021 to January 5, 2024.

There were no **Council Committee reports**.

**First Open Forum** was not held.

**LEGISLATIVE AGENDA**

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

**RESOLUTIONS****Resolution 2021-0001**

**Upon Unanimous Roll Call Vote,** the City Council **adopted Resolution 2021-0001** declaring GPI Strategies Corporation a sole source online computer based trainer provider, and authorizing the City of Spokane to directly enter

into a contract with GPI Strategies, for a period of five years, in lieu of public bidding for maintaining annual OSHA compliance training requirements.

There were no **Final Reading Ordinances**.

#### FIRST READING ORDINANCES

- ORD C36000** Relating to authorized military organizations and creating a new section 10.10.035 of the Spokane Municipal Code. (Council Sponsor: Council President Beggs)
- ORD C36001** (To be considered under Hearings Item H1.b.)

There were no **Special Considerations**.

#### HEARINGS

##### **Hearing on Vacation of the Alley bounded Bismark Avenue and Central Avenue and Related First Reading Ordinance C36001**

The Spokane City Council held a hearing on the above-described vacation. Subsequent to a presentation by Eldon Brown of Developer Services and the opportunity for public testimony, with no individuals speaking, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **approved, subject to conditions** (in the Street Vacation Report dated November 12, 2020.), the vacation of the alley bordered by Riverside Avenue, Sprague Avenue, Helena Street, and Madelia Street.

In conjunction with the hearing, Ordinance C36001—vacating the alley bordered by Riverside Avenue, Sprague Avenue, Helena Street, and Madelia Street—was read for the first time, with further action deferred.

#### SECOND OPEN FORUM

**Nicolette Ogletree** spoke regarding mosquito devices.

#### ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:22 p.m.

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#### STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, January 7, 2021

A regularly scheduled Study Session of the Spokane City Council was held virtually on the above date at 11:01 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson were present via Webex. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling in.

Pursuant to Governor Jay Inslee's Fourteenth Updated Proclamation 20-28.14, on December 8, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through January 11, 2021.

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

- Housing Action Plan
- Council Boards and Commissions Appointments
- Council Rules and Updates
- Council Communications Update

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

The meeting adjourned at 12:41 p.m.

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**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, December 10, 2020**

A regularly scheduled Study Session of the Spokane City Council was held virtually on the above date at 11:02 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Beggs and Council Members Burke, Kinnear, Mumm (Chair), Stratton, and Wilkerson were present via Webex. Council Member Cathcart joined at 11:05 a.m. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling in.

Pursuant to Governor Jay Inslee's Fourteenth Updated Proclamation 20-28.14, on December 8, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through January 19, 2021.

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

- Discussion with Local Legislators
- Council Budget Memo
- Teamsters Bomb Threat Resolution

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

Council Member Kinnear left at 12:20 p.m.  
Council Members Cathcart and Stratton left at 12:30 p.m.

The meeting adjourned at 12:35 p.m.

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# General Notices

**REGULAR MEETING NOTICE/AGENDA  
THE CIVIL SERVICE COMMISSION  
9:30 a.m. – JANUARY 19, 2021**

Notice is hereby given that, pursuant to Governor Jay Inslee's Fourteenth Updated Proclamation 20-28.14, dated December 8, 2020, all public meetings subject to the Open Public Meetings Act are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through January 19, 2021.

The regularly scheduled Civil Service Commission Meeting, January 19th, 2021 at 9:30 a.m. will be held virtually, some members of the Civil Service Commission staff will be attending virtually.

Individuals wishing to provide public testimony at remotely (virtually) held Civil Service meetings shall call in to participate telephonically through the instructions set out below.

