Committee members present in person, phone or video
Council President Breean Beggs, Committee Chair
Council Member Michael Cathcart, Vice Committee Chair
Council Member Kate Burke
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Karen Stratton
Council Member Betsy Wilkerson

Council President Beggs called the meeting to order at 1:15 p.m.
https://vimeo.com/420023804

Review and approval of minutes
Council President Beggs asked for a motion to approve the minutes of the May 18, 2020 meeting.

- Action taken
- Council Member Wilkerson moved to approve the minutes of the May 18, 2020 meeting as presented; the motion was seconded by Council Member Cathcart.

Discussion items
A. Council Requests
1. Consent items for discussion
2. Legislative update (if needed)
   Preview of upcoming rate setting process meetings

B. Staff Requests
1. Centennial Trail – Summit Blvd Gap Update – Kyle Twohig
   i. Updates on other trail and bike connectivity projects
      Kyle Twohig gave an overview of the street maintenance projects and spoke about the grind and overlay projects. He discussed the items 9 and 10 on the consent portion of the agenda and how they were timed. Kyle gave an update on the Centennial Trail project and shared a PowerPoint. He spoke about the engagement process and the design review board meeting to address the individual concerns and questions about the project. The presentation will be on the project website. Katherine Miller discussed the overall projects for bicycle and trail projects. Angel Spell highlighted the next steps on a trail project near the arboretum.
2. Safe Routes to School Grants – Inga Note (10 minutes)
   Inga Note gave an update on the pedestrian bike grant applications coming up. She spoke about the safe routes to schools grant program.

3. COVID-19 Supplemental ESG Award – Matt Davis
   Matt Davis discussed the supplemental ESG award related to COVID-19 Cares Act. He spoke about the programming of the funds and related information provided in the briefing paper.

4. Grants to help City residential utility customers – Marlene Feist
   Marlene Feist discussed the grants to help the City utility customers for assistance through U-Help.

5. CivicSmart Parking Contract
   Kris Becker gave an update on the contract for the software on the parking meters.

Strategic Plan Session
A. Priority Strategy 1. Rapidly accelerating street pavement maintenance projects
   No report this meeting.

B. Priority Strategy 2. Repurposing public property to stimulate private investment
   No report this meeting.

C. Priority Strategy 3. Sustainable city
   No report this meeting.

Consent items
1. Vacation of various RW for the NE Middle School Project (Planning & Development)
2. Vacation of Grant St. between 5th and I-90 (Planning & Development)
4. Lift Station Assessment (Integrated Capital Management)
5. Wastewater Collections SCADA (Integrated Capital Management)
7. DoD DCIP Grant Funding Application (Integrated Capital Management)
8. On-Call Engineering Consultants (Engineering Services)
10. Arterial Chipseal – Economic Recovery (Engineering Services)
11. Amendment to Interdepartmental Agreement (Engineering Services/Parks)
12. Value Blanket Order for Perforated Square Steel Tube (traffic sign posts) (Streets)
13. Value Blanket Order for Preformed Thermoplastic products (Streets)
14. Subsite Video Pipeline Inspection Systems (Wastewater)
15. Backflow Prevention Devices – Annual Value Blanket (Water)

Executive session
None.

Adjournment
The meeting adjourned at 2:20 p.m.

Prepared by:
Barbara Patrick

Approved by:
Chair
The Spokane City Council’s Public Infrastructure, Environment, and Sustainability Committee meeting will be held at 1:15 p.m. on June 22, 2020 streaming live online and airing on City Cable 5 at https://my.spokanecity.org/citycable5/live/ or by calling 1-408-418-9388 and entering the access code #960 228 527; meeting password 0320.

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 4th Monday of each month at 1:15 p.m. unless otherwise posted.

Notice is hereby given that, pursuant to Governor Jay Inslee’s Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meeting Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended.

Temporarily and until further notice, the public’s ability to attend City Council meetings is by remote access only. In-person attendance is not permitted at this time. The public is encouraged to tune in to the meeting as noted above or by calling 1-408-418-9388 and entering the access code #960 228 527; meeting password 0320.

AGENDA

I. Call to order

II. Approval of minutes from May 18, 2020

III. Discussion items
A. Council requests
   1. Consent items for discussion
   2. Legislative update (if needed)
   3. Preview of upcoming rate-setting process meetings

B. Staff requests
   1. Centennial Trail – Summit Blvd Gap Update – Kyle Twohig
      • Updates on other trail and bike connectivity projects
   2. Safe Routes to School Grants – Inga Note (10 minutes)
   3. COVID-19 Supplemental ESG Award – Matt Davis
   4. Grants to help City residential utility customers – Marlene Feist
   5. CivicSmart Parking Contract

IV. Strategic initiatives session – Council Member Beggs and Scott Simmons
    Priority strategy 1: Rapidly accelerating street pavement maintenance projects
    • No report this meeting.
Priority strategy 2: Repurposing public property and assets to stimulate private investment
   • No report this meeting.

Priority strategy 3: Sustainable city
   • No report this meeting.

V. Consent items
   1. Vacation of various RW for the NE Middle School Project (Planning & Development)
   2. Vacation of Grant St. between 5th and I-90 (Planning & Development)
   4. Lift Station Assessment (Integrated Capital Management)
   5. Wastewater Collections SCADA (Integrated Capital Management)
   7. DoD DCIP Grant Funding Application (Integrated Capital Management)
   8. On-Call Engineering Consultants (Engineering Services)
  10. Arterial Chipseal – Economic Recovery (Engineering Services)
  11. Amendment to Interdepartmental Agreement (Engineering Services/Parks)
  12. Value Blanket Order for Perforated Square Steel Tube (traffic sign posts) (Streets)
  13. Value Blanket Order for Preformed Thermoplastic products (Streets)
  14. Subsite Video Pipeline Inspection Systems (Wastewater)
  15. Backflow Prevention Devices – Annual Value Blanket (Water)

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
The next meeting will be held at the regular date and time of July 27, 2020 1:15 p.m.

Page 2 of 2

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 msteinholfson@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.
Background/History:
WSDOT has advertised a Call for Projects for the Safe Routes to School Program. The goal of this program is to eliminate all traffic crashes involving children walking or biking to school, build connected networks of pedestrian and bicyclist facilities for children within two miles of a school, and increase the number of children who walk and bike to school. The program has approximately $19 million available state-wide.

40% of the scoring will be based on crash data and the ability of a future project to address the crash history related issues. The remaining scoring is based on other criteria such as roadway speed and volume, density of population and businesses, demographics, and inclusion in the Comprehensive Plan. Due to the highly competitive nature of these funds, only projects that meet the funding criteria will be considered. The group of candidates will be presented at this meeting.

Executive Summary:
- Apply for the Safe Routes to School Program for safety improvements at one or more locations.
- Maximum grant amount typically less than $1.5M per local agency.
- Matching funds up to 12% receive extra points
- Selections will be made in June 2021.

Budget Impact:
Approved in current year budget? [ ] Yes [ ] No
Annual/Recurring expenditure? [ ] Yes [ ] No
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:
# COVID-19 Emergency Solutions Grant Briefing Paper

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Neighborhood and Business Services – Community, Housing, and Human Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>COVID-19 Supplemental ESG Award</td>
</tr>
<tr>
<td>Date:</td>
<td>6/9/20</td>
</tr>
<tr>
<td>Author (email &amp; phone):</td>
<td>Matt Davis (<a href="mailto:mrdavis@spokanecity.org">mrdavis@spokanecity.org</a> ext. 6815)</td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td>N/A</td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Tim Sigler</td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>Public Infrastructure, Environment, &amp; Sustainability</td>
</tr>
<tr>
<td>Type of Agenda item:</td>
<td>![Consent] ![Discussion] ![Strategic Initiative]</td>
</tr>
<tr>
<td>Alignment:</td>
<td>2020-2025 Strategic Plan to End Homelessness; Greater Spokane Comprehensive Emergency Management Plan</td>
</tr>
<tr>
<td>Strategic Initiative:</td>
<td>Safe &amp; Healthy / Reduce Homelessness</td>
</tr>
<tr>
<td>Deadline:</td>
<td>The award letter was received on April 2, 2020. The award agreement was received on May 29, 2020.</td>
</tr>
<tr>
<td>Outcome:</td>
<td>CHHS is requesting permission to accept $991,359 in Emergency Solutions Grant – Coronavirus (ESG-CV) funding from the U.S. Department of Housing and Urban Development to respond to the COVID-19 outbreak and to subgrant these funds to homeless service providers award in the CHHS COVID-19 Emergency Housing RFP.</td>
</tr>
</tbody>
</table>

**Background/History:** The CARES Act was signed on March 27, 2020 to help support the response to the novel coronavirus outbreak. The CARES Act made available an additional $4 billion in ESG-CV funds to supplement the Fiscal Year (FY) 2020 ESG funding. Of this amount, the Department is immediately allocating $1 billion for ESG-CV grants based on the FY 2020 ESG formula. The rest of the funding for ESG-CV grants will be allocated directly to ESG recipients by a separate formula developed by HUD. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

**Executive Summary:**
Given the immediate needs faced by our communities, the Department has announced the first allocation of funds, which are subject to the following flexibilities and conditions provided by the CARES Act:
- The funds may be used to cover or reimburse allowable costs incurred by the City and its subrecipients before the award of funding (including prior to the signing of the CARES Act) to prevent, prepare for, and respond to COVID-19;
- The funds are not subject to the 60% spending cap on emergency shelter and outreach;
- Up to 10 percent of funds may be used for administrative costs, as opposed to the typical 7.5 percent;
- The funds are exempt from typical ESG match requirements;
- The funds are not subject to the consultation and citizen participation requirements that otherwise apply to ESG, however the City must publish how its allocation has and will be used, at a minimum, on the City’s website site or through other electronic media;
- That City may deviate from applicable procurement standards when using these funds to procure goods and services to prevent, prepare for, and respond to coronavirus.

