

# **Public Infrastructure, Environment and Sustainability Committee**

## **Meeting Agenda for**

**January 22, 2018**

**1:15 p.m. – COUNCIL BRIEFING CENTER**

The Spokane City Council's Public Infrastructure, Environment and Sustainability Committee meeting will be held at **1:15 p.m. on January 22, 2018** in Council Briefing Center, Lower Level, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council. The Public Infrastructure, Environment and Sustainability Committee meeting is regularly held every 4<sup>th</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

The meeting will be open to the public, with the possibility of moving or reconvening into executive session only with the members of the City Council and the appropriate staff. No legislative action will be taken. No public testimony will be taken and discussion will be limited to appropriate officials and staff.

## **AGENDA**

### **I. Call to Order**

### **II. Approval of minutes from December 11, 2017 meeting**

### **III. Consent Items**

1. I07c Tank Site Easement Amendment – Kyle Twohig
2. Vacation of the east 15 feet of South Riverton – Sinto to Sharp – Eldon Brown
3. Value Blanket to Purchase Sodium Hydroxide 50% Membrane (Caustic Soda) – David Paine/Chris Averyt
4. Renewal of Value Blanket for Purchase of Grizzly Feed Belt for Waste to Energy – David Paine/Chris Averyt
5. Extension of Contract to Provide Boilermaker Services for Waste to Energy – David Paine/Chris Averyt
6. Sprague Administrative Reserve Increase – Joel Graff
7. Wal-Mart Community Projects Grants – Bethiah Streeter/Tija Danzig

### **IV. Discussion Items**

#### **A. Council Requests**

1. Ray/Freya Alternatives Analysis – Council Member Beggs/Inga Note (10 minutes)

#### **B. Staff Requests**

1. Kickoff of Comprehensive Plan Update for Utilities– Marcia Davis/Louis Meuler (15 minutes)
2. Impact Fees – Inga Note (15 minutes)
3. Bike Share Update – Brandon Blankenagel (5 minutes)
4. Six-Year Transportation Program 2019-2024 – Brandon Blankenagel (10 minutes)

### **V. Strategic Plan Session**

#### **A. Priority Strategy 1: Rapidly Accelerating Street Paving Maintenance Projects**

- 2018 Construction Update – Scott Simmons (15 minutes)

- B. Priority Strategy 2: Repurposing Public Property to Stimulate Private Investment
  - Investments in PDA's – Rick Romero (10 minutes)
- C. Priority Strategy 3: Smart Use of Water Resources for Economic Growth
  - Water Conservation Forum – Council Member Beggs (10 minutes)
- D. Priority Strategy 4: Putting our Renewable Energy Resources to Work in the Community
  - No report this meeting.

**VI. Executive Session**

Executive Session may be held or reconvened during any Public Infrastructure, Environment, and Sustainability Committee meeting.

**VII. Adjournment**

**Next Public Infrastructure, Environment, and Sustainability Committee Meeting**

February 26, 2018 1:15 p.m. in Briefing Center

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

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability**  
**December 11, 2017**

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**Committee Members Present**

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

**Staff Present**

Hannahlee Allers, Brandon Blankenagel, Steve Burns, Marcia Davis, Leroy Eadie, Anna Everano, Marlene Feist, Jacob Fraley, Raylene Gennett, Ken Gimpel, Joel Graff, Jacqui Halvorson, Kara Heatherly, Gary Kaesemeyer, Dan Kegley, Lisa Key, Ed Lukas, Brian McClatchey, Adam McDaniel, Katherine Miller, Katie Myers, Skyler Oberst, Melissa Owens, David Paine, Alex Reynolds, Rick Romero, Elizabeth Schoedel, Michael Sloon, Sally Stopher, Mike Taylor, Kyle Twohig

**Guests Present**

Paul Kropp

Council Member Waldref called the meeting to order at 10:30 a.m.

**Review and Approval of Minutes**

Council Member Waldref asked for a motion to approve the minutes of the November 27, 2017 meeting.

- **Action Taken**
- Council Member Fagan moved to approve the minutes of the November 27, 2017 meeting as presented; the motion was seconded by Council President Stuckart. The minutes were approved unanimously.