**The public is encouraged to tune in to the meeting by calling 408-418-9388 and entering the access code 146 106 5743 when prompted.**

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**AGENDA  
REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**

9:30 AM January 19, 2021  
CITY HALL – CITY COUNCIL BRIEFING CENTER  
808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES**
  - a. November 17, 2020 Minutes  
(p. 3)
- 3. CHIEF EXAMINER UPDATE**
- 4. OTHER BUSINESS**
  - a. Chief Examiner Recruitment  
(Gilmore/Hult)
- 5. ADJOURN**

**Notes:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

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**CANCELLATION  
SPOKANE CITY/COUNTY HISTORIC  
LANDMARKS COMMISSION**

MEETING OF  
WEDNESDAY, JANUARY 20, 2021  
\*\*\*\*\*CANCELLED\*\*\*\*\*

Please be advised that the meeting of the Spokane City/County Historic Landmarks Commission, previously scheduled for Wednesday, January 20, 2021, by Webex Teleconference, has been cancelled. The next tentatively scheduled meeting will be February 17, 2021.

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## NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **DRESSER RAND COMPANY, 225 South Lucile Street, Seattle, WA 98108** to provide the following:

**Purchase of Parts for Condensing Steam Turbine Generator Drive Package, Serial #D0823  
for  
City of Spokane Solid Waste Disposal Department –  
Waste to Energy Facility**

Firms who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to Thea Prince, Senior Procurement Specialist at: [tprince@spokanecity.org](mailto:tprince@spokanecity.org) by Monday, January 25, 2021 by 5:00 pm. The City of Spokane does not guarantee that firms responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Firms who have not already done so should register at [www.mrscrosters.com](http://www.mrscrosters.com).

**Dated this 7th day of January 2021**  
**Thea Prince**  
**Sr. Procurement Specialist**

**Publish:** January 13 & 20, 2021

# Policies and Procedures

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

**ADMIN 0410-21-4**  
**LGL 2018-0017**

**TITLE: TRAVEL POLICY**

**EFFECTIVE DATE: July 27, 2018**  
**REVISED: January 7, 2021**

### 1.0 GENERAL

#### 1.1 PURPOSE

Spokane Municipal Code (SMC) 3.07.040 Reimbursement of Expenses – In General provides that “The mayor is directed to adopt and promulgate from time to time policies and procedures whereby officers and employees of the City are reimbursed for travel and other expenses necessarily incurred in performance of City business.” This policy and procedure provides guidance concerning authorization for travel while conducting City business, allowable costs and rates, requirements for receipts, and guidelines for the responsibilities of travelers.

#### 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

Except as otherwise provided, this policy and procedure shall apply to all City departments. Provided, the provisions of this policy and procedure do not supersede the provisions of any collective bargaining agreements, and when in conflict, the specific terms and conditions of the collective bargaining agreement will prevail.



Departments or Divisions with specific travel circumstances may develop additional more restrictive policies regarding travel. It is the responsibility of the traveler to ensure compliance with all relevant travel policies.

### 3.0 REFERENCES

SMC 3.07.010, .020, and .040 (Payments to Employees and Applicants)  
U.S. General Services Administration Website (<https://www.gsa.gov/>)  
Vehicle Usage and Accidents Policy and Procedure (ADMIN 0620-12-26)  
Purchasing Card Policy (Admin 5600-16-01)

### 4.0 DEFINITIONS

**Concur Solutions:** Authorized platform used for Travel and Expense electronic approval and expense reporting.  
[www.concursolutions.com](http://www.concursolutions.com)

### 5.0 POLICY

#### 5.1 Policy Statement

The City of Spokane will pay reasonable and necessary expenses incurred by its employees while conducting City business. When incurring such expenses, City employees must be sensitive to the public's expectations of the use of public funds and the need to use good judgment. For combined business and personal trips, based on the business itinerary/period of travel, the City will pay allowable business expenses incurred during the business portion of the trip. No added costs will be incurred by the City as a result of extending the business trip for personal reasons. The City will not pay unallowable expenses nor will the city pay duplicative, excessive, extravagant, unnecessary or unreasonable expenses. Where payment of expenses is the subject of a collective bargaining agreement or grant agreement, the terms of that agreement will prevail.

