

**URBAN EXPERIENCE
COMMITTEE MEETING AGENDA FOR
MONDAY February 8, 2021
1:15 p.m. — Streaming Live Online & Airing on City Cable 5**

The Spokane City Council's Urban Experience Committee meeting will be held at **1:15 p.m. on February 8th, 2021** – Streaming Live Online & Airing on City Cable 5. Council members and presenters will be attending virtually and the meeting will be streamed live at <https://my.spokanecity.org/citycable5/live> and will also air on City Cable 5.

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 physical meeting will not be open to the public and no public testimony will be taken. Discussion will be limited to appropriate officials, presenters, and staff. The public is encouraged to tune in live at the address above.

AGENDA

- I. Call to Order**
- II. Approval of Minutes from January 11th, 2020**
- III. Consent Items- Briefing Papers Only, No Discussion**
 - A. [Community Development Block Grant](#)- George Dahl
 - B. [Shared Equity Housing Program](#)- George Dahl
 - C. [New Mobile Fire Safety Trailer](#)- Jamie McIntyre
 - D. [Vacation of the alley between Columbia and Joseph](#)- Eldon Brown
 - E. [MFTE Conditional Contract 514 Conklin](#)- Ali Brast
 - F. [MFTE Conditional Contract 515 Conklin](#)- Ali Brast
 - G. [MFTE Conditional Contract Hamilton](#)- Ali Brast
 - H. [MFTE Conditional Contract Riverside](#)- Ali Brast
 - I. [Consultant Contract Amendment for Brownfields Coalition EPA Grant Implementation](#)- Teri Stripes
- IV. Discussion Items**
 - A. Staff Requests**
 - a. [Shared Mobility Contract and Ordinances Updates](#)- Colin Quinn-Hurst
 - b. [Shoreline Master Program](#)-Melissa Wittstruck
 - B. Council Requests**
 - a. Whistalks Way Update- CM Karen Stratton
- V. Standing Topic Discussions**
 - A. Building Permit/Construction Updates- Kris Becker

VI. Adjournment

Next Urban Experience Committee meeting will be on Monday, March 8, 2021 at 1:15pm.

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 Spokane City Council Chamber 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.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. 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.

Briefing Paper

Urban Development Committee

Division & Department:	Neighborhoods, Housing & Human Services: CHHS
Subject:	Community Development Block Grant (CDBG) – CARES Act
Date:	2/8/2021
Author (email & phone):	George Dahl (gdahl@spokanecity.org , 625-6036)
City Council Sponsor:	Karen Stratton
Executive Sponsor:	Cupid Alexander
Committee(s) Impacted:	Urban Development
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Foster Housing
Deadline:	12/31/2022
Outcome: (deliverables, delivery duties, milestones to meet)	Funding to support the following activities in response to COVID-19 <ul style="list-style-type: none"> Homeless Shelter Response – Operational Support Rental & Mortgage Assistance Administration Costs
Background/History: Congress provided \$5 billion in the CARES Act for the Community Development Block Grant (CDBG) program to states, metropolitan cities, urban counties, and insular areas. Eligible activities include: <ul style="list-style-type: none"> Public service activities Housing-related activities Public improvements and facilities Activities to acquire real property Economic development activities General administrative and planning activities Activities must benefit residents within the jurisdiction of the grantee or as permitted by the CARES Act. https://www.hudexchange.info/programs/cdbg-cv/	
Executive Summary: The Department of Housing and Urban Development (HUD) has allocated a total of \$3,488,214 to the City of Spokane. These funds are intended to provide assistance to individuals adversely impacted by the COVID-19 pandemic. By accepting these funds from HUD, the City of Spokane will be able to fund homeless shelter operations, rental, and mortgage assistance. CHHS intends to partner with underserved communities to broaden the availability of resources into our community.	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers: None	



U.S. Department of Housing and Urban Development

Seattle Regional Office
Seattle Federal Office Building
Office of Community Planning & Development
909 First Avenue, Suite 300
Seattle, WA 98104-1000
www.hud.gov/washington.html

January 28, 2021

Timothy Sigler, Director
Community, Housing & Human Services
Neighborhood & Business Services
City of Spokane
808 West Spokane Falls Blvd, Room 250
Spokane, WA 99201-3333

Dear Mr. Sigler:

SUBJECT: CARES Act Award Transmittal

The Department of Housing and Urban Development (HUD) Seattle Regional Field Office would like to thank you for your continued diligence in responding to the coronavirus crisis. The Coronavirus Aid, Relief and Economic Security (CARES) Act provides funding to enable your community to prevent, prepare for, and respond to coronavirus through providing quality subsidized housing and expanding economic opportunities for low-and moderate-income persons through HUD programs.

The CARES Act awarded your community funding as follows:

Community Development Block Grant Program (CDBG-CV) Round 1	\$1,990,689
Community Development Block Grant Program (CDBG-CV) Round 3	\$1,497,525
Total	\$3,488,214

We enclosed one grant agreement for the CDBG-CV1 award and one grant agreement amendment for the CDBG-CV3 award. Transmittal of each grant agreement does not constitute approval of the activities described in your Consolidated Plan. You are reminded that you, as the grantee, are responsible for ensuring that all grant funds are used in accordance with all program requirements. An executed grant agreement is a legally binding agreement.

CARES Act Provisions

The CARES Act awards follow the existing regulations for each program, with additional flexibilities and suspensions. Notices have been published for CARES Act programs as follows:

CARES Program	Date Issued	Website
CDBG-CV	August 7, 2020	https://www.hud.gov/sites/dfiles/CPD/documents/FR-6218-N-01-CDBG-CV-clean-8-7-20-header-for-posting.pdf

ESG-CV	September 1, 2020	https://www.hud.gov/sites/dfiles/OCHCO/documents/20-08cpdn.pdf
HOPWA-CV	May 8, 2020	https://www.hud.gov/program_offices/comm_planning

Access to the current waiver memoranda is also available on HUD.gov at:
https://www.hud.gov/program_offices/comm_planning.

Administrative Guidelines

Electronic signatures and email transmission are approved for the following:

- Grant agreements
- Grant agreement amendments
- IDIS Online Access Request Form (HUD 27055)
- Request for Release of Funds
- Direct Deposit Sign-Up form (SF-1199A)

The Chief Elected Official and/or designee should execute two (2) copies of the enclosed grant agreement and two (2) copies of the enclosed grant agreement amendment. To establish a Line of Credit for the supplemental CARES Act funds, it will be necessary for your agency to sign, execute and return one (1) copy the grant agreement and grant agreement amendment to this office to the attention of Jack Peters, Director, Community Planning and Development, at Jack.Peters@hud.gov. Electronic signature and email submission of the grant agreement amendment to the field office is approved. Please ensure the signatory signs the CDBG-CV grant agreement in the box directly across from the HUD CPD Director's signature. The CDBG-CV Funding Approval/Agreement should **not** be electronically signed in box 12c. Maintain a copy of the grant agreement amendment with the original signature on site in your program files.

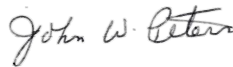
If there is a need to add or remove individuals authorized to access the Integrated Disbursement Information System (IDIS), please submit an IDIS Online Access Request Form (HUD 27055), which can be signed and notarized electronically. Additionally, if there is a need to establish or change the depository account where these funds are to be wired, a Direct Deposit Sign-Up form (SF-1199A) must be completed electronically by your financial institution and returned to this office by email with a copy of a voided check.

You are reminded that these grants are subject to the provisions of 24 CFR Part 58 Environmental Review Procedures unless requirements are waived through the CARES Act. Funds for covered activities may not be obligated or expended until HUD has approved the release of funds. A request for release of funds (RROF) must be accompanied by an environmental certification, and until the RROF is approved and notification is received, no HUD funds should be committed. If the project or activity is exempt per 24 CFR 58.34 or categorically excluded (except in extraordinary circumstances), no RROF is required. Updated procedures are available at <https://www.hudexchange.info/news/office-of-environment-and-energy-guidance-in-response-to-covid-19/>.

All grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds which will delay your ability to drawdown funds in IDIS. Grantees are required to maintain an active SAMs registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS number can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

Thank you for your efforts in supporting community needs to prevent, prepare for, and respond to coronavirus. We are also available to assist you in accomplishing your programs goals. If you have any questions or need further information or assistance, please contact Aaron Luce, Community Planning and Development Representative, at (206) 397-6477 or Aaron.B.Luce@HUD.gov.

Sincerely,

A handwritten signature in black ink that reads "John W. Peters". The signature is written in a cursive style with a large, stylized "J" and "P".

John W. Peters
Director
Office of Community Planning
and Development

Enclosures

CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response

April 9, 2020

President Trump has signed *The Coronavirus Aid, Relief and Economic Security Act* (CARES Act). The CARES Act:

- Makes available \$5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV grants);
- Provides flexibilities for CDBG grantees to make it easier to use CDBG-CV grants and fiscal years 2019 and 2020 CDBG grants for coronavirus response and authorizes HUD to grant waivers and alternative requirements;
- Requires CDBG-CV grantees to prevent the duplication of benefits, which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost.

HUD will publish a Federal Register notice describing the requirements for CDBG-CV grants. The notice will also include waivers and alternative requirements for CDBG-CV and fiscal year 2019 and 2020 CDBG grants. A grantee may submit a CDBG-CV action plan substantial amendment to its most recent accepted CDBG action plan for the first CDBG-CV allocation before the notice is published. To apply for CDBG-CV grants, grantees may follow existing regulatory requirements for a substantial amendment to the grantee's action plan that describes the amount of CDBG-CV funds available in the first allocation and planned use of funds, in accordance with existing requirements and the flexibilities in the CARES Act, summarized below. HUD will publish a Q&A document with further information on this process.

Grantees may use CDBG-CV and CDBG funds for a range of activities to prevent, prepare for, and respond to coronavirus. For examples, see the [Quick Guide to CDBG Activities for Infectious Disease Response](#).

Summary of CARES Act Provisions for Coronavirus Response With CDBG-CV and CDBG Grants

For more information, refer to applicable sections of the CARES Act, Housing and Community Development Act of 1974 (for State CDBG Grantees) and CDBG regulations (for Entitlement CDBG grantees).			
Description of Program Flexibility	Applicability to CDBG-CV and CDBG Grants		
Public Service Activities			
Eliminates the 15 percent cap ¹ on the amount of grant funds that can be used for public services activities. Following enactment, the cap in section 105(a)(8) of the HCD Act and 24 CFR 570.201(e) has no effect on CDBG-CV grants and no effect on FY 2019 and 2020 CDBG grant funds used for coronavirus efforts.	CDBG-CV	Immediately Available ✓	
	CDBG FY 19 and FY 20 Grants	Immediately Available ✓	
	CDBG Grants before FY 19		Not Available ✗
Reimbursement of Costs			
Provides that grantees may use CDBG-CV grant funds to cover or reimburse costs to prevent, prepare for, and respond to coronavirus incurred by a State or locality, regardless of the date on which such costs were incurred, when those costs comply with CDBG requirements. For other grants, pre-agreement and pre-award cost authority is available under 24 CFR 570.489(b) (states) and 570.200(h) (entitlements).	CDBG-CV	Immediately Available ✓	
	CDBG FY 19 and FY 20 Grants		See current regulations. ✗
	CDBG Grants before FY 19		See current regulations. ✗

¹ Section 105(a)(8) of the Housing and Community Development Act of 1974, provides a different percentage cap for some grantees.