The funds will be allocated through the ongoing COVID-19 RFP process and are anticipated to support shelter, isolation, and sanitation, as needed.
<table>
<thead>
<tr>
<th>Budget Impact:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved in current year budget?</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Annual/Reoccurring expenditure?</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>If new, specify funding source:</td>
<td>HUD</td>
</tr>
<tr>
<td>Other budget impacts:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operations Impact:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistent with current operations/policy?</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Requires change in current operations/policy?</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Specify changes required:</td>
<td>None</td>
</tr>
<tr>
<td>Known challenges/barriers:</td>
<td>None</td>
</tr>
</tbody>
</table>
### Briefing Paper

**Public Infrastructure, Environment & Sustainability Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Neighborhood and Business Services, Parking Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Contract extension OPR 2013-0460, Duncan Liberty Meter Service Processing and Support.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>June 22, 2020</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>Kris Becker, <a href="mailto:kbecker@spokanecity.org">kbecker@spokanecity.org</a>, 625-6392</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Lori Kinnear and Karen Stratton</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Public Infrastructure &amp; Environmental Sustainability</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>Consent, Discussion, Strategic Initiative</td>
</tr>
<tr>
<td><strong>Alignment:</strong></td>
<td>(link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>June 24, 2021 (end date of this extension).</td>
</tr>
<tr>
<td><strong>Outcome:</strong></td>
<td>Approve contract extension to continue support and services for on-street credit card enabled DPT Liberty parking meters until new parking payment devices are installed.</td>
</tr>
</tbody>
</table>

**Background/History:** Initial contract was 5 years, we did a two year extension/amendment with Duncan Parking Technologies, Inc. (DPT) a subsidiary of CivicSmart, Inc. which allowed Parking Services to put out a Paid Parking RFP. This one year extension allows the City to keep the current Duncan Liberty meters operating, while we finalize the new contracts and roll out the new hardware.

**Executive Summary:**

- DPT provides wireless services, credit card processing and support for on-street DPT Liberty meters.
- Continued data and reports from DPT’s Parking Enterprise Management System (PEMS).

**Budget Impact:**

- Approved in current year budget? Yes No
- Annual/Reoccurring expenditure? Yes No
- If new, specify funding source: N/A
- Other budget impacts: DPT Liberty Meters bring in revenue.

**Operations Impact:**

- Consistent with current operations/policy? Yes No
- Requires change in current operations/policy? Yes No
- Specify changes required: N/A
- Known challenges/barriers: N/A
City of Spokane

CONTRACT EXTENSION

Title: DUNCAN LIBERTY METER SERVICE, PROCESSING AND SUPPORT

This Contract Extension is made and entered into by and between the City of Spokane as ("City"), a Washington municipal corporation, and DUNCAN PARKING TECHNOLOGIES, INC. A SUBSIDIARY OF CIVICSMART, INC., whose address is 316 N Milwaukee Street, Suite 202, Milwaukee, WI 53202, as "DPT", individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein DPT agreed to provide the parking meter wireless service, credit card processing, and support for Duncan Liberty Meters for the city; and

WHEREAS, the Contract time for performance needs to be extended, thus the original Contract needs to be formally extended by this written document; and

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The Contract, dated June 24, 2013, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE TERM.
This Contract Extension shall become effective on June 24, 2020 and shall end on June 24, 2021.

3. COMPENSATION.
The City shall pay the amounts shown in the DPT final negotiated price quote, attached as Exhibit A. These are the maximum amounts to be paid under this extension with cost, and shall not be exceeded without prior written authorization of the city, memorialized with the same formality as the previous contracts and this document.
IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Extension by having legally-binding representatives affix their signatures below.

DUNCAN PARKING TECHNOLOGIES, INC.  
A SUBSIDIARY OF CIVICSMART, INC.  

By ____________________________  
Signature                     Date

_______________________________  
Type or Print Name

_______________________________  
Title

Attest:

_______________________________  
City Clerk

CITY OF SPOKANE

By ____________________________  
Signature                     Date

_______________________________  
Type or Print Name

_______________________________  
Title

Approved as to form:

_______________________________  
Assistant City Attorney

20-098
# Comprehensive Smart Parking Quote

**Prepared for:** Spokane WA  
**Quote ID:** 18 12 11 500b  
**Sales Rep:** House  
**Prepared Date:** 12/17/2018  
**Expiration Date:** 1/16/2019

<table>
<thead>
<tr>
<th>Product ID</th>
<th>Description</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>58883</td>
<td>Spare Rechargeable Battery for Liberty Meter</td>
<td>$59.00</td>
<td>1</td>
<td>$59.00</td>
</tr>
<tr>
<td>8907</td>
<td>Single Battery Charger for Liberty Meter Battery</td>
<td>$35.00</td>
<td>1</td>
<td>$35.00</td>
</tr>
<tr>
<td>8880</td>
<td>Liberty Collection Card</td>
<td>$10.00</td>
<td>1</td>
<td>$10.00</td>
</tr>
<tr>
<td>8881</td>
<td>Liberty Technician Card</td>
<td>$10.00</td>
<td>1</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

**Monthly Total**

| SSM - CC - WIRE | Monthly communications fee and PEMS license - does not include Credit Card Merchant Processing Fees. Price is per Liberty meter per month. Quantity dependent on number of active meters as agreed by the parties. | $5.50 | 1 | $5.50 |

**Continued on next page**
# Comprehensive Smart Parking Quote

**Prepared for:** Spokane  
**Quote ID:** 18 12 11 500b  
**Sales Rep:** House

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<th>Description</th>
<th>Unit Price</th>
<th>Qty</th>
<th>Extended Price</th>
</tr>
</thead>
</table>

**Ship-to Region:** WA  
**Prepared Date:** 12/17/2018  
**Expiry Date:** 1/16/2019

Please Send Purchase Order To:  
Duncan Parking Technologies, Inc.  
Attn: Meigan Lindholm  
PO BOX 2081  
Milwaukee, WI 53201-2081  
Ph: (414) 534-8066 Fax: (870) 741-6806  
mlindholm@civicsmart.com

I hereby certify that the products and services referenced above have been requested and that by signing below I am confirming the order and agree to the

---

Authorized Signature ___________________________ Date ___________________________

Print or Type Name ___________________________ Print or Type Title ___________________________

Email Address ___________________________ Phone Number ___________________________

Bill To Address: __________________________________________________________

Ship To Address: __________________________________________________________

Ship To Phone Number: ______________________________________________________

Programming Contact Information Required:

Contact Name: __________________________________________________________

Contact Phone Number: __________________________________________________

Contact Email: __________________________________________________________
<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Planning &amp; Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Vacation of various RW for the NE Middle School Project</td>
</tr>
<tr>
<td>Date:</td>
<td>June 22, 2020</td>
</tr>
<tr>
<td>Contact (email &amp; phone):</td>
<td>Eldon Brown (<a href="mailto:ebrown@spokanecity.org">ebrown@spokanecity.org</a>) 625-6305</td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td></td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td></td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>Public Infrastructure &amp; Environmental Sustainability</td>
</tr>
<tr>
<td>Type of Agenda item:</td>
<td>![Consent] ![Discussion] ![Strategic Initiative]</td>
</tr>
<tr>
<td>Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
<td>Section 17G.080.020 of the Spokane Municipal Code and Chapter 35.79 of RCW regarding street vacations.</td>
</tr>
<tr>
<td>Strategic Initiative:</td>
<td></td>
</tr>
<tr>
<td>Deadline:</td>
<td></td>
</tr>
<tr>
<td>Outcome: (deliverables, delivery duties, milestones to meet)</td>
<td>Precedes taking this application to a public hearing before City Council</td>
</tr>
</tbody>
</table>

**Background/History:**
Spokane Public School has purchased property and would like to vacate nearby right-of-ways to make room for their NE Middle School Project.

**Executive Summary:**
- Various easements may need to be retained for existing utilities.
- Please see the attached application materials and project narrative.