#### 5.2 Payment of Travel Expenses

##### 5.2.1 Authorization for Travel

Authorization requirements are such that no employee may approve his/her own travel expenses. Travel authority is designated to each Director and Department Head. Directors and Department Heads may, at their discretion, delegate authority to approve travel, expense reimbursements, required pre-authorizations, and any travel exceptions to other management personnel. Using the Concur Solutions for Travel Request and Expense authorization is required prior to commencement of travel and incurring expenses. Any travel that is not pre-approved shall not be eligible for payment or reimbursement. In certain instances of travel related to grant funded activities, additional prior approval may be required by the Director of Grants Management.

##### 5.2.2 Travel Cards

A City travel card is the preferred method of payment for travel expenses. Employees who travel are encouraged to complete an application form to be issued a City credit card to be used for travel purposes. The supervisor or manager must approve the application. This application will trigger a profile to be built in Concur Solutions for Travel Request and Expense reporting.

The City's Travel Cards may be used for reasonable and necessary travel purchases as listed below:

- Registrations.
- Lodging.
- Airfare or other commercial transportation.
- Parking.
- Car rental.
- Taxi fares.
- Fuel for rental cars.
- Tolls and ferries.

A Travel Card may be used for making or guaranteeing reservations (e.g. lodging, car rentals). As per City Policy ADMIN 5600-16-0, City Purchasing Cards, issued for the purpose of procuring low value goods and services, may not be used for travel related purchases.

All permissible travel-related purchases must be accompanied by detailed receipts (not just the credit card slip). In those somewhat rare instances where it is not possible to obtain a detailed receipt or the receipt is lost, the employee shall submit a Missing Travel Certification Form. Depending on the circumstances, expenses without receipts may or may not be approved. All Travel Card purchases must be reconciled in an electronic expense report with all supporting detailed receipts attached. An itemized expense report must be created for each travel request initiated in Concur even if no employee out-of-pocket expenses were incurred and all travel costs were paid by the City using the Travel Card.

Employees must ensure all Travel Card purchases fully comply with this policy. In the event that a Travel Card purchase is unauthorized, the employee must either:

Call the vendor and have the purchase(s) transferred to his/her personal card, or

Attach a personal check for the amount of the unauthorized cost to the front of a printed, completed Travel expense report and return to accounting.

The Director of Accounting may revoke Travel Cards for employees who make unauthorized purchases.

### 5.2.3 Lodging

The City will pay actual costs for lodging when employees travel more than 50 miles from their duty station. With prior approval, overnight lodging within the 50-mile radius may be permitted when there are back-to-back evening/early morning business events, when the traffic commute is excessively burdensome, or when overnight lodging at conferences and training seminars is an integral part of the experience.

When traveling on City business, employees are expected to use lodging options that allow for the government rate as listed by the U.S. General Services Administration (GSA). A printout of the documented GSA approved rate shall be attached to the hotel expense item in Concur. If this rate is not used, the Travel expense report must contain documented and approved reasoning. When making reservations directly with a hotel, through the internet, or via a travel agent, the government or lowest rate should be requested. For conferences or training seminars, the standard room at the conference hotel is appropriate but must be documented and approved.

Actual costs are limited to the room rate and applicable taxes. Employees must pay any additional amount resulting from accompanying family members or guests.

If the employee reserves and personally pays for a hotel 30 days or more in advance of actual travel, reimbursement of the hotel (prior to completion of travel) may be requested, by completing an expense report with supporting documentation of the confirmed hotel reservation and payment and once processed payment will be initiated through accounting. When the trip is completed, the itemized expense section of the Travel Authorization Form must reference the earlier reimbursement for the hotel so all trip activity and expenses are reported and reconciled. If the employee cancels the reservation after claiming or receiving such reimbursement and does not incur the hotel costs after all, the employee must refund the hotel reimbursement to the City. Failure to settle travel advances within ten (10) business days after return from travel may be considered a misuse of City funds.