Description of Program Flexibility	Applicability to CDBG-CV and CDBG Grants		
Citizen Participation and Public Hearings for Consolidated Plans (including Action Plans)			
<p>Provides that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the action plan amendment and amended citizen participation plans.</p> <p>In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee’s certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.</p>	CDBG-CV	Immediately Available ✓	
	CDBG FY 19 and FY 20 Grants	Immediately Available ✓	
	CDBG Grants before FY 19		Not Available ✕
Deadline to Submit Consolidated Plans (including Annual Action Plans)			
<p>Extends the deadline for grantees to submit action plans and other updates to their consolidated plans submissions for fiscal years 2019* and 2020 to August 16, 2021.</p> <p><i>Without extension, the deadline for fiscal year 2020 grants would be August 16, 2020, in accordance with section 116(b) of the HCD Act and 24 CFR 91.15.</i></p> <p><i>*The deadline for fiscal year 2019 passed on August 16, 2019 (plans due then have been submitted).</i></p>	CDBG-CV	Immediately Available ✓	
	CDBG FY 19* and FY 20 Grants	Immediately Available. ✓	
	CDBG Grants before FY 19		Not applicable. ✕
Waiver and Alternative Requirement Authority			
<p>Authorizes the Secretary to issue statutory and regulatory waivers/alternative requirements for CDBG-CV and some CDBG funds when necessary to expedite or facilitate the use of grant funds to prevent, prepare for, and respond to coronavirus.</p> <p>Prohibits waivers/alternative requirements related to fair housing, nondiscrimination, labor standards, and the environment.</p> <p><i>HUD has additional regulatory waiver and statutory suspension authorities that it may use for CDBG Grants before fiscal year 2019 if necessary.</i></p>	CDBG-CV	Immediately Available ✓	
	CDBG FY 19 and FY 20 Grants	Immediately Available. ✓	
	CDBG Grants before FY 19		Not applicable. ✕

Submit your questions to: CPDQuestionsAnswered@hud.gov




ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

9 April 2020

MEMORANDUM FOR: All Fiscal Year 2020 and 2019 CDBG and CDBG-CV Grantees and
All CPD Field Office Directors

FROM:  John Gibbs, Acting Assistant Secretary for Community Planning and
Development

SUBJECT: CARES Act Flexibilities for CDBG Funds Used to Support
Coronavirus Response and plan amendment waiver

The Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Public Law 116-136) makes available \$5 billion in supplemental Community Development Block Grant (CDBG) funding for grants to prevent, prepare for, and respond to coronavirus (CDBG-CV grants). Additionally, the CARES Act provides CDBG grantees with flexibilities that make it easier to use CDBG-CV grants and fiscal years 2019 and 2020 CDBG Grants for coronavirus response and authorizes HUD to grant waivers and alternative requirements.

The Department has announced the allocations of the first \$2 billion in CARES Act funding for CDBG grantees, as well as \$1 billion for Emergency Solutions Grants (ESG) and \$53.7 million for Housing Opportunities for Persons With AIDS (HOPWA). You can find the allocations at www.hud.gov/program_offices/comm_planning/budget/fy20/.

This memorandum transmits the attached *CARES Act Flexibilities for CDBG Funds Used to Support Coronavirus Response* Guide (Guide). The Guide describes the immediate availability of a 5-day public comment period for amendments and new plan submissions, uncaps the percentage of CDBG funding for public services to prevent, prepare for, and respond to coronavirus, as well as other flexibilities. Please note that these new provisions are not only applicable to the \$5 billion in CDBG funding from the CARES Act but many of the new provisions are also applicable to FY2019 and FY2020 CDBG funding. This broad applicability provides grantees with flexibility to help address the challenges facing our nation.

Grantees are advised to amend or prepare their plans as soon as possible and not to wait for the pending Federal Register notice, which may provide additional waivers and alternative requirements. Similarly, grantees should not wait for HUD to allocate the remaining nearly \$3 billion of the \$5 billion provided by the CARES Act for the CDBG program. Upon publication of the Federal Register notice and subsequent allocations, grantees receiving allocations will then amend plans accordingly.

Grantees should proceed with all amendments and plans under these new provisions by adding the CDBG-CV allocation in their plans as an available resource for the year. The CARES Act permits HUD to waive, or specify alternative requirements for, any provision of any statute or regulation that the Secretary administers in connection with the CDBG-CV funds, FY2019 and FY2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment), upon a finding by the Secretary that any such waivers or

alternative requirements are necessary to expedite or facilitate the use of such amounts to prevent, prepare for, and respond to coronavirus.

To expedite grantees' use of CDBG-CV funds, HUD is waiving the requirements at 42 U.S.C. 12705(a)(2) to the extent it requires updates to the housing and homeless needs assessment, housing market analysis, and strategic plan and 24 CFR 91.220 and 91.320 to the extent the action plan is limited to a specific program year to permit grantees to prepare substantial amendments to their most recent annual action plan, including their 2019 annual action plan. Grantees must identify the proposed use of all funds and how the funds will be used to prevent, prepare for, and respond to coronavirus.

The Department is also waiving 24 CFR 91.505 to facilitate the use of the CDBG-CV funds to the extent necessary to require submission of the substantial amendment to HUD for review in accordance with 24 CFR 91.500. To receive a CDBG-CV grant, a grantee must also submit a SF-424, SF-424D and the certifications at 24 CFR 91.225(a) and (b) or 24 CFR 91.325(a) and (b).

The Guide addresses many of the Field's initial questions. Email inquiries to CPDQuestionsAnswered@hud.gov will continue to receive individual replies and guidance. HUD will also be batching questions and responses and periodically making them available as FAQs. Additional resources will continue to be posted to www.hudexchange.info/programs/cdbg/disease/.

Thank you for the work you and your staff do with our communities in the fight against the coronavirus.

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Submit your questions to: CPDQuestionsAnswered@hud.gov

Funding Approval/Agreement

Title I of the Housing and Community
Development Act (Public Law 930383)
HI-00515R of 20515R


U.S. Department of Housing and Urban Development

Office of Community Planning and Development
Community Development Block Grant Program

OMB Approval No. 2506-0193
exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) Spokane	3a. Grantee's 9-digit Tax ID Number 916001280	3b. Grantee's 9-digit DUNS Number 115528189
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 808 West Spokane Falls Boulevard ROOM 250 Spokane, WA 99201-3333	4. Date use of funds may begin (07/01/2020)	
	5a. Project/Grant No. 1 B-20-MW-53-0006	6a. Amount Approved \$1,990,689
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Jack Peters Title CPD Director		Grantee Name (Contractual Organization) Spokane (City Of Spokane) Title	
Signature X 	Date (mm/dd/yyyy) 01/28/2021	Signature X	Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (01/15/2021)	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified (01/28/2021)	
		9c. Date of Start of Program Year (07/01/2020)	
11. Amount of Community Development			
Block Grant		FY (2020)	
a. Funds Reserved for this Grantee		\$1,990,689	
b. Funds now being Approved			
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency City Of Spokane 808 West Spokane Falls Boulevard ROOM 250 Spokane, WA 99201-3333
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature X

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)		Date Entered LOCCS (mm/dd/yyyy)		Batch Number		Transaction Code		Entered By		Verified By		

Funding Approval/Agreement

Title I of the Housing and Community
Development Act (Public Law 930383)
HI-00515R of 20515R

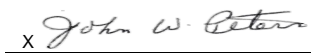
U.S. Department of Housing and Urban Development

Office of Community Planning and Development
Community Development Block Grant Program

OMB Approval No. 2506-0193
exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) Spokane	3a. Grantee's 9-digit Tax ID Number 916001280	3b. Grantee's 9-digit DUNS Number 115528189
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 808 West Spokane Falls Boulevard ROOM 250 Spokane, WA 99201-3333	4. Date use of funds may begin (07/01/2020)	
	5a. Project/Grant No. 1 B-20-MW-53-0006	6a. Amount Approved \$3,488,214
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Jack Peters		Grantee Name (Contractual Organization) Spokane (City Of Spokane)	
Title CPD Director		Title	
Signature 	Date (mm/dd/yyyy) 01/28/2021	Signature X	Date (mm/dd/yyyy)
7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (01/15/2021)	10. check one <input type="checkbox"/> a. Orig. Funding Approval <input checked="" type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified (01/28/2021)	
		9c. Date of Start of Program Year (07/01/2020)	
11. Amount of Community Development Block Grant			
a. Funds Reserved for this Grantee		FY (2020)	
b. Funds now being Approved			
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency City Of Spokane 808 West Spokane Falls Boulevard ROOM 250 Spokane, WA 99201-3333
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature X

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)		Date Entered LOCCS (mm/dd/yyyy)		Batch Number		Transaction Code		Entered By		Verified By		

Briefing Paper

Urban Development Committee

Division & Department:	Neighborhoods, Housing & Human Services: CHHS		
Subject:	Shared Equity Housing Program		
Date:	2/8/2021		
Author (email & phone):	George Dahl (gdahl@spokanecity.org , 625-6036)		
City Council Sponsor:	Breean Beggs, Karen Stratton (co-sponsor)		
Executive Sponsor:	Cupid Alexander		
Committee(s) Impacted:	Urban Development		
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative		
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan		
Strategic Initiative:	Foster Housing		
Deadline:	5-year contract		
Outcome: (deliverables, delivery duties, milestones to meet)	Partnership agreement between Habitat for Humanity – Spokane, and Community Frameworks to assist low/moderate income homebuyers with Downpayment assistance.		
Background/History: Shared Equity Housing creates a bridge to homeownership by addressing the primary challenges for buyers with low incomes: <ul style="list-style-type: none"> • Lack of Down Payment • Credit History • Low supply of quality properties that families can afford 			
Executive Summary: The Partnership is a community-based initiative to advance innovative strategies to expand affordable, sustainable homeownership opportunities for members of our community with low/moderate-incomes. \$1.3M 5-year City contract with Habitat for Humanity and Community Frameworks to deliver affordable homeownership for low- to moderate-income homebuyers. Phased approach: Phase 1 – down payment assistance and shared equity investment to help 23 homebuyers for years 1 & 2; explore feasibility and finalize financial modeling to create a limited equity cooperative. Phase 2 – down payment assistance, shared equity investment and a limited equity cooperative to help 50 homebuyers for years 3-5. Dependent upon additional funding.			
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)			
Operations Impact: Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:			



Spokane Home Trust Partnership



Spokane Home Trust Partnership

The Partnership is a community-based initiative to advance innovative strategies to expand affordable, sustainable homeownership opportunities for members of our community with lower and moderate-incomes.



Home is the Foundation of Our Lives

When home allows people to live within their means, they can focus on the other important aspects of their lives.

STRENGTH	STABILITY	SELF-RELIANCE
<p>Homeownership...</p> <ul style="list-style-type: none">• Allows families to invest in education, save for medical emergencies, retirement.• Connects people to their communities.• Creates equity, which is the main driver of wealth for families.	<p>A quality home...</p> <ul style="list-style-type: none">• Creates a sense of constancy and steadiness families need to grow and thrive.• Leads to improved health, stronger childhood development, and increased financial flexibility.• Is more important than ever, with our homes also serving as our workplaces and schools.	<p>Homeownership...</p> <ul style="list-style-type: none">• Cultivates responsibility and accountability.• Creates a path for families to invest in their lives and in their future.• Fosters greater financial stability, allowing families to focus on creating sustainable long-term financial goals.



Objective: Building a Bridge to Homeownership

Shared Equity Housing creates a bridge to homeownership by addressing the primary challenges for buyers with low incomes:

- Lack of Down Payment
- Credit History
- Low supply of quality properties that families can afford



Shared Equity Closes the Gap and Makes Homeownership Achievable

Shared Equity is an innovative way to create ownership opportunities by closing the gap between what someone can afford to pay in a mortgage and the actual cost to own a home.