**Budget Impact:**
- Approved in current year budget? ![Yes] ![No] ![N/A]
- Annual/Recurring expenditure? ![Yes] ![No] ![N/A]
- If new, specify funding source: ![N/A]
- Other budget impacts: (revenue generating, match requirements, etc.) Revenue Generating

**Operations Impact:**
- Consistent with current operations/policy? ![Yes] ![No] ![N/A]
- Requires change in current operations/policy? ![Yes] ![No] ![N/A]
- Specify changes required: ![N/A]
- Known challenges/barriers:
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.

Right-of-way Description:
Various right-of-ways south of East North Foothills and west of North Perry Street

Legend

vacation
For both residential and commercial property owners, vacating an unused or unneeded street, alley or other public right-of-way can be a valuable option. If your property is adjacent to an unused street, you might consider a street vacation.

The below list of required items can be submitted in person on the 3rd floor of City Hall or can be mailed to the address listed at the bottom of this page.

(Applications must be for the entire block. Appropriate justification must be submitted with this application in order to deviate from this standard.)

☐ Completed Vacation Application
   The vacation application must be filled out and signed by the adjacent land owners.

☐ Application Fee
   The application fee for a right-of-way vacation is $400.00.

☐ Site Plan
   A dimensioned site plan showing the conceptual layout of the vacated right-of-way after it has been vacated and developed. If the right-of-way is to remain the same after being vacated please indicate this on the site plan. If the vacation area abuts other right-of-ways, the site plan must show how the vacated right-of-way will be closed and how it will interact with the remaining right-of-way.

☐ Written Narrative
   A written narrative describing the purpose or reason for the proposed right-of-way vacation, a description of what is proposed for the vacated area, and a description of how the vacation is a benefit to the public.

☐ Responses to the Below Questions
   • Is the right-of-way no longer required for public use or access?
   • How will the use of the right-of-way change after it becomes private property?
   • Will the vacation result in any parcel of land being denied sole access to a public right-of-way?
   • Are there any utilities in the right-of-way and if so do you plan to relocate them? If the utilities are not relocated, the City will retain no-build easements in the final vacation ordinance for the purveyors.

Development Services Center
808 W. Spokane Falls Blvd, Spokane, WA 99201-3336
my.SpokaneCity.org • Phone: 509.625.6300 • Fax: 509.625.6822

1. The Application
   An application requesting the vacation of a street, alley or other public right-of-way should be filed with the City of Spokane, Development Services Center on the Third Floor of City Hall (see application on back). The Development Services Center may be contacted at (509) 625-6300.

   The application must be signed by the property owners representing at least 66 2/3% of the frontage bordering the right-of-way to be vacated. However, we recommend that you obtain 100% of the bordering property owners’ signatures.

   When the application is filed, a non-refundable fee of $400.00 must also be paid to the City of Spokane.

2. Proposal Review
   When the application is filed, the Development Services Center will review the vacation proposal and verify ownership. Copies of the application will be sent to all concerned City departments and private utilities requesting comments.

3. Public Hearing
   After all comments are received and reviewed the Spokane City Council will set a date for a public hearing on the vacation request and notify property owners by mail. The applicant will need to post notices on the site of the proposed vacation.

   Prior to the hearing, the Development Services Center will make a recommendation as to the vacation’s feasibility to the City Council. The recommendation will include the specific requirements of the vacation, such as drainage, street closure and necessary easements.

   The property owner is responsible for paying for the expense of closing the right-of-way. The cost may include removal and replacement of concrete, asphalt, and other items.

4. Payment for Land
   Payment for vacated land falls into two categories: for right-of-way that was dedicated less than 25 years ago, the City of Spokane charges one-half the assessed value; for right-of-way that was dedicated more than 25 years ago, the full assessed value will be charged. The value will be based on the unimproved land value of the adjoining property(s), as determined by the Spokane County Assessor’s Office.

5. City Council Action
   If the City Council approves the vacation application at the public hearing, the Development Services Center will submit an ordinance to the Council for approval which outlines the terms and conditions of the vacation. The ordinance may retain easements for the construction, repair, and maintenance of public and private utilities and services.

   When the applicant completes all conditions, final reading of the ordinance will be made.

   The City does not determine ownership of the vacated area. It is determined by the original platting of the right-of-way. Typically this would mean that the property would go one-half to the adjoining properties on each side of the vacated area.

   This process will take three to six months, possibly more, depending on the circumstances.
Date April 17, 2020

I hereby make application for the vacation of Denver St from Marietta Ave to Buckeye Ave, Buckeye Ave from Denver St to Perry St, and all of the alley between N. Foothills Dr and Marietta Ave, west of Perry St and east of Denver St.

The reasons for the vacation are: to provide one contiguous parcel to construct a middle school, to eliminate the undeveloped streets that dead end at private property, to eliminate the unused alleys for properties that are access by Perry St.

Public benefits to be derived from the vacation are: A new middle school will be constructed.

Property Owner 1
Parcel Number 35081.3105, 35081.3301, 35081.3402
Proponent’s (Record Owner’s) Signature
Print Name Greg Forsyth (Spokane Public Schools)
Email GregoryF@spokaneschools.org Phone Number (509) 354-5771
Office Use Lot Block Addition

Property Owner 2
Parcel Number 35092.2505, 35092.2506, 35092.2507, 35092.2604
Proponent’s (Record Owner’s) Signature
Print Name Greg Forsyth (Spokane Public Schools)
Email GregoryF@spokaneschools.org Phone Number (509) 354-5771
Office Use Lot Block Addition

Property Owner 3
Parcel Number 35092.4101, 35092.4102, 35092.4103, 35092.4104, 35092.3505
Proponent’s (Record Owner’s) Signature
Print Name Greg Forsyth (Spokane Public Schools)
Email GregoryF@spokaneschools.org Phone Number (509) 354-5771
Office Use Lot Block Addition

Property Owner 4
Parcel Number
Proponent’s (Record Owner’s) Signature
Print Name
Email Phone Number
Office Use Lot Block Addition

Return completed application to:
City of Spokane, Development Services Center, 808 West Spokane Falls Boulevard, Spokane, WA 99201-3343
Written Narrative
A written narrative describing the purpose or reason for the proposed right-of-way vacation, a description of what is proposed for the vacated area, and a description of how the vacation is a benefit to the public.

Spokane Public Schools has purchased the parcels bounded by North Foothills Dr to the north, Perry St to the east, Marietta Ave to the south and City owned property to the west for the purposes of constructing the new Northeast Middle School project. Most of the subject property was formerly owned and used by the City of Spokane’s water department and Engineering Services Department and Construction Management office. Between the parcels there are existing rights-of-way for Buckeye Ave, Denver St and several alleys. Aggregating the parcels and incorporating the right-of-way areas into one large school parcel will provide the space needed to construct the school and associated amenities on this site.

The vacated areas of Buckeye Ave and Denver St in the southeast portion of the site, will likely become open playfields and the vacated alleys along the east side will likely be occupied by the school building, site improvements and playfields.

The vacated rights-of-way, in addition to the school district owned parcels, will collectively benefit the public in many ways including educating local children, serving the greater needs of the Spokane community with programs, access and support and providing for the specific needs of the neighborhood. The project will provide easy pedestrian access to playfields, provide places for outdoor physical activity and offer safe spaces for the community to meet and be active. The new school will be a center and a symbol of the culture of the neighborhood and serve as a community icon.

Responses to the Below Questions

• Is the right-of-way no longer required for public use or access? No, the right-of-way will no longer be required for public use or access and will be incorporated into the overall school site.

• How will the use of the right-of-way change after it becomes private property. The right-of-way will be incorporated into school district property as a part of the new middle school site. The southeast portion of the site will likely become open playfields and the vacated alley along the east side will be part of the general site.

• Will the vacation result in any parcel of land being denied sole access to a public right-of-way? No.

• Are there any utilities in the right-of-way and if so, do you plan to relocate them? If the utilities are not relocated, the City will retain no-build easements in the final vacation ordinance for the purveyors. There is a 6” water main in Buckeye Ave that serves one fire hydrant and one parcel. The water line will not need to be relocated, although it may be converted to a private service. There are gas lines in most of the alleys and a portion of Buckeye Ave. The gas lines will not need to be relocated. There are overhead power lines in most of the alleys, in Buckeye Ave and a portion of Denver St. The lines appear to only serve structures that will be demolished with this project, so they will not be needed.
### Briefing Paper
(Public Infrastructure, Environment and Sustainability Committee)

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Planning &amp; Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Vacation of Grant St. between 5th and I-90</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>June 22, 2020</td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td>Eldon Brown (<a href="mailto:ebrown@spokanecity.org">ebrown@spokanecity.org</a>) 625-6305</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td></td>
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<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Public Infrastructure &amp; Environmental Sustainability</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>☒ Consent ☐ Discussion ☐ Strategic Initiative</td>
</tr>
<tr>
<td><strong>Alignment:</strong> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
<td>Section 17G.080.020 of the Spokane Municipal Code and Chapter 35.79 of RCW regarding street vacations.</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td></td>
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<tr>
<td><strong>Deadline:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Precedes taking this application to a public hearing before City Council</td>
</tr>
<tr>
<td><strong>Background/History:</strong></td>
<td>The property owner would like to vacate the adjacent right-of-way to increase the buildable footprint.</td>
</tr>
</tbody>
</table>

**Executive Summary:**
- Selling this right-of-way to the applicant by vacation petition, if approved, would generate approximately $30,000.
- All utility purveyors are on board and no easements have been requested.
- Map of the proposal area attached along with a preliminary sketch from the applicant.