A detailed hotel receipt is required for reimbursement and Travel Card charges. Credit card receipts alone do not provide sufficient detail and will not be accepted for this purpose. Internet sites such as Expedia or Priceline may offer better values than those directly available from hotels and traditional travel agencies. However, be alert to any non-refundable reservations. These sites may also directly bill the customer's charge card and the hotel bill will not reflect the room charge billed by the travel site. When making these type of reservations, print out a copy of the confirmation provided at the time of the internet reservation and submit it along with the hotel receipt (confirming the overnight stay), as the source documents for reimbursement. (*Note: Internet sites that charge a membership fee are not authorized for use.*)

### 5.2.4 Meals and Personal Expenses

When authorized travel requires overnight stay, employees are entitled to payment of per diem for the cost of meals. The City uses only GSA Meals rates as the maximum amount allowed for the city/county to which you are traveling (no reimbursement of actual costs). If a city/county is not specifically listed on the GSA website, the lowest Meal and Incidental per diem rate in the state must be used as the allowed rate. The first/last day travel option is calculated at 75% of GSA per diem rates.

Employees may either request advance payment of per diem costs or request reimbursement upon return from travel. Either way, per diem costs must be included in the employee's itemized expenses and reconciled appropriately. Concur Solutions will automatically calculate these rates. In the event a manual Travel Authorization form is used a printout from the GSA website documenting the approved rate must be attached to the Travel Authorization Form. Any request that does not include this attachment will only be eligible for the lowest nationwide per diem rate.

The City will not reimburse for meals already paid by the City (e.g. meals included and paid as part of the conference or training registration fee), unless extenuating circumstances warrant a separate meal (e.g., special dietary needs).

For non-overnight travel assignments, meal reimbursements are subject to federal withholding and payroll taxes, per IRS regulations. These taxes are mandatory and will be deducted from the traveler's pay through the payroll system. Per diem for day travel is not eligible for advance payment and will be paid through payroll.

#### 5.2.5 Airline, Rail or other Commercial Transportation

Economy coach class airfare is appropriate for most business travel. If economy coach class fare is not used, the business justification and pre-authorization shall be submitted on the Travel Authorization Form. First class accommodations are not normally acceptable and require prior approval from the Director of Finance and Administration. It is expected that the airline offering the cheapest fare be selected unless overriding considerations can be documented such as excessive layover. All major carriers including discount carriers shall be reviewed for flight prices.

It is the preferred method that Airline tickets be booked/reserved and paid for using a Travel Card through the authorized Concur Solutions. The employee may also pay out-of-pocket for airfare and be reimbursed as outlined in this policy.

Many airlines charge a fee for each piece of luggage that is checked in prior to boarding. The charge for one bag will be reimbursed by the City or may be paid using a Travel Card. A detailed payment receipt is required. Additional baggage charges and over-weight charges may be reimbursed if circumstances warrant (such as conference presenters who must take additional materials or equipment).

If the employee reserves and personally pays for the internet airfare 30 days or more in advance of actual travel, reimbursement of the airfare (prior to completion of travel) may be requested, with supporting documentation of the confirmed airline reservation and payment of the ticket. Multiple expense reports can be produced for each travel request. When the trip is completed, the itemized expense worksheet must reference the earlier reimbursement for the airfare so all trip activity and expenses are reported and reconciled. If the employee cancels the reservation after claiming or receiving such reimbursement and does not incur the airfare costs after all, the employee must refund the airfare reimbursement to the City within the stipulated timeline. Failure to settle travel advances within ten (10) business days after return from travel may be considered a misuse of City funds.

Other commercial transportation such as rail or bus is permitted and may be reserved either through the internet, authorized travel agencies, or directly by the employee.

When business trips are extended for personal reasons (combined business/personal trip), any added costs for airfare or other commercial fares due to side trips, non-business routes or extended itineraries shall be paid, upfront, by the employee. The employee shall segregate City business costs from any added costs due to personal travel and may charge only the business travel portion of the airfare or other commercial fares to a City Travel Card or request reimbursement for personally paid fares.

#### 5.2.6 Use of Privately Owned Vehicles and Parking

When City employees are authorized to use a privately owned vehicle to travel on City business, the employee will be reimbursed for the actual number of miles traveled at the IRS business mileage rate in effect at the time of travel. Current rates will be listed on the Travel Authorization Form. For this reason, it is important to always use the most current form available on the City's SharePoint Travel site.