The Partnership targets solutions and investment to make the American Dream possible for our fellow citizens.



Spokane Home Trust and Shared Equity



Basic Model:

Deep Subsidy
Resale Price Restrictions
Monitoring

Applications:

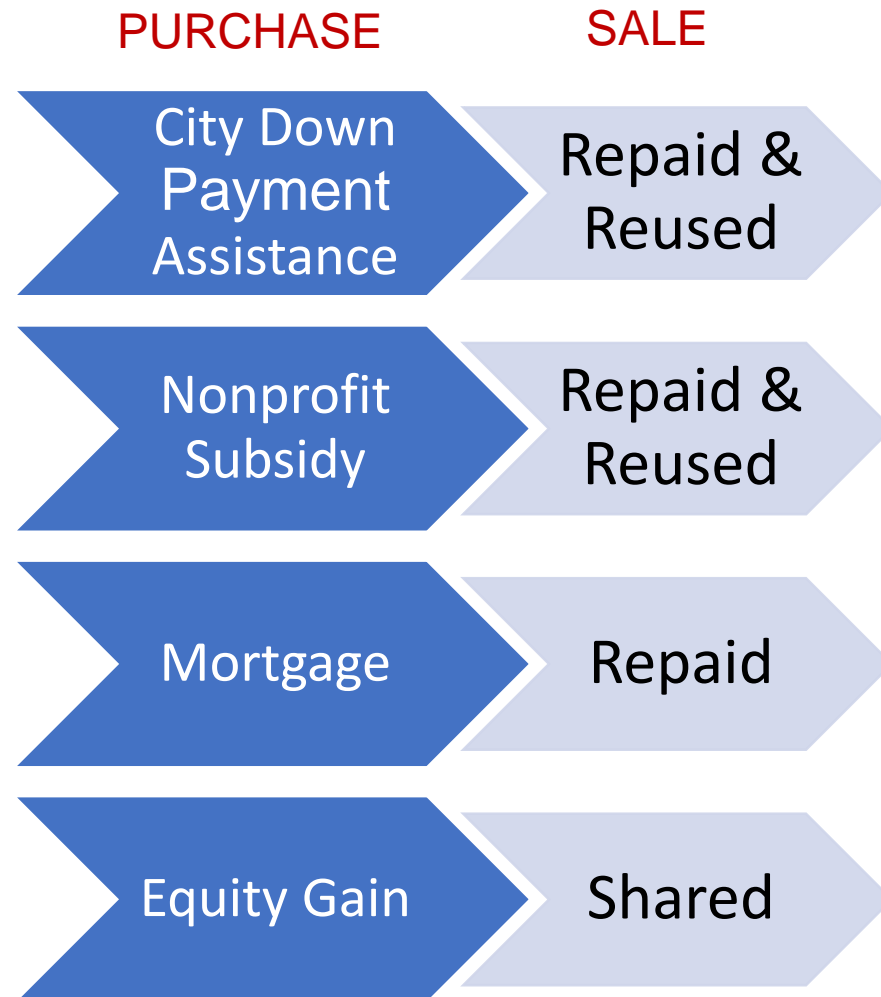
Limited Equity Co-Op
CLT/Ground Lease
Deed Restriction

The Buyer and Nonprofit are Partners in the Home Purchase

- City of Spokane funds will be used for **down payment assistance** to make the mortgage more affordable
- An additional **investment** from the nonprofit brings down the cost of the home to one that fits the homebuyer's budget
- The shared equity comes into play when the buyers sells the home
- **Down payment assistance** is **repaid** and any gains on the **investment** are then *shared* between the homeowner and the nonprofit
- **Repayments** and **investment gains** are then ***paid forward*** to support the program for future buyers



The Buyer and Nonprofit are Partners in the Home Purchase



A Co-Op Model Provides Additional Advantages By Eliminating Bank Financing

- A Coop can be similar to a condo, a multi-family complex, or a collection of smaller townhomes
- The Coop obtains the financing of the building(s) – ***this is a key advantage because the buyer does not have to go to a bank and get financing.*** Rather, the buyer purchases a share (entrance fee) in the Coop.
- Same Shared Equity Structure:
 - City of Spokane funds will be used for **down payment assistance**
 - Nonprofit **investment** brings down the cost of the home to one that fits the homebuyer's budget
 - **Down payment assistance** is **repaid** and any gains on the **investment** are then shared between the homeowner and the nonprofit
 - Repayments and investment gains are then paid forward to support the program for future buyers.



To make homeownership a reality, buyers need flexibility

The Partnership deploys a range of approaches to create successful homeowners

Limited Equity Co-Op

Ground Lease

Deed Restriction

By using these applications, ownership can be attainable for buyers with lower incomes by reducing barriers.



Shared Equity Homeownership Provides Multiple Benefits

- Homeowner is better protected if the housing market declines
- Homeowner builds household wealth
- Public/private/nonprofit investment is preserved for ongoing program success
- Community benefits from family success and stability



Spokane Home Trust Partnership Request:

\$1.3M 5-year City contract with Habitat for Humanity and Community Frameworks to deliver affordable homeownership for low- to moderate-income homebuyers.

We propose this phased approach:

- Phase 1 – down payment assistance and shared equity investment to help 23 homebuyers for years 1 & 2; explore feasibility and finalize financial modeling to create a limited equity cooperative.
- Phase 2 – down payment assistance, shared equity investment and a limited equity cooperative to help 50 homebuyers for years 3-5. Dependent upon additional funding.



Deliverables for Years 1-5

Year 1	Year 2	Year 3	Year 4	Year 5
11 Units	12 Units	14 Units	16 Units	20 Units
Single Family DPA/Subsidy	Single Family DPA/Subsidy	Single Family & Co-Op	Single Family & Co-Op	Single Family & Co-Op
City Funds Used: \$465,000	City Funds Used: \$480,000	Local funds will be needed	Local funds will be needed	Local funds will be needed
Leveraged Funds: \$1,775,000	Leveraged Funds: \$1,920,000	Possible funds leveraged: \$3,220,000	Possible funds leveraged: \$3,680,000	Possible funds leveraged: \$4,800,000
Capacity and Staffing: Includes legal, subsidiary set up, staffing, developer fee				
\$163,828 city seed funding	\$168,000 city seed funding	Average of 7%	Average of 7%	Average of 7%



Community Impact – Phase 1

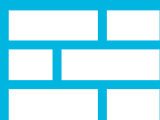


23 homebuyers created through new and rehabbed construction

Total investment of \$4.6M
Leverage of 4:1



Annual Property Taxes Generated
\$54,000



Initial investment allows for a pioneering approach to build on:

- pooling resources
- increasing homeownership
- building a sustainable, lasting model of success



Community Impact – Phase 2

In years 3-5, the Partnership plans to build on the city's initial investment to create:



50 additional homebuyers created through
new and rehabbed construction

Further economic
investment of \$14,200,000



Annual Property Taxes Generated
\$130,000





Spokane Home Trust Partnership



Briefing Paper

Public Safety and Community Health

Division & Department:	Fire Department
Subject:	Request for approval to apply for grant
Date:	02/02/2021
Contact (email & phone):	Jamie McIntyre, 509-625-7058
City Council Sponsor:	
Executive Sponsor:	Brian Schaeffer, Fire Chief
Committee(s) Impacted:	Public Safety and Community Health Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
Strategic Initiative:	
Deadline:	02/26/2021
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of grant application (FEMA) for Children's Fire Safety House
Background/History: Since the early 1990's Spokane Fire Department has operated a mobile fire safety trailer, called the Children's Fire Safety House (CFSH). This proposal is to update existing fire safety trailer, which is nearly 30 years old, so our personnel can continue visiting the 47 elementary schools in our jurisdiction offering fire safety messaging to 3rd and 4th graders.	
Executive Summary: The Spokane Fire Department would like to apply for a FEMA fire prevention grant to replace the existing Children's Fire Safety House, trailer, technology and generator in the amount of approximately \$90,000.	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers: None.	

Briefing Paper (Urban Experience Committee)

Division & Department:	Developer Services
Subject:	Vacation of the alley between Columbia and Joseph, from Julia to Myrtle
Date:	February 8, 2021
Contact (email & phone):	Eldon Brown (ebrown@spokanecity.org) 625-6305
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Section 17G.080.020 of the Spokane Municipal Code and Chapter 35.79 of RCW regarding street vacations.
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Precedes taking this application to a public hearing before City Council
Background/History: The property owner would like to vacate this alleyway in order to consolidate property in order to build an indoor sports training and event facility.	
Executive Summary: <ul style="list-style-type: none"> Staff recommends that this alley be vacated at no-cost because this alley is believed to already be technically vacated because of a non-user statute that was in effect during the time that this alley was established. Utility easements for Comcast and Avista are to be reserved over the right-of-way unless the applicant pays for those utilities to be relocated. Map of the vacation area is attached along with the vacation application, site plan, and narrative. 	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.) Revenue Generating	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

City of Spokane
Development Services Center
808 W. Spokane Falls Blvd.
Spokane WA. 99201

RE: Vacating Alley application. Written Narrative

To Whom it may concern,

I am Dan Cantu with Cantu Investment LLC. I recently purchased the majority of a full block of Commercial unimproved property in the Hillyard Industrial neighborhood. As you will note on the attached site plan, with the exception of the alley there are 4 parcels of property of which I own 3 representing 88% of the entire block.

I plan to build a large (approx. 33,600 SF) indoor sports training and event facility along with parking. The existing alley is unimproved and not in use by the city. In fact the block directly east of my block has no alley. Vacating the alley would allow me to increase both the size of the building and parking.

I have already reached out to both Avista and Comcast and received quotes to have those utilities relocated. Feel free to call me with any questions,

Thank you,



Dan Cantu
Cantu Investments LLC



Vacating Streets, Alleys and Other Public Right-of-Ways



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? **Yes**
- How will the use of the right-of-way change after it becomes private property. **Additional parking for intended use.**
- 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.

Yes and Yes

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 Jan. 4, 2021

I hereby make application for the vacation of the Alley
from Julia St. to Myrtle St.

The reasons for the vacation are: As part of a development and to provide additional parking.

Public benefits to be derived from the vacation are: _____
Additional property tax revenue for the city.

