

## FINANCE AND PROPERTY

### Title 2

## FINANCE AND PROPERTY

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## Chapter 2.04

## PURCHASE OF MATERIALS AND SUPPLIES

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**2.04.010 Transfer of department—Purchasing agent—Duties.** The division of purchases established by Article VIII, Section 16 of the City Charter is transferred to and established as a division of the executive department, and in accordance with said Article VIII, Section 16, the city purchasing agent, who shall be the head of such division, shall be directly responsible to and appointed under civil service regulations by the mayor.

The city purchasing agent shall have general supervision of the division of purchases, and shall have power to delegate such authority as may be necessary for the performance of the functions thereof, and he shall, subject to civil service regulations, appoint, remove, supervise and control all employees in the division of purchases, and prescribe their duties when such duties are not otherwise fixed by ordinance. (Ord. 102151 § 1; May 18, 1973).

**2.04.020 Using agencies designated—Purchasing agent to contract for or purchase supplies, materials or equipment.** The city purchasing agent shall except as hereinafter otherwise provided, purchase, sell or transfer, contract for, rent or lease all supplies, materials, equipment, and services other than expert and consultant services needed by various departments of the city government, hereinafter referred to as using agencies; provided,

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that the city purchasing agent is authorized to enter into cooperative and/or joint agreements with the state or agency or subdivision thereof, or other governmental units for the purchase of such supplies, materials and equipment; provided further that purchases made pursuant to any such agreement shall be separately invoiced to the respective governmental units in accordance with the purchases made by each; and provided further that each such governmental unit shall be responsible for payment for its own purchases only. Purchases made for the city of Seattle under a purchasing contract executed by the state, or agency or subdivision thereof, or other governmental unit shall be exempt from the competitive bidding and related requirements of Section 2.04.050. (Ord. 102151 § 2; May 18, 1973).

**2.04.030 Approval by purchasing agent required—Exceptions.** No city officer or employee shall have authority to order or contract for the purchase of any supplies, materials, equipment, or service within the purview of this chapter except through, or in accordance with rules and regulations prescribed by, the city purchasing agent, and no order or contract made contrary to the provisions hereof shall be approved by the city purchasing agent or be binding upon the city; provided that all using agencies contracting for expert and consultant services shall file with the purchasing agent specifications as to the scope of work covered by any such contract for expert and consultant services and the office of management and budget shall keep a record of all such contracts; and provided further, that contracts for services in connection with public works or which the board of public works is or shall be authorized to enter into, and all contracts for services in connection with the acquisition of real property and property rights, processing of claims and all litigation of the city, or in which the city or any of its departments may be interested, shall be exempt from the requirements of this section. (Ord. 102151 § 3; May 18, 1973).

**2.04.040 Using agencies to file estimates.** All using agencies of the city shall file detailed estimates of their requirements in supplies, materials, equipment, and services within the purview of this chapter in such manner, at such times, and for such future periods as the city purchasing agent shall prescribe; provided that nothing herein shall prevent any using agency from filing with the city purchasing agent at any time a requisition for supplies, materials, equipment, and services, the need for which was not foreseen at the time such detailed estimates were filed. (Ord. 102151 § 4; May 18, 1973).

**2.04.050 Expenditures exceeding \$2,500.** Except in emergencies herein-after provided for, all expenditures for supplies, materials, equipment and services within the purview of this chapter the estimated cost of which is in excess of two thousand five hundred dollars per item shall be made on written contract entered into upon the basis of competitive bids. Notices

inviting sealed competitive bids shall be published at least once in the city official newspaper, and at least five calendar days must intervene between the date of the last publication and the final date for submitting the bids; provided, that purchases of patented or proprietary items available from a single source, or purchases or contracts for services within the purview of this chapter where competitive bidding is deemed impracticable by the city purchasing agent, shall be exempt from the competitive bidding requirements of this section; and provided further that purchases of supplies, materials, and equipment which is to be resold by the using agency may be negotiated for by the city purchasing agent when in his judgment the lowest and best price can be obtained by such negotiation.

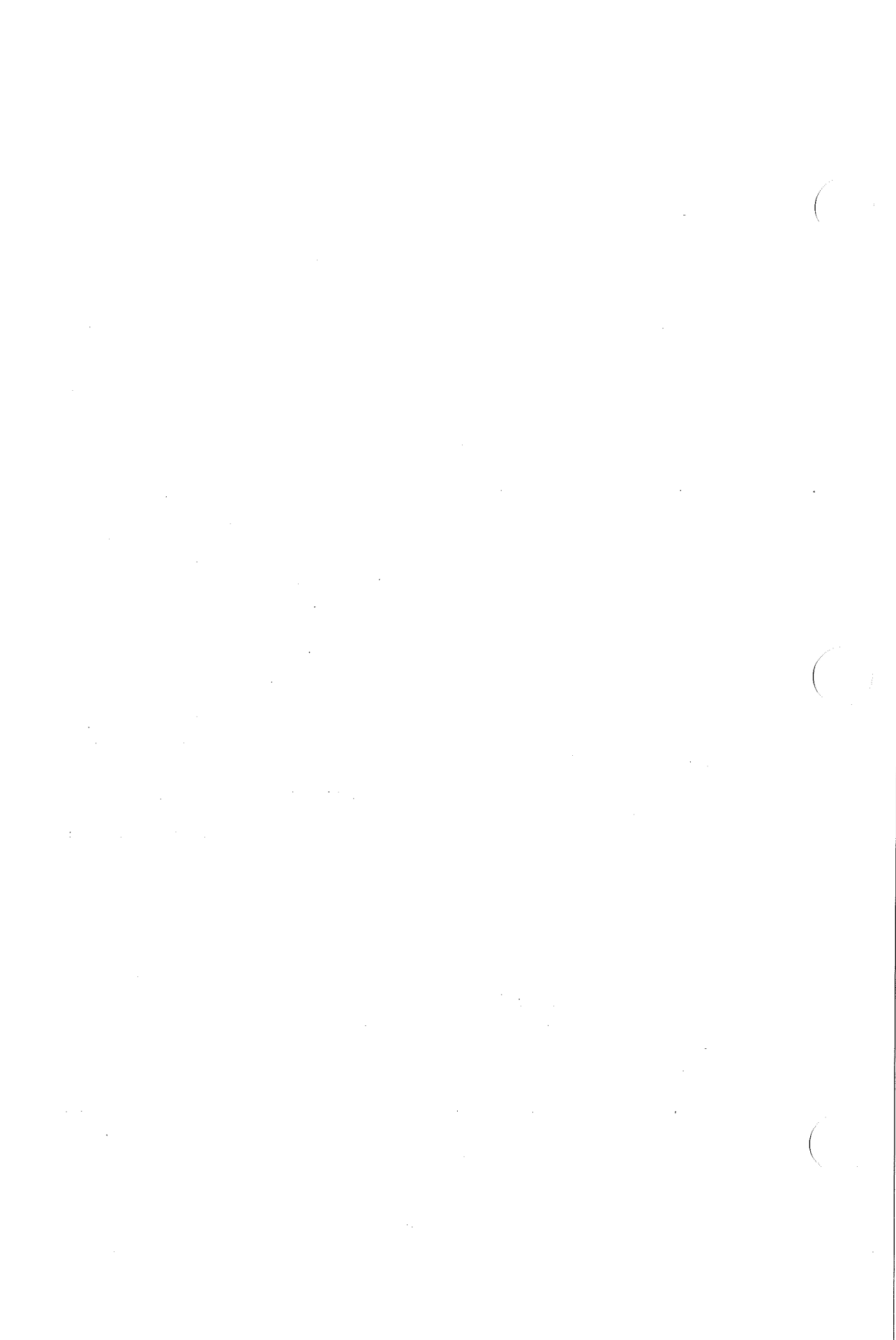
All such bids shall be submitted sealed to the city purchasing agent and shall be accompanied by surety in such form and amount as shall be prescribed by the city purchasing agent in the notice inviting bids.

The bids shall be opened in public at the time and place stated in the notice inviting bids. No bids will be considered which arrive at the place of bid opening at any time later than the time specified in the notice inviting bids. After examination and tabulation by the city purchasing agent, all bids may be inspected by the competing bidders. The city purchasing agent may reject any or all bids, or parts of bids, and shall state in writing and keep a record of the reason or reasons for such rejection, which record shall be open to public inspection. Otherwise the city purchasing agent shall award the contract to the lowest and best bidder, or in the case of multiple awards to the lowest and best bidders, and in determining the best bidder may consider such factors, among others, as quality, delivery terms, and service reputation of the vendor.

When in the judgment of the city purchasing agent, bids received require further information and analysis for the purpose of determining the lowest and best bidder, he may request that bidders provide pertinent information, and on receipt thereof may negotiate with one or more bidders and award such contract to the lowest and best bidder as determined by such negotiation.

When two or more low bids received are for the same total amount or unit price, the city purchasing agent may allow such tied bidders to offer a lower price, or may make such purchase in the open market at a price not exceeding such bid price.

The city purchasing agent may require before any contract is executed, that the successful bidder furnish a performance bond in such amount as the purchasing agent shall find reasonable and necessary, which requirement shall be stated in the notice inviting bids. All surety bonds shall be approved as to form by the corporation counsel. If the successful bidder shall not within ten days after the award enter into a contract and file any required surety, he shall forfeit the surety which accompanied his bid. A copy of each contract covering a term of three months or more, to-



gether with any required surety for performance thereof, shall be filed with the city comptroller. (Ord. 102151 § 5; May 18, 1973).

**2.04.060 Expenditures less than \$2,500.** All expenditures for supplies, materials, equipment and services, the estimated cost of which will not exceed two thousand five hundred dollars per item may be made in the open market; provided, that to the extent possible the city purchasing agent shall endeavor to obtain from prospective vendors at least three competitive bids, and shall award such purchase to the lowest and best bidder. (Ord. 102151 § 6; May 18, 1973).

**2.04.070 Expenditures less than \$1,000.** The city purchasing agent may secure in the open market without bids any supplies, materials, equipment, or services, the cost of which will not exceed one thousand dollars per item, when the delay and expense of handling bids on small purchases would not be advantageous to the city. (Ord. 102151 § 7; May 18, 1973).

**2.04.080 Emergency purchases.** In case of an emergency which requires immediate purchase of supplies, materials, equipment, or services within the purview of this chapter the city purchasing agent or such city officers or employees who have been authorized by ordinance to act in such event may make such purchases in the open market without advertisement at the best obtainable price regardless of the amount of the expenditure and in determining the best price, such factors, among others, as quality, delivery terms, and service reputation of the vendor, may be considered; provided, that expenditures amounting to more than two thousand five hundred dollars per item shall be based on written contract; and provided further that a full explanation of the circumstances of such emergency shall be filed by the using agency with the city purchasing agent. (Ord. 102151 § 8; May 18, 1973).

**2.04.090 Open-end, blanket-order or price agreement contracts.** In the purchase of supplies, materials, equipment or services needed continuously or repeatedly, including catalog or standard production items, the price of which is determined by published price lists, the city purchasing agent may enter into "open-end," "blanket-order," or "price-agreement" contracts. (Ord. 102151 § 9; May 18, 1973).

**2.04.100 Leasing and renting of equipment.** The leasing and renting of equipment by the using agencies shall be contracted for by the city purchasing agent, subject, where practicable, to competitive bidding. (Ord. 102151 § 10; May 18, 1973).

**2.04.110 Repair or maintenance of city equipment.** In the repairing or maintenance of city equipment where the city is not equipped or able to

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perform the work, and when it is impossible to estimate the repairs necessary until such equipment is dismantled, the city purchasing agent may award a contract or contracts to those responsible firms whom he is convinced can do satisfactory repairing. (Ord. 102151 § 11; May 18, 1973).

**2.04.120 Inspection of deliveries by purchasing agent.** The city purchasing agent shall be responsible for the inspection of all deliveries of supplies, materials, equipment, and services within the purview of this chapter, and the acceptance thereof as to conformance with the specifications set forth in the order or contract.

To facilitate such inspection, personnel employed by the using agencies and having assigned responsibility for receiving supplies, materials, equipment, and services may be designated as representatives of the city purchasing agent to make inspections and accept deliveries in accordance with rules and regulations prescribed by the city purchasing agent.

All such supplies, materials, equipment or services shall be received for by an authorized receiving clerk of the division of purchases or by such designated representative in the using agency, and a written report of such receipt shall be transmitted to the city purchasing agent. No payment shall be made for any such supplies, materials, equipment, or services unless the same have been received and written report thereof made as provided in this section.