Wherever practicable, employees should ride together to minimize costs. Only one employee will be reimbursed for mileage when two or more are riding together. For trips beyond a 400-mile radius from the employee's duty station, mileage reimbursement is limited to the cost of the lowest available airfare (as supported by documentation from an authorized City travel agency or an internet-based travel site like Expedia or Travelocity).

When parking is necessary, it will be reimbursed on an actual cost basis. Receipts are preferred but are not required if the parking lot does not provide receipts. A City Travel Card may be used to pay for travel-related parking. At minimum, the credit card slip must be provided to support the parking costs paid with a Travel Card.

At the traveler's preference, the City will pay mileage for two round trips to the airport so that employees can be dropped off and picked up. If this option is chosen, the lesser amount of actual mileage or the advertised rate of outside airport parking is eligible for reimbursement.

Mileage is calculated from the employee's home or normal duty location, whichever is closest, to the airport or business destination. Airport shuttles are permissible if cost-effective to the City when compared to airport parking and mileage.

#### 5.2.7 Use of City-Owned Vehicles for Travel Purposes

When appropriate, City-owned vehicles may be used for travel. If City-owned vehicles are used, no family members or guests may accompany the traveler and only City employee passengers may be transported in the City-owned vehicle.

For accidents involving a City-owned vehicle, see the City's Vehicle Usage and Accidents Policy and Procedure (ADMIN 0620-12-26).

#### 5.2.8 Rental Cars, Taxis and Other Hired Vehicles

When it is necessary to travel by hired vehicle, employees are expected to choose a rental car company and vehicle which is appropriate for the circumstances and which minimizes overall costs to the City. Pre-travel authorization is required for rental cars. Government Rates should be requested.

When using the City Travel Card, employees must not waive the rental car company's liability insurance for bodily injury and property damage (usually provided at no extra cost) and must decline the Collision Damage Waiver (CDW/LDW) or similar coverage offered (normally an extra cost) as coverage is provided through the Travel Card Visa Car Rental Coverage.

If an employee's personal credit card is used, employees must not waive the rental car company's liability insurance and must decline the Collision Damage Waiver. In the event of an accident, the employee's automobile insurance coverage will be primary (check with your insurance agent for appropriate coverage before renting a vehicle) and the employee may be required to pay a deductible. The City will reimburse the employee for the deductible amount up to five hundred dollars (\$500) and the employee's insurer can seek subrogation.

As authorized above, the City's Travel Card can be used for paying for rental car expenses and for fuel for the rental car. Unless there are unusual circumstances, the traveler is expected to fill the vehicle before return. If the rental agency adds fuel charges upon return of the vehicle, it is the traveler's responsibility to verify that fuel charges are itemized on the car rental receipt or invoice. Whenever there is partial, personal use of such vehicles, only the pro-rata portion of the costs, including fuel, applicable to City business can be charged to the City.

Employees may be reimbursed for business use of taxis or other commercial transportation by submitting receipts for taxis, and other commercial vehicles (if available). A Travel Card may be used to pay for taxis, shuttles, buses, and other hired vehicles.

App-based ride share travel options such as Uber or Lyft may also be used.

#### 5.2.9 Fuel

Fuel purchases for rental cars used for City business may be reimbursed for actual costs. A Travel Card may be used to purchase fuel for rental cars but not for City owned vehicles or personal cars (even if the vehicle is used for City business). Fuel receipts are required for reimbursement and to document Travel Card use. If the rental car is used for business and personal use, fuel costs for rental car must be pro-rated between personal and business use. Business use of a private car is reimbursed based on mileage.

#### 5.2.10 Other Travel-Related Incidentals

Bridge or road toll fees and car/passenger ferry fares are permissible and reimbursed at actual costs. The Travel Card may be used for payment of these fees if accepted by the merchants.

### 5.2.11 Other Business Expenses While Traveling On City Business

The City will pay for other necessary business expenses incurred while traveling. Examples of such expenses include business telephone calls and/or facsimiles, rental of equipment or facilities necessary to conduct City business, or similar business-related expenses. Receipts are required for such expenses. The City's Travel Card may be used for such expenses if the purchase is otherwise permissible.