**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.) Revenue Generating

**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: |
Right-of-way Description:
Grant St. between 5th Ave and I-90

Legend
vacation

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.

Printed by: edjohnson  Print date: 6/8/2020
SITE PLAN

1" = 30'-0"

MINIMUM CAR PARKING: 1/600 SQFT = 6 STALLS

10-14-19

Daren Doneen
5th and Grant
509.998.1310

STORM WATER

REFUSE

SINGLE STORY 3000 SQFT

367 E. 5TH AVENUE
#35202.3211

371 E. 5TH AVENUE
#35202.3230

DEAD-END STREET

STORM WATER

REFUSE

SINGLE STORY 3000 SQFT

EAST 5TH AVENUE

GRANT STREET
SITE PLAN

1" = 30'-0"

MINIMUM CAR PARKING: 750 SQFT = 6 STALLS

367 E. 5TH AVENUE
#35202.3211

371 E. 5TH AVENUE
#35202.3230

REFUSE

STORM WATER

SINGLE STORY 3000SQFT

VACATED STREET

EAST 5TH AVENUE

GRANT STREET

MINIMUM CAR PARKING: 750 SQFT = 6 STALLS

2 SITE PLAN

1" = 30'-0"

DAREN DONEEN

5TH AND GRANT

509.999.1310

DATE: 10-14-19
SITE PLAN

MINIMUM CAR PARKING: \( \frac{1}{300} \) SQFT = 6 STALLS

367 E. 5TH AVENUE
#35202.3211

371 E. 5TH AVENUE
#35202.3230

DEAD-END STREET

STORM WATER

REFUSE

TWO STORY
3000SQFT

EAST 5TH AVENUE

GRANT STREET

Daren Doneen
5th and Grant
509.998.1310

DATE: 10-14-19
### Briefing Paper

**Public Infrastructure, Environment and Sustainability Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Business &amp; Neighborhood Services, Planning &amp; Economic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Future Brownfield Grants and Implementation consultant contract for the Planning &amp; Economic Development’s Brownfields program</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>6/22/2020</td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td>Teri Stripes, <a href="mailto:tstripes@spokanecity.org">tstripes@spokanecity.org</a>, X6597</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Council President Beggs and Council Member Cathcart</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Scott Simmons, Director of Public Works</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>Public Infrastructure, Environment and Sustainability Committee &amp; Urban Experience and Finance</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>☒ Consent  □ Discussion □ Strategic Initiative</td>
</tr>
<tr>
<td><strong>Alignment:</strong> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)</td>
<td>Aligns with the Strategic Plan by providing investment in readying properties (both public and private) for redevelopment through environmental site assessments (Phase I &amp; II), cleanup alternatives planning, and remediation.</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td>Optimizing Public Assets and Growing Targeted Areas</td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>6/29/2020</td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Provides for strategic successful grant pursuit and planning to assist in redevelopment of possible and/or known contaminated sites</td>
</tr>
</tbody>
</table>

**Background/History:** In 2014, we awarded a contract to a consultant chosen through a Request for Proposal procurement process for Brownfield grant and implementation assistance. That contract led to five successful (100%) grant applications and $1.6M in funding for Phase I & II work in the YARD and University District as well as the cleanup of contamination in Riverfront Park. That success has led to our 2020 Request for Proposal (RFP #5252-20) and the selection of a consultant firm to again provide this assistance under a new three year contract.

**Executive Summary:**

The 2020 Request for Proposal Status:

- Staff and review committee have selected a top scoring Firm
- Staff has negotiated a favorable contract framework with Firm
- Staff is working with legal to develop the contract
- **Staff will proceed with an agenda request for Council’s approval of the contract**

At this time, the contract’s significant points are:

The initial work, which includes the grant application for a 2021 US EPA site-specific or community wide assessment, development of a grant funding strategy, assistance with the EPA Cooperative Agreement and Work Plan services. This work will be performed at a **$0 fee**.

Any grant writing other than a site specific or community wide assessment application is contingent upon the availability of funding and will be provided according to the costs proposed in the Firm’s Brownfield Grants and Implementation Services (RFP #5252-20) April 20, 2020 proposal.

**Budget Impact:**

- Approved in current year budget?  □ Yes  ☒ No  □ N/A *(no revenues or expenses until grants are awarded in 2021)*
- Annual/Reoccurring expenditure?  □ Yes  □ No  ☒ N/A
If new, specify funding source: 
Other budget impacts: (revenue generating, match requirements, etc.)

<table>
<thead>
<tr>
<th>Operations Impact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistent with current operations/policy?</td>
</tr>
<tr>
<td>Requires change in current operations/policy?</td>
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</tbody>
</table>

Specify changes required:
Known challenges/barriers:
# briefing paper

**PIES Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Public Works Division / Integrated Capital Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Lift Station Assessment</td>
</tr>
<tr>
<td>Date:</td>
<td>06/22/2020</td>
</tr>
<tr>
<td>Author (email &amp; phone):</td>
<td><a href="mailto:mdavis@spokanecity.org">mdavis@spokanecity.org</a>, <a href="mailto:bfredrickson@spokanecity.org">bfredrickson@spokanecity.org</a></td>
</tr>
<tr>
<td>City Council Sponsor:</td>
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<tr>
<td>Executive Sponsor:</td>
<td>Scott Simmons</td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>Public Infrastructure, Environment, and Sustainability</td>
</tr>
<tr>
<td>Type of Agenda item:</td>
<td>☑️ Consent □ Discussion □ Strategic Initiative</td>
</tr>
<tr>
<td>Alignment:</td>
<td></td>
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<tr>
<td>Strategic Initiative:</td>
<td></td>
</tr>
<tr>
<td>Deadline:</td>
<td>RFQ Release on June 22, 2020</td>
</tr>
<tr>
<td>Outcome:</td>
<td>A priority of highest risk and required repairs or replacements of sewer lift stations.</td>
</tr>
</tbody>
</table>

**Background/History:**

About 75% of 36 wastewater lift stations that the City operates are over 30 years old. Their operation is a critical part of the City's wastewater infrastructure. A condition of five of the lift stations is almost complete. This study will assess the condition of the remaining 31 lift stations. Examination of these lift stations is necessary to document and assess deficiencies, degradation, inefficiencies, and obsolescence to determine and prioritize needed repairs, upgrades or replacements.

The Consultant with the support of City staff will evaluate civil, structural, mechanical, and electrical components necessary to complete this assessment of the existing conditions, propose new improvements, and make recommendations. The Condition Assessment will organize the recommendations based on both available yearly funding and expected longevity of existing stations into a project plan to include maintenance repairs and practices by City staff, interim upgrades, and temporary repairs as well as full station replacement.

**Executive Summary:**

- *Condition Assessment for 31 City Owned Sewer Lift Stations*
- *Funding Source is Local Utility Rates*
- *The consultant will be selected based on qualifications and then the contract amount will be negotiated.*
- *The contract is expected to be over 2 years.*

**Budget Impact:**

- Approved in current year budget? ☑️ Yes □ No
- Annual/Reoccurring expenditure? □ Yes ☑️ No
- If new, specify funding 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:
**Briefing Paper**  
**Public Infrastructure, Environment, and Sustainability**

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<tr>
<th><strong>Division &amp; Department:</strong></th>
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</tr>
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<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Wastewater Collections SCADA</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>06/22/2020</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>Marcia Davis (<a href="mailto:mdavis@spokanecity.org">mdavis@spokanecity.org</a> &amp; 625-6398)</td>
</tr>
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<td>PIES</td>
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<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>Consent ☑ Discussion ☐ Strategic Initiative ☐</td>
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<tr>
<td><strong>Alignment:</strong></td>
<td>Six Year Wastewater Program; Integrated Clean Water Plan; Wastewater and Stormwater Collection System SCADA Master Plan</td>
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<td><strong>Strategic Initiative:</strong></td>
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<tr>
<td><strong>Deadline:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outcome:</strong></td>
<td>Approval of Contract with HDR</td>
</tr>
</tbody>
</table>

**Background/History.**  
The City has long recognized the potential for improved performance of the collection system through the implementation of supervisory control and data acquisition (SCADA) for the collection system. The *Wastewater and Stormwater Collections System SCADA Master Plan* implementation will allow for increased monitoring and alarming, improved data management, and the potential application of real-time control (RTC) at combined sewer overflow (CSO) control facilities and interceptor protection tanks (IPTs). These improvements could result in reduced CSOs, reduced risk of sanitary sewer overflows (SSOs), more efficient operations and maintenance (O&M), and an increased understanding of how the system operates.