**Consent Items (Briefing Papers only)**

1. South University District Stormwater Study
2. Value Blanket Order Renewal for Traffic Signal Standards and Luminaire Standards
3. Trailer Mounted Medium Voltage Standby Generator
4. Amendment and extension of contract for quarterly preventative maintenance inspections and unscheduled service calls for HVAC systems at Waste to Energy

**Discussion Items**

- A. Council Requests
  1. Change Order Requirements and Policies

Council Member Mumm began the discussion with a review of a recent administrative reserve increase for Monroe 2<sup>nd</sup> to Main Avenue project. Kyle Twohig gave an overview of the policy and guidance for increases to administrative reserve in regards to this project. He reviewed the current change orders and the outstanding payments. Council President asked if it was possible to have the increase request be as close to the exact amount needed and Kyle responded that it is possible and he would work to get that information to the council. Discussion was had on the change order process and the work performed. Kyle will provide a breakdown of the information before Council has to vote on the item.

**B. Staff Requests**

1. Public Works Apprentice Program – 2017 Update on administration and monitoring, review participation through 3Q and apprentice program community feedback

Jason Sandobal gave an overview of the 2017 apprenticeship program through the 3<sup>rd</sup> quarter. This year's focus was on implementation, refining bid language, increasing awareness and outreach, as well as improving monitoring of the program. There were over 20 projects during the first three quarters with about 17% participation and about 30,000 hours. This is 2% above the goal of 15%. The AGC is also working on a report on the impact of the apprentice ordinance has had on their programs. Discussion was had on the penalties and the circumstances that fees are imposed for less hours than required.

2. Downtown garbage and recycling receptacles

Alex Reynolds presented the proposal to lease garbage and recycling receptacles for downtown areas. This would replace all current receptacles with the leased ones from Big Belly. The new cans are solar and Wi-Fi enabled to show when they are full. Compactors, foot pedals, and ashtrays are also included. The Big Belly's come with message panels and they have begun to work with DSP for wayfinding and advertising. The software system is estimated to cost \$71,000 annually with \$41,000 in startup costs. There are several privately owned cans that will not be replaced. Most cans would need to be collected once a week or less. The cans would be reduced from 77 to 45 garbage and recycling receptacles. A cost savings will be seen by reducing the amount of liners used compared to normal garbage cans. Alex discussed the proposed locations that are less densely arranged throughout downtown. Riverfront Park is exploring the options. However, bond dollars cannot be spent on leasing equipment. Discussion was had on DSP reinvesting their savings of \$30,000 from this program.

3. Cincinnati Greenway Public Outreach

Brandon Blankenagel discussed the Cincinnati greenway project that will begin construction in 2019. To prepare for the construction community outreach process to envision the greenway can be and how it can best serve the community and the neighborhoods. The greenway will connect bike and

pedestrian facilities. The first meeting was held at the Logan Neighborhood last week, introducing the concept of the greenway and then in January and February staff will hold open public meetings for discussion. ICM is working with a team from Gonzaga for a feasibility study and options on treatments. The project includes Cincinnati Street between Spokane Falls Blvd and Euclid, coordinating with Central City Line and other planned projects.

#### Priority Strategies

##### Priority Strategy 1. Rapidly Accelerating Street Pavement Maintenance Projects

No report this meeting.

##### Priority Strategy 2. Repurposing Public Property to Stimulate Private Investment

- Infrastructure investment within PDA's
  - Discussion on Freya Street Capital Project Status Update and Policy  
Katherine Miller began the discussion on Freya Street in the 2018-2023 Transportation Capital Program as a Roadway of Significance. Katherine discussed the process that allowed for identifying and selecting projects outside of the normal matrix scoring process when the project is deemed a priority from an economic perspective but didn't score high enough to be selected. However, the strategy was not included in the comprehensive plan update. Katherine reviewed the options for Freya Street going forward that included removing the project from the program and reevaluating it or develop a new policy for transportation projects such as this one that are currently in the program. Discussion was had on the process and it was agreed that the inconsistency could be addressed by a resolution for Freya Street.

##### Priority Strategy 3. Smart Use of Water Resources for Economic Growth

No report this meeting.

##### Priority Strategy 4. Putting Our Renewable Energy Resources to Work in the Community

No report this meeting.

#### Executive Session

None.

#### Adjournment

The meeting adjourned at 11:56 a.m.