## 5.3 Out of Country Travel

### 5.3.1 Notice Required

For insurance purposes, notice regarding planned business-related out of country travel for the City of Spokane shall be given to the Risk Management Department two (2) weeks prior to the planned trip in order to allow review and mitigation of possible risks of travel to the employees and/or City property.

### 5.3.2 Out of Country Travel Form

The Out of country Travel Form is located on the SharePoint Travel site. The officer or employee shall fully and accurately complete the Out of Country Travel Form and send it to the Risk Management designee a minimum of two (2) weeks prior to the planned travel. The Risk Management Department shall review the proposed travel for possible hazards to be mitigated. The form will be counter-signed by the Risk Management Director and returned to the appropriate department head before travel can be initiated. The approved Out of Country Travel Form shall then be attached to the travel authorization form before that form is accepted by the Accounting Department.

## 5.4 Authorization for Exceptions

No policy can anticipate and provide for all possible circumstances. Consistent with the Policy Statement, the Director of Finance and Administration and his or her designee, may authorize exceptions to any rates or restrictions imposed by this policy. Such authorization shall be by memo addressed to the requesting Division or Department Head in advance of the travel, describing the circumstances justifying an exception to the policy and specifically identifying the exception to be authorized. This memo must be attached to the Travel Authorization Form. Receipts and itemization are required when requesting reimbursement for amounts that are authorized as exceptions to the standard rates.

## 5.5 Unallowable Expenses

Regardless of any other provisions of this policy, the following cannot be paid or reimbursed using City moneys, including payment using the Travel Card:

Alcoholic drinks

Entertainment except as part of a conference or training program that is included in the overall registration fee for all participants

Airline or other trip insurance

Any other expenses unrelated to City business

Duplicate payments

Costs associated with the personal portion of a combined business/personal trip or extension of the business trip for personal reasons

## 5.6 Penalties for Fraud or Abuse

City employees who are found to have falsely claimed expenses under these policies are subject to disciplinary actions which may include termination from City employment. In addition to these penalties, state law provides that any person intentionally submitting a false claim is guilty of perjury in the second degree. State and City laws may also provide for additional penalties for theft.

Any City employee who becomes aware of any fraudulent or abusive claims should inform their supervisor or contact the Internal Auditor, Risk Manager, and Director of Finance and Administration.

## 5.7 Travel for Prospective Employees and other Non-Employees

On a limited basis and in compliance with SMC 3.07.010 and .020, travel costs incurred by candidates who interview for City employment may be reimbursed. All travel for candidates and other non-employees traveling on City-sponsored business may be reimbursed, if pre-approved by the Mayor or the Mayor's designees

(Director of Finance and Administration) and in coordination with the Director of Human Resources and, when necessary, the City's Civil Service Commission. Only costs normally allowable to an employee are permitted for non-employee travelers, subject to the same rates and requirements for receipts, unless an exception has been approved. It is permissible for City staff to make airline, lodging and/or rental car arrangements for these travelers to access Government or contract rates. A City Travel Card may be used to purchase and pay for travel-related expenses, provided the expense is of the nature permitted per the Travel Policy.

## 6.0 PROCEDURE

All procedures, forms User Guides related to this policy shall be available to staff on the Travel SharePoint site.

## 7.0 RESPONSIBILITIES

The Division Director of Finance and Administration administers the City's Travel Policy. Directors, Department Heads, and other personnel who have travel approval and administration responsibilities are accountable for policy compliance, travel management, and oversight. This includes appropriate supervisory review of travel requests, relevant travel card transactions and expense reimbursement claims. Employees who travel are accountable for compliance with the City's Travel policies and procedures.

## 8.0 APPENDICES

Travel Policy and Procedure Manual

### **Approved by:**

**City Attorney— Mike Ormsby**

**Division Director—Tonya Wallace**

**Acting City Administrator—Scott Simmons**

Travel Policy and Procedure Manual on file in the City Clerk's Office.