**Property
Owner 1**

Parcel Number 36341.1801
Proponent's (Record Owner's) Signature _____
Print Name Cantu Investments LLC
Email danc@cantucommercial.com Phone Number 509-777-1111

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 2**

Parcel Number 36341.1802
Proponent's (Record Owner's) Signature _____
Print Name Cantu Investments LLC
Email danc@cantucommercial.com Phone Number 509-777-1111

Office Use Lot _____ Block _____ Addition _____

**Property
Owner 3**

Parcel Number 36341.1804
Proponent's (Record Owner's) Signature _____
Print Name Cantu Investments LLC
Email danc@cantucommercial.com Phone Number 509-777-1111

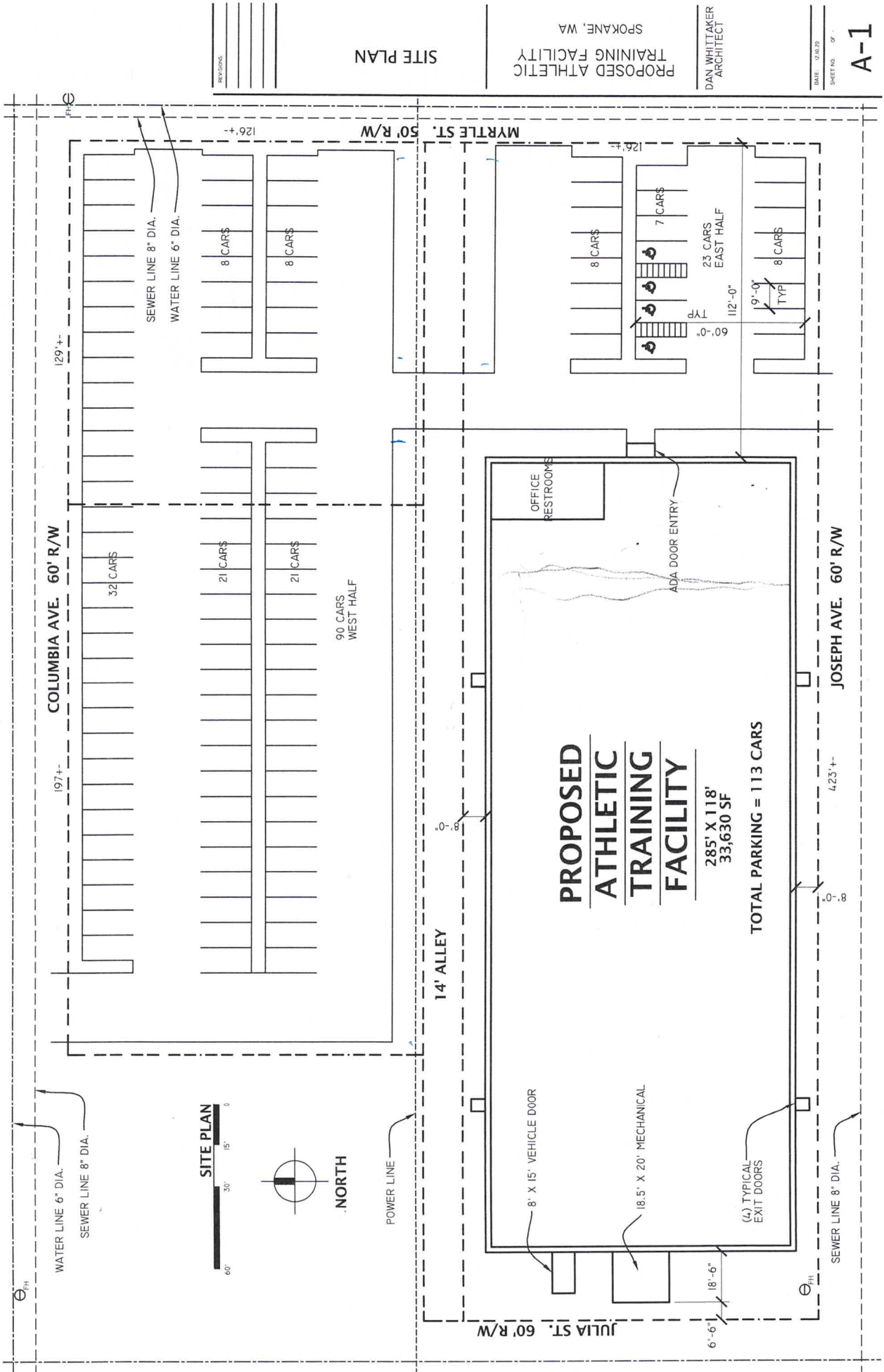
Office Use Lot _____ Block _____ Addition _____

**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



SITE PLAN

PROPOSED ATHLETIC
TRAINING FACILITY

SPOKANE, WA

DAN WHITTAKER
ARCHITECT

DATE: 12.12.19
SHEET NO. 01

A-1

P2100212VACA

E Columbia Ave

N Julia St

E Joseph Ave


N Myrtle St

0 30 60 90
Feet



Right-of-way Description:
The alley between Columbia Ave
and Joseph Ave, from the east line
of Julia St. to the west line of Myrtle St.

Legend

 Proposed 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.

Briefing Paper

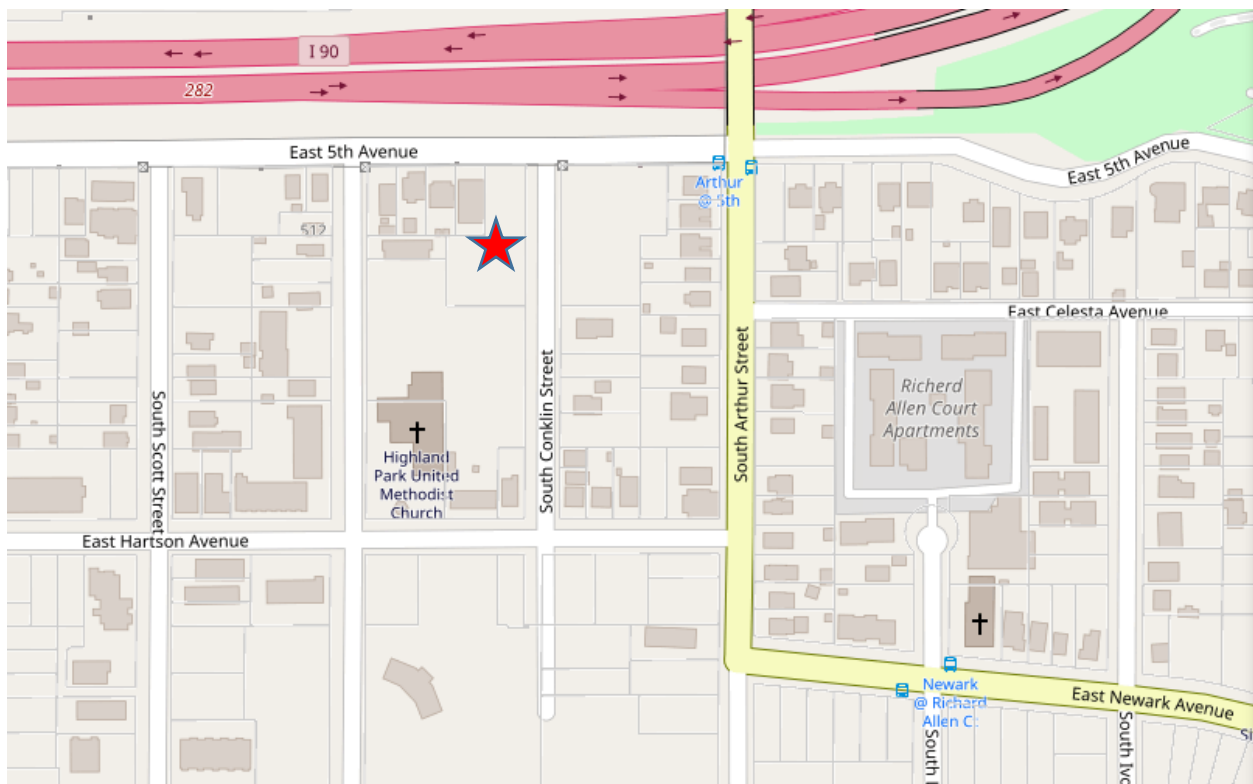
Urban Experience Committee

Division & Department:	Development Services Center
Subject:	MFTE Conditional Contract
Date:	February 8, 2021
Contact (email & phone):	Ali Brast (abrast@spokanecity.org , 625-6638)
City Council Sponsor:	TBD
Executive Sponsor:	TBD
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	SMC 08.15 Multi- Family Housing Property Tax Exemption
Strategic Initiative:	
Deadline:	Will file for Council consideration following committee meeting
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p>Background/History: Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax exemption. The City Council enacted Ordinance No. C-32575, which provides for the property tax exemption program for multiple housing in residential targeted areas. Pursuant to Ordinance No. C-33079, the City Council expanded the residential targeted areas. Pursuant to Ordinance No. C-35524, the regulations were revised, allowing for rental rates of up to 115% AMI. The State statute and the City ordinance require the City to approve the application regarding the tax exemption and the necessary construction requirements. This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> Applicant applying for a conditional contract to build 3 new buildings of between 4 and 5 units each for a total of 14 units at 514 S Conklin Property is zoned RMF, so use is allowed. 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

Tax Abatement Information:

2019 Multi-Family Tax Exemption MFTE Property Tax Forgone & Savings Calculator	
Project Name: 514 Conklin Apartments	
Number of units in the project	14
*Average Property Value Exempt per unit	\$121,094
Estimated City Property Tax forgone annually per unit	\$729
Estimated Property Tax saved per project annually	\$23,056
Enter the number of years of MFTE (8 or 12)	8
Estimated Property Tax saved during the term of exemption	\$184,451
Estimated City Tax forgone during the term of exemption per unit	\$5,832
Estimated City Tax forgone during the term of exemption all units	\$46,655
<i>Once a project has met programmatic criteria the owner can expect to save approximately \$1,600 on their tax bill for every \$120,000 of Exempt Assessed Value on the housing portions of the property.</i>	
*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2017 Property value assessments	

Site Map:



Briefing Paper

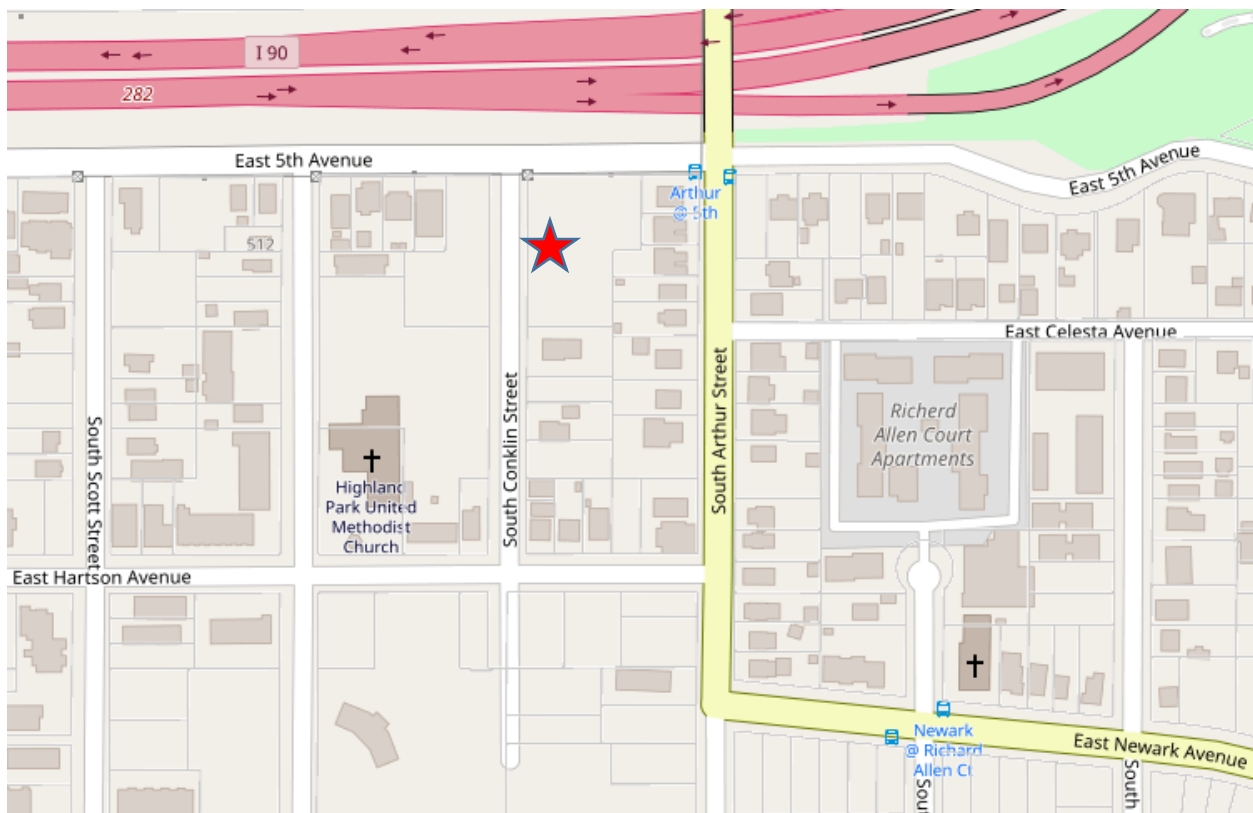
Urban Experience Committee

Division & Department:	Development Services Center
Subject:	MFTE Conditional Contract
Date:	February 8, 2021
Contact (email & phone):	Ali Brast (abrast@spokanecity.org , 625-6638)
City Council Sponsor:	TBD
Executive Sponsor:	TBD
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	SMC 08.15 Multi- Family Housing Property Tax Exemption
Strategic Initiative:	
Deadline:	Will file for Council consideration following committee meeting
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p>Background/History: Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax exemption. The City Council enacted Ordinance No. C-32575, which provides for the property tax exemption program for multiple housing in residential targeted areas. Pursuant to Ordinance No. C-33079, the City Council expanded the residential targeted areas. Pursuant to Ordinance No. C-35524, the regulations were revised, allowing for rental rates of up to 115% AMI. The State statute and the City ordinance require the City to approve the application regarding the tax exemption and the necessary construction requirements. This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> Applicant applying for a conditional contract to build 4 new buildings of between 4 and 6 units each for a total of 21 units at 515 S Conklin Property is zoned RMF, so use is allowed. 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