The return or exchange of any merchandise received by a using agency shall be handled directly through a receiving clerk in the division of purchases or such designated representative in the using agency, who shall obtain a credit memorandum from the firm which originally supplied the merchandise.

Invoices issued against such supplies, materials, equipment, leases, rentals, repairs, or services shall be submitted to the city purchasing agent, who shall approve the same as to price, delivery, or work performed before any voucher for payment shall be issued. (Ord. 102151 § 12; May 18, 1973).

**2.04.130 Reports on stocks of supplies, materials or equipment.** All using agencies shall submit to the city purchasing agent, at such times and in such form as he shall prescribe, reports showing stocks of supplies, materials and equipment on hand awaiting use. When any stock is surplus or no longer of use to any using agency, the city purchasing agent may transfer it to another or other agencies which have need for it, subject to adjustment between the agencies concerned. The city purchasing agent may sell all supplies, materials, and equipment not needed for public use or that may have become unsuitable for public use; provided, that any such sale shall be based on competitive bids in the same manner required for purchases unless the city purchasing agent determines competitive bidding to be impracticable. (Ord. 102151 § 13; May 18, 1973).



**2.04.140 Chemical and physical tests of samples submitted with bids and deliveries.** The city purchasing agent may prescribe chemical and physical tests of samples submitted with bids and samples of deliveries to determine their quality and conformance with the city's specifications. In the performance of such tests, the city purchasing agent may make use of laboratory facilities of any agency of the city government, and in case city facilities are not adequate for making certain tests, the city purchasing agent may use private testing laboratories. The cost of such tests shall be charged to the appropriate budget allowance of the using agency on whose behalf such test is made. (Ord. 102151 § 14; May 18, 1973).

**2.04.150 Requisitions for expenditures contemplated by budget.** It shall be the duty of the city purchasing agent to determine as to each requisition submitted by a using agency whether the same is for an expenditure contemplated by the current annual budget of such using agency. If in his judgment such requisition is for such expenditure, he shall approve the same; otherwise he shall refer such requisition to the budget director for approval or disapproval. (Ord. 102151 § 15; May 18, 1973).

**2.04.160 Examination of requisitions for clarity.** It shall be the duty of the city purchasing agent to examine each requisition and specification submitted by any using agency and determine whether the same is clear and may be readily understood by prospective bidders and provides a sound basis for competitive bidding. When, in the judgment of the city purchasing agent, any requisition or specification is vague, ambiguous or unduly restricts competitive bidding, he shall return the same to the using agency for clarification or modification.

The city purchasing agent shall avoid, to all practicable extent, the use of brand or trade names as criteria for procurement of supplies, materials, equipment and services when, in his judgment, such purchases can be accomplished to the greater advantage of the city through use of general specifications. (Ord. 102151 § 16; May 18, 1973).

**2.04.170 Committee on purchasing standards.** There is established a committee on purchasing standards which shall consist of the mayor, the city purchasing agent, and a member of the board of public works, or their duly designated representatives. The members of such committee shall serve without additional compensation.

It shall be the duty of such committee to classify and standardize, and to prepare and adopt and amend from time to time written specifications including a standard purchasing nomenclature for all supplies, materials and equipment used by the city. Such specifications shall establish minimum standards required to meet the needs of the using agencies including minimum quality, number of sizes and varieties and shall permit competitive bidding to the extent practicable.

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The committee shall consult with the using agencies for the purpose of determining such agencies' needs and requirements, and may make use of laboratory and engineering facilities of the city and the technical staffs thereof in the preparation of such specifications and standards.

Such written specifications shall apply to all purchases and/or contracts for the supplies, material and equipment covered by such specifications; provided, that the city purchasing agent may, in order to meet special needs, exempt any using agency from the use of specific supplies, materials and equipment. (Ord. 102151 § 17; May 18, 1973).

**2.04.180 Rules and regulations.** The city purchasing agent shall establish and from time to time amend rules and regulations consistent with and to carry out the purpose of this chapter. (Ord. 102151 § 18; May 18, 1973).

**Chapter 2.06**

**MODEL CITY CONTRACT AWARDS**

**Sections:**

- 2.06.010 Definitions.
- 2.06.020 Contract preference.
- 2.06.030 Hiring preference given to model city residents.
- 2.06.040 Publication of call for bids.
- 2.06.050 Award for purchasing contracts to model neighborhood contractors.
- 2.06.060 Award of contracts for services other than public improvements to model neighborhood contractors.
- 2.06.070 Community districts.
- 2.06.080 North model neighborhood.
- 2.06.090 East model neighborhood.
- 2.06.100 Southeast model neighborhood.
- 2.06.110 Southwest model neighborhood.

**2.06.010 Definitions.** For the purpose of this chapter, the following terms and words shall be defined as follows:

"Model neighborhood" means that portion of the city designated for the Seattle model city program in Exhibit "A" on file in the office of the city clerk.

"Model neighborhood contractor" means a contractor or subcontractor, including an individual or partnership: (a) Whose place of business

is located in or which does the majority of its business in the model neighborhood; or (b) Employs model neighborhood residents at all levels as a significant proportion of the work force.

An office or branch of a larger entity may be a model neighborhood contractor when such office or branch: (a) Holds itself out to the public as an independently-operated unit; (b) Can and will perform most of the contract on its own; and exercises a degree of control, management and direction over performance of the contract similar to that of an independent business.

"Model neighborhood contractor of the district served" means a contractor or subcontractor, including an individual or partnership: (a) Whose place of business is located in or which does the majority of its business in the particular community district(s) of the model neighborhood identified in Sections 2.06.070 through 2.06.110 for which the project activity is undertaken or which contains the district office for which supplies or services are being acquired; or (b) Employing model neighborhood residents of the district(s) served at all levels as a significant proportion of the work force.

An office or branch of a larger entity may be a model neighborhood contractor of the district served when such office or branch: (a) Holds itself out to the public as an independently operated unit; (b) Can and will perform most of the contract on its own; and exercise a degree of control, management and direction over the performance of the contract similar to that of an independent business.

"Model neighborhood resident" means an individual whose bona fide residence is located in the model neighborhood.

"Model neighborhood resident of the district(s) served" means an individual whose bona fide residence is located in the particular community district of the model neighborhood identified in Section 2.06.070 through 2.06.110 for which the project or activity is undertaken or which contains the district office for which the supplies or services are being acquired. (Ord. 100162 § 2 as amended by Ord. 101315 § 1; August 16, 1972).

**2.06.020 Contract preference.** Notwithstanding Section 15 of Article VII of the City Charter, all contracts for public improvement which are generated by approved components of the Seattle model city program, supported in whole or in part by model cities supplemental or other federal funds, and to be performed in the model neighborhood, or for the Seattle model city program shall provide that preference shall first be given to model neighborhood contractors of the district(s) served and then to other model neighborhood contractors; and the board of public works shall award such contract to model neighborhood contractors of the district(s) served and then to other model neighborhood contractors except where the bids of all model neighborhood contractors of the district served, and

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then other model neighborhood contractors exceed the amounts allocated for the project, where no bids are received from the preferred model neighborhood contractors, or where the amount of federal assistance for the improvement is less than the difference between the bid of the low bidder and the bid of the low model neighborhood contractor of the district served or the bid of other low model neighborhood contractors. (Ord. 100162 § 3 as amended by Ord. 101315 § 2; August 16, 1972).

**2.06.030 Hiring preference given to model city residents.** In all public improvements done under the management of the board of public works by day labor which are generated by approved components of the Seattle

model city program, supported in whole or part by model city supplemental or other federal funds, and done in or for the model neighborhood, the board of public works shall give first preference in hiring to model neighborhood residents of the district served and then to other model neighborhood residents, and the specifications prepared by the board for the purchase of the necessary materials and supplies through the purchasing agent shall provide a preference first to suppliers who are model neighborhood contractors of the district served, and then to other model neighborhood contractors, subject to such reasonable conditions as the board shall deem necessary to protect the city from excessive costs. (Ord. 100162 § 4 as amended by Ord. 101315 § 3; August 16, 1972).

**2.06.040 Publication of call for bids.** Before awarding a contract for a public improvement in the model neighborhood which is subject to the preference provided in Section 2.06.030, the board of public works shall, in addition to publishing a call in the city official newspaper, publish a call in two issues of one or more newspapers of general circulation in the model neighborhood as may be designated by the model city director, the cost thereof to be paid from funds available to said director for such purpose. (Ord. 100162 § 5; August 5, 1971).

**2.06.050 Award of purchasing contracts to model neighborhood contractors.** Notwithstanding Article VIII, Section 16 of the city charter and Ordinance 67976, as amended, the purchasing agent shall award all contracts for purchase of supplies, materials and equipment for the use of Seattle model city program administration or in projects and activities of the Seattle model city program, or financed in whole or in part by model cities supplemental or other federal funds administered through or with the assistance of the model city office of the executive department, only to model neighborhood contractors, with first preference when so requested by the director, city-wide model city program or a neighborhood branch manager requesting the purchase to be given to model neighborhood contractors of the district served provided that the preference shall not apply in the following situations:

(a) All bids of model neighborhood contractors exceed the amount allocated for the purchase;

(b) No model neighborhood contractors submitted bids; or, on open market purchases, the purchasing agent after inquiry determines that such supplies, materials and equipment are not available from such model neighborhood suppliers within the time allotted at reasonable prices;

(c) The amount of the federal assistance allocated to or for the purchase is less than the difference between the bid of the low bidder and the bid of the lowest model neighborhood contractor; and

(d) The purchase of supplies, materials or equipment is available only from a single source or set of sources located outside Washington that can

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and will be shipped directly to the city without the assistance of local suppliers. (Ord. 100162 § 8 added by Ord. 101315 § 4; August 16, 1972).

**2.06.060 Award of contracts for services other than public improvements to model neighborhood contractors.** Upon request of the director, city-wide, model city program, every city contracting authority shall grant preference first to model neighborhood contractors of the district served, and then to other model neighborhood contractors in awarding contracts for work or services other than public improvements, which contracts are generated by approved components of the Seattle model city program, or are financed in whole or in part by model cities supplemental or other federal funds administered through or with the assistance of the model city office of the executive department unless: (1) All satisfactory offers of Model Neighborhood contractors receiving such preferences exceed the amounts allocated for such work or services; (2) No model neighborhood contractors of the district served, or other model neighborhood contractors are known to be available to complete the work or services within the time allotted at a reasonable cost; or (3) The estimated additional expense of retaining a model neighborhood contractor of the district served or other model neighborhood contractor exceeds the amount of the federal assistance available. (Ord. 100162 § 9 added by Ord. 101315 §5; August 16, 1972).

**2.06.070 Community districts.** For purposes of this chapter and preference in contracting, the model neighborhood area shown on Exhibit "A" is sectioned into four community districts described respectively as follows in Sections 2.06.080 through 2.06.110. (Ord. 100162 § 10 (part) added by Ord. 101315 § 6 (part); August 16, 1972).

**2.06.080 North model neighborhood.** The north model neighborhood is described as follows:

Beginning at the intersection of Phinney Avenue North and North 65th Street; thence west along North 65th Street to its intersection with 32nd Avenue Northwest; thence south along 32nd Avenue Northwest and a projection thereof to its intersection with the centerline of Salmon Bay; thence southeasterly along the centerline of Salmon Bay to its intersection with the centerline of Lake Washington Ship Canal; thence southeasterly along the centerline of Lake Washington Ship Canal to its intersection with Stone Way North extended; thence north along said extension to its intersection with Stone Way North; thence northerly along Stone Way North to its intersection with North 50th Street; thence west along North 50th Street to its intersection with Phinney Avenue North; thence north along Phinney Avenue North to the point of beginning.

ALSO

Beginning at the intersection of North 85th Street and Greenwood Avenue North; thence north along Greenwood Avenue North to its intersection

with North 97th Street; thence west along North 97th Street to its intersection with 7th Avenue Northwest; thence north along 7th Avenue Northwest projected to its intersection with Holman Road Northwest; thence southwesterly along Holman Road Northwest to its intersection with 8th Avenue Northwest; thence south along 8th Avenue Northwest to its intersection with Northwest 85th Street; thence east along Northwest 85th Street to the point of beginning. (Ord. 100162 § 10(1) added by Ord. 101315 § 6 (part); August 15, 1972).