The City has purchased a server and some software to begin this work. The next step is to develop the software and human machine interface (HMI) to connect the server to the collection system control, monitoring, and alarming locations. HDR was selected through the City’s no-cost request for proposal process to complete this next step.

**Executive Summary:**
- *The Wastewater Collection SCADA project will provide a centralized control system for secure, real-time monitoring and control (RTMC) of the City’s combined sewer overflows (CSOs) and pump stations.*
- *Contract amount is $298,893.35*
- *Work is expected to be completed by summer 2021*

**Budget Impact:**
- Approved in current year budget? ☑ Yes ☐ No
- Annual/Reoccurring expenditure? ☑ Yes ☐ No
- If new, specify funding 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:
**Briefing Paper**

**PIES Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Public Works &amp; Integrated Capital Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Northwest Spokane Stormwater Study RFP</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>06/22/2020</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td><a href="mailto:mpapich@spokanecity.org">mpapich@spokanecity.org</a> &amp; 625-6310</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Scott Simmons</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>N/A</td>
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</tr>
<tr>
<td><strong>Alignment:</strong> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
<td>2020-2025 Six Year Citywide Capital Improvement Program.</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>6/22/2020</td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Improvement to stormwater management in the northwest area of the City</td>
</tr>
</tbody>
</table>

**Background/History:** ICM is preparing a Request for Qualification (RFQu) from qualified consultants on the City’s MRSC roster to complete a stormwater basin analysis in the northwest part of the City. The northwest portion of the City has conditions including poor draining soils, perched groundwater and intense storms that challenge stormwater management. This study will determine the capacity of existing facilities (Austin Draw and Five Mile Regional Infiltration Facility) and improvements necessary to meet both current conditions and future growth.

**Executive Summary:**
- ICM is requesting RFQu from consultants to perform a stormwater basin analysis in the northwest part of the City to address challenging drainage issues.

**Budget Impact:**
- Approved in current year budget? ☐ Yes ☐ No
- Annual/Reoccurring expenditure? ☐ Yes ☐ No
- If new, specify funding source: 
- Other budget impacts: (revenue generating, match requirements, etc.) *Match requirements will be determined at the time of award.*

**Operations Impact:**
- Consistent with current operations/policy? ☐ Yes ☐ No ☐ N/A
- Requires change in current operations/policy? ☐ Yes ☐ No ☐ N/A

**Known challenges/barriers:**
**Briefing Paper**

**Public Infrastructure, Environment, and Sustainability**

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</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>DoD DCIP Grant Funding Application</td>
</tr>
<tr>
<td>Date:</td>
<td>6/22/2020</td>
</tr>
<tr>
<td>Author (email &amp; phone):</td>
<td><a href="mailto:mpapich@spokanecity.org">mpapich@spokanecity.org</a> &amp; 625-6310</td>
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<tr>
<td>Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
<td>2019-2024 Six Year Citywide Capital Improvement Program. Ordinance No. C35560 adopted the program and gives staff authorization to seek funding.</td>
</tr>
<tr>
<td>Strategic Initiative:</td>
<td></td>
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<tr>
<td>Deadline:</td>
<td>6/26/2020</td>
</tr>
<tr>
<td>Outcome: (deliverables, delivery duties, milestones to meet)</td>
<td>Approval to pursue and submit a DoD DCIP grant application for a water system project.</td>
</tr>
</tbody>
</table>

**Background/History:** SMC chapter 7.19 requires that prior to submittal all applications need Council approval.

The Department of Defense (DoD) is offering competitive grant funding through the Defense Community Infrastructure Program (DCIP). Selected projects must support mission readiness and resiliency for their respective military installation (Fairchild AFB in this case). Each jurisdiction can be awarded up to $25 million. Integrated Capital Management Department has identified projects from the 2020 through 2025 Six-year Citywide Capital Improvement Program (Water) that meet the funding criteria for supporting Fairchild AFB.

**Executive Summary:**
- Project approval for a DCIP grant application.
- All projects are in the approved 2020 through 2025 Six-year Citywide Capital Improvement Program
- Below are the two projects that will be combined as one project in the grant application.
  1. Plains System New Booster – This new booster station will increase capacity in the Plains Pressure Zone.
  2. SIA Transmission Main Crossing Under I-90. This pipeline will allow the Plains System New Booster to draw more water in increase capacity in the Plains Pressure Zone.

**Budget Impact:**
- Approved in current year budget? ☐ Yes ☐ No
- Annual/Reoccurring expenditure? ☐ Yes ☐ No N/A
- Other budget impacts: (revenue generating, match requirements, etc.) The 50% match requirement of the grant is programmed through the utilities capital fund.

**Operations Impact:**
- Consistent with current operations/policy? ☐ Yes ☐ No
- Requires change in current operations/policy? ☐ Yes ☐ No
- Specify changes required:

**Known challenges/barriers:**

---

**Alignment:**

- 2019-2024 Six Year Citywide Capital Improvement Program: Ordinance No. C35560 adopted the program and gives staff authorization to seek funding.
### Background/History:
Engineering Services has “on-call” agreements with various consultants for specialized engineering or related services (structural, geotechnical, surveying, landscape architecture, cultural resource and real estate acquisition) associated with the City’s public works projects. Those firms are selected on the basis of qualifications as required by RCW 39. These typically agreements last from 2-3 years.

### Executive Summary:
- A request for qualifications was advertised earlier this spring for structural engineering, geotechnical engineering, surveying, landscape architecture, culture resource and real estate acquisition consultants.
- A review committee ranked the firms by qualifications. One firm will be selected for each discipline.
- Engineering Services expects to bring six agreements to council over the next several weeks.
- Costs incurred under the proposed contracts are paid as part of each public works project for which the consultant is used.

### 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**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Engineering Services; Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Arterial Grind &amp; Overlay – Economic Recovery</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>June 22, 2020</td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td>Dan Buller (<a href="mailto:dbuller@spokanecity.org">dbuller@spokanecity.org</a>, 625-6391)</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Scott Simmons</td>
</tr>
<tr>
<td><strong>Committee(s) Impacted:</strong></td>
<td>PIES</td>
</tr>
<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>☒ Consent  ☐ Discussion  ☐ Strategic Initiative</td>
</tr>
<tr>
<td><strong>Alignment:</strong> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)</td>
<td></td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td>Innovative Infrastructure</td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Informational - background information for committee review</td>
</tr>
<tr>
<td><strong>Background/History:</strong></td>
<td>This project was added to the capital program as an economic stimulus project associated with/due to the current coronavirus pandemic.</td>
</tr>
</tbody>
</table>

**Executive Summary:**
- There proposed project will be divided into two parts, a north part and a south part to be bid separately. See attached exhibits.
- The total project cost is approximately $3.5M
- Construction is planned to begin this summer
- Project funding is local

**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:
Arterial Grind & Overlay – North

Indian Trail – Francis to Kathleen

Nevada - Francis to Sharpsburg, Magnesium to Holland
### Briefing Paper
#### PIES

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Engineering Services; Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Arterial Chipseal – Economic Recovery</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>June 22, 2020</td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td>Dan Buller (<a href="mailto:dbuller@spokanecity.org">dbuller@spokanecity.org</a>, 625-6391)</td>
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<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Informational - background information for committee review</td>
</tr>
</tbody>
</table>

**Background/History:**
- This project was added to the capital program as an economic stimulus project associated with/due to the current coronavirus pandemic.

**Executive Summary:**
- The proposed project includes the following streets:
  - Freya St. – 37th to Palouse Hwy
  - Post St. – Maxwell to Cleveland
- Construction is planned this summer
- The estimated project cost is approximately $500,000
- Project funding is local

**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:
# Executive Summary:
- Public Works and the Parks Department have an interdepartmental agreement to utilize Parks property for capital construction projects, and to reimburse for lost revenue from parking services.
- This agreement amends the agreement to cover the impacts from additional projects including the Post St. Bridge project.
- The Post St. Bridge project will impact parking in both Bosch Lot as well as Lot 6 (Council parking).
- The agreement compensates the Parks Department with capital project funds quarterly throughout the project in the amount of $24,233, or $96,865 annually.
- The impacted lots will be restored to pre-construction conditions at the end of the projects.

## Background/History:
Public Works has an interdepartmental agreement with the Parks Department to utilize Parks property for capital project construction. This agreement defines the reimbursement for lost revenue from parking services on Parks properties impacted.