Tax Abatement Information:

2019 Multi-Family Tax Exemption MFTE Property Tax Forgone & Savings Calculator	
Project Name: 515 Conklin Apartments	
Number of units in the project	21
*Average Property Value Exempt per unit	\$121,094
Estimated City Property Tax forgone annually per unit	\$1,093
Estimated Property Tax saved per project annually	\$34,585
Enter the number of years of MFTE (8 or 12)	8
Estimated Property Tax saved during the term of exemption	\$276,676
Estimated City Tax forgone during the term of exemption per unit	\$8,748
Estimated City Tax forgone during the term of exemption all units	\$69,983
<i>Once a project has met programmatic criteria the owner can expect to save approximately \$1,600 on their tax bill for every \$120,000 of Exempt Assessed Value on the housing portions of the property.</i>	
<small>*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2017 Property value assessments</small>	

Site Map:



Briefing Paper

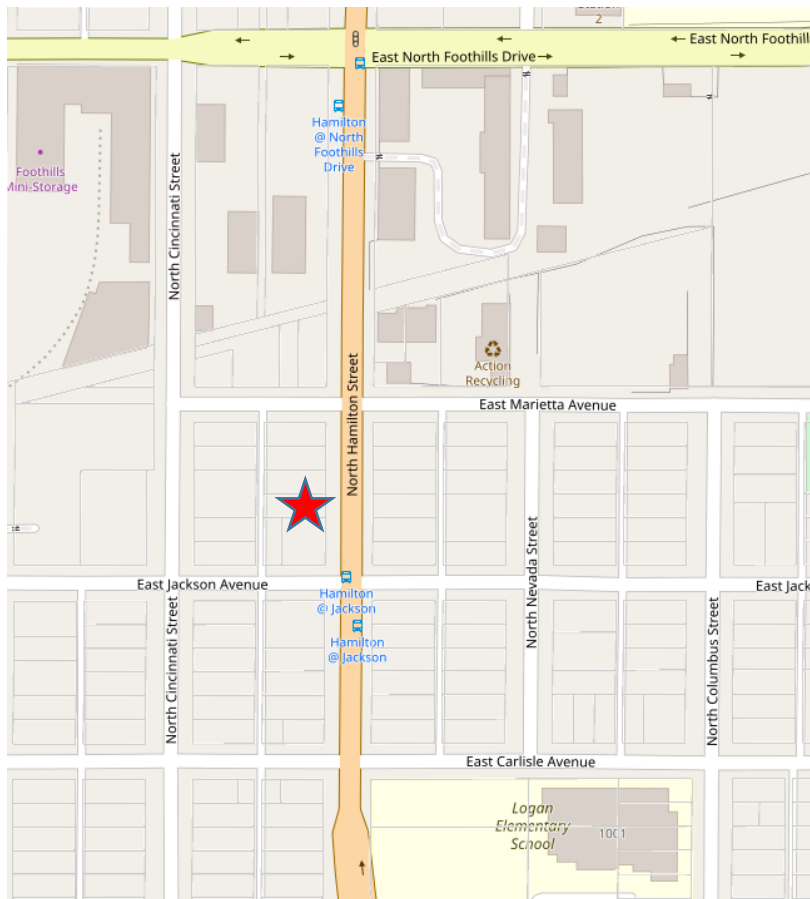
Urban Experience Committee

Division & Department:	Development Services Center
Subject:	MFTE Conditional Contract
Date:	February 8, 2021
Contact (email & phone):	Ali Brast (abrast@spokanecity.org , 625-6638)
City Council Sponsor:	TBD
Executive Sponsor:	TBD
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	SMC 08.15 Multi-Family Housing Property Tax Exemption
Strategic Initiative:	
Deadline:	Will file for Council consideration following committee meeting
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p>Background/History: Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax exemption. The City Council enacted Ordinance No. C-32575, which provides for the property tax exemption program for multiple housing in residential targeted areas. Pursuant to Ordinance No. C-33079, the City Council expanded the residential targeted areas. Pursuant to Ordinance No. C-35524, the regulations were revised, allowing for rental rates of up to 115% AMI. The State statute and the City ordinance require the City to approve the application regarding the tax exemption and the necessary construction requirements. This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> Applicant applying for a conditional contract to build a new 4-unit multi-family building at 2511 N Hamilton. Property is zoned CC1, so use is allowed. Project permitted to utilize the 'no parking requirement' for MFTE projects in CC zones. 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

Tax Abatement Information:

2019 Multi-Family Tax Exemption MFTE Property Tax Forgone & Savings Calculator	
Project Name: Hamilton Townhomes	
Number of units in the project	4
*Average Property Value Exempt per unit	\$121,094
Estimated City Property Tax forgone annually per unit	\$208
Estimated Property Tax saved per project annually	\$6,588
Enter the number of years of MFTE (8 or 12)	12
Estimated Property Tax saved during the term of exemption	\$79,050
Estimated City Tax forgone during the term of exemption per unit	\$2,499
Estimated City Tax forgone during the term of exemption all units	\$29,993
<i>Once a project has met programmatic criteria the owner can expect to save approximately \$1,600 on their tax bill for every \$120,000 of Exempt Assessed Value on the housing portions of the property.</i>	
*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2017 Property value assessments	

Site Map:



Briefing Paper

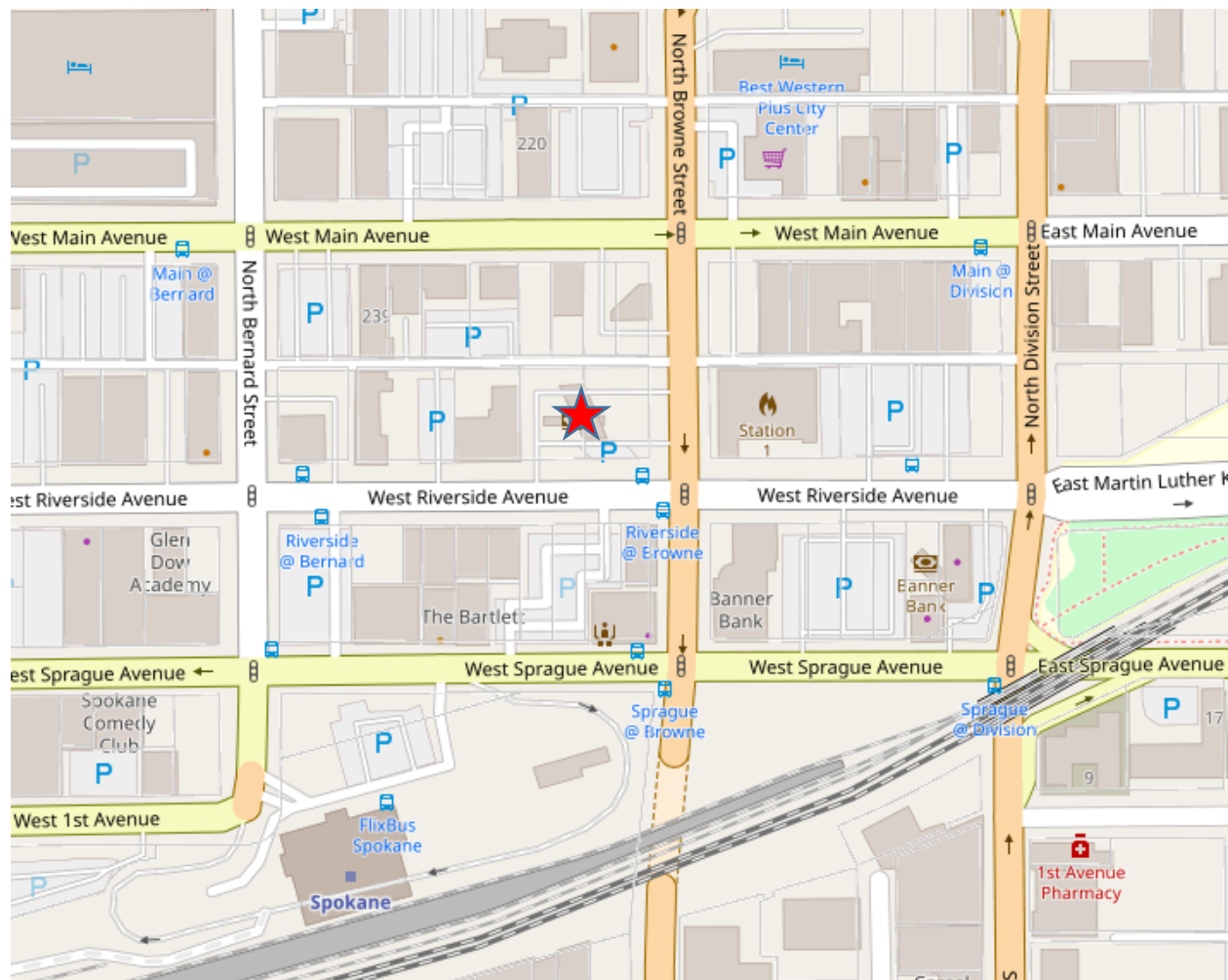
Urban Experience Committee

Division & Department:	Development Services Center
Subject:	MFTE Conditional Contract
Date:	February 8, 2021
Contact (email & phone):	Ali Brast (abrast@spokanecity.org , 625-6638)
City Council Sponsor:	TBD
Executive Sponsor:	TBD
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	SMC 08.15 Multi-Family Housing Property Tax Exemption
Strategic Initiative:	
Deadline:	Will file for Council consideration following committee meeting
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Conditional Multi-Family Tax Exemption contract
<p>Background/History: Chapter 84.14 RCW authorizes the City to create a multiple family housing property tax exemption program and to certify qualified property owners for that property tax exemption. The City Council enacted Ordinance No. C-32575, which provides for the property tax exemption program for multiple housing in residential targeted areas. Pursuant to Ordinance No. C-33079, the City Council expanded the residential targeted areas. Pursuant to Ordinance No. C-35524, the regulations were revised, allowing for rental rates of up to 115% AMI. The State statute and the City ordinance require the City to approve the application regarding the tax exemption and the necessary construction requirements. This contract authorizes the appropriate city official to enter into the Multiple Family Housing Property Tax Exemption Agreement, which will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office.</p>	
<p>Executive Summary:</p> <ul style="list-style-type: none"> Applicant applying for a conditional contract to build a new mixed-use building with approximately 138 units at 206 W Riverside. Property is zoned DTC, so use is allowed. Only residential portion of building qualifies for exemption. 	
<p>Budget Impact:</p> <p>Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