**2.06.090 East model neighborhood.** The east model neighborhood is described as follows:

Beginning at the intersection of East Madison St. and Lake Washington Blvd. E.; thence northeasterly along E. Madison St. to its intersection with 37th Avenue E.; thence southerly along 37th Avenue E. to its intersection with E. Ward St.; thence easterly along a line to the intersection of Hillside Drive E. and 39th Avenue E.; thence southeasterly along 39th Avenue E. to its intersection with McGilvra Blvd. E.; thence southeasterly along a line to the intersection of the westerly shoreline of Lake Washington and a point approximately 250 ft. north of East Mercer St. extended; thence southerly along said shoreline to its intersection with the north boundary of Colman Park extended; thence westerly along said extension and boundary to its intersection with 31st Avenue S.; thence south along 31st Avenue S. to its intersection with S. Grand St.; thence westerly along S. Grand St. to its intersection with Empire Way S.; thence southerly along Empire Way S. to its intersection with S. Hill St.; thence westerly along S. Hill St. to its intersection with Rainier Avenue S.; thence northwesterly along Rainier Avenue S. to its intersection with S. Dearborn St.; thence west along S. Dearborn St. to its intersection with Airport Way S.; thence northwesterly along Airport Way S. to its intersection with 4th Avenue S.; thence north on 4th Avenue S. to its intersection with S. Jackson St.; thence west on S. Jackson St. to its intersection with the Alaskan Way Viaduct; thence northerly along the Alaskan Way Viaduct to its intersection with Marion St.; thence east on Marion St. to its intersection with 1st Avenue S.; thence south on 1st Avenue S. to its intersection with Cherry St.; thence east on Cherry St. to its intersection with 2nd Avenue S.; thence south along 2nd Avenue S. to its intersection with Yesler Way; thence east along Yesler Way to its intersection with 4th Avenue S.; thence north along 4th Avenue S. to its intersection with James St.; thence east along James St. to its intersection with 5th Avenue S.; thence north along 5th Avenue S. to its intersection with Cherry St.; thence east along Cherry St. to its intersection with the westerly boundary of Interstate 5; thence southeasterly along said I-5 boundary to its intersection with Yesler Way; thence east along Yesler Way to its intersection with the easterly boundary of Interstate 5; thence northwesterly along said easterly boundary to its intersection with Minor Avenue; thence east on E. Pike St. to its intersection with 14th Avenue S.; thence north along 14th

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Avenue S. to its intersection with E. Republican St.; thence east along E. Republican St. to its intersection with 15th Avenue S.; thence north along 15th Avenue S. and its northerly extension to its intersection with the southerly boundary of Boren Park; thence east and north along the southern and eastern boundary of Boren Park to its intersection with the southern boundary of Interlaken Park; thence easterly along said southern boundary of Interlaken Park to its intersection with 24th Avenue E.; thence north along 24th Avenue E. to its intersection with E. Interlaken Blvd.; thence southeasterly along E. Interlaken Blvd. to its intersection with Lake Washington Blvd. E.; thence southerly along Lake Washington Blvd. E. to the point of beginning. (Ord. 100162 § 10(2) added by Ord. 101315 § 6 (part); August 16, 1972).

**2.06.100 Southeast model neighborhood.** The southeast model neighborhood is described as follows:

Beginning at the intersection of South Dearborn Street and 12th Avenue South; thence south along 12th Avenue South to its intersection with South Charles Street; thence southerly along the eastern boundary of Interstate 5 to its intersection with South Columbian Way; thence southeasterly along South Columbian Way to its intersection with South Spokane Street; thence easterly along South Spokane Street to its intersection with the eastern boundary of Jefferson Golf Course; thence southerly along said boundary to its intersection with Cheasty Blvd. South; thence southwesterly along Cheasty Blvd. South to its intersection with a line approximately one hundred feet easterly of and parallel to Beacon Avenue South; thence southerly along said line to its intersection with South Columbian Way; thence northeasterly along South Columbian Way to its intersection with Mountain View Drive South; thence southerly along Mountain View Drive to its intersection with South Ferdinand Street; thence easterly and southerly along South Ferdinand Street to its intersection with 31st Avenue South; thence southerly along 31st Avenue South to its intersection with South Hudson Street; thence easterly along South Hudson Street to its intersection with 32nd Avenue South; thence southerly along 32nd Avenue South to its intersection with South Brandon Street; thence easterly along South Brandon Street to its intersection with 33rd Avenue South; thence southerly along 33rd Avenue South to its intersection with South Lucile Street; thence easterly along South Lucile Street to its intersection with 35th Avenue South; thence southerly along 35th Avenue South to its intersection with South Orcas Street; thence easterly along South Orcas Street to its intersection with Empire Way South; thence southeasterly along Empire Way South to its intersection with South Juneau Street; thence westerly along South Juneau Street to its intersection with 35th Avenue South extended; thence southerly along said extension to 35th Avenue South; thence southerly along 35th Avenue South to its intersection with South Graham Street; thence easterly along



South Graham Street to its intersection with Empire Way South; thence southeasterly along Empire Way South to its intersection with 38th Avenue South; thence southerly along 38th Avenue South to its intersection with South Holly Street; thence westerly along South Holly Street to the west line of the City Seattle Transmission Line right-of-way; thence northwesterly along said line to its intersection with South Morgan Street; thence westerly along South Morgan Street to its intersection with 28th Avenue South; thence southerly along 28th Avenue South to its intersection with the north boundary line of the Van Asselt Playground; thence easterly along said line to its intersection with 32nd Avenue South; thence southerly along 32nd Avenue South to its intersection with South Myrtle Place; thence southeasterly along South Myrtle Place to its intersection with the east line of the City of Seattle Transmission Line right-of-way; thence southeasterly along said line to its intersection with South Kenyon Street; thence easterly along South Kenyon Street to its intersection with Rainier Avenue South; thence northwesterly along Rainier Avenue South to its intersection with Empire Way South; thence northerly along Empire Way South to its intersection with South Hill Street; thence westerly along South Hill Street to its intersection with Rainier Avenue South; thence northwesterly along Rainier Avenue South to its intersection with South Dearborn Street; thence easterly along South Dearborn Street to the point of beginning. (Ord. 100162 § 10(3) added by Ord. 101315 § 6 (part); August 16, 1972).

**2.06.110 Southwest model neighborhood.** The southwest model neighborhood district is described as follows:

Beginning at the intersection of South Lucile Street and the west boundary of Interstate 5; thence southerly along said west boundary to its intersection with the south city limits; thence westerly, northerly, and southerly along south city limits line to its intersection with Delridge Way S.W.; thence northwesterly along Delridge Way S.W. to its intersection with S.W. Henderson Street; thence westerly along S.W. Henderson Street to its intersection with 24th Avenue S.W.; thence northerly along 24th Avenue S.W. to its intersection with S.W. Elmgrove Street; thence easterly along S.W. Elmgrove Street to its intersection with Delridge Way S.W.; thence northerly along Delridge Way S.W. to its intersection with Sylvan Way S.W.; thence northwesterly along Sylvan Way S.W. to its intersection with 29th Avenue S.W. extended; thence southeasterly on an extension to the intersection of 28th Avenue S.W. and S.W. Myrtle Street; thence westerly along S. W. Myrtle Street to its intersection with 35th Avenue S.W.; thence northerly along 35th Avenue S.W. to its intersection with Avalon Way S.W.; thence northeasterly along Avalon Way S.W. to its intersection with S.W. Yancy Street; thence easterly along S.W. Yancy Street to its intersection with 26th Avenue S.W.; thence northerly along 26th Avenue S.W. to its intersection with S.W. Andover Street; thence

## 2.08.010 FINANCE AND PROPERTY

easterly along S. W. Andover Street to its intersection with Delridge Way S.W.; thence northeasterly along Delridge Way S.W. to its intersection with S.W. Spokane Street; thence easterly along S.W. Spokane Street to its intersection with the west line of the West Waterway; thence southeasterly along said line to its intersection with the west line of the Duwamish Waerway; thence along said line to its intersection with South Dawson Street extended westerly; thence southeasterly to the intersection of South Brandon Street and East Marginal Way; thence northwesterly along East Marginal Way to its intersection with South Dawson Street; thence easterly along South Dawson Street to its intersection with Denver Avenue South; thence southeasterly along Denver Avenue South to its intersection with South Lucile Street; thence easterly along South Lucile Street to the point of beginning. (Ord. 100162 § 10(4) added by Ord. 101315 § 6(part; August 16, 1972).

### Chapter 2.08

#### INVESTMENT COMMITTEE

##### Sections:

2.08.010 Created—Membership—Authority.

**2.08.010 Created—Membership—Authority.** As contemplated by Chapter 46, Laws Extraordinary Session 1965 and requested in C.F. 254017, there is created an investment committee composed of the mayor, the city comptroller and the city treasurer, which committee is authorized on behalf of the city to invest all moneys in the city treasury which in the judgment of the committee are in excess of current city needs, in:

- (1) United States bonds;
- (2) United States certificates of indebtedness;
- (3) Bonds or warrants of this state;
- (4) General obligation or utility revenue bonds or warrants of the city of Seattle or of any other city or town in the state;
- (5) Bonds or warrants of a local improvement or condemnation award district of the city of Seattle which is within the protection of the local improvement guaranty fund; and
- (6) In other investments authorized by law, and the city comptroller is directed to hold such investments for the credit of the funds from which purchased. The committee is further authorized to convert the securities, or any part thereof, into cash and shall report to the city council monthly all investment transactions. (Ord. 94190 § 1; September 22, 1965).

## Chapter 2.12

## BILLS AND CLAIMS

## Sections:

- 2.12.010 Discounting—Procedure.
- 2.12.020 Bids on supplies and materials to specify discount.
- 2.12.030 Claiming discount.
- 2.12.040 Bills for services or materials—When payable.
- 2.12.045 Bills for supplies and materials—When payable.
- 2.12.050 Bills for services or materials—Presentation, vouchering and filing.
- 2.12.060 Bills for labor or material furnished by city—Required in triplicate.
- 2.12.070 Bills for labor or material furnished by city—Correction by issuance of credit vouchers.
- 2.12.080 Bills for labor or material furnished by city—Treasurer to keep duplicate and give notice of payment.
- 2.12.090 Bills for labor or material furnished by city—Treasurer to deduct amount of credit voucher.
- 2.12.100 Possible claims against city—Investigation and report.

**2.12.010 Discounting—Procedure.** Hereafter all bills and claims for supplies and materials for use in or by the legislative department, executive department, comptroller's department, treasurer's department, law department, harbor department, police department, fire department, health and sanitation department, building department, streets and sewers department, and city engineer's department, of one hundred dollars, or more, purchased and delivered during any calendar month, upon which a discount or deduction will be allowed if paid on or before the tenth day of the month next succeeding the month in which the same were purchased and delivered, shall, after being duly verified as required by law, be presented to and filed with the head of the department for which the same were purchased on or before the first day of the month next succeeding the month in which the same were purchased and delivered. Upon receipt of such bill or claim, the department head shall, if it be approved, file it with the secretary of the auditing committee on or before the fourth day of the month; and the secretary of the auditing committee shall, on the next business day after receiving it, present it to the auditing committee for action. If the auditing committee approves and allows the same, it shall be forthwith reported to the city council for final action; and upon approval by the city council the city comptroller shall issue and deliver a city warrant for the amount thereof, less the discount to which the city is entitled by reason of payment on or before the tenth day of the month, and shall, on or before the tenth day of the month, deliver said warrant to the payee; and the warrant shall be honored and paid by the city treasurer in the usual manner. (Ord. 65534 § 1; July 18, 1935).

**2.12.020—2.12.040 FINANCE AND PROPERTY**

**2.12.020 Bids on supplies and materials to specify discount.** The board of public works shall require all bidders on supplies and materials for any of the departments mentioned in Section 2.12.010 hereof, where the amount of the bid is one hundred dollars, or more, to state whether any discount or deduction will be allowed on the amount of the purchase if the payment be made therefor on or before the tenth day of the month next succeeding the purchase and delivery thereof; and, if so, the amount or rate thereof; and in determining which bid is the lowest, and making the award accordingly, the board of public works shall consider whether a discount or deduction will be allowed for payment of the purchase price on or before the tenth day of the succeeding month, and the amount or rate thereof; and on all of such purchases made by the city, the bill and claim for payment shall, on the face thereof, state the amount or rate of discount or deduction to be allowed, if any, in accordance with the bid. (Ord. 65534 § 2; July 18, 1935).