## Known challenges/barriers:
- 

## 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:

---

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Engineering Services; Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Amendment to Interdepartmental Agreement</td>
</tr>
<tr>
<td>Date:</td>
<td>June 22, 2020</td>
</tr>
<tr>
<td>Contact (email &amp; phone):</td>
<td>Kyle Twohig (<a href="mailto:ktwohig@spokanecity.org">ktwohig@spokanecity.org</a>, 625-6152)</td>
</tr>
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<td>Scott Simmons</td>
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<td>Deadline:</td>
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## Briefing Paper
**Public Infrastructure, Environment & Sustainability Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Street Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Approval of a 1-year Value Blanket Order for Perforated Square Steel Tube (traffic sign posts), from Traffic Safety Supply Co., Portland, OR, using City of Spokane Quote #781-19, not to exceed $60,000.00.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact (email &amp; phone):</strong></td>
<td>Clint Harris (<a href="mailto:ceharris@spokanecity.org">ceharris@spokanecity.org</a> X7744)</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
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<tr>
<td><strong>Executive Sponsor:</strong></td>
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<td><strong>Alignment:</strong> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)</td>
<td>Strategic Plan</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Outcome:</strong> (deliverables, delivery duties, milestones to meet)</td>
<td>Maintain infrastructure.</td>
</tr>
<tr>
<td><strong>Background/History:</strong></td>
<td>The Street Department worked with the Purchasing Department in producing a Request For Quote (#781-19); which was awarded to Traffic Safety Supply Co. These devices have been approved as crashworthy break away sign post, meeting FHWA’s 1993 NCHRP 350 Report. There are up to four (4) one-year optional renewal periods. This would be the first renewal.</td>
</tr>
<tr>
<td><strong>Executive Summary:</strong></td>
<td>The Signs and Markers Section is responsible for installation, maintenance and timely replacement of traffic signing that has become worn out, damaged or removed. Signs and Markers performs over 10,000 maintenance functions each year. The production, installation and maintenance of the 91,286 traffic signs is part of Street Department’s Signs and Markers annual tasks.</td>
</tr>
<tr>
<td><strong>Budget Impact:</strong></td>
<td></td>
</tr>
<tr>
<td>Approved in current year budget?</td>
<td>☒ Yes ☐ No ☐ N/A</td>
</tr>
<tr>
<td>Annual/Reoccurring expenditure?</td>
<td>☒ Yes ☐ No ☐ N/A</td>
</tr>
<tr>
<td>If new, specify funding source:</td>
<td></td>
</tr>
<tr>
<td>Other budget impacts: (revenue generating, match requirements, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Operations Impact:</strong></td>
<td></td>
</tr>
<tr>
<td>Consistent with current operations/policy?</td>
<td>☒ Yes ☐ No ☐ N/A</td>
</tr>
<tr>
<td>Requires change in current operations/policy?</td>
<td>☐ Yes ☒ No ☐ N/A</td>
</tr>
<tr>
<td>Specify changes required:</td>
<td></td>
</tr>
<tr>
<td>Known challenges/barriers:</td>
<td></td>
</tr>
</tbody>
</table>
## Expenditure Control Form

1. All requests being made must be accompanied by this form.
2. Route ALL requests to the Finance Department for signature.
3. If request is greater than $100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

<table>
<thead>
<tr>
<th><strong>Today’s Date:</strong> 5/26/2020</th>
<th><strong>Type of expenditure:</strong> Goods ☐ Services ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department:</strong> Street Department - Signs/Markers</td>
<td></td>
</tr>
<tr>
<td><strong>Approving Supervisor:</strong> Clint E. Harris</td>
<td></td>
</tr>
<tr>
<td><strong>Amount of Proposed Expenditure:</strong> $60K VB</td>
<td></td>
</tr>
<tr>
<td><strong>Funding Source:</strong> Street Department/Signs/Markers 21400 - 53210</td>
<td></td>
</tr>
</tbody>
</table>

Please verify correct funding sources. Please indicate breakdown if more than one funding source.

**Why is this expenditure necessary now?**
Request is to set up a Value Blanket for the purchase of sign posts throughout the year. Stock on hand would be depleted before purchasing from vendor.

**What are the impacts if expenses are deferred?**
Not having sign posts when stock is depleted.

**What alternative resources have been considered?**
There are no other alternatives known at this time.

**Description of the goods or service and any additional information?**
PSST’s are perforated steel sign posts that are used to install most signs in the city.

**Person Submitting Form/Contact:** Clint Harris 625-7744

**FINANCE SIGNATURE:**

**CITY ADMINISTRATOR SIGNATURE:**
## Briefing Paper

**Public Infrastructure, Environment & Sustainability Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Street Department</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Approval of a 1-year Value Blanket Order for Preformed Thermoplastic products, from Flint Trading Inc., Greensboro, N.C., using City of Spokane Quote #783-19 not to exceed $85,000.00.</td>
</tr>
</tbody>
</table>

**Date:**

**Contact (email & phone):** Clint Harris (ceharris@spokanecity.org X7744)

**City Council Sponsor:**

**Executive Sponsor:** Scott Simmons

**Committee(s) Impacted:** PIES

**Type of Agenda item:**

- [x] Consent
- [ ] Discussion
- [ ] Strategic Initiative

**Alignment:** (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)

- Strategic Plan

**Strategic Initiative:**

**Deadline:**

**Outcome:** (deliverables, delivery duties, milestones to meet)

- Maintain infrastructure.

**Background/History:**

The Street Department worked with the Purchasing Department in producing a Request For Quote (#783-19); which was awarded to Flint Trading Inc. There are up to four (4) one-year optional renewal periods. This would be the first renewal.

**Executive Summary:**

The Signs and Markers Section is responsible for the maintenance of 557 marked crossings, 432 stop bars, and 487 roadway stencils, in thermoplastic, each year. The installation and maintenance of the combined 1476 thermoplastic markings is part of Street Department’s annual tasks. Roadway markings provide important information to all roadway users while allowing minimal diversion of attention from the roadway. Thermoplastic installation and maintenance costs are greater than that of painted markings. Paint only last about one year whereas the estimated lifespan of thermoplastic is 3 to 5 years; this adds to year-round visibility for the roadway users, reduces exposure for workers in the roadway and allows workers to accomplish more signing and striping tasks on an annual basis.

**Budget Impact:**

- Approved in current year budget? [x] Yes [ ] No [ ] N/A
- Annual/Reoccurring expenditure? [x] Yes [ ] No [ ] N/A
- If new, specify funding source:
- Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impact:**

- Consistent with current operations/policy? [x] Yes [ ] No [ ] N/A
- Requires change in current operations/policy? [ ] Yes [x] No [ ] N/A
- Specify changes required:
- Known challenges/barriers:
1. All requests being made must be accompanied by this form.
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<th>Today's Date: 5/26/2020</th>
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<th>Services ☐</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Street Department - Signs/Markers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approving Supervisor:</td>
<td>Clint E. Harris</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount of Proposed Expenditure:</td>
<td>$85K</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funding Source:</td>
<td>Streets - Signs/Markers 21400-53210</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please verify correct funding sources. Please indicate breakdown if more than one funding source.

**Why is this expenditure necessary now?**

Request is to set up a Value Blanket Contract worth $85,000 for purchasing of preformed plastic. Crews will deplete all stock on hand and prioritize locations where the thermo plastic is installed.

**What are the impacts if expenses are deferred?**

Not enough thermo plastic to install.

**What alternative resources have been considered?**

Painting will be considered in lieu of thermoplastic at locations where it is deemed practical.

**Description of the goods or service and any additional information?**

The value blanket is to purchase thermoplastic that is used as a marking at crosswalks and other locations throughout the city.

**Person Submitting Form/Contact:** Clint Harris 625-7744

**FINANCE SIGNATURE:**

[Signature]

**CITY ADMINISTRATOR SIGNATURE:**

[Signature]
### Briefing Paper

**Public Infrastructure, Environment, & Sustainability Committee**

<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Public Works, 4310 Wastewater Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subject:</strong></td>
<td>Subsite Video Pipeline Inspection Systems</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>22 June 2020</td>
</tr>
<tr>
<td><strong>Author (email &amp; phone):</strong></td>
<td>Mike Lowdon, <a href="mailto:mlowdon@spokanecity.org">mlowdon@spokanecity.org</a>, x7909</td>
</tr>
<tr>
<td><strong>City Council Sponsor:</strong></td>
<td>Breean Beggs, Council President</td>
</tr>
<tr>
<td><strong>Executive Sponsor:</strong></td>
<td>Scott Simmons, Director – Public Works</td>
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<td>PIES</td>
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<tr>
<td><strong>Type of Agenda item:</strong></td>
<td>☑️ Consent ☐ Discussion ☐ Strategic Initiative</td>
</tr>
<tr>
<td><strong>Alignment:</strong></td>
<td>Funding for these expenses is included in the annual Wastewater Maintenance department budget.</td>
</tr>
<tr>
<td><strong>Strategic Initiative:</strong></td>
<td>Innovative Infrastructure</td>
</tr>
<tr>
<td><strong>Deadline:</strong></td>
<td>Ongoing repairs and replacement parts on Subsite products are needed to support efficient service of the Wastewater system.</td>
</tr>
<tr>
<td><strong>Outcome:</strong></td>
<td>This action supports procurement of equipment, replacement parts, and repair services for this vital equipment.</td>
</tr>
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**Background/History:** A five year sole source for purchases and repairs of Subsite equipment was awarded to Western Systems & Fabrication in 2018. A corresponding repair contract and parts/equipment value blanket were established, with optional annual renewals up to a total term of five years. The Wastewater Maintenance department has been using this equipment (previously from RS Technical) for more than 30 years and is seeking approval for a second renewal on a three-year term for both the repair contract and the parts/equipment value blanket. This renewal will align with the balance of the existing sole source agreement and lock in the hourly labor rate for repair services over that term. The sole source would need to be renewed (or the business competed) to continue this business beyond the next three years.

