

RESOLUTION NO. 2017-11- 07

A resolution relating to public health and safety.

1 WHEREAS, the Board of County Commissioners for Clark County, State of Washington,
2 officially opened the Public Service Center and the associated parking structure on March 18,
3 2003; and

4 WHEREAS, the buildings were constructed to consolidate at one location 500 or more
5 employees and the services they provide the public; and

6 WHEREAS, County Council, the Auditor, the Assessor, the Treasurer, operate from this
7 location and along with their employees assist property owners who wish to record legal
8 documents, apply for marriage licenses, pay their property taxes, apply for permits or consult
9 with their constituents; and

10 WHEREAS, the third floor currently houses Community Development and Community
11 Planning, where the public may obtain information regarding zoning, the Comprehensive Plan
12 and requirements for various land use permits, and the Civil Division of the Prosecuting
13 Attorney's Office, which advises and represents Clark County and its officials and employees in
14 civil matters; and

15 WHEREAS, the fourth floor contains the Department of Public Works, a department
16 responsible for new capital construction and maintenance of public roads; and

17 WHEREAS, the fifth floor houses the Auditor's administration Offices, Department of
18 Information Services and Human Resources, where the public may obtain information on open
19 positions with Clark County; and

20 WHEREAS, the sixth floor houses the Board of County Council, the hearing room used
21 by Council, the Budget Office, Risk Management and General Services; and

22 WHEREAS, the interior of the Public Service Center is not open for general public
23 events, but is limited to access by members of the public who wish to obtain information about
24 their property, public roads, zoning and permitting, and other limited information regarding
25 Clark County; and

26 WHEREAS, the Public Service Center parking facility has space for employees and
27 limited parking for the public; and

28 WHEREAS, more recently, it has become necessary to address uses of the Public Service
29 Center and associated the parking facility, which are inconsistent with those uses for which is
30 was designed and constructed; and

31 WHEREAS, it is necessary to publicly recognize that use of the Public Service Center is
32 limited to those purposes for which it was designed and built; and

33 WHEREAS, Clark County possesses the same right as private property owners to
34 preserve its property for its intended use; and

35 WHEREAS, the Council has considered less restrictive alternatives and has determined
36 that use of these buildings must be limited to the purposes for which the structures were
37 constructed; and

38 WHEREAS, the Board is considering this matter at a duly-advertised public hearing and
39 finds and concludes that adoption of this Resolution will further the public health and welfare;
40 now, therefore,

41 IT IS HEREBY ORDERED AND RESOLVED by the Board of County Councilors of
42 Clark County, State of Washington, as follows:

43 **Section 1. Findings.** The Board hereby adopts as findings and conclusions those
44 statements contained in the recitals above.

45 **Section 2.** The limited use policy statement attached as **Exhibit A** is hereby adopted
46 as a limited use policy for the Clark County Public Service Center (PSC). This Resolution adds
47 the Public Service Center parking facility as a limited use area; the Council expressly prohibits
48 use of the facility for any use inconsistent with parking for PSC activities.

ADOPTED this ____ day of Nov., 2017.

[remainder of page blank]

Attest:

Rebecca Filton
Clerk to the Board

Approved as to form only:
ANTHONY F. GOLIK
Prosecuting Attorney

By: [Signature]
Deputy Prosecuting Attorney

BOARD OF COUNTY COUNCILORS
CLARK COUNTY, WASHINGTON

By: [Signature]
Marc Boldt, Chair

By: _____
Jeanne E. Stewart, Councilor

By: _____
Julie Olson, Councilor

By: _____
John Blom, Councilor

By: _____
Eileen Quiring, Councilor



EXHIBIT "A"

GENERAL SERVICES POLICY STATEMENT

POLICY NO:P-

POLICY TITLE: Public Service Center Security and Access Policy
EFFECTIVE DATE: November 7, 2017

PURPOSE:

The purpose of this policy is to establish security and access practices for the Public Service Center (PSC) and associated parking facilities for staff and patrons. The County has the same right as a private property owner to preserve its property for its intended use. In preserving its property, the County must act in a lawful and non-discriminatory manner. The primary purpose of the PSC is to provide for the conduct of County business. The interior of the PSC is not a public forum and is not designated for use for rallies, protests, press conferences or similar events. The PSC courtyard and kiosk are areas where public assembly is allowed to occur. Hearings and public meetings are held within the PSC at designated locations and times. This policy is intended to accommodate public access to these hearings and meetings, while, at the same time, limiting public use and access to the PSC to that necessary to conduct business with the offices within the PSC.

Our goal is to provide a safe, clean and secure experience for both staff and patrons of the Public Service Center.