#### Prepared by:

Barbara Patrick, Administrative Specialist

#### Approved by:

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Chair

## Briefing Paper

### Public Infrastructure, Environment & Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division, Engineering Services
<b>Subject:</b>	Project No. 2014096 I07c Tank Site Easement Amendment
<b>Date:</b>	January 22, 2018
<b>Contact (email &amp; phone):</b>	Kyle Twohig, ktwohig@spokanecity.org, 625-6152
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	The I07c tank is a 200,000 gal tank which is located at Napa St. and Riverside Ave. on both private property (McKinley School) and right-of-way.
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	
<p><u>Background/History:</u> Engineering Services negotiated an easement with the owner of the McKinley School last year for the construction and permanent easement for the IO7 tank. Due to high ground water levels and a rapidly rising water table late this fall, the project construction needs to be delayed until water levels recede.</p> <p>The IO7 tank is designed to be partially submerged under water for portions of the year with high ground water. A shoring system called a coffer dam is intended to allow the site to be dewatered during construction. The higher than historically observed water levels made the original design infeasible.</p> <p>Working collaboratively with the contractor (Max J. Kuney Co.), it was determined to be far less costly to put the project on temporary shut down until water levels receded as opposed to revising the shoring system to withstand the current high ground water. The property owner was amenable to the schedule extension. A price and additional improvements were negotiated in order to extend the agreement until 5/31/19. In consideration for the lengthened usage of the McKinley School site, the owner will receive an additional \$30,000 and 110 LF of sidewalk along Riverside Ave.</p> <p>(Note: the “IO” tanks such as this tank IO7c and the Bosch lot IO4 are identical to CSO tanks except that they don’t overflow river during an extreme storm event.)</p>	

Executive Summary:

- The originally negotiated price was \$103,000.
- This amendment adds \$30,000 and 110 LF of additional sidewalk as consideration for the time extension.
- This cost is to be paid with utility rate fees.

Budget Impact:

Approved in current year budget? ☐ Yes ☐ No ☒ N/A

Annual/Reoccurring expenditure? ☐ Yes ☒ No ☐ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

Specify changes required:

Known challenges/barriers:

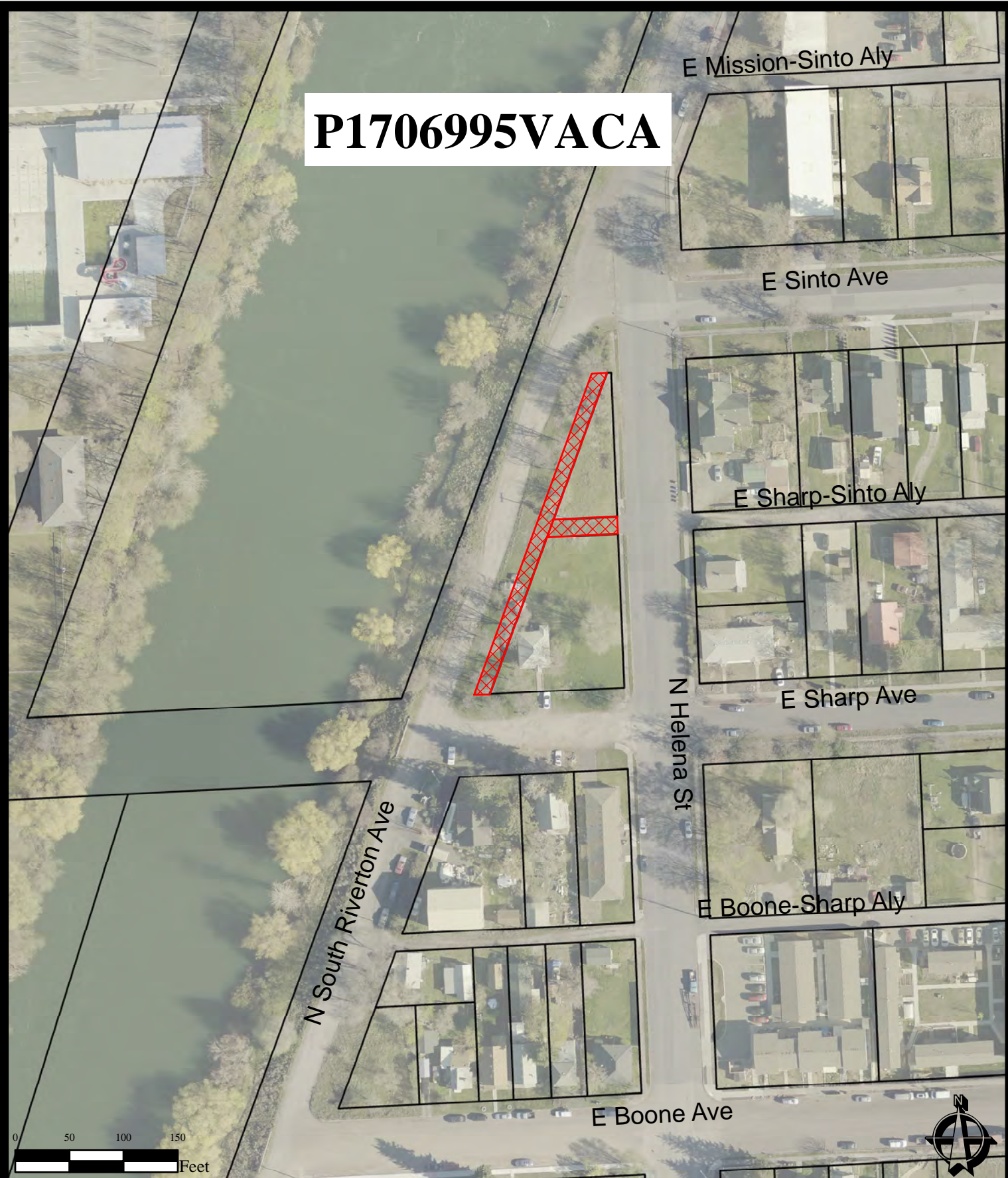
## Briefing Paper

### (Public Infrastructure, Environment and Sustainability Committee)

<b>Division &amp; Department:</b>	Planning & Development
<b>Subject:</b>	Vacation of the east 15 feet of S. Riverton – Sinto to Sharp
<b>Date:</b>	January 22, 2018
<b>Contact (email &amp; phone):</b>	Eldon Brown ( <a href="mailto:ebrown@spokanecity.org">ebrown@spokanecity.org</a> ) 625-6305
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Dawn Kinder
<b>Committee(s) Impacted:</b>	Public Infrastructure & Environmental Sustainability
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Section 17G.080.020 of the Spokane Municipal Code and Chapter 35.79 of RCW regarding street vacations.
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Precedes taking this application to a public hearing before City Council
<b>Background/History:</b> The property owner would like to vacate a portion of adjacent right-of-way to increase the buildable footprint.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Selling this right-of-way to the applicant by vacation petition, if approved, would generate \$12,040.74.</li> <li>Utility easements are to be reserved over a portion of the right-of-way.</li> <li>Map of the proposal area attached</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.) Revenue Generating	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required:	




# P1706995VACA



## Right of Way Description:

**Vacation of the alley between Sinto and Sharp,  
from South Riverton to Helena; and the east  
15 feet of South Riverton from Sinto to Sharp**

## Legend

 Vacation Area

THIS IS NOT A LEGAL DOCUMENT:  
The information shown on this map is compiled  
from various sources and is subject to constant  
revision. Information shown on this map should  
not be used to determine the location of facilities  
in relationship to property lines, section lines,  
streets, etc.



## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Value Blanket Purchase of Sodium Hydroxide 50% Membrane (Caustic Soda) for the WTE
<b>Date:</b>	January 22, 2018
<b>Contact (email &amp; phone):</b>	David Paine, <a href="mailto:dpaine@spokanecity.org">dpaine@spokanecity.org</a> , 625-6878
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	
<b>Background/History:</b>	
<p>50% Sodium Hydroxide Solution, Membrane Grade, is required for boiler feedwater treatment at the WTE. The City issued Request for Bids #4418-17 for transportation and delivery of this material. Four responses were received. Northstar Chemical was the lowest cost bidder.</p>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>Provide delivery of Sodium Hydroxide 50% Membrane (Caustic Soda) for use in the WTE</li> <li>Each delivery to be approximately 13,000 lbs.</li> <li>Delivery frequency is approximately every 27 days.</li> <li>Cost is \$575.00 per ton, for a total cost of \$40,250.00 per year, excluding taxes.</li> <li>Term February 1, 2018, through January 31, 2021, with the option to extend for 2 additional 1-year terms.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Annual/Reoccurring expenditure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Requires change in current operations/policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Specify changes required:	
Known challenges/barriers:	