**Executive Summary:**
- Award Recommended to Western Systems & Fabrication (Spokane Valley, WA) for:
  - $40,000.00 annually including tax for as-needed purchases of equipment and replacement parts
  - $90,000.00 annually including tax for as-needed equipment repair
- Renewal through 15 July 2023
- Supported by Sole Source Resolution RES 2018-0062

**Budget Impact:**
- Approved in current year budget? ☑️ Yes ☐ No
- Annual/Reoccurring expenditure? ☑️ Yes ☐ No
- If new, specify funding source: N/A
- Other budget impacts: N/A

**Operations Impact:**
- Consistent with current operations/policy? ☑️ Yes ☐ No
- Requires change in current operations/policy? ☐ Yes ☑️ No
- Specify changes required: None
- Known challenges/barriers: None
1. All requests being made must be accompanied by this form.
2. Route ALL requests to the Finance Department for signature.
3. If request is greater than $100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

Today’s Date: 6/8/2020

Type of expenditure: Goods ☐ Services ☐

Department: 4310 Wastewater Maintenance

Approving Supervisor: Raylene Gennett, Wastewater Director

Amount of Proposed Expenditure: $130,000.00 annually

Funding Source: Wastewater Inspection Services Budget

Please verify correct funding sources. Please indicate breakdown if more than one funding source.

Why is this expenditure necessary now?
Renewal of OPR 2018-0424 for existing service contract and equipment value blanket with Western Systems & Fabrication to support maintenance and replacement of existing Subsite Electronics video pipeline inspection systems used in service of the City’s pipe conditions. Existing agreement expires 7/15/2020. See supporting documentation below (note existing sole source resolution RES 2018-0062 through July 2023).

What are the impacts if expenses are deferred?
This equipment is vital to the department's ability to maintain City pipelines and this agreement supports efficient procurement of maintenance services. Failure to renew would result in decreased efficiencies in the department, increased timelines and costs on equipment maintenance, or some combination thereof.

What alternative resources have been considered?
Alternative products have been discussed extensively, but any change would require transitioning this business to another proprietary system, which would essentially render useless the financial and experience investments the department has made in Subsite products over the last 30+ years. The department has reduced their annual funding request from $195,000.00 out of sensitivity to the current budgetary situation (will repair rather than replace existing equipment).

Description of the goods or service and any additional information?
Subsite Electronics proprietary video pipeline inspection systems - equipment, replacement parts, and maintenance/repair services.

Person Submitting Form/Contact: Mike Lowdon

FINANCE SIGNATURE: [Signature]

CITY ADMINISTRATOR SIGNATURE: [Signature]
## Agenda Wording

Renewal of existing contract and value blanket with Western Systems & Fabrication (Spokane Valley, WA) for as-needed purchases of equipment and replacement parts and equipment repair not to exceed $195,000.00 including tax.

## Summary (Background)

A five year sole source for purchases and repairs of Subsite equipment was awarded to Western Systems & Fabrication in 2018. A corresponding repair contract and parts/equipment value blanket were established with optional annual renewals. The Wastewater Maintenance department has been using this equipment for more than 30 years and is seeking approval for the first annual renewal option on both the contract and the value blanket, with three renewal options remaining.

### Fiscal Impact

<table>
<thead>
<tr>
<th>Expense</th>
<th>$195,000.00</th>
</tr>
</thead>
</table>

### Budget Account

| #4310-43115-35148-54803-99999 |

### Approvals

- **Dept Head**: KEGLEY, DANIEL
- **Division Director**: SIMMONS, SCOTT M.
- **Finance**: ALBIN-MOORE, ANGELA
- **Legal**: DALTON, PAT
- **For the Mayor**: ORMSBY, MICHAEL

### Additional Approvals

- **Purchasing**: PRINCE, THEA

### Council Notifications

- **Study Session**: URBAN 9/9/2019

### Distribution List

- Scott Smits - scottsmits@westernsystem.com
- sjohnson@spokanecity.org
- rgennett@spokanecity.org
- seweraccounting@spokanecity.org
- Tax & Licenses
- aduffey@spokanecity.org
- mlund@spokanecity.org

Approved by Spokane City Council on: 9-16-2019

DocuSigned by:

Laurie Farnsworth

Acting City Clerk
### Agenda Wording

### Summary (Background)

### Fiscal Impact | Budget Account
---|---
Expense | $15,100 |
Select | $ |

### Distribution List

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| | |
---|
| | |
Briefing Paper
Urban Experience Committee

<table>
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<th>Public Works, 4310 Wastewater Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Subsite Video Pipeline Inspection Systems</td>
</tr>
<tr>
<td>Date:</td>
<td>9 September 2019</td>
</tr>
<tr>
<td>Author (email &amp; phone):</td>
<td>Raylene Gennett, <a href="mailto:rjennett@spokanecity.org">rjennett@spokanecity.org</a>, x7909</td>
</tr>
<tr>
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</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Scott Simmons, Director – Public Works</td>
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Background/History: A five year sole source for purchases and repairs of Subsite equipment was awarded to Western Systems & Fabrication in 2018. A corresponding repair contract and parts/equipment value blanket were established, with optional annual renewals up to a total term of five years. The Wastewater Maintenance department has been using this equipment (previously from RS Technical) for more than 30 years and is seeking approval for the first annual renewal option on both the repair contract and the parts/equipment value blanket, with three renewal options remaining.

Executive Summary:
- Award Recommended to Western Systems & Fabrication (Spokane Valley, WA) for:
  - $105,000.00 including tax for as-needed purchases of equipment and replacement parts
  - $90,000.00 including tax for as-needed equipment repair
- Supported by Sole Source Resolution RES 2018-0062

Budget Impact:
Approved in current year budget? ☑️ Yes  □ No
Annual/Reoccurring expenditure? ☑️ Yes  □ No
If new, specify funding source: N/A
Other budget impacts: N/A

Operations Impact:
Consistent with current operations/policy? ☑️ Yes  □ No
Requires change in current operations/policy? □ Yes  ☑️ No
Specify changes required: None
Known challenges/barriers: None
RESOLUTION

A SOLE SOURCE RESOLUTION declaring Western Systems & Fabrication a sole source provider and authorizing the purchase of new equipment and replacement parts, as well as repair services from Subsite Electronics over a five (5) year period without public bidding.

WHEREAS, the City of Spokane’s Wastewater Maintenance Department is in need of video pipeline inspection systems and has used this equipment for 30 years to inspect pipe conditions; this sole source supports the purchase of proprietary equipment and replacement parts, along with the maintenance and repair; and

WHEREAS, Subsite Electronics has provided a June 3, 2018 letter delineating the only authorized supplier and service provider of Subsite Electronics products and parts in the State of Washington as Western Systems & Fabrication, which is located at 911 Thierman Road, Spokane Valley, WA 99212; and

WHEREAS, Western Systems & Fabrication is therefore the only source for service and replacement Subsite Electronics video pipeline inspection systems; and

WHEREAS, failure to approve future purchases would drastically reduce the efficiency of maintenance/replacement efforts, which would influence the department’s ability to execute their duties in service to the public; and

WHEREAS, if this sole source resolution is not approved and existing equipment cannot be repaired the cost to the City to procure new equipment would be unduly burdensome; and

WHEREAS, the anticipated cost of equipment, replacement parts, and repair services exceeds the 2018 public bid limit of $50,000 for the purchase of goods and services;
-- Now, Therefore,

BE IT RESOLVED by the City Council for the City of Spokane that it hereby declares Subsite Electronics for the Wastewater Maintenance Department a sole source purchase; and

BE IT FURTHER RESOLVED that the City Council authorizes the purchase of Subsite Electronics from Western Systems & Fabrication over a five (5) year period without public bidding.

ADOPTED BY THE CITY COUNCIL ON __________

[Signature]
City Clerk

Approved as to form:

[Signature]
Assistant City Attorney
City of Spokane

CONTRACT RENEWAL #1 OF 4

Title: Subsite Electronics Inspection Equipment – As- Needed Repair Services

This Contract Renewal is made and entered into by and between the City of Spokane as ("City"), a Washington municipal corporation, and Western Systems & Fabrication, Inc. whose address is 911 North Thierman Road, Spokane, Washington 99212, as ("Company"). Individually hereafter referenced as a "party" and together as the "parties."