Tax Abatement Information:

2019 Multi-Family Tax Exemption MFTE Property Tax Forgone & Savings Calculator	
Project Name: Riverside Apartments	
Number of units in the project	138
*Average Property Value Exempt per unit	\$121,094
Estimated City Property Tax forgone annually per unit	\$7,186
Estimated Property Tax saved per project annually	\$227,270
Enter the number of years of MFTE (8 or 12)	12
Estimated Property Tax saved during the term of exemption	\$2,727,236
Estimated City Tax forgone during the term of exemption per unit	\$86,229
Estimated City Tax forgone during the term of exemption all units	\$1,034,745
<i>Once a project has met programmatic criteria the owner can expect to save approximately \$1,600 on their tax bill for every \$120,000 of Exempt Assessed Value on the housing portions of the property.</i>	
<small>*Average Property Value Exempt per unit is based upon the average of all properties currently in the MFTE Program and 2017 Property value assessments</small>	

Site Map:



Briefing Paper

Urban Experience Committee

Division & Department:	Planning & Economic Development
Subject:	Consultant Contract Amendment for Brownfields Coalition EPA Grant Implementation
Date:	2/8/2021
Contact (email & phone):	Teri Stripes, tstripes@spokanecity.org, X6597
City Council Sponsor:	Council Member Stratton, Council President Beggs (University District)
Executive Sponsor:	Louis Meuler, Acting Planning Director
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Aligns with the Strategic Plan by providing investment in readying properties (both public and private) for redevelopment through environmental site remediation.
Strategic Initiative:	Optimizing Public Assets and Growing Targeted Areas
Deadline:	2/22/2021
Outcome: (deliverables, delivery duties, milestones to meet)	This amendment adds grant funds to a Stantec contract for additional Phase I and Phase II environmental site assessments.
<p>Background/History: In 2019 the EPA awarded the City a \$600,000 Community-Wide Assessment grant OPR2019-0914 for our Brownfields Coalition work in the University District. This Amendment adds EPA funding that was previously set aside for temporary staff assistance to contractual environmental assessment services.</p>	
<p>Executive Summary: This amendment provides for additional contract funding to implement the EPA grant. Previously we had set these funds aside for temporary staff assistance. Temporary staff assistance has not been necessary, so we shift those dollars to contractual services providing environmental due diligence and remedial investigations on private and public properties. The original Stantec contract was \$548,800 - this amendment increase is \$43,200 for a total contract of \$592,000.</p>	
<p>Budget Impact:</p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If new, specify funding source:</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	



City of Spokane

CONTRACT AMENDMENT

Title: THE YARD – Grant Writing and Technical Assistance for U.S. EPA Brownfield Grants

This Contract Amendment is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **STANTEC CONSULTING SERVICES, INC.**, whose address is 621 West Mallon Avenue, Suite 309, Spokane, Washington 99201-2181 as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide for the City grant application assistance, project management, environmental inventory and assessment, and public information and outreach support for, but not limited to the United States Environmental Protection Agency (U.S. EPA) Brownfields Community Assessment grant as part of the U.S. EPA Brownfields Grant Competition; and

WHEREAS, this amendment provides for additional contract funding for the implementation of the EPA grant, thus the original Contract needs to be formally Amended by this written document; and

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

1. CONTRACT DOCUMENTS.

The Contract, dated October 31, 2014 and December 18, 2014, 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 DATE.

This Contract Amendment shall become effective on January 1, 2021 and shall end on September 30, 2022.

3. COMPENSATION.

The City shall pay an additional amount not to exceed **FORTY-THREE THOUSAND TWO HUNDRED AND NO/100 DOLLARS (\$43,200.00)** for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this Amendment, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract 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 Amendment by having legally-binding representatives affix their signatures below.

STANTEC CONSULTING SERVICES, INC.

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

21-010



Agenda Sheet for City Council Meeting of: 11/11/2019

Date Rec'd	10/29/2019
Clerk's File #	OPR 2014-0760
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	BT

Submitting Dept	PLANNING
Contact Name/Phone	TERI STRIPES 625-6597
Contact E-Mail	TSTRIPES@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	0650 - BROWNFIELDS PROGRAM GRANT AWARD FOR U-DISTRICT COALITION

Agenda Wording

This Contract Amendment/Extension with STANTEC CONSULTING SERVICES, INC. for the additional amount of \$548,800.00 implements the recently awarded EPA grant of 600,000 accepted by City Council 10/28/2019 OPR2019-0914.

Summary (Background)

This Contract Amendment/Extension with STANTEC CONSULTING SERVICES, INC. for the additional amount of \$548,800.00. The Amendment implements the recently awarded EPA grant of 600,000 accepted by City Council 10/28/2019 OPR2019-0914. The Assessment Grant for the University District Coalition enables us to carry out environmental due diligence and remedial investigation on private and public properties where development is likely or encouraged.

Fiscal Impact	Grant related? YES	Budget Account
	Public Works? NO	

Expense	\$ 548,800.00	# 1360 94170 58620 54201 99999
Select	\$	#
Select	\$	#
Select	\$	#

Approvals

Dept Head	TRAUTMAN, HEATHER
Division Director	DUVALL, MEGAN

Council Notifications

Study Session	
Other	Urban Experience 6/10/19

Finance	ORLOB, KIMBERLY
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Distribution List

Legal	RICHMAN, JAMES	sstopher@spokanecity.org
For the Mayor	ORMSBY, MICHAEL	tstripes@spokanecity.org

Additional Approvals korlob@spokanecity.org, cbrazington

Purchasing		htrautman@spokanecity.org
-------------------	--	---------------------------

GRANTS & CONTRACT MGMT	STORNER, SALLY	tblack@spokanecity.org
-----------------------------------	----------------	------------------------

sbishop@spokanecity.org

tsanders@spokanecity.org

Approved by Spokane City Council
on: 11/11/2019

DocuSigned by:
Jeri Pfister
City Clerk

City Clerk's No. OPR 2014-0760



City of Spokane

CONTRACT AMENDMENT

Title: THE YARD – Grant Writing and Technical Assistance for U.S. EPA Brownfield Grants

This Contract Amendment/Extension is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **STANTEC CONSULTING SERVICES, INC.**, whose address is 621 West Mallon Avenue, Suite 309, Spokane, Washington 99201-2181 as ("Consultant"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Consultant agreed to provide for the City grant application assistance, project management, environmental inventory and assessment, and public information and outreach support for, but not limited to the United States Environmental Protection Agency (U.S. EPA) Brownfields Community Assessment grant as part of the U.S. EPA Brownfields Grant Competition; and

WHEREAS, a change or revision of the Work and extension of time has been requested, thus the original Contract needs to be formally Amended by this written document; and

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

1. CONTRACT DOCUMENTS.

The Contract, dated October 31, 2014 and December 18, 2014, 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 DATE.

This Contract Amendment/Extension shall become effective on September 1, 2017 and run through September 30, 2022

3. ADDITIONAL WORK.

The Scope of Work in the original Contract is revised to include that which is outlined in Appendix A.

4. COMPENSATION.

The City shall pay an additional amount not to exceed **FIVE HUNDRED FORTY EIGHT THOUSAND EIGHT HUNDRED AND NO/100 DOLLARS (\$548,800.00)** for everything furnished and done under this Contract Amendment. This is the maximum amount to be paid under this

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 Amendment/Extension by having legally-binding representatives affix their signatures below.

STANTEC CONSULTING SERVICES, INC.

CITY OF SPOKANE

DocuSigned by:
By: Cyrus Gromer
Signature _____ Date _____

Cyrus Gorman

Type or Print Name

Project Manager

Title

DocuSigned by:
By 
Signature FFBA6D094F4... Date 

David Condon

Type or Print Name

Mayor

Title

Attest:

DocuSigned by:
Jenni Pfister
City Clerk
C:\Clerk\A4DCC84D6...

Attachments that are part of this Agreement:

~~Appendix A - Amended~~ Scope of Work

Approved as to form:

DocuSigned by:
Pat Dalton
Assistant City Attorney



19-201

Briefing Paper

Urban Experience Committee

Division & Department:	Planning Economic Development Team
Subject:	Brownfields Program Grant Award for University District Coalition
Date:	June 10, 2019
Author (email & phone):	Department Director, Heather Trautman and Teri Stripes x6597
City Council Sponsor:	Ben Stuckart/Karen Stratton
Executive Sponsor:	Gavin Cooley
Committee(s) Impacted:	Urban Experience
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)	<p>Strategic Key Advancement of:</p> <p>Strategies and Tactics:</p> <ul style="list-style-type: none"> • Invest in Key Neighborhoods and Business Centers; esp PDA's • Invest in Key Public Amenities and Facilities • Maximize Public Assets <p>Expected Outcomes:</p> <ul style="list-style-type: none"> • Property values growing faster than historic averages • We have created an environment to promote mixed income neighborhoods with a diverse range of housing options for all buyers • Total public/private investment and job growth is higher in targeted areas compared with the region <p>Comprehensive Plan, Charter 7 Economic Development:</p> <p>ED 2 LAND AVAILABILITY FOR ECONOMIC ACTIVITIES Goal: Ensure that an adequate supply of useable industrial and commercial</p> <ul style="list-style-type: none"> • Property is available for economic development activities. <p>ED 6 INFRASTRUCTURE Goal: Implement infrastructure maintenance and improvement programs that support new and existing business and that reinforce Spokane's position as a regional center.</p> <p>ED 7 REGULATORY ENVIRONMENT AND TAX STRUCTURE Goal: Create a regulatory environment and tax structure that encourage investment, nurture economic activity, and promote a good business climate.</p> <ul style="list-style-type: none"> • ED 7.4 Tax Incentives for Land Improvement <i>Support a tax structure that encourages business investment and construction where infrastructure exists, especially in centers or other target areas for development.</i> • ED 7.5 Tax Incentives for Renovation

	<i>Use tax incentives and investments to encourage revitalization, modernization, or rehabilitation of deteriorated residential and commercial properties and buildings for new economic activity.</i>
Strategic Initiative:	See above Alignment with Urban Edge
Deadline:	July 1, 2019
Outcome: (deliverables, delivery duties, milestones to meet)	As the lead applicant, the City has formed a Coalition with four primary District stakeholders, including the University District Public Development Authority (UDPDA), WSU Health Sciences Spokane, Gonzaga University and the Empire Health Foundation (referred to as "the Coalition"). The Coalition will leverage \$600,000 of EPA Brownfield Coalition Assessment Grant funding with proven strategies and incentives to engage the community in a dynamic process to revitalize priority brownfields and address the socioeconomic challenges facing a community with substantial measures of opportunity and distress.
<p>Background/History: Provide brief history e.g. this is the 3rd and final 5 year extension of the contract which was put in place in 2007.</p> <p>Completed in December 2018 (at a cost of \$15.4M), the University District Gateway Bridge spans the BNSF railroad corridor, providing connectivity for pedestrian and bike traffic to the institutions of higher education to the north. Additionally, at the South Landing of the bridge, construction is underway on the Catalyst Building. The five-story 159,000 sq. ft. Catalyst is the anchor in a planned innovation hub, where industry and academia will partner to foster innovation and collaboration. With these (and numerous other) investments, the District is poised for a new era of rapid revitalization, however, environmental impacts associated with the large number of brownfields must be mitigated to reach the District's full potential. With incredible successes that include Kendall Yards and Riverfront Park (major brownfield redevelopments neighboring the District), the City has built one of the most sustainable Brownfields Redevelopment Programs in Region 10. To accomplish its goals, the program continues to rely on an array of EPA and state brownfield grants to enhance local funding sources and stimulate public-private partnerships.</p>	
<p>Executive Summary:</p> <p>Accepting a contract with the EPA for the \$600,000 Coalition Assessment Grant for the University District Coalition will enable us to carry out environmental due diligence and remedial investigation on private and public properties where development is likely or encouraged to redevelop. The scope of work for the grant includes a property condition assessment, conducting Phase I and Phase II environmental site assessments, conducting preliminary site planning, and creating site-specific brownfield alternative cleanup plans based upon the preliminary site planning.</p>	
<p>Budget Impact:</p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p>Operations Impact:</p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required: ORD amendment</p> <p>Known challenges/barriers:</p>	

APPENDIX A

Scope of Work

Scope of Work

Stantec previously completed the grant application services phase of the project in accordance with the City of Spokane's (City) contract OPR 2014-0760 between December 2018 and August 2019, at no cost to the City. Future grant writing services under contract OPR 2014-0760 have now expired. This scope of work is limited to implementation of the most recent June 2019 award from the EPA to the City (a \$600,000 EPA Brownfield Assessment Coalition Grant) in addition to the completion of the Northbank Development Area Cleanup Grant for Riverfront Park implemented under the October 2017 Contract Amendment.