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division, Solid Waste Disposal
<b>Subject:</b>	Renewal of Value Blanket for Purchase of Grizzly Feed Belt for the WTE
<b>Date:</b>	January 22, 2018
<b>Contact (email &amp; phone):</b>	David Paine, <a href="mailto:dpaine@spokanecity.org">dpaine@spokanecity.org</a> , 625-6878
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	
<p><u>Background/History:</u></p> <p>The waste to energy ash handling system utilizes a conveyor belt that is 72 inches wide by 370 feet long. If this belt fails, the ash system must be shut down, resulting in the waste to energy being shut down. To minimize the downtime, the City issued a request for bids to be able to purchase a replacement belt while the current belt is still in place.</p> <p>There was only one response received to Request for Bids #4168-15. The bidder, Applied Industrial Technologies, provided the belt that is currently in use, and had previously provided belts to the WTE. Applied Industrial Technologies also has local facilities to be able to store the belt until it needs to be installed. The bid called for 4 one-year renewals. This is the 2nd of those renewals.</p> <p>Cost of the belt is \$50,375.50 excluding taxes.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>This Grizzly Feed Belt is a required component of the ash handling system at the WTE</li> <li>If this belt fails, the ash handling system, and subsequently the WTE, must be shut down until it is repaired or replaced.</li> <li>Current estimated time to delivery after order is 18-22 weeks</li> <li>Purchasing this belt and having it on site at a local facility minimizes the downtime.</li> <li>This is for equipment purchase only. Installation will be provided under a separate contract.</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p>	

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy?

☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy?

☐ Yes ☒ No ☐ N/A

Specify changes required:

Known challenges/barriers:



## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Extension of Contract for Boilermaker Services at the WTE
<b>Date:</b>	
<b>Contact (email &amp; phone):</b>	David Paine, <a href="mailto:dpaine@spokanecity.org">dpaine@spokanecity.org</a> , 625-6878
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	
<b>Background/History:</b> Each year two outages on each boiler are performed. Based on the historical quality and quantity of boiler work experienced in the 25 plus years the WTE has been in operation a detailed request for bids (RFB) was issued for boilermaker services. This competitive bid process required that boiler makers have the skills and technical expertise to perform all work described in the RFB. During 2017, an RFB was issued and three responses were received. All 3 companies were determined to be responsible bidders. Helfrich Brothers Boiler Works, Inc., was the lowest cost bidder	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>This is Extension #1 of 1 as specified in the RFB.</li> <li>Extension term is April 1, 2018, to March 31, 2019.</li> <li>This is a time and materials contract with all labor being subject to WA State Prevailing Wage regulations</li> <li>The WTE has four scheduled outages per year (2 outages for each of 2 boilers) with an anticipated duration of 7 to 12 days each, with two 12-hour shifts per day.</li> <li>In addition to scheduled outages, there may be emergency boiler outages of up to 10 events with 3 to 5 days per event</li> <li>For unscheduled outage events, Contractor must mobilize workers within 12 hours of a call for service</li> <li>Apprentices will be utilized as outlined in SMC 07.06.</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	

Consistent with current operations/policy?

☒ Yes

☐ No

☐ N/A

Requires change in current operations/policy?

☐ Yes

☒ No

☐ N/A

Specify changes required:

Known challenges/barriers:

## Briefing Paper (PIES Committee)

<b>Division &amp; Department:</b>	Engineering Services
<b>Subject:</b>	Sprague Administrative Reserve Increase
<b>Date:</b>	1/22/18
<b>Contact (email &amp; phone):</b>	Joel Graff, <a href="mailto:jgraff@spokanecity.org">jgraff@spokanecity.org</a> , 625-7757
<b>City Council Sponsor:</b>	CM Beggs
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	For council consideration. Request will be forwarded to the council agenda for approval.
<b>Background/History:</b> <i>Engineering Project #2014080 - Sprague Avenue Phase 1 from Helena to Stone, was a 2017 integrated road project in the East Central neighborhood. During construction there were three large changes that exhausted the administrative reserve: conduit and power services for STA HPT stops, purchase of mobile light plants, and the expansion of the focus area. An additional \$78,000 is needed to close out the project and execute final payment. An agreement is in place with STA for the reimbursement of approximately \$106,000 for the additional work related to the HPT stops. Following reimbursement, the project will be within the Administrative Reserve.</i>	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li><i>STA requested the City's contractor provide the trenching and installation of the conduits and power supply needed for the HPT stops. This was originally to be done by a separate contractor, but was agreed to be more efficient if done at the time the Contractors' crews were on site. The costs of said improvements are estimated at \$106,000, and an agreement is in place for STA to reimburse the City for these costs.</i></li> <li><i>Needing temporary light plants for safety on the job site while street lights were under construction, the City requested the purchase of portable light plants that we have taken ownership of for future projects at a cost of \$76,521.68.</i></li> <li><i>After removing sidewalk for curb ramps and driveway aprons outside the focus areas, an opportunity was identified to expand the focus area improvements to the perimeter blocks to create a more cohesive finished product. The approximate total cost of the expansion is \$125,000; \$65,000 for curbs and walks, \$30,000 for additional irrigation, and \$25,000 for addition trees and plants.</i></li> <li><i>Payments have been issue to date of \$4,019,963. The authorized budget with administrative reserve is \$4,122,714.20</i></li> <li><i>An additional \$78,000 is being requested to final the project.</i></li> <li><i>STA will reimburse the City for their costs above, ~\$106,000</i></li> <li><i>The reimbursement from STA will ultimately bring the final project cost back within the original budget</i></li> </ul>	