**2.12.030 Claiming discount.** If, under the terms of any bid or purchase, the city is entitled to any discount or deduction from the purchase price for payment on or before the tenth day of the month next succeeding the month of delivery and purchase, and no verified claim be filed with the department head as required herein on or before the first day of such succeeding month, the city shall nevertheless, when claim is made for payment, be entitled to the discount or deduction if payment is made within thirty days following the date when such claim is filed with the department head; and it shall be the duty of the city comptroller to claim such discount and deduction and to draw the payment warrant accordingly. (Ord. 65534 § 3; July 18, 1935).

**2.12.040 Bills for services or materials—When payable.\*** Excepting payrolls, bills for services rendered or materials furnished to the city,

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\*Payment when discount allowed—See Section 2.12.010.

when duly audited, shall be paid on the 25th day of the month; provided, that when the 25th day of the month falls on a Sunday, or a Monday, said bills shall be paid on the first Tuesday following said Sunday or Monday. (Ord. 46647 § 1; March 27, 1924).

**2.12.045 Bills for supplies and materials—When payable.\*** Effective January 1, 1953, payment of duly approved bills and claims for supplies and materials purchased for all departments of the City including the Library may be made on the second and fourth Wednesday of each month. (Ord. 81537 § 1; Dec. 1, 1952).

**2.12.050 Bills for services or materials—Presentation, vouchering and filing.** All such bills shall be presented to the Board of Public Works on or before 12 o'clock noon of the 5th day of the month, and, after being properly vouchered, shall be filed with the City Comptroller not later than the 10th day of the same month, and if not so presented, vouchered, and filed within such time limits the same shall not be paid until the 25th day of the next succeeding month. (Ord. 46647 § 2; March 27, 1924).

**2.12.060 Bills for labor or material furnished by city—Required in triplicate.** When any department of the City of Seattle shall furnish any labor or material to any person, said department shall render a bill for said labor or material as follows:

Bills of each department to be issued in triplicate and to bear consecutive numbers.

The original of said bill to be forwarded to the person receiving said labor or material.

The duplicate of said bill to be forwarded, forthwith to the City Treasurer.

The triplicate of said bill to be retained by the department issuing the same. (Ord. 16066 § 1; May 27, 1907).

**2.12.070 Bills for labor or material furnished by city—Correction by issuance of credit vouchers.** The head of the department issuing any of said bills be and hereby is authorized to correct said bills at any time prior to their payment by the issuance of credit vouchers directed to the City Treasurer. (Ord. 16066 § 2; May 27, 1907).

**2.12.080 Bills for labor or material furnished by city—Treasurer to keep duplicate and give notice of payment.** The City Treasurer be and hereby is directed to preserve said duplicate bills and render proper accounting therefor and to notify each of the various departments as to the payment of said bills upon request of said department. (Ord. 16066 § 3; May 27, 1907).

\*This section supersedes any inconsistent provisions of this chapter.

2.12.090—2.12.100 FINANCE AND PROPERTY

**2.12.090 Bills for labor or material furnished by city—Treasurer to deduct amount of credit voucher.** When any credit voucher shall have been issued correcting any of said bills, the City Treasurer be and hereby is directed to deduct the amount of said credit voucher from the face of said bill and accept the remaining amount thereof as full payment. (Ord. 16066 § 4; May 27, 1907).

**2.12.100 Possible claims against city—Investigation and report.** Whenever any officer or employee of the City of Seattle shall be informed of any act, matter or event from or out of which any suit, claim or demand against said city might arise, it is, and shall be the duty of such officer or employee to forthwith fully investigate all the circumstances connected in any way with the happening of such act, matter or event, together with all the witnesses thereto, and make a full report of the result of such in-

vestigation to the corporation counsel of said city. (Ord. 4187 § 1; May 14, 1896).

**Chapter 2.16**  
**CLAIMS—INTERIM**  
**FINANCIAL ASSISTANCE**

**Sections:**

- 2.16.010 Payments authorized—Conditions.
- 2.16.020 Reports by corporation counsel.
- 2.16.030 Advance payment claims fund.

**2.16.010 Payments authorized—Conditions.** To provide interim financial assistance for claimants disabled by tortious conduct attributable to the city of Seattle and its employees and agents acting within the scope and course of their employment, the corporation counsel is authorized to make periodic payments to a claimant pending settlement or other disposition of his claim equivalent to not more than the claimant's net take home pay if the corporation counsel finds the following conditions to exist:

(1) The claimant has been physically disabled as a result of an act or omission by the city or its employees and agents and for which the city is legally obligated to respond in damages, which physical disability precludes the claimant from engaging in gainful employment;

(2) The claimant's loss of employment results in financial hardship and the claimant is without alternate financial resources to provide for the necessary costs of living;

(3) Circumstances exist which preclude the early settlement or other disposition of claimant's claim;

(4) The best interest of the city and the claimant will be served by making such interim payments.

As a condition to commencing such payments, the corporation counsel shall secure from the the claimant a written agreement that all payments made pursuant to this chapter shall be credited to the city against any settlement of the claim which may be arrived at and shall be credited against any judgment which may be rendered against the city by reason of such claim in any court and such agreement may include such additional terms and conditions as the corporation counsel determines are appropriate to serve the best interests of the city.

In addition to the payments covering wage losses the corporation counsel may, prior to settlement of the claimant's claim or prior to judgment, pay medical costs, provide necessary transportation and other expenses which the claimant may be required to pay; provided, that all such payments under this chapter shall cease at such time as the corporation counsel determines that one or more of the circumstances enumerated

## **2.16.020—2.20.020 FINANCE AND PROPERTY**

above have changed or that the total sum paid the claimant approximates the amount the claimant is likely to recover by reason of his injury. (Ord. 100501 § 1; December 6, 1971).

**2.16.020 Reports by corporation counsel.** Ten days prior to commencement of payments hereunder or modification thereof the corporation counsel shall reduce his determinations to writing, shall state the estimated amount and frequency of interim financial assistance and deliver the same to the mayor, the president of the city council, and the head of the department concerned with the activity which gave rise to claimant's injury. Such reports shall be for the exclusive use of city and state officers until such time as the claim is settled or otherwise concluded, whereupon such report together with an accounting of all payments made hereunder shall be filed in the office of the city comptroller. (Ord. 100501 § 2; December 6, 1971).

**2.16.030 Advance payment claims fund.** There is established in the city treasury an "advance payment claims fund" from which fund shall be paid the payments authorized in Section 2.16.010 and into which fund shall be paid appropriations thereto and reimbursements for such advance payments. The city comptroller is authorized and directed to draw and the city treasurer to pay warrants on said fund upon presentation of a voucher approved by the corporation counsel. (Ord. 100501 § 3; December 6, 1971).

### **Chapter 2.20 ACCOUNTING PROCEDURE**

#### **Sections:**

- 2.20.010 Supervision by comptroller.
- 2.20.020 Monthly statements and reports.
- 2.20.030 Publication of statements and reports—Approval by comptroller.

**2.20.010 Supervision by comptroller.** When not otherwise prescribed pursuant to state law, the bookkeeping and accounting in all departments of the municipal government shall be done in the manner and form prescribed by, and subject to the approval of, the city comptroller. (Ord. 39034 § 1; January 7, 1919).

**2.20.020 Monthly statements and reports.** Every department of the municipal government keeping financial accounts, shall monthly on or before the tenth day of each and every month, transmit to the city comptroller, a statement and report, in form to be prescribed by the city comptroller, showing the financial transactions of said department during the previous month. (Ord. 39034 § 2; January 7, 1919).



**2.20.030. Publication of statements and reports—Approval by comptroller.** Before any department, or officer thereof, shall give out, publish, or distribute for publication, to the public, any statement or report of financial transactions in such department, such statement or report shall first be submitted to, and approved by, the city comptroller. (Ord. 39034 § 3; January 7, 1919).

## Chapter 2.24

### WARRANTS

**Sections:**

- 2.24.010 Cancellation of undelivered warrants.
- 2.24.020 Record of warrants.

**2.24.010 Cancellation of undelivered warrants.** Any warrant which is not delivered to the payee within one year from the date of issuance shall be cancelled and the amounts for which said warrants are drawn shall be credited to the several funds against which they are drawn, as follows:

(1) The city comptroller shall present all such warrants to the city treasurer, who shall receive and cancel the same.

(2) The city treasurer shall issue receipts to the city comptroller showing the receipt and cancellation of such warrants and showing that the amounts represented by such warrants have been credited to the different funds against which the same are drawn. (Ord. 3622 § 1 as amended by Ord. 96239; November 16, 1967).

**2.24.020 Record of warrants.** The city comptroller shall keep a record of all such warrants so presented by him and cancelled by the city treasurer, as herein before provided. (Ord. 3622 § 2; December 18, 1894).

## Chapter 2.32

### BONDS IN CIVIL ACTIONS

**Sections:**

- 2.32.010 Mayor and clerk authorized to execute.

**2.32.010 Mayor and clerk authorized to execute.** When any civil action is brought by or against the city of Seattle requiring at any stage thereof the execution of a bond on the part of said city such bond shall be executed by the mayor and clerk in behalf of the city and sealed with the corporate seal of the city and the mayor and clerk of the city are authorized and empowered to execute such bonds. (Ord. 1177 §1; August 6, 1889).

**2.40.010—2.50.010 FINANCE AND PROPERTY**

**Chapter 2.40  
BOOKS AND RECORDS**

**Sections:**

- 2.40.010 Books and records—Delivery on demand.
- 2.40.020—Penalty for violations.
- 2.40.030 Fees.

**2.40.010 Books and records—Delivery on demand.** It is unlawful for any person to keep or refuse to deliver any books, papers or property of any kind or description belonging to the city of Seattle after the same, or any portion thereof, shall have been demanded by the mayor, or the chairman of any committee of the city council, or the chairman of the board of public works, the board of park commissioners, the board of library commissioners or of any other board of commissioners of the city of Seattle duly authorized to make such demand, or to keep possession thereof after such demand, or to refuse to allow a full inspection after such demand, and all books, records, accounts, statements, abstracts, returns, reports, papers, plats, profiles, maps, charts, plans, specifications, estimates, drawings or other written or printed data made or kept, or required to be made or kept by any city official, or by any person in the employ of the city, or which shall be produced or procured by the labor of any person while in the employ of the city, shall, for the purpose of this chapter, be deemed and taken to be the property of the city of Seattle. (Ord. 16118 § 1; June 6, 1907).

**2.40.020 Penalty for violations.** Any person violating the provisions of this chapter is guilty of a misdemeanor, and upon conviction thereof, shall be fined in any sum not exceeding three hundred dollars or imprisoned for a term not exceeding ninety days, or be both so fined and imprisoned. (Ord. 16118 § 2 as amended by Ord. 45820; October 3, 1923).

**2.40.030 Fees.** In accordance with Article XXII Section 3 of the City Charter, fees to be charged for the furnishing of copies or extracts from the books and records of the city by the officer having custody thereof are hereby established as follows:

For the first page of any one document .....	\$0.25
For each succeeding page of such document .....	0.10
For certification of any one document .....	1.00

(Ord. 100591 § 1; January 6, 1972).

**Chapter 2.50  
RELEASE OF AGREEMENTS**

**Sections:**

- 2.50.010 Release of certain agreements authorized.
- 2.50.010 Release of certain agreements authorized. The city engineer

is authorized to execute for and on behalf of the city of Seattle releases of side sewer, and public place indemnity agreements required by Chapter 7.04 and Title 19, as amended, respectively, and releases of nonprotesting agreements related to property connected to a sewer for which it has not been assessed, which releases shall be substantially in the form of Exhibit "A" hereto,\* whenever the city engineer determines that the conditions requiring any such agreement no longer exist, all as recommended by the city engineer and the mayor in C.F. 238840. (Ord. 88888 § 1; December 28, 1959).

## Chapter 2.52

### CITY EQUIPMENT—LOAN OR RENTAL

#### Sections:

2.52.010 Loan or rental of city equipment—Requirements.

**2.52.010 Loan or rental of city equipment—Requirements.\*** No city equipment shall be rented or loaned without the consent in writing thereto by the purchasing agent, and approved by the city council by resolution, or joint approval in writing by the chairman of the finance committee and the chairman of the city utilities committee. That the purchasing agent be, and he is hereby, authorized and directed to prepare and adopt rules and regulations to secure adequate consideration for the use of each piece of city equipment rented or loaned pursuant thereto, and to secure the return of such equipment in proper condition. (Ord. 67585 § 1; August 3, 1937).