AFFECTED AREAS and HOURS OF OPERATION:

The affected areas are all the floors (1-6) and restrooms accessible to patrons and associated parking facilities.

The café is leased to a private vendor who may operate the café pursuant to the terms and conditions of the lease. The café is open to patrons who purchase food or drink. Those who do not purchase products may be asked to leave by the café manager and in violation of the No Trespassing Policy.

The building is open 8:00 a.m. to 5:00 p.m., Monday thru Friday. There are multiple public entries. Two entry points on the first floor facing Franklin and 13th St. and one entry on the north side from the parking garage. These entries are open during business hours.

GENERAL USE:

First Floor – Ground level entry.

- i. The main building entry is intended to welcome and direct patrons and staff to their areas of business.
- ii. The Dragonfly Café is located on the south side of the main building lobby. This is a tenant who leases the area and determines operational hours. Access is limited to the Dragonfly Café patrons and staff during hours of operation.
- iii. The permit center is located on the north side of the main building lobby. The permit center is open for patrons during hours of operation.
- iv. There are two accessible patron restrooms located off the main building lobby. Only patrons may use these restrooms. Staff restrooms are located toward the interior of the building.
- v. The Environmental Services division is located down the main staff corridor. Only staff and patrons of Environmental Services may access this corridor.

Second Floor – Sky bridge access for staff, elevator or stair access

- i. The departments of the assessor, auditor and treasurer are located on the north side of the building. This area accepts all payments, such as permit fees, taxes, marriage licenses, etc. These departments are open to patrons during hours of operation.
- ii. There are two accessible patron restrooms located off the main elevator lobby.
- iii. The Department of Geographic Information Service (GIS) is located next to the payment center and is open for patrons during hours of operation.
- iv. The remainder of the second floor is staff offices supporting the services of the auditor and treasurer for the County.

Third Floor – Access is by elevator or stairs

- i. The County departments of Community Development, Community Planning and the Prosecuting Attorney Civil division are located on this floor.
- ii. The use of this floor is for County staff and their customers. Patrons access Community Development by way of a service window located off the elevator lobby. Access to the Prosecuting Attorney's office is secured.
- iii. There are two accessible patron restrooms located off the main elevator lobby.

Fourth Floor – Access is by elevator or stairs

- i. The County department of Public Works is located on this floor.
- ii. The use of this floor is County staff. Patrons must come to a service window located off the elevator lobby.
- iii. There are two accessible patron restrooms located off the main elevator lobby.

Fifth Floor – Access is by elevator or stairs

- i. The County departments of Human Resources, Information Services and the Auditor's Office are located on this floor.
- ii. Patrons can access the HR lobby and the Auditor's office lobby off the south side hallway. The Information Services Office is only accessible through a secured entrance.
- iii. There are two accessible patron restrooms located off the main elevator lobby.
- iv. The remaining floor area is designated for County staff supporting HR, the Auditor and Information Services.

Sixth Floor – Access is by elevator or stairs

- i. The County departments of Public Information, General Services, Budget and the Board of County Commissioners are located on this floor.
- ii. The hearing room, training room, Councilors' offices, General Services, and Budget office are accessed from the south hallway. These offices are used for County business and public hearings and meetings at specified times. Access to the Public information office is at the north side of the building.

Parking Structure and Lots

- i. The Public Service Center parking structure and associated lots are also designated limited use areas for permitted or metered parking only. The Council expressly prohibits any use inconsistent with parking for PSC activities.
- ii. Inconsistent activities include, but are not limited to, parking without a proper permit except in paid metered spots, camping, skateboarding, unauthorized gatherings and any use that hinders the intended use of the facility.

VISITOR CONDUCT:

Visitors to the Public Service Center are requested to go directly to the County office where they are conducting business or to the room where they will be attending a public

meeting or hearing. Visitors conducting business with the County should announce their presence and the purpose of their visit to the staff of the County office. Visitors who cannot be assisted immediately will be asked to wait in a lobby area until they can be provided service. Individuals who are in a lobby area who have not announced their presence and the purpose of their visit to County staff will be asked the reason for their visit. If the individual is not present to conduct business; attend a public meeting or hearing; or to patronize the café, they will be asked to leave the building. If a person refuses to leave, staff should notify the Department of General Services of the situation.

POLICY:

Visitors and patrons of the PSC are permitted to be present within the PSC for the purpose of attending public meetings and hearings; conducting business with the staff of the offices and departments housed within the PSC; and patronizing the café. Notice will be posted in the first floor lobby area of the PSC notifying the public that this is a limited use facility. If an individual is not present for one of these purposes, they should be asked to leave. If they refuse, the Department of General Services should be notified. Staff will enforce this policy in a respectful and non-discriminatory manner.