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No ☐ N/A

Annual/Reoccurring expenditure? ☐ Yes ☒ No ☐ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☐ No ☐ N/A

Specify changes required:

Known challenges/barriers:



## Briefing Paper

### Public Infrastructure, Environment, and Sustainability

<b>Division &amp; Department:</b>	Community, Housing, and Human Services
<b>Subject:</b>	Wal-Mart Community Projects Grants
<b>Date:</b>	1/8/2018
<b>Author (email &amp; phone):</b>	Bethiah Streeter 625-6345/Tija Danzig 625-6052
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Dawn Kinder/Kelly Keenan
<b>Committee(s) Impacted:</b>	Public Safety and Community Health
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan to End Homelessness and the Consolidated Plan.
<b>Strategic Initiative:</b>	Reduce homelessness.
<b>Deadline:</b>	No deadline, but the Point-in-Time count will take place 1/25/2018, with counting efforts continuing through 1/31/18.
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Purchase tablets for the 2018 Point-in-Time count that will allow for faster and improved data collection.

**Background/History:** *Provide brief history e.g. this is the 3<sup>rd</sup> and final 5 year extension of the contract which was put in place in 2007.*

An annual point-in-time count is conducted to get a count of those that are experiencing homelessness within Spokane County. The information collected from this count illustrates services gaps, housing utilization rates, and overall need for the Spokane area which allows us to strategically plan to meet these needs and gaps and also meet federal and state funder requirements. The count will take place on January 25, 2018 and for the first time a mobile application will be used to collect data. Tablets are needed to make this new tool effective for volunteers and outreach teams.

**Executive Summary:**

- The CHHS department has been seeking community grants from Wal-Mart for funds for tablets.
- Two stores have awarded funds totaling \$1,375 and efforts will be ongoing to solicit funds from other stores (up to a maximum of \$2,500 total).
- CHHS seeks approval of the grant funds awarded to date and approval to continue solicitation of funds up to \$2,500.

**Budget Impact:**

Approved in current year budget? ☐ Yes ☒ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source: Revenue source.

Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impact:**

Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

Specify changes required:

Known challenges/barriers: N/A

## Briefing Paper

### Public Infrastructure, Environment & Sustainability Committee

<b>Division &amp; Department:</b>	Integrated Capital Management
<b>Subject:</b>	Ray-Freya Alternatives Analysis
<b>Date:</b>	1/22/2018
<b>Contact (email &amp; phone):</b>	Inga Note, <a href="mailto:inote@spokanecity.org">inote@spokanecity.org</a> , 625-6331
<b>City Council Sponsor:</b>	Beggs
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	Comprehensive Plan
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Deadline:</b>	August 2018
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Project completed in late summer of 2018

**Background/History:** *The purpose of this project is to reassess alternatives to building the Ray-Freya Crossover. These alternatives must maintain transportation concurrency in the Southgate/Lincoln Heights areas.*

*During the 2017 adoption of the Comprehensive Plan update, Council agreed to allocate \$20,000 to this study.*

**Executive Summary:**

- City staff started collecting new traffic counts in November 2017. The intersection counts were collected using video, and processing of these videos is now complete. Tube counts are also complete. Staff has started creating maps of existing traffic volumes.*
- A project website is being set up. Staff intends to add a story map and utilize online surveys to get public input through the website.*
- Two or three public meetings are expected to be held. One in March as the analysis begins to discuss current and future problem areas. A second meeting in May will be used to present the improvement alternatives and get feedback from the community. A third meeting (if needed) would focus on the final recommendations of the study.*

**Budget Impact:**

Approved in current year budget? ☒ Yes ☐ No ☐ N/A

Annual/Reoccurring expenditure? ☐ Yes ☒ No ☐ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impact:**

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☒ Yes ☐ No ☐ N/A

Specify changes required:

Known challenges/barriers:

## Briefing Paper

### Public Infrastructure, Environment & Sustainability Committee

<b>Division &amp; Department:</b>	Integrated Capital Management
<b>Subject:</b>	Transportation Impact Fees
<b>Date:</b>	1/22/2018
<b>Contact (email &amp; phone):</b>	Inga Note, <a href="mailto:inote@spokanecity.org">inote@spokanecity.org</a> , 625-6331
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	Comprehensive Plan
<b>Strategic Initiative:</b>	Innovative Infrastructure, Sustainable Resources
<b>Deadline:</b>	Spring 2018
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Adoption of update to transportation impact fee code and project list
<p><b>Background/History:</b> The City adopted the impact fee ordinance in 2011. The fee schedule has not been updated since that time. The annexation of the West Plains left one part of the city not covered by impact fees. This update will add a new West Plains District and make several other revisions to the code.</p>	
<p><b>Executive Summary:</b></p> <p><u><i>West Plains District</i></u> – The code will be updated to add a new West Plains District for transportation impact fee collection. The boundary will follow the city limits and will include all the area that was annexed since 2011. This district will have its own project list and base fee.</p> <p><u><i>Credits in SMC 17D.075.070</i></u> – The update will include revisions to the credits that reduce developer’s impact fee obligation. Examples include developing in Centers and Corridors zones, providing covered bicycle parking, providing certain transit stop improvements, and building better bicycle and pedestrian connectivity through the site. Because these improvements will encourage multi-modal transportation to and from the site, they will receive a small reduction in fees.</p> <p><u><i>Land Use Tables</i></u> – City staff has recommended several changes to the land use table that were agreed to by the committee. These include adding mini-storage, veterinary clinic, fast casual restaurant and low-income housing as separate land uses and making adjustments to the way school fees are calculated.</p> <p><u><i>Inflation Adjustment</i></u> – The impact fee ordinance includes a provision to make annual rate adjustments for inflation. The impact fee ordinance ties the adjustment to WSDOT’s Construction Cost Index, however WSDOT stopped updating this index in 2016. After evaluating several options the committee recommends using the similar National Highway Construction Cost Index published by FHWA. The committee recommends using a fixed 1.96% annual adjustment until the next fee update, which will provide predictability for the development community. The adjustment is based on the rolling 5-year average of the NHCCI.</p>	

Frequency to review fee schedule – SMC 17D.075.140 states that the fee schedules “shall be reviewed by the City Council as it may deem necessary and appropriate every two years”. The City has not followed this schedule as the impact fee rates have remained unchanged since implementation in 2011. The new recommended language is “*shall be reviewed by the city council as it may deem necessary and appropriate, typically every four to six years, considering significant changes to the regional travel demand model, the impact fee projects in the City’s Comprehensive Plan, and area growth*”.

Time frame for use of collected fees – When the impact fees were adopted in 2011 state law required expenditure of impact fees within 6 years. The language in the city code matches the 6 year limit. The state law has since changed to allow a 10 year timeframe to spend impact fee funds (RCW.82.02.070(3)(a)). The committee recommends updating the city code to match the state law.

Developer share in projects – The base fee for each district is calculated using the equation below.

$$\text{Base Fee per District (\$)} = \frac{\text{District Project Costs}}{\text{20 year PM peak trip growth}} * \text{Developer \%}$$

The current impact fees were calculated using the goal that 40% of the project cost would be developer funded. The committee recognized that the impact fees are an important source of matching funds for grant applications. They recommend increasing the developer share to 50%, which will result in higher fee collection and should allow for more projects to be completed within the 20 year planning horizon.

Impact Fee Exemption for Industrial/Manufacturing in PDAs – The committee discussed a proposal to incentivize development in the Northeast and West Plains/Airport Public Development Authorities. The intent is to pay the impact fee obligation of any industrial or manufacturing type development that occurs within these boundaries. A new exemption section would be added to the code. The details of the funding source, amount, and duration of the program are still being finalized.

Improvement project list and resulting base fee – The Transportation Impact Fee Project List has gone through a significant update. The intent of these projects is to maintain acceptable levels of service at intersections within the city. Staff evaluates traffic forecasts for 2040 and looks for locations where level-of-service is expected to deteriorate. As a result the projects are focused on adding capacity through intersection improvements, new roadway connections, and other similar projects. Staff has also updated the cost estimates for these projects. The cost estimates are used in the base fee calculation (shown above) to determine the fees for each district. The project list is relatively dynamic. City staff makes project additions or deletions to it with each update of the 6-year plan.