## Chapter 2.56

### CITY AUTOMOBILES

#### Sections:

- 2.56.010 Policy concerning city automobiles declared.
- 2.56.020 Administration of policy.
- 2.56.025 Loaning of city owned or leased motor vehicles.
- 2.56.030 Management and control.
- 2.56.040 Seattle—King County health department.
- 2.56.050 Purchasing policy.
- 2.56.060 Reimbursement for use of private vehicle.
- 2.56.065 Checking out and billing procedure.
- 2.56.070 Annual reports of cost of operation and maintenance.

**2.56.010 Policy concerning city automobiles declared.** City owned or leased motor vehicles shall be used exclusively for the conduct of municipal business as follows:

- (1) Where the normal operations of a city department extend be-

\*See clerk's file.

\*Bidding and contracts—See Section 2.04.070.

## 2.56.010 FINANCE AND PROPERTY

yond established work headquarters and work hours, and based on the substantiated needs of such department for adequate supervision or job performance, such vehicles may be assigned on the following basis:

(a) Assignment of motor vehicles for a period of one year, corresponding to the annual budget period, to city officials and employees who because of the nature of their work should have vehicles assigned to them, shall be by the director of the general services department, who shall submit such assignments to the mayor and city council for confirmation by the fifteenth day of December each year, provided that such confirmation by the city council shall be effectuated by resolution.

The criteria for the annual assignment of city owned or leased motor vehicles to city officials and employees shall be as follows:

(1) The responsibility of the individual for whom such annual assignment is sought shall be in the area of public safety, health or welfare; or

(2) The requirement for motor vehicle assignment has been established through actual performance of the individual in his job in the previous year.

(b) Assignment of vehicles for specified periods of time to city officers and employees for emergency service, special assignments or other good reason, shall be by the director of the general services department, based upon written justification therefor submitted by department heads requesting such assignment, and approved by the director of the general services department.

Such assigned vehicles shall be used in the conduct of municipal business only, and when authorized in such assignment may be garaged during non-working hours at the residence of the individual to whom assigned.

(2) All other such vehicles shall be available on a pool basis for the conduct of municipal business to officers and employees who have a valid Washington State driver's license, under such rules and regulations as the director of general services may prescribe.

(3) Nothing herein shall imply, nor shall any permission be granted to use any city owned or leased motor vehicle for personal purposes, and the transportation of passengers in any such vehicle is prohibited except in the furtherance of municipal business.

The director of general services shall review quarterly the assignment and use of all city owned or leased motor vehicles to city department heads, officers and employees, and shall submit a written report on the subject to the mayor and city council.

To assist the director of general services in such review, each city department head shall submit to the director of general services, not later than fifteen calendar days after the end of each quarterly period, a report on such forms and providing information regarding the use of motor ve-

hicles assigned to persons in his department as may be prescribed by the director of general services. (Ord. 100458 § 1; November 22, 1971).

**2.56.020 Administration of policy.** The administration of this chapter shall be vested primarily in the mayor, provided that it shall be the duty of the director of general services and other department heads to assist the mayor in such administration and to furnish to the mayor and the city council any information concerning the violation of any of the provisions thereof. (Ord. 100458 § 6; November 22, 1971).

**2.56.025 Loaning of city owned or leased motor vehicles.** No city owned or leased motor vehicles shall be rented or loaned, except to city departments, other governmental agencies, or associations of cities, towns, or governmental agencies, or in conformance with mutual aid agreements. The director of general services is authorized and directed to prepare and adopt rules and regulations to secure adequate consideration for the use of city owned or leased motor vehicles rented or loaned pursuant hereto, and to secure the return of such motor vehicles in proper condition. (Ord. 100428 § 2 as amended by Ord. 101372 § 1; September 8, 1972).

**2.56.030 Management and control.** On and after January 1, 1961, the management and control of such city automotive equipment of the city of Seattle as shall be designated by the mayor, except that of the Seattle Transit Commission and the Seattle Public Library, together with all facilities and equipment now used or hereafter required for the purpose of or related to the maintenance and operation of such equipment shall be subject to the direct supervision of the executive department and in this connection the mayor is authorized to initiate and carry out a program of fleet consolidation and adopt rules and regulations in connection therewith. (Ord. 89897 § 1; December 29, 1960).

**2.56.040 Seattle—King County health department.** Sections 2.56.030 and 2.56.040 shall be applicable to certain vehicles of the Seattle King County health department upon adoption by the King County commissioners of a resolution consenting thereto. (Ord. 89897 § 2; December 29, 1960).

**2.56.050 Purchasing policy.** It is the policy of the city of Seattle that:

(1) All vehicles shall be purchased in accordance with applicable Charter and ordinance provisions, shall be economical as is reasonable consistent with their intended use, and shall be maintained in a condition meeting current federal standards relating to air pollution;

(2) An adequate number of larger cars to be used for transporting department heads, officers and employees on official business to destinations which are a substantial distance outside of the city shall be available;

(3) Except for special equipment needed for particular types of city work or determined by the director of general services to be necessary for

**2.56.060—2.56.070 FINANCE AND PROPERTY**

best resale value or decreasing maintenance costs, city owned motor vehicles shall not be equipped with optional or extra equipment;

(4) No promise of having the exclusive use of a city owned or leased vehicle shall be made to any person seeking or being recruited for city employment, and any such promise made prior to the passage of the ordinance codified herein is rescinded;

(5) Vehicles assigned to the use of a city department and not in regular daily use shall be returned to the motor transportation division for pool use or reassignment to other city departments requiring the use of such vehicle. (Ord. 100458 § 3; November 22, 1971).

**2.56.060 Reimbursement for use of private vehicle.** Where the use of a city employee's private automobile is determined by a city department head to be more economical than the use of a city owned or leased vehicle and upon written justification therefor submitted by the department head requiring such use to the director of general services, such department head may authorize the use of such private automobile by such employee solely on city business and such employee shall be reimbursed for such use in accordance with the applicable rate schedule, payable monthly on vouchers approved by the head of the department concerned; provided, that unless such use includes transportation to a destination or destinations a substantial distance outside the city, the use of a private automobile by employees other than those covered by that certain collective bargaining agreement entered into between the city and Professional and Technical Engineers Association, Local #17 pursuant to the authority of Ordinance 100881, shall not be determined to be more economical if the amount of reimbursement will exceed the monthly rental rate applicable to a standard motor pool vehicle. (Ord. 100458 § 4 as amended by Ord. 101484 § 1; October 17, 1972).

**2.56.065 Checking out and billing procedure.** The director of the general services department shall develop and implement a procedure for checking out city owned or leased vehicles and billing city departments for the use thereof, which procedure shall limit availability of such vehicles to such officers and employees as shall have been properly authorized to use the same. (Ord. 100458 § 5; November 22, 1971).

**2.56.070 Annual reports of cost of operation and maintenance.** The various departments of the city government of the city of Seattle using and operating motor driven vehicles, be and they are hereby required and directed to make yearly reports to the city council giving full and complete information and data relating to the cost and expense connected with the operation and maintenance of all motor vehicles owned and used by said departments.

A copy of the reports herein required shall also be posted yearly in a conspicuous place in the shops or offices of each department for the in-

formation of the officers and employees thereof and the general public. (Ord. 39520 § 1; May 27, 1919).

**Chapter 2.60**

**CITY USE OF PRIVATE AUTOMOBILES**

**Sections:**

- 2.60.010 Reimbursement schedule—Full time.
- 2.60.020 Reimbursment—Occasional.
- 2.60.030 Miscellaneous reimbursement.
- 2.60.035 Reimbursment not made for travel between residence and work.
- 2.60.040 Payment.
- 2.60.050 Private automobile use—Full time—Reimbursement.
- 2.60.060 Private automobile use—Occasional—Reimbursement.
- 2.60.070 Private automobile use—No reimbursement for travel between residence and work.

**2.60.010 Reimbursment schedule—Full time.** As of January 1, 1972 except for those employees covered by that certain collective bargaining agreement entered into between the city and Professional and Technical Engineers Association, Local #17 pursuant to the authority of Ordinance 100881, any city officer or employee required to use his private automobile on city business and who is required to have his automobile available for use on city business on a full time basis as determined by the head of the department, shall be reimbursed in the amount of forty dollars per month; provided that if the actual distance traveled by the employee on city business exceeds two hundred miles in any calendar month, he shall be reimbursed in accordance with the following schedule:

Mileage	Reimbursement
201 - 237 .....	\$42.50
238 - 275 .....	45.00
276 - 312 .....	47.50
313 - 350 .....	50.00
351 - 400 .....	52.50
401 - 450 .....	55.00
451 - 500 .....	57.50
501 - 550 .....	60.00
551 - 625 .....	62.50
626 - 700 .....	65.00
over 700	\$65.00 plus 10¢ for all over 700 miles.

(Ord. 95751 § 1 as amended by Ord. 101483 § 1; October 17, 1972).

**2.60.020 Reimbursement—Occasional.** Except for those employees covered by that certain collective bargaining agreement entered into be-

**2.60.030—2.60.060 FINANCE AND PROPERTY**

tween the city and Professional and Technical Engineers Association, Local #17 pursuant to the authority of Ordinance 100881, any city officer or employee required to use his private automobile on an occasional or intermittent basis shall be reimbursed at the end of each month at the rate of ten cents for each mile of the total monthly mileage of such use or at the rate of two dollars per day for the total days of such authorized use during each month, whichever is the greater. (Ord. 95751 § 2 as amended by Ord. 101483 § 2; October 17, 1972).

**2.60.030 Miscellaneous reimbursement.** Any authorized use of private automobiles on city business not qualifying for reimbursement under the conditions set forth in Section 2.60.010 or 2.60.020 shall be reimbursed only at the rate of ten cents per mile. (Ord. 95751 § 3; May 4, 1967).

**2.60.035 Reimbursement not made for travel between residence and work.** Except as otherwise specifically provided in collective bargaining agreements between the city and particular bargaining units providing for reimbursement for travel for certain employees when called back to work in the event of an emergency, reimbursement for private automobile use under the terms of this chapter shall not be made for travel by an employee between his usual place of residence and his usual place of work. (Ord. 95751 § 3-A added by Ord. 101483 § 3; October 17, 1972).

**2.60.040 Payment.** Reimbursement as authorized in Sections 2.60.010 through 2.60.030 shall be payable monthly on voucher approved by the head of the department concerned. (Ord. 95751 § 4; May 4, 1967).

**2.60.050 Private automobile use—Full time—Reimbursement.** As of January 1, 1972 any city employee covered by that certain collective bargaining agreement entered into between the city and Professional and Technical Engineers Association, Local #17 pursuant to the authority of Ordinance 100881 who is required to use his private automobile on city business and who is required to have his automobile available for use on city business on a full time basis as determined by the head of the department, shall be reimbursed in the amount of fifty dollars per month unless the actual distance traveled by such employee on city business exceeds three hundred and fifty miles in any calendar month, in which event such employee shall be additionally reimbursed at the rate of twelve cents for each mile over three hundred and fifty; provided that should any such employee be temporarily assigned to duties not requiring actual use of a private automobile, he shall receive thirty dollars per month for a period not to exceed three consecutive months of such assignment. (Ord. 101482 § 1; October 17, 1972).

**2.60.060 Private automobile use—Occasional—Reimbursement** As of January 1, 1972 any city employee covered by that certain collective bargaining agreement entered into between the city and Professional and



Technical Engineers Association, Local #17 pursuant to the authority of Ordinance 100881 who is required to use his private automobile on an occasional or intermittent basis shall be reimbursed at the end of each month at the rate of twelve cents for each mile of the total monthly mileage of such use or at the rate of two dollars fifty cents per day for the total days of such authorized use during each month, whichever is greater. (Ord. 101482 § 2; October 17, 1972).

**2.60.070 Private automobile use—No reimbursement for travel between residence and work.** Reimbursement for private automobile use under the terms of this chapter shall not be made for travel by an employee between his usual place of residence and his usual place of work. (Ord. 101482 § 3; October 17, 1972).