The scope of work for implementation of the grant has been further defined in the attached Cooperative Agreement (CA) Work Plan, submitted June 20, 2019 and revised on July 18, 2019 and finalized on July 22, 2019. The additional scope of work for this award consists of the following 4 main tasks:

- Task 1 – Project Management, Reporting & Other Eligible Program Activities
- Task 2 – Community Engagement
- Task 3 – Site Inventory, Prioritization, & Eligibility
- Task 4 – Environment Site Assessments & Cleanup/Reuse Planning

As part of the grant implementation services, the City requests that Stantec perform the ACRES entries and updates and drafting quarterly reports for the City's approval and submittal to the EPA.

Preliminary Cost Estimate

As discussed in the CA Work Plan, the total amount of contractual services has been established as \$548,800 for the tasks described above. A preliminary cost estimate for each of the subtasks is as follows:

Task Description	Hazardous Budget	Petroleum Budget	Total Budget (Haz + Pet)
Task 1 - Project Mgmt., Reporting & Other Eligible Activities	\$12,000	\$12,000	\$24,000
Task 2 - Community Engagement	\$3,600	\$3,600	\$7,200
Task 3 - Site Inventory, Prioritization & Eligibility	\$16,500	\$5,100	\$21,600
Task 4 - ESAs & Site Cleanup/Reuse Plans	\$386,000	\$110,000	\$496,000
Total Amount	\$418,100	\$130,700	\$548,800

Schedule and Costs

Although the cost for tasks can be highly variable depending on the complexity of the project, typical costs for the following are given:

- Eligibility Determinations (EDs): \$750 to \$1,300
- Phase I Environmental Site Investigation (ESAs): \$5,500 to \$8,500
- Phase II ESAs: \$32,000 to \$45,000
- Site-Specific Cleanup & Reuse Plans: \$7,500 to \$12,500

As discussed in Appendix B, implementation services will be performed on a time and

materials basis not to exceed the contract budget amount. The scope of work will be further defined on an ongoing basis as the project progresses.

**BROWNFIELDS COALITION ASSESSMENT
COOPERATIVE AGREEMENT WORK PLAN**

FOR

Spokane Brownfields Assessment Coalition

Anticipated Project Period:

October 1, 2019 to September 30, 2022

Submitted on:

June 20, 2019 (Draft Work Plan)

July 18, 2019 (Revised Draft Work Plan)

July 22, 2019 (Final Work Plan)

Submitted by:

Teri Stripes, Assistant Planner (Brownfields Project Director)

City of Spokane, Planning and Development Services

808 W Spokane Falls Boulevard, Spokane WA 99201

Phone: 509.625.6597

Fax: 509.625.6013

Email: tstripes@spokanecity.org

Website: <https://my.spokanecity.org/>

City of Spokane
Cooperative Agreement Work Plan
July 22, 2019

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1.0 INTRODUCTION

1.1 Project Description, Goals & Objectives

The United States Environmental Protection Agency (EPA) selected a Coalition led by the **City of Spokane** (referred to as “the City”) as a recipient of Fiscal Year 2019 (FY19) Brownfield Assessment Grant funding in the amount of \$600,000 (\$450,000 for hazardous substances and \$150,000 for petroleum) to be used within a three-year period. The City’s Coalition members include the **University District Public Development Authority (UDPDA)**, **Washington State University (WSU) Health Sciences Spokane**, **Gonzaga University** and the **Empire Health Foundation**.

The Coalition partners are working to strengthen the local economy by redeveloping brownfield properties in and around the University District (referred to as the “District” or “target area”) consisting of 770 acres along the Spokane River. Grant funding will allow the Coalition to develop a Brownfield Site Reuse and Revitalization Program (referred to as the “Project”) which will begin with an inventory of sites throughout the target area with an emphasis on high-priority redevelopment areas that include the North Subarea, Central Subarea and South Subarea within the District. The Coalition may also examine sites outside of the target area but within the City’s jurisdiction, if appropriate, to further local economic goals.

The Coalition will engage the community throughout the Project to prioritize revitalization opportunities in accordance with established community plans and objectives. The Project will include assessment activities at priority brownfield sites, including Phase I Environmental Site Assessments (ESAs) at up to 14 sites and Phase II ESAs at up to 8 sites (which may include Regulated Building Materials [RBM] Surveys for up to 5 sites). The project will also include preparation of site-specific Analysis of Brownfields Cleanup Alternatives (ABCAs) and/or Remedial Action Plans (RAPs) for up to 6 sites and site-specific reuse plans for up to 4 sites.

1.2 Organizational Structure & Responsibilities

In the following sections we describe the roles and responsibilities of key personnel and organizations supporting this project.

1.2.1 Key Personnel

The Coalition will be led by the City with support from its partners (UDPDA, WSU, Gonzaga University and Empire Health Foundation). The City will be responsible for all administrative and programmatic tasks, including preparing and submitting quarterly, annual, and final performance reports in compliance with the program requirements and the Cooperative Agreement (CA). The City will establish a Memorandum of Agreement (MOA) with the Coalition members during the summer/fall of 2019. The City will oversee all project implementation and consultant oversight, geographic information system (GIS) data management, and public health activities associated with the Project.

Contact information for key personnel is provided in the following table.

Personnel Name & Title	Agency	Contact Info
Teri Stripes <i>Assistant Planner</i>	City of Spokane, Planning & Development Services Department	Phone: 509-625-6597 Email: tstripes@spokanecity.org
Lars Gilberts <i>Chief Executive Officer</i>	University District Public Development Authority	Phone: 509-255-8093 Email: lgilberts@spokaneudistrict.org
Jon Schad <i>Director of Facilities Operations</i>	Washington State University (WSU) Health Sciences Spokane	Phone: 509-358-7991 Email: schad@wsu.edu
Charles ("Chuck") Murphy <i>Chief Strategy Officer</i>	Gonzaga University	Phone: 509-313-6140 Email: murphyc@gonzaga.edu
Christina Kamkosi <i>Program Associate</i>	Empire Health Foundation	Phone: 509-919-3042 Email: christina@empirehealthfoundation.org

1.2.2 Regulatory Agencies

The Coalition will work closely with the EPA and the Washington Department of Ecology (Ecology) to achieve project objectives, maintain budgets and schedules, and prepare plans and reports. The Coalition will coordinate with EPA and Ecology to establish site eligibility and enroll hazardous substance and petroleum brownfield sites in appropriate cleanup programs. The Coalition will coordinate with Ecology and EPA (as needed) for technical support, resolution of regulatory or procedural issues, and interpretation of regulations and guidance documents. Ecology will provide review and approval of ABCAs/RAPs for sites requiring cleanup.

1.2.3 Consultant Team

The Coalition routinely contracts engineering and consulting services and has management and procurement procedures in place to acquire these services through a competitive qualifications and evaluation and/or bidding process. In advance of the grant application, the City undertook a qualifications-based procurement and evaluation process, consistent with applicable federal procurement rules (2 CFR 200.317 - 200.326 and 2 CFR Part 1500). The City solicited qualified consulting firms through a competitive public Request for Proposals/Qualifications (RFP/RFQ) seeking support for the Project. A panel of staff from the City reviewed the proposals and selected the most qualified consultant

team. In the fall of 2014 a team led by Stantec Consulting Services Inc. ("the Consultant") was selected to provide technical and project management assistance for multiple EPA Brownfields Grant applications/projects.

The original procurement was reviewed by our Director of Grants, Contracts and Purchasing. The original 2014 contract was procured using a competitive qualifications-based process. The procurement requirements for A&E and non-A&E contracts differ in the need for using price as a factor. It is our interpretation that due to the majority of the work of this consultant being engineering work, that the appropriate procurement method is that of a qualifications based RFQ, as the qualifications of the firm to provide this specialized engineering work was critical to the needs of the project. The original procurement meets the current requirements of this method as detailed in 2 CFR 200. It also meets all current State and City procurement requirements.

1.2.4 Brownfield Advisory Committee (BAC)

The Coalition has received commitment from community stakeholders for participation on a BAC. The BAC will serve as the Project steering committee and will be comprised of representatives from each Coalition partner, community organizations, state and local government agencies, environmental and health organizations, property/business owners, real estate professionals, community members, and other stakeholders.

1.2.5 Summary of Roles and Responsibilities by Project Task

Brownfield assessment funding from EPA will be used to cover the costs of activities in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the Project will be carried out by Teri Stripes. The Consultant will provide technical assistance and EPA and Ecology will provide technical oversight.

An overview of the Project tasks and lead entities for each task is provided below.

- **Task 1 - Project Management, Reporting & Other Eligible Program Activities:** This task will be carried out by the City with assistance from the Consultant.
- **Task 2 – Community Engagement:** This task will be carried out by the Coalition with assistance from the BAC and Consultant.
- **Task 3 - Site Inventory, Prioritization & Eligibility:** This task will be facilitated by the Consultant with assistance from the Coalition and BAC. The Coalition and BAC will develop the site prioritization criteria and approve the prioritization process. Eligibility Determination (ED) requests for use of hazardous substances grant funds will be submitted to EPA for review and concurrence. ED requests for use of petroleum grant funds will be submitted to Ecology for determination of petroleum eligibility and then submitted to EPA for review and concurrence.
- **Task 4 - Environmental Site Assessments & Site Cleanup/Reuse Plans:** This task will be carried out by the Consultant with assistance from the Coalition.

1.3 Project Outputs & Outcomes

1.3.1 Project Outputs

The Coalition will inventory and assess hazardous substance and petroleum brownfields within the community to catalyze cleanup and revitalization of priority sites. The Coalition anticipates specific outputs to include the following:

Task 1 – Project Management, Reporting & Other Eligible Program Activities

- Establish Memorandum of Agreement (MOA) with Coalition partners.
- Prepare Quarterly Progress Reports (QPRs).
- Prepare annual Disadvantaged Business Enterprise (DBE) Reports.
- Update property profiles in Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- Prepare final DBE Report, Federal Financial Report (FFR), and Project Close-Out Report.

Task 2 – Public Involvement

- Coordinate and conduct meetings with the BAC (a minimum of 6 meetings), general public (a minimum of 4 meetings), and individual meetings with developers, property owners, and other stakeholders, as needed.
- Solicit, discuss and implement meaningful public input into the grant processes.
- Prepare and publish public notices for all public meetings/workshops and to solicit public comments on ABCAs prepared using grant funding (including documentation of significant comments received and how they were/are being responded to). (A minimum of 3 rounds of advertising to correspond with meetings at the beginning, middle, and end phases of the project).
- Prepare and publish articles to inform the community about the project.
- Prepare meeting materials, presentations and meeting minutes.
- Prepare and distribute project fact sheets and other informational materials.
- Develop and regularly update a Project-specific webpage.