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No ☐ N/A

Annual/Reoccurring expenditure? ☒ Yes ☐ No ☐ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

Specify changes required:

Known challenges/barriers:

## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Public Works Division / Integrated Capital Management
<b>Subject:</b>	Bike Share Program Design Contract
<b>Date:</b>	1/22/18
<b>Contact (email &amp; phone):</b>	bblankenagel@spokanecity.org
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Bike Share program framework, draft legislation, internal staffing needs
<b>Background/History:</b>  <i>Federal grant received in 2015 for use in 2018 to do preliminary design of bike share for Spokane. An RFQ was issued in December, 2017 to bring a transportation planning consultant on board. Six submissions were reviewed, and Toole Design Group was selected. 2017 was a ground-breaking year for bike share in America, and this contract will bring the latest innovations to the ground for Spokane.</i>	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>Bike share design to be done by a transportation planning consultant</li> <li>RFQ had 6 submissions, and Toole Design Group was selected</li> <li>Consultant will conduct public outreach, physical assessment, and gather stakeholder input</li> <li>Deliverable will be framework layout for bike share programming to include             <ul style="list-style-type: none"> <li>Recommendations for system initiation</li> <li>Permitting/legislation process drafts</li> <li>Internal staffing recommendations</li> </ul> </li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: Federal transportation grant with local match, total project: \$80,000	
<b>Operations Impact:</b> Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

## **BIKE SHARE RFQ**

### **SCOPE OF SERVICES**

The work under this contract will, at a minimum, accomplish the following:

- Conditions analysis for bike share readiness of Spokane including three analysis modules:
  - Market analysis reviewing economic conditions that suggest readiness from the two views of sponsorship potential and user readiness.
  - Community indicators in comparison with successful implementations in other communities.
  - Geographic layout, which will look at the existing and future bike network in comparison with barriers that may include distance, slopes, or climate conditions.
- Conduct public outreach – educating and gathering input regarding the desire for a bike share system as well as recommended connections that would be desirable to be completed by bike share. Also, research the public sentiment for helmet facilitation, bicycle stations vs free range, and usage type (recreation or first/last mile commute)
- Provide an implementation plan, including optimal system type, numbers, and placement that will foster future demand-based growth. The implementation plan should also include the following recommendations:
  - Minimum number of bikes necessary to initiate a sustainable usage level
  - Minimum number of management staff per 100 bicycles
  - Tasks and timeframes within which staff should respond for system management
  - Winter decommission levels – all, partial, or none
  - Specialty bike options and the risk or cost of such
  - Electric bike assist options, and additional requirements
- Draft legislation to guide the use of bike share in Spokane, to include at a minimum:
  - Permitting requirements
  - Vandalism response procedure and timeframes
  - Complaint procedures
  - Data collection, use, and sharing
  - Parking regulation
  - Helmet law compliance requirements
  - Liability and insurance requirements

## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Public Works Division / Integrated Capital Management
<b>Subject:</b>	6-Year Program Kickoff
<b>Date:</b>	1/22/18
<b>Contact (email &amp; phone):</b>	bblankenagel@spokanecity.org
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	6-Year Comprehensive Street Program annual update kickoff
<b>Background/History:</b> In support of the State Growth Management Act and the City of Spokane's Comprehensive Plan, the City must maintain 6-year capital financing plans for certain providers of public facilities and services. Accordingly, the City must maintain a 6-year capital financing plan for its capital street program. Pursuant to RCW 35.77.010 the capital street program must be adopted before July 1 of each year, and filed with the Secretary of Transportation not later than 30 days after adoption. To determine the plan's consistency with the Comprehensive Plan, it is scrutinized by the City Plan Commission. The Commission then makes a recommendation to the City Council as to the plan's consistency with the Comprehensive Plan, and the City Council then accepts or modifies the plan accordingly.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>• This annual update facilitates:             <ul style="list-style-type: none"> <li>○ Compliance with the Growth Management Act and RCW 35.77.010,</li> <li>○ City of Spokane can qualify for grant and low interest loan funds,</li> <li>○ Meets requirement that the City maintain a 6-Year Capital Improvement plan for its capital street program.</li> </ul> </li> <li>• Draft Reconciliation             <ul style="list-style-type: none"> <li>○ Wellesley (Freya to Havana) is a priority to bring new into program to continue PDA focus. This project scores low on the prioritization matrix, and requires a lift into the program to line up with current funding opportunities for this area as well as a closure timeframe for NSC.</li> </ul> </li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: Federal transportation grant with local match, total project: \$80,000	
<b>Operations Impact:</b> Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	