## Chapter 2.64

### ELECTRICITY RATES AND REGULATIONS

#### Sections:

- 2.64.010 Established.
- 2.64.020 Definitions.
- 2.64.030 Residential service provisions.
- 2.64.031 Newhalem community—Rates.
- 2.64.040 Schedule 21—Single family residence.
- 2.64.050 Schedule 22—Domestic use.
- 2.64.060 Schedule 25—Single family residence.
- 2.64.070 Schedule 33—Church rates.
- 2.64.080 Schedule 44—General service provisions.
- 2.64.090 Schedule 45—Total electric general service rate.
- 2.64.100 Schedule 46—Commercial or industrial cooking, drying, heating, etc.
- 2.64.110 Schedule 47—Commercial and industrial water heating.
- 2.64.120 Schedule 48—Dusk-to-dawn lighting of streets, alleys and public thoroughfares.
- 2.64.130 Industrial power provisions.
- 2.64.140 Schedule 55—Industrial power.
- 2.64.150 Large industrial power service provisions.
- 2.64.160 Schedule 61—Industrial power load—300 KW or more.
- 2.64.170 Schedule 62—Industrial power load—750 KW of maximum demand.
- 2.64.180 Schedule 63—Electric metal melting furnaces or steel rolling mills.
- 2.64.190 Schedule 64—Industrial power loads—4,000 KW or more.
- 2.64.200 Schedule 65—Industrial power loads—25,000 KW or more.
- 2.64.210 Schedule 74—Housing authorities.
- 2.64.220 Schedule 78—Schools.

**2.64.010—2.64.031 FINANCE AND PROPERTY**

- 2.64.230 Power factor provisions.
- 2.64.240 Schedule 81—Power factor below 0.85.
- 2.64.250 Rate and billing application provisions.
- 2.64.260 Application and contract provisions.
- 2.64.270 Electric service connection provisions.
- 2.64.280 City equipment and facilities provisions.
- 2.64.290 Authority.
- 2.64.300 Severability.
- 2.64.310 Penalty for violation.
- 2.64.320 Savings clause.
- 2.64.330 Effective date.

**2.64.010 Established.** As of August 3, 1971 rates and provisions for electric energy supplied by the municipal light and power plant and system shall be as set forth in the following sections of this chapter. (Ord. 100163 § 1; August 5, 1971).

**2.64.020 Definitions.** The following words as used herein shall have the following meanings:

“Department” means the department of lighting of the city of Seattle, its superintendent or any duly authorized employee thereof;

“City” means the city of Seattle;

“Customer” means any person, firm, corporation or other entity that uses, has used or has contracted for electric service from the department. Ord. 100163 § 14; August 5, 1971).

**2.64.030 Residential service provisions.** (1) Normal residential service shall be limited to single phase only, and all installations shall be subject to the approval of the department.

(2) When more than six persons not immediate members of the family live, room and/or board in a residence, it shall be considered nonresidential for the purpose of this chapter and the residence rate fixed by Schedules 21 or 22 shall not apply.

(3) In apartment houses, each single family apartment shall be classified as a separate residence, except when any apartments on the premises are included in the commercial rate for the building. When more than one apartment or residence is on one meter, the residence rate fixed by Schedules 21 or 22 shall not apply. (Ord. 100163 § 2; August 5, 1971).

**2.64.031 Newhalem community—Rates.** As requested by the superintendent of lighting in C.F.274449 all consumers of electric energy from the city’s system in the Newhalem community other than lighting department facilities or employees shall be charged the rates set forth from time to time in the lighting department rate ordinance—(Ordinance 100163 as the same may be amended or superseded.) (Ord. 101870 § 1; February 16, 1973).

**2.64.040 Schedule 21—Single family residence.** (1) The standard monthly rate for each meter for domestic use in a single family residence shall be:

First 60 KWH per month at 3.0¢ per KWH

Next 120 KWH per month at 2.0¢ per KWH

All over 180 KWH per month at 0.9¢ per KWH

(2) Minimum Charge. The minimum monthly charge on each meter shall be one dollar. (Ord. 100163 § 2a; August 5, 1971).

**2.64.050 Schedule 22—Domestic use.** (1) The all electric monthly rate for certain domestic use, subject to requirements herein shall be:

First 525 KWH or less per month—\$5.25

Next 975 KWH per month at 0.74¢ per KWH

Next 1000 KWH per month at 0.80¢ per KWH

All over 2500 KWH per month at 0.90¢ per KWH

(2) Minimum Charge. The minimum monthly charge on this schedule shall be five dollars and twenty-five cents.

(3) This rate shall apply to a single family residence supplied through one meter, where electric energy is the sole means of water heating and lighting, and the principal means of cooking. An exception shall be individually metered apartment units in which electric energy is the sole means of lighting and cooking, and the domestic hot water supply is provided from an electrically heated hot water system, approved by the department.

(4) Water heating must be done in a storage type insulated tank heated by elements which are each thermostatically controlled.

(5) Water heaters with two elements and with thermostats not interlocked shall not be less than forty gallons capacity. The maximum wattage of the upper element shall not exceed seventy-five watts per gallon of tank capacity, and the maximum wattage of the lower element shall not exceed fifty watts per gallon of tank capacity.

(6) Water heaters with two elements and with thermostats interlocked so that the elements cannot operate simultaneously shall not be less than fifty gallons capacity. The wattage of either the upper or lower element shall not exceed one hundred watts per gallon of tank capacity.

(7) Water heaters with a single element shall not be less than fifty gallons capacity. The wattage of the element shall not exceed five thousand five hundred watts.

(8) Vacation rebates will not be granted under this rate. Customers who intend to be away for six months or longer may have their accounts closed.

(9) The customer shall make application and the department shall confirm by inspection that all requirements for this rate have been met. (Ord. 100163 § 2b; August 5, 1971).

**2.64.060 Schedule 25—Single family residence.** (1) This rate shall

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apply to single family residences and apartment units for energy used for drying out purposes, when supplied through the permanent electrical service facilities to a building heated with permanently installed electric space heating equipment. The rate shall apply only during the period the building is under construction and prior to occupancy.

All energy shall be at 0.74¢ per KWH.

(2) Minimum Charge. The minimum monthly charge for each meter shall be one dollar. (Ord. 100163 § 2c; August 5, 1971).

**2.64.070 Schedule 33—Church rates.** (1) This rate shall apply to churches:

First 180 KWH per month at 3.0¢ per KWH.

All over 180 KWH per month at 0.8¢ per KWH.

(2) Minimum Charge. The minimum monthly charge for each meter shall be one dollar and fifty cents.

(3) The department reserves the right to control the use of service to space heating equipment during such hours as may be deemed necessary. (Ord. 100163 § 3; August 5, 1971).

**2.64.080 Schedule 44—General service provisions.** (1) For general service lighting and/or power purposes, the monthly rate for each meter shall consist of an energy charge plus a demand charge.

**Energy Charge:**

First 180 KWH per month at 3.00¢ per KWH

Next 2,820 KWH per month at 1.40¢ per KWH

Next 6,000 KWH per month at 1.30¢ per KWH

Next 9,000 KWH per month at 0.95¢ per KWH

Next 132,000 KWH per month at 0.70¢ per KWH

Next 1,850,000 KWH per month at 0.60¢ per KWH

Next 2,000,000 KWH per month at 0.50¢ per KWH

All over 4,000,000 KWH per month at 0.43¢ per KWH

**Demand Charge:**

First 50 KW of maximum demand at no charge.

From 50 KW to 20,000 KW of maximum demand—\$0.60 per KW

All over 20,000 KW of maximum demand—\$0.50 per KW

(2) **Minimum Charge.** The minimum monthly charge on each meter shall be forty cents per KW of connected load but no less than one dollar and fifty cents.

(3) The department reserves the right to control the use of service to space heating equipment during such hours as may be deemed necessary. (Ord. 100163 § 4a; August 5, 1971).

**2.64.090 Schedule 45—Total electric general service rate.** (1) This is a total electric general service rate which applies to customers who electrically air condition their entire buildings and who use electric energy for all lighting, space heating, water heating, cooking, and power requirements. All load shall be supplied through a single meter.

**Energy Charge:**

First 9,000 KWH per month at 1.30¢ per KWH

Next 9,000 KWH per month at 0.93¢ per KWH

Next 132,000 KWH per month at 0.63¢ per KWH

Next 6,650,000 KWH per month at 0.50¢ per KWH

All over 6,800,000 KWH per month at 0.43¢ per KWH

**Demand Charge:**

First 100 KW of maximum demand—no charge.

From 100 KW to 20,000 KW of maximum demand—\$0.60 per KW.

All over 20,000 KW of maximum demand over 100 KW at \$0.50 per KW.

(2) **Minimum Charge.** The minimum monthly charge shall be forty cents per KW of connected load but not less than one dollar and fifty cents.

(3) All air conditioning installations billed on this rate shall provide complete comfort cooling.

(4) The customer shall make application and the department shall confirm by inspection that all requirements for this rate have been met. (Ord. 100163 § 4b; August 5, 1971).

**2.64.100 Schedule 46—Commercial or industrial cooking, drying, heat-**

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ing, etc. (1) For separately metered electric energy used for commercial or industrial cooking, drying, baking, water heating, electric steam boilers and process heating when the connected motor load incidental thereto does not exceed twenty-five percent of the total connected load, the rate per meter shall be:

First 2,000 KWH per month at 1.40¢ per KWH  
Next 7,000 KWH per month at 1.00¢ per KWH  
Next 9,000 KWH per month at 0.90¢ per KWH  
Next 9,000 KWH per month at 0.80¢ per KWH  
All over 27,000 KWH per month at 0.64¢ per KWH

(2) Minimum Charge. The minimum monthly charge shall be forty cents per KW of connected load, but not less than fifteen dollars.

(3) Any restaurant using electric energy exclusively for cooking and water heating, and where all other energy requirements are provided electrically, may combine all loads for billing on Schedule 46. Where the restaurant premises are combined with other premises, the lighting and any air conditioning and/or space heating must be confined to the restaurant area. Where the restaurant premise is a part of a building having a central source of air conditioning and/or space heating making it impractical to cool and/or heat electrically, all other load may be combined for metering on Schedule 46. (Ord. 100163 § 4c; August 5, 1971).

**2.64.110 Schedule 47—Commercial and industrial water heating.** (1) For separately metered electric energy used for commercial and industrial water heating, the rate shall be:

First 180 KWH or less at \$1.80  
Next 4,820 KWH per month at 0.78¢ per KWH  
All over 5,000 KWH per month at 0.64¢ per KWH

(2) Minimum Charge. The minimum charge on this rate shall be forty cents per KW of the total heater wattage, except that on water heaters with thermostats interlocked so that the elements cannot be operated simultaneously, the minimum charge shall be based on the maximum wattage that may be on at any one time.

(3) This rate may be applied provided that storage type insulated tanks of over twenty gallons capacity are used with thermostatically controlled elements, the total wattage of which does not exceed two hundred watts per gallon of tank capacity.

(4) This rate does not apply to hot water used for space heating purposes.

(5) Electric swimming pool heaters and associated circulating pump motors may also be metered on this rate subject to control by the Department during the daily system peak hours in the months of November through March.

(6) All installations for water heating service under this rate shall be subject to the approval of the department. (Ord. 100163 § 4d; August 5, 1971).

**2.64.120 Schedule 48—Dusk-to-dawn lighting of streets, alleys and public thoroughfares.** (1) For dusk-to-dawn lighting of streets, alleys and other public thoroughfares on existing department utility poles.

(2) The monthly charge includes energy, lamp replacement and normal maintenance costs.

**Option I—Customer-Owned Fixture:**

189 Watt Incandescent, 2500 Lumens, \$1.10 per month

175 Watt Mercury-Vapor, 7700 Lumens, \$1.10 per month

400 Watt Mercury-Vapor, 21000 Lumens, \$2.00 per month

400 Watt Sodium-Vapor, 44000 Lumens, \$3.25 per month

1000 Watt Mercury-Vapor, 51500 Lumens, \$4.45 per month

**Option II—Utility-Owned Fixture:**

189 Watt Incandescent, 2500 Lumens, \$1.90 per month

175 Watt Mercury-Vapor, 7700 Lumens, \$1.90 per month

400 Watt Mercury-Vapor, 21000 Lumens, \$3.05 per month

400 Watt Sodium-Vapor, 44000 Lumens, \$5.80 per month

1000 Watt Mercury-Vapor, 51500 Lumens, \$6.45 per month

(3) On Option I, only fixtures approved by the department will be accepted. Installed cost will be furnished upon request.

(4) Lamps will be replaced on burn-out as soon as reasonably possible after notification by the customer.

(5) Rates herein for incandescent street lighting are limited to existing installations. No new installations will be made nor will existing fixtures be moved from present locations.

(6) The initial contract for service under this schedule shall be for a period of not less than two years.

(7) All installations of street lights for billing on this rate shall be subject to the approval of the department. (Ord. 100163 § 4e; August 5, 1971).

**2.64.130 Industrial power provisions.** (1) Rates in Section 2.64.130 shall apply to industrial customers at plants where the primary function is manufacturing, processing or refining. (Ord. 100163 § 5; August 5, 1971).