WHEREAS, the original Contract supported as-needed repair services in accordance with Sole Source Resolution RES 2018-0064; and

WHEREAS, the original Contract allowed for four (4) additional one-year renewals upon mutual acceptance of the parties, therefore, this contract needs to be formally renewed by this written Contract Renewal document; and

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.
The original Contract, dated August 2, 2018 and August 8, 2018, any previous amendments, renewals and/or extensions thereto are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.
This Contract Renewal shall become effective on July 16, 2019 and shall end on July 15, 2020.

3. COMPENSATION.
The City shall pay an annual amount not to exceed NINTY THOUSAND AND 00/100 DOLLARS ($90,000.00) including applicable tax for everything furnished and done under this Contract Renewal. This is the maximum amount to be paid under this Renewal and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this Renewal document.

4. DEBARMENT AND SUSPENSION.
The Company shall provide its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

Revised 02-08-18
WESTERN SYSTEMS & FABRICATION, INC.

By ___________________________ Date 10/27/2019

Scott Smits

Type or Print Name

General Manager

Title

CITY OF SPOKANE

By ___________________________ Date 10/4/2019

David Condon

Type or Print Name

Mayor

Title

Approved as to form:

[Signature]

Pat Dalton

Assistant City Attorney

Attest:

[Signature]

Levi Forsythe

City Clerk (Acting)

Attachments that are part of this Agreement:
Attachment A: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

Revised 02-08-18
ATTACHMENT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
   b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
   c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
   d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

   Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

   1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

   2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this exhibit, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. The undersigned may contact the City for assistance in obtaining a copy of these regulations.

5. I understand that a false statement of this certification may be grounds for termination of the contract.

<table>
<thead>
<tr>
<th>Name of Subrecipient / Contractor / Consultant (Type or Print)</th>
<th>Program Title (Type or Print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Smits</td>
<td></td>
</tr>
<tr>
<td>Name of Certifying Official (Type or Print)</td>
<td></td>
</tr>
<tr>
<td>General Manager</td>
<td>12549</td>
</tr>
<tr>
<td>Title of Certifying Official (Type or Print)</td>
<td></td>
</tr>
<tr>
<td>Docusigned by:</td>
<td>Scott Smits</td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td>Date (Type or Print)</td>
<td>10/2/2019</td>
</tr>
</tbody>
</table>

Revised 02-08-18
Washington State Department of Revenue

License Information:

Entity name: WSF, LLC
Business name: WESTERN SYSTEMS & FABRICATION
Entity type: Limited Liability Company
UBI #: 603-174-070
Business ID: 001
Location ID: 0001
Location: Active
Location address: 911 N THIERMAN RD
SPOKANE VALLEY WA 99212-1180
Mailing address: PO BOX 13369
SPOKANE VALLEY WA 99213-3369

Excise tax and reseller permit status: Click here
Secretary of State status: Click here

Endorsements

Filter

Endorsements held at this location | License # | Count | Details | Status | Expiration date | First issuance |
--- | --- | --- | --- | --- | --- | --- |
Centralia General Business - Non-Resident | 9931 | | | Active | Jan-31-2020 | Mar-03-2014 |
Longview General Business - Non-Resident | 867843 | | | Active | Jan-31-2020 | Jan-14-2013 |
Olympia General Business - Non-Resident | 24596 | | | Active | Jan-31-2020 | Sep-18-2012 |
Richland Retail & Wholesale Business | C13 | | | Active | Jan-31-2020 | Dec-01-2014 |
Sedro Woolley General Business - Non-Resident | | | | Active | Jan-31-2020 | Dec-03-2012 |
Sequim General Business - Non-Resident | | | | Active | Jan-31-2020 | Dec-10-2014 |
Spokane Valley General Business | | | | Active | Jan-31-2020 | Feb-09-2012 |
Sunnyside General Business - Non-Resident | | | | Active | Jan-31-2020 | Nov-01-2017 |

Governing People May include governing people not registered with Secretary of State

<table>
<thead>
<tr>
<th>Governing people</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORRE, HEATHER D</td>
<td></td>
</tr>
</tbody>
</table>

https://secure.dor.wa.gov/gtfeunauth/_/4
Governing People  May include governing people not registered with Secretary of State

<table>
<thead>
<tr>
<th>Governing people</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>TORRE, MARC</td>
<td></td>
</tr>
</tbody>
</table>

Registered Trade Names

<table>
<thead>
<tr>
<th>Registered trade names</th>
<th>Status</th>
<th>First issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>WESTERN SYSTEMS &amp; FABRICATION</td>
<td>Active</td>
<td>Jan-27-2012</td>
</tr>
<tr>
<td>WESTERN SYSTEMS AND FABRICATION</td>
<td>Active</td>
<td>Dec-08-2017</td>
</tr>
</tbody>
</table>

The Business Lookup information is updated nightly. Search date and time: 8/28/2019 2:59:19 PM

Working together to fund Washington's future
<table>
<thead>
<tr>
<th>Division &amp; Department:</th>
<th>Public Works, 4100 Water &amp; Hydroelectric Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Backflow Prevention Devices – Annual Value Blanket</td>
</tr>
<tr>
<td>Date:</td>
<td>22 June 2020</td>
</tr>
<tr>
<td>Author (email &amp; phone):</td>
<td>Loren Searl, <a href="mailto:lsearl@spokanecity.org">lsearl@spokanecity.org</a>, x7851</td>
</tr>
<tr>
<td>City Council Sponsor:</td>
<td>Breean Beggs, Council President</td>
</tr>
<tr>
<td>Executive Sponsor:</td>
<td>Scott Simmons, Director – Public Works</td>
</tr>
<tr>
<td>Committee(s) Impacted:</td>
<td>PIES</td>
</tr>
<tr>
<td>Type of Agenda item:</td>
<td>☑ Consent ☐ Discussion ☐ Strategic Initiative</td>
</tr>
<tr>
<td>Alignment:</td>
<td>Funding for this order is included annually in the Water &amp; Hydroelectric Services department budget.</td>
</tr>
<tr>
<td>Strategic Initiative:</td>
<td>Innovative Infrastructure, Urban Experience</td>
</tr>
<tr>
<td>Deadline:</td>
<td>The existing value blanket for these products expires August 1, 2020.</td>
</tr>
<tr>
<td>Outcome:</td>
<td>This order supports the competitive procurement of backflow prevention devices on an as-needed basis for new construction and the replacement of obsolete devices over a one year period.</td>
</tr>
<tr>
<td>Background/History:</td>
<td>Bid #4366-17 for Backflow Prevention Devices was publicly solicited in the May 2017. Five bids were received. Award was correspondingly recommended to Keller Supply (Spokane, WA) as the low responsive, responsible bidder for an annual value blanket. This represents the third annual renewal at mutual consent; one annual renewal option remains.</td>
</tr>
</tbody>
</table>
| Executive Summary:    | • Award recommended to Keller Supply (Spokane, WA) for $125,000.00 including tax  
• Third renewal, one renewal option remaining  
• Original Bid #4366-17 |
| Budget Impact:        | Approved in current year budget? ☑ Yes ☐ No  
Annual/Reoccurring expenditure? ☐ Yes ☑ No  
If new, specify funding source: N/A  
Other budget impacts: None |
| Operations Impact:    | Consistent with current operations/policy? ☑ Yes ☐ No  
Requires change in current operations/policy? ☐ Yes ☑ No  
Specify changes required: None  
Known challenges/barriers: None |
1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than $100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

<table>
<thead>
<tr>
<th>Today’s Date: 6/2/20</th>
<th>Type of expenditure:</th>
<th>Goods</th>
<th>Services</th>
</tr>
</thead>
</table>

**Department:** Water

**Approving Supervisor:** Loren Searl

**Amount of Proposed Expenditure:** $125,000

**Funding Source:** Water Department Budget

**Please verify correct funding sources. Please indicate breakdown if more than one funding source.**

**Why is this expenditure necessary now?**

Current value blanket is expiring 8/2/20. A new value blanket is necessary to support permit purchases for installation of new taps and meters, with associated backflow prevention devices, by water department crews.

**What are the impacts if expenses are deferred?**

Inability install new water taps requiring backflow prevention.

**What alternative resources have been considered?**

None.

**Description of the goods or service and any additional information?**

Renewal of VB300883 - Backflow Prevention Devices.
- 3"-10" Double Check Valve Assemblies
- 4"-10" Double Check Detector Assemblies
- 4"-8" Reduced Pressure Zone Assemblies

**Person Submitting Form/Contact:** Ryan Treffry x7817

**FINANCE SIGNATURE:****

**CITY ADMINISTRATOR SIGNATURE:**