**2.64.140 Schedule 55—Industrial power.** (1) For industrial power loads of 30 KW or more of maximum demand.

(2) Other load such as lighting may be metered on this rate when combined with the power load and supplied through one service and meter. Additional services for different classes of use, such as process heating or water heating, may also be provided at the discretion of the department.

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**Energy Charge:**

First 9,000 KWH per month at 0.70¢ per KWH

Next 141,000 KWH per month at 0.48¢ per KWH

All over 150,000 KWH per month at 0.43¢ per KWH

**Demand Charges:**

First 30 KW or less of maximum demand at \$45.00

All over 30 KW of maximum demand at \$0.95 per KW

(3) **Minimum Charge.** The minimum monthly charge on each meter shall be one dollar and thirty-three and one-third cents per KW of maximum demand or forty cents per KW of connected load, whichever is greater, but not less than forty-five dollars. (Ord. 100163 § 5a; August 5, 1971).

**2.64.150 Large industrial power service provisions.** (1) Rates in Sections 1.64.150 through 1.64.190 shall apply to industrial customers at plants where the primary function is manufacturing, processing or refining.

(2) Rates in Sections 1.64.150 through 1.64.190 shall be limited to industrial loads taking energy delivery through one service supplied from the city's subtransmission voltage. One transformation to a standard utilization voltage will be provided and metering shall be on the secondary, except for electric arc furnace loads which shall be supplied and metered at the subtransmission voltage with transformation furnished by the customer, and except for contracts for billing under Schedule 65. (Ord. 100163 § 6; August 5, 1971).

**2.64.160 Schedule 61—Industrial power load—300 KW or more.** (1) For industrial power loads of 300 KW or more of maximum demand, the monthly rate per meter shall consist of an energy charge plus a demand charge.

**Energy Charge:**

All energy at 0.43¢ per KWH

**Demand Charge:**

First 300 KW or less of maximum demand at \$300.00

All over 300 KW of maximum demand at \$0.85 per KW

(2) **Minimum Charge.** The minimum monthly charge shall be one dollar thirty-three and one-third cents per KW of maximum demand but in no case less than four hundred dollars. (Ord. 100163 § 6a; August 5, 1971).

**2.64.170 Schedule 62—Industrial power load—750 KW of maximum demand.** (1) For industrial power loads in excess of 750 KW of maximum demand, the rate shall be two dollars and seventy cents per KW per month, computed on the basis of the customer's maximum demand for the month.

(2) **Minimum Charge.** The minimum monthly charge on this rate shall be not less than two thousand twenty-five dollars. (Ord. 100163 § 6b; August 5, 1971).

**2.64.180 Schedule 63—Electric metal melting furnaces or steel rolling**



**mills.** (1) For electric metal melting furnaces and/or steel rolling mills of 450 KW and over, the rate shall be sixty-four one hundredths of a cent per KWH.

(2) Minimum Charge. The minimum monthly charge shall be the greatest amount calculated in paragraph (a) or (b) following:

(a) Seventy cents per KW of maximum demand for the month but not less than three hundred fifteen dollars per month;

(b) One dollar and forty cents per KW of the highest maximum demand recorded during the city's daily system peak hours Monday through Friday in the months of November through March of the twelve-month period ending with the current regular monthly meter reading. (Ord. 100163 § 6c; August 5, 1971).

**2.64.190 Schedule 64—Industrial power loads—4,000 KW or more.** (1) For electric energy used for industrial power loads of 4000 KW or more of maximum demand, the monthly rate per meter shall consist of an energy charge plus a demand charge.

Energy Charge:

First 200 KWH per month per KW of maximum demand at 0.43¢ per KWH

All over 200 KWH per month per KW of maximum demand at 0.28¢ per KWH

Demand Charge:

First 4000 KW or less of maximum demand—\$3445.00

All over 4000 KW maximum demand at \$0.50 per KW

(2) Minimum Charge. The minimum monthly charge shall be one dollar and thirty-three and one-third cents per KW of maximum demand for the month but not less than five thousand three hundred thirty-three dollars. (Ord. 100163 § 6d; August 5, 1971).

**2.64.200 Schedule 65—Industrial power loads—25,000 KW or more.** (1) For industrial power loads of 25,000 KW or over of maximum demand supplied and metered at the city's subtransmission voltage, the monthly charge shall consist of an energy charge plus a demand charge.

Energy Charge:

Twenty-eight one hundredths of a cent per KWH

Demand Charge:

Thirty-five cents per KW of highest monthly measured demand but not less than thirty-five cents per month per KW of contract demand throughout the term of the contract.

(2) Minimum Charge. The minimum monthly charge shall be the greatest amount calculated in paragraphs (a) or (b) following:

(a) The demand charge for that monthly billing period plus two dollars per KW or the highest maximum demand recorded during the city's

daily system peak hours Monday through Friday in the months of November through March of the twelve-month period ending with the current regular monthly meter reading;

(b) The demand charge for the monthly billing period plus twenty-eight one-hundredths of a cent per KWH of the highest monthly KWH consumed during the regular monthly billing periods of the months of November through March of the twelve-month period ending with the current regular monthly meter reading.

(3) The demand charge component of paragraph (a) and paragraph (b) of "minimum charge" above shall become due and payable each and every month throughout the term of the city's contract with the customer, except when the city is unable to deliver power under conditions set forth in the current rate ordinance.

(4) Contract demand is defined as the amount of power that the department agrees to have available for delivery to the customer in accordance with the city's rate ordinance and as specified in the city's contract with the customer.

(5) The city's daily system peak hours November through March shall be determined by the department;

(6) Maximum demand shall be the average kilowatts supplied during the fifteen-minute period of maximum use during the month, as determined by indicating or recording instruments. (Ord. 100163 § 6e; August 5, 1971).

**2.64.210 Schedule 74—Housing authorities.** (1) Delivery of electric energy shall be made from the department's distribution system at such primary voltage as is designated by the department.

**Energy Charge:**

- First 200 KWH per KW of maximum demand at 1.15¢ per KWH
- Next 100 KWH per KW of maximum demand at 0.47¢ per KWH
- Next 100 KWH per KW of maximum demand at 0.39¢ per KWH
- Next 100 KWH per KW of maximum demand at 0.34¢ per KWH
- All over 500 KWH per KW of maximum demand at 0.30¢ per KWH

(2) **Minimum Charge.** The minimum monthly charge shall be one dollar and thirty-three and one-third cents per KW of maximum demand, but not less than sixty-six and two-thirds cents per KW of the highest maximum demand which has occurred during the last preceding eleven months.

(3) The customer shall provide all distribution facilities, including transformers and substation. (Ord. 100163 § 7a; August 5, 1971).

**2.64.220 Schedule 78—Schools.** (1) This schedule applies to each meter for electric energy used by public school districts and church-supported schools in buildings predominately used for educational instruction.

**Energy Charge:**

- First 180 KWH per month at 3.0¢ per KWH
- All over 180 KWH per month at 0.94¢ per KWH

(2) Minimum Charge. The minimum monthly charge on each meter shall be not less than one dollar and fifty cents.

(3) The department reserves the right to control the use of service to space heating load during such hours as may be deemed necessary.

(4) Buildings used predominately for administrative, warehousing or other noneducational instruction purposes shall be billed on applicable schedules. (Ord. 100163 § 7b; August 5, 1971).

**2.64.230 Power factor provisions.** (1) When any inductive load causes unsatisfactory conditions on the city's system due to induction, the department may, at its discretion, install reactive kilovolt-ampere-hour meters and make a monthly charge in addition to demand and energy charges whenever electric energy delivered to the customer has an average monthly power factor of less than 0.85.

(2) Unless specifically otherwise agreed, the city shall not be obligated to deliver electric energy to the customer at any time at a power factor below 0.75.

(3) The average power factor is determined as follows:

$$\left. \begin{array}{l} \text{Average} \\ \text{Power} \\ \text{Factor} \end{array} \right\} = \sqrt{\frac{\text{Kilowatt hours}}{(\text{Kilowatt-hours})^2 + (\text{Reactive Kilovolt-ampere-hours})^2}}$$

(4) The meter for measurement of reactive kilovolt-ampere-hours shall be ratcheted to prevent reverse registration.

(5) All installations of power factor corrective equipment shall be subject to the approval of the department. (Ord. 100163 § 8; August 5, 1971).

**2.64.240 Schedule 81—Power factor below 0.85.** (1) The monthly charge for each 0.01 of average monthly power factor below 0.85 shall be as follows:

3¢ per KW of maximum demand.

(2) This monthly charge may be waived in whole or in part to the extent that the department determines that a power factor of less than 0.85 would in any particular case be advantageous to the city. (Ord. 100163 § 8a; August 5, 1971).

**2.64.250 Rate and billing application provisions.** (1) All rates and provisions in this chapter apply to electric energy supplied through one point of delivery and one meter to individual customers at each building or location of occupancy not separated by intervening private or public property or streets, alleys or driveways commonly used as public thoroughfares. Ground floor tenants shall be individually metered.

(2) Any additional service supplied to the same customer at other points of delivery or at different voltage or phase shall be separately metered and billed.

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(3) The department may, at its discretion, waive the application of rates to each meter and permit the readings of two or more meters at a single contiguous location to be totaled for billing purposes when it determines that the maintenance of adequate service and/or that the city's convenience requires more than one meter for each type of service or load classification.

(4) No more than one change to or from a rate schedule shall be made by the same customer in a shorter interval than one year's time, except where the nature of the electrical equipment or the use of electric energy changes.

(5) For the purpose of this chapter, one horsepower shall be considered as seventy-five hundredths of a kilowatt.

(6) Billing demand shall be the highest recorded consumption during any fifteen-minute interval of the billing period, as determined at the city's option by demand meter, periodic load test or assessment.

(7) Connected load minimum charges shall be calculated to the nearest whole dollar.

(8) A minimum monthly charge other than specified under a particular rate schedule may be established by the department at its discretion to adequately protect the city's investment.

(9) At the discretion of the department, minimum charges for seasonal power loads may be adjusted when no electric energy will be used during the months of November through March. This provision shall not apply to services used for standby or emergency purposes.

(10) If the operation of the city's generating, transmission or distribution system or the operation of the customer's work, plant or establishment be suspended, interrupted or interfered with for any cause reasonably beyond their respective control, including but not by way of limitation, suspension, interruption or interference due to floods, fires, strikes, accidents, acts of God, the public enemy, war, governmental regulations, order or proclamations, laws, mobs, riots and transportation difficulties, the city need not deliver electric energy and the customer need not accept or pay for electric energy for such period of time and to the extent that such suspension, interruption or interference makes it reasonably impractical to deliver or use electric energy; and monthly bills for any period including any such suspension, interruption or interference shall be prorated. Within one week of any such accepted interruption or suspension, the customer shall give written notice to read meters to prorate billing.

(11) If the seal of the city's meter is broken or the meter from any cause does not properly register, or any evidence of energy having been used illegally is found, the customer shall be charged with a consumption estimated by the department and billed accordingly.

(12) "Electric energy" as used herein means alternating current at a regulated frequency of sixty cycles per second. (Ord. 100163 § 9; August 5, 1971).

**2.64.260 Application and contract provisions.** (1) Each prospective customer desiring electric service shall make application to and may be required to sign an application furnished by the department before service is supplied. Upon acceptance by the department such application shall constitute a contract between the department and the applicant by which the department agrees to furnish and the applicant to accept and pay for electric service for the premises specified under the rates, terms and provisions prescribed from time to time by ordinance. In the absence of an application or signed contract, the furnishing of electric service by the department and acceptance by the customer shall be deemed to constitute a contract between the department and the customer. Failure to sign a contract when requested shall constitute sufficient cause to discontinue electric service.

(2) Electric service will be supplied under the rates, terms and provisions of city ordinance in force or thereafter adopted. The customer shall be liable for all charges under the conditions of the contract and the rates and terms prescribed from time to time by ordinance, and shall be liable for all charges to the date that the department is notified to discontinue service. Notice shall be given at the main office or a branch office of the department.

(3) The customer shall be required to purchase all electric energy from the city except such other electric energy and from such other sources as the city, through the department, declares itself in writing to be unable or unwilling to furnish.

(4) The customer shall add no additional electric equipment exceeding one thousand three hundred and fifty watts to the service installed under his original contract without first filing written notice thereof in the office of the department, upon a printed form provided for such purpose. Such customer shall be liable for any damages to the city that may occur as a result of the failure to so notify the department.

(5) The city shall not serve electric energy to any customer for resale to others, except that the department may, at its discretion, permit such resale by customer operators of boat mooring establishments and auto trailer parks. Resale under the condition specified shall be at an average rate not to exceed one hundred and fifty percent of the operator's average cost per kilowatt hour as billed by the city.

(6) It is unlawful for any customer to connect his service with that of any other person, or to in any way supply any other person or premises with electric energy through his service without first filing a written application for such connection or use in the office of the department, upon a form provided for such purpose, and receiving a permit therefor.

(7) An applicant for electric service may be required by the department to deposit an amount of money to be held as security for payment of all bills and claims during the period of service. Such deposit may be required upon the department's determination that the financial status

## 2.64.270 FINANCE AND PROPERTY

or record of the applicant warrants a deposit. Such deposit may not exceed the amount of the bill it is estimated will accrue during two normal billing periods, but shall in no case be less than ten dollars. Upon termination of service, or sooner, if the customer's credit record warrants, such deposit will be returned to the customer. At the time the deposit is returned, interest will be paid at the rate of six percent per year on a deposit held longer than six months. Interest payable shall be computed from the first day of the month following the date of deposit to the last day of the month the deposit is refunded. Such interest shall accrue from and after August 3, 1971.

(8) In case the customer violates his contract or orders the discontinuance of the service, he shall be liable for all loss or damage incurred by reason thereof, and in addition thereto shall be liable for payment of the minimum monthly charge of the service for the unexpired portion of the contract, together with such percentage of the cost of installation as the term of the contract bears to the whole term of the contract. (Ord. 100163 § 10; August 5, 1971).

**2.64.270 Electric service connection provisions.** (1) The department shall have the authority to adopt and enforce rules and regulations, not inconsistent with this chapter and which shall be filed with the city comptroller, for the purpose of carrying out the provisions hereof governing availability of service from the department's electrical system.

(2) The customer shall provide suitable service conductors and service equipment. Such service conductors and equipment shall comply with the requirements of all applicable electrical codes or ordinances.

(3) Additional protective devices on the customer's premises may be required whenever the department deems such installation necessary to protect its property or personnel, or the property or personnel of its other customers.

(4) The department may refuse to connect the applicant's service conductors to the department's electrical system if in its judgment the applicant's wiring or electrical equipment is hazardous to life or property.

(5) It is unlawful for any person other than a duly authorized department employee or agent of the department to make an electrical connection between the department's electrical system and any customer's wiring.

(6) The customer shall at all times keep his wiring and electrical equipment in such condition that they can be used without causing damage to the department, its property or personnel. The department shall have the authority at any time to disconnect its electrical system from any wiring or electrical equipment which is defective or dangerous until the same is properly repaired or restored.

(7) The customer shall have the responsibility to provide suitable devices adequate to protect his three-phase motors against reversal of phase rotation and single phasing.

(8) Where the customer's use of electrical equipment results in an interference with the quality of his own service or that of neighboring customers, or where the customer requires voltage control within unusually close limits, the department may require the customer to provide at his own expense such special or additional equipment as is required. This may apply to cases of extreme unbalance of single and three-phase loads.

(9) Any duly authorized department employee shall have free access at any reasonable time to any and all premises furnished with electric energy by the department, for the purpose of reading, inspecting, repairing or removing meters, electrical devices, or wiring of the department, or for any other reasonable purpose connected with carrying out its contract.

(10) Nothing in this chapter shall be construed as placing upon the department any responsibility for the condition, maintenance or safety of the customer's electrical wiring or current-consuming devices or other equipment; and the department shall not be responsible for any loss or damage resulting from defects, failures, malfunctions or electrical faults in or originating in any electrical wiring, current-consuming devices or other equipment which he may own or operate, install or maintain; and the department shall not be responsible for damage to persons or property arising from the use of electric service on the premises of the customer.

(11) Notwithstanding any other provisions of any other code or ordinance:

(a) It is the responsibility of the customer to protect himself, life and property from the use, misuse and/or availability of electrical current on his premises and from the consequences of the use, misuse and/or availability of electrical current on his premises;

(b) It is the responsibility of the customer to provide, install, use, inspect and maintain, suitable protection and protective devices to protect himself, life and property, from any defects, failure, malfunction and/or electrical fault in or originating in any electrical wiring, current consuming devices or other equipment which he may own or operate, install or maintain; and to protect himself, life and property from the consequences of any defect, failure, malfunction or electrical fault in or originating in any electrical wiring, current consuming devices or other equipment which he may own, operate, install or maintain. (Ord. 100163 § 11; August 5, 1971).

**2.64.280 City equipment and facilities provisions.** (1) All meters and other facilities furnished by the city shall be and remain the city's property and the right to remove, replace or repair the same is expressly reserved.

(2) It is unlawful for any person to do or permit to be done, the following: In any manner injure, mutilate, destroy, remove, disconnect or in any way interfere or tamper with any of the machinery, poles, wires, me-

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ters, or other equipment belonging to, or in any manner connected with, the light and power plant of the city.

(3) The department shall be notified in case of defective service.

(4) Whenever it becomes necessary to disconnect, remove or relocate any poles, wires, underground facilities or other equipment belonging to the department, the work shall be done by or under the direction of the department. Prior notice shall be given to the department by the person desiring such work done, stating when and where the same is required. The person desiring such work may be required to pay the cost of labor and material required to do the same. (Ord. 100163 § 12; August 5, 1971).

**2.64.290—Authority.** (1) The department shall keep accounts with all customers and enter on such accounts all charges and payments. The department shall establish billing dates and all charges shall become due and payable within ten days after the respective billing dates, identified as the bill date shown on the individual bills, and if the charges are not paid within ten days the service may be disconnected. Failure to receive mail will not be recognized as a valid excuse for failure to pay bills when due.

(2) In case service is disconnected for any violation of the provisions of this chapter, a service charge of not less than five dollars shall be added to the account. If service is disconnected for failure to pay bills when due, the service shall not be resumed until payment in full has been received, or proper arrangements have been made for payment of all arrears and all penalties.

(3) It is unlawful for any inspector, agent or employee of the city to ask, demand, receive or accept any personal compensation for any service rendered to customers or other persons in connection with supplying or furnishing electric energy by the city.

(4) No promise, agreement or representation of any employee or agent of the city with reference to furnishing electric energy shall be binding on the city unless same shall be in writing signed by a duly authorized agent of the department in accordance with the provisions of this chapter.

(5) Under the provisions of this chapter, whenever discretion is vested with the department, such discretion shall be subject to the control of the board of public works of the city.

(6) The department shall have authority to establish and collect charges for the installation and servicing of appliances and other installations, and for the sale and rental of equipment, which charges shall be based on cost and/or use of electricity. The department shall have authority to establish and enforce rules and regulations, not inconsistent with this chapter, relating to the operation of the city's light and power system. (Ord. 100163 § 13; August 5, 1971).

**2.64.300 Severability.** If any section, subsection, subdivision, sentence, clause or phrase of this chapter is for any reason held to be unconstitu-



tional or void, such invalidity shall not thereby affect the validity of remaining portions of this chapter. (Ord. 100163 § 15; August 5, 1971).

**2.64.310 Penalty for violation.** Violation of or failure to comply with any of the provisions of this chapter shall be punishable by a fine of not more than three hundred dollars or by imprisonment in the city jail for not more than ninety days, or by both such fine and imprisonment. (Ord. 100163 § 16; August 5, 1971).

**2.64.320 Savings clause.** No action or proceedings now pending, civil or criminal, and no cause of action heretofore arising or offense heretofore committed under ordinances heretofore enacted shall be affected in any way by the passage of the ordinance codified herein, but any such action or proceedings shall be conducted to final judgment and all such causes of action and offenses shall be prosecuted in the same manner as if the ordinance codified herein had not been enacted. (Ord. 100163 § 17; August 5, 1971).

**2.64.330 Effective date.** All electric service rendered on and after August 3, 1971 shall be computed on the basis of the rates and provisions fixed by this chapter. (Ord. 100163 § 19; August 5, 1971).

### Chapter 2.68

#### FIRE DEPARTMENT FEES

**Sections:**

2.68.010 Fees for reports and test services.

**2.68.010 Fees for reports and test services.** The fire department shall, under the direction of the fire chief, collect fees for certain reports and test services furnished by said department as follows:

REPORT, RECORD OR SERVICE		FEE
(1) Aid car response report	per report	\$ 3.00
(2) Fire and other response reports	per report	3.00
(3) Carpet material flammability test (fire prevention division)	per test	10.00

Provided, governmental agencies shall be exempt from such fees. (Ord. 99481 § 1; December 3, 1970).

### Chapter 2.70

#### POLICE DEPARTMENT FEES

**Sections:**

2.70.010 Fees for reports or services.

2.70.020 Procedure for furnishing reports.

2.70.030 Amendment of fee schedule.

## 2.70.010 FINANCE AND PROPERTY

**2.70.010 Fees for reports or services.** As of January 1, 1971 the police department is authorized to collect fees for certain reports or services by the department as follows:

SERVICE		CHARGE
(1) Clearance letters (visas, passports, etc.):		
Record check (person with no record)	per name	\$ 2.00
Record check, fingerprinting and classification	per name	5.00
Record check, and fingerprint classification (fingerprints provided by applicant)	per name	3.50
(2) Record of arrests (with record)	per name	3.00
(3) Verification of lost or stolen property (letter or in-person inquiry)	per report	3.00
(4) Fingerprint cards (not classified—including applicants for concealed weapon permits)	first card	2.00
	each additional card	1.00
(5) Annual report (police department)	per report	5.00
(6) Census tract code book	per book	10.00
(7) Traffic accident report (police officer's investigation report)	per report	3.00
(8) Signed statements from witnesses in motor vehicle accidents (Note: Pursuant to the provisions RCW 46.52, witnesses' statements may be made available to persons having a proper interest)	per statement	2.00
(9) Vehicle operator's accident report (Note: Subject to provisions stated in (8) above)	per report	2.00
(10) Photographs and prints:		
Photographic prints (where negatives are in the possession of the police department)	per print	7.50
Aerial photograph	per print	12.50
Photographic print (where negatives are not in possession of the police department)	per original print	22.50
	per copy	7.50
If original made from air or boat	per original print	75.00
	per copy	12.50
(11) Polygraph examination (at the request of and for any law enforcement agency)	per exam	50.00

Note: If an appointment is made for a polygraph exam and the appointee is unable to attend and fails to notify the police department twenty-four hours prior to the scheduled time a "no-show" charge of \$25.00 will be assessed

- (12) Data processing services and such consultation and/or examination of physical evidence by police department personnel per man-hour 20.00
- (13) Polaroid ID-3 identification system cards for non-police city employees per card 1.50
- (Ord. 99870 § 1 as amended by Ord. 100364 § 1; October 15, 1971).

**2.70.020 Procedure for furnishing reports.** The reports, records and services contemplated in Section 2.70.010 shall be furnished under the direction of the chief of police and in accordance with rules and regulations adopted by him. (Ord. 99870 § 2; April 29, 1971).

**2.70.030 Amendment of fee schedule.** The fee schedule provided in Section 2.70.010 may be amended, modified or added to from time to time upon recommendation of the chief of police and approval by resolution of the city council. (Ord. 99870 § 3; April 29, 1971).

## Chapter 2.72

### PUBLIC WORKS CONTRACTS

#### Sections:

- 2.72.010 Contract fee.  
2.72.020 Demolition contracts.

**2.72.010 Contract fee.** There is imposed a charge of two dollars and fifty cents per day from date of execution to date of acceptance of the work as to each and every public works contract administered by the board of public works with the exception of contracts for consulting services, other service contracts, and tree or plant establishment portions of landscaping contracts. Such charge shall be computed by the secretary of the board of public works and billed to the department or fund for which such contract is administered, and the receipts therefrom shall be deposited in the general fund. (Ord. 99492 § 1 as amended by Ord. 100181 § 1; August 13, 1971).

**2.72.020 FINANCE AND PROPERTY**

**2.72.020 Demolition contracts.** Specifications for demolition contracts to be awarded by the board of public works shall provide that when the contract amount is twenty thousand dollars or less, exclusive of sales tax, a performance and payment bond required by RCW 39.08.010 shall be provided in an amount equal to fifty percent of the contract price agreed to be paid for such demolition work, and said bond shall be payable to the city of Seattle, all as recommended by the mayor and board of public works in C.F. 274400. (Ord. 102283 § 1; June 21, 1973).