Task 3 – Site Inventory, Prioritization & Eligibility

- Complete an inventory of potential brownfield sites in the target areas.
- Incorporate portions of the inventory into existing GIS database(s) maintained by the City. Inventory data will be provided by the Consultant in a format that can be incorporated into these databases for use as a long-term planning tool.
- Work with the BAC to develop ranking criteria and process for site prioritization efforts.
- Prioritize sites for assessment and/or cleanup planning activities.
- Prepare site-specific eligibility determination (ED) requests for priority sites for submittal to EPA (hazardous substance sites) and/or Ecology (petroleum sites).

Task 4 – Environmental Site Assessments & Site Cleanup/Reuse Plans

- Obtain Access Agreements for sites prioritized for Phase I ESAs.
- Develop one comprehensive Master Quality Assurance Project Plan (QAPP) that addresses both hazardous substances and petroleum sites.
- Prepare Health and Safety Plans (HASPs) for sites selected for Phase I and/or II ESAs.
- Prepare site-specific Sampling and Analysis Plans (SAPs) for sites selected for Phase II ESAs.
- Prepare ESA Section 7 and NHPA 106 consultations (as required) for sites selected for Phase II ESAs.
- Complete Phase I ESAs in compliance with ASTM E1527-13 at up to 14 high priority brownfield sites (~10 hazardous substance sites and ~4 petroleum sites).
- Complete Phase II ESA and/or supplemental assessment activities at up to 8 high priority brownfield sites (~6 hazardous substance sites and ~2 petroleum sites).
- Complete Regulated Building Materials (RBM) Surveys at up to 5 high priority brownfield sites (~5 hazardous substance sites and 0 petroleum sites).
- Prepare site-specific Analysis of Brownfield Cleanup Alternatives (ABCAs) and/or Remedial Action Plans (RAPs) for up to 6 high-priority brownfields sites (~5 hazardous substance sites and ~1 petroleum site).
- Prepare site-specific reuse plans for up to 4 high-priority brownfields sites (~3 hazardous substance sites and ~1 petroleum site).

1.3.2 Project Outcomes

Grant funding will allow the Coalition to build a Brownfield Site Reuse and Revitalization Program. The Coalition will develop the organizational infrastructure to enhance the processes for assessing, remediating, and catalyzing brownfield redevelopment. Other key objectives include raising awareness of brownfields and brownfield redevelopment tools; spurring private investment and creating jobs through development projects on brownfield sites; and reducing threats to human health and the environment.

The following types of potential outcomes will be tracked on a quarterly basis for sites where EPA grant funds are used:

- Number of potential brownfield sites identified/prioritized for assessment and/or clean-up planning activities.
- Number of sites and acres for which Phase I ESAs are performed.
- Number of sites and acres for which Phase II ESAs are performed.
- Number of sites for which RBM Surveys are performed.
- Incorporation of green and sustainable assessment and remediation (GSR) techniques that are applicable to Phase II ESA, ABCA, and/or RAP.
- Number of sites and acres for which remedial planning is performed.
- Numbers of sites for which property title transfers are facilitated.
- Acres of land redeveloped and square footage of buildings positioned for adaptive reuse.
- Acres of parks or green space created.
- Amount of additional public and private investment leveraged.
- Amount of other funding leveraged.
- Number of jobs created or retained.
- Number of community meetings held.

2.0 PROJECT TASK DESCRIPTIONS

In the following sections we include descriptions of the activities anticipated for each task as well as a detailed breakdown of the budget associated with each task. The budget includes average hourly rates of \$150/hour for contractual services and \$40/hour for City personnel labor and \$20/hour for City personnel fringe benefits. Additional budget information is provided in Section 4.2

2.1 Task 1: Project Management, Reporting & Other Eligible Activities

2.1.1 Project Management & Reporting Activities

Objective: Manage the Project in accordance with EPA requirements and CA terms and conditions.

Activities: EPA compliance reporting, ongoing meetings with EPA and the consultant, and overall project management (e.g. maintain budget, schedule, etc.).

Lead: The Coalition with support from the Consultant.

Milestones, Deliverables & Schedule:

- Summer 2019: Establish MOA with Coalition partners.
- The Brownfields Project Director (Teri Stripes) will coordinate grant activities with the Consultant and BAC and will serve as the liaison to Ecology, EPA and other stakeholders.
- Records will be created and maintained (in the City's Planning and Development Services Office) for each property that receives grant funds (i.e. documentation of where/how grant funds are used will be documented in quarterly reports and property profiles will be created/updated in ACRES). Property profiles will be completed and updated quarterly in ACRES for each property where grant funds are expended.
- Progress reports will be prepared and submitted to EPA on a quarterly basis [due within 30 days of the end of each federal fiscal quarter ending December, March, June, and September (i.e. reports will be submitted by January 30, April 30, July 30, and October 30)]. These reports will describe the progress made for each task defined in this Work Plan and additional information as required in EPA's CA Terms and Conditions. The reports will be submitted electronically to the EPA Project Officer unless another arrangement is discussed and approved by EPA.
- Federal Financial Report (FFR) and Disadvantaged Business Enterprises (DBE/MBE/WBE) Reports will be prepared and submitted to EPA annually within 30 days of the end of the fiscal year ending in September (i.e. reports will be submitted by October 30).
- A final Project Close-Out Report, DBE Report and FFR will be completed and submitted (electronically) to the EPA Project Officer within 90 calendar days (or sooner) following the expiration or termination of the award. The final report will contain the same information as

the Quarterly Progress Reports but will cover the entire Project period. In addition, the final performance report will specifically address lessons learned, successes achieved, and Project fact sheet and/or other information on project.

2.1.2 Task 1 Budget Detail

Task 1 Budget Detail by Activity

Description	Unit Cost	Units (Hazardous)	Total (Hazardous)	Units (Petroleum)	Total (Petroleum)	Total Combined (Haz + Pet)
Contractual	--	--	--	--	--	--
Project Management & Client Meetings	\$150/hour	20 hours	\$3,000	20 hours	\$3,000	\$6,000
Compliance Reporting	\$150/hour	60 hours	\$9,000	60 hours	\$9,000	\$18,000
Personnel Labor	--	--	--	--	--	--
Project Management & Coalition Meetings	\$40/hour	50 hours	\$2,000	20 hours	\$2,000	\$4,000
Reporting	\$40/hour	50 hours	\$2,000	20 hours	\$2,000	\$4,000
Personnel Fringe Benefits	--	--	--	--	--	--
Project Management & Coalition Meetings	\$20/hour	50 hours	\$1,000	50 hours	\$1,000	\$2,000
Reporting	\$20/hour	50 hours	\$1,000	50 hours	\$1,000	\$2,000
Travel	--	--	--	--	--	--
National Brownfields Conference/Training	\$1,200/event	2 persons	\$2,400	2 persons	\$2,400	\$4,800
Regional Brownfields Conference/Training	\$800/event	2 persons	\$1,600	2 persons	\$1,600	\$3,200
Total	--	--	\$22,000	--	\$22,000	\$44,000

2.2 Task 2: Community Engagement

2.2.1 Community Outreach & Involvement Activities

Objective: Ensure community concerns are considered and inform assessment planning and execution.

Activities: A robust engagement process will be initiated upfront to engage the community and gather input to guide short- and long-term program goals and objectives. Ongoing Brownfield Advisory Committee (BAC) meetings (minimum of 2 per year) and public meetings (minimum of 2 per year) will be hosted. Targeted outreach and individual meetings with stakeholders and property owners will also be conducted on an ongoing basis. Community outreach meetings will also include visioning exercises (such as design charrettes) to inform a common redevelopment strategy and implementation plan in support of Area-Wide Planning (AWP) activities.

Lead: The Coalition with support from the BAC and Consultant.

Milestones & Deliverables:

- Convene the BAC.
- Coordinate and conduct at least 6 meetings with the BAC, 6 public meetings/workshops, and individual meetings with stakeholders and property owners (as needed) to solicit input, publicize the program and promote community and property-owner participation.
- Prepare and make publicly available a Site Nomination Form to solicit community input regarding identification and prioritization of sites of concern and to identify sites where environmental contamination (real or perceived) may be limiting redevelopment/reuse and business expansion.

Estimated Submittal/Completion Dates:

- Summer/Fall 2019: Develop Site Nomination Form and Site Prioritization Criteria.
- January 2020: Convene the BAC (composed of community organizations and other stakeholders) for a kick-off meeting. BAC meetings will be ongoing throughout the Project (as described in the activities above). Host public kick-off meeting/open house. Additional public meetings will be ongoing throughout the Project (as described in the activities above).

Note: The meeting dates provided above are estimates and may change to coordinate BAC and/or public meetings with other relevant project meetings hosted by the Coalition.

2.2.2 Project Updates & Other Public Information Activities

Objective: Ensure the community is kept informed of Project goals, methods, and progress and ensure the public is provided opportunity for meaningful participation.

Activities: Develop and maintain project webpage. Develop project fact sheets and informational materials specific to community members and property owners. Prepare press releases and articles announcing project activities and upcoming meetings. Prepare and publish public notices to solicit public comments on ABCAs prepared using grant funding (including documentation of significant comments received and how they were/are being responded to)

Lead: The Coalition with support from the BAC and Consultant.

Milestones & Deliverables:

- Project webpage will be developed and updated throughout the life of the Project. The webpage will be hosted on the City's website.

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- Fact sheets (specific to property owners and the general public) will be prepared and distributed at the beginning of the Project. The fact sheets will be made available on the project webpage and updated throughout the project (as appropriate).
- A Process Guide will be prepared to inform property owners of what to expect should grant-funded Phase I and/or II ESA activities be approved for their property.
- Press releases will be used to inform the public of the project, announce key milestones, and upcoming meeting dates.
- Meeting minutes, handouts and presentations will be prepared for all BAC and community outreach meetings and will be made available on the project webpage.

Estimated Submittal/Completion Dates:

- Summer 2019: Publish article/press release announcing EPA grant award.
- Summer/Fall 2019: Develop Project fact sheets for community members and property owners. Develop Process Guide for property owners. Develop Project webpage content.
- Winter 2019/2020: Publish Project webpage on City's website.

2.2.3 Task 2 Budget Detail

Task 2 Budget Detail by Activity

Description	Unit Cost	Units (Hazardous)	Total (Hazardous)	Units (Petroleum)	Total (Petroleum)	Total Combined (Haz + Pet)
Contractual	--	--	--	--	--	--
BAC & Public Meetings	\$150/hour	14 hours	\$2,100	14 hours	\$2,100	\$4,200
Project Fact Sheets & Webpage Content	\$150/hour	10 hours	\$1,500	10 hours	\$1,500	\$3,000
Personnel Labor	--	--	--	--	--	--
BAC & Public Meetings	\$40/hour	25 hours	\$1,000	25 hours	\$1,000	\$2,000
Project Fact Sheets & Webpage Content	\$40/hour	25 hours	\$1,000	25 hours	\$1,000	\$2,000
Personnel Fringe Benefits	--	--	--	--	--	--
BAC & Public Meetings	\$20/hour	25 hours	\$500	25 hours	\$500	\$1,000
Project Fact Sheets & Webpage Content	\$20/hour	25 hours	\$500	25 hours	\$500	\$1,000
Total	--	--	\$6,600	--	\$6,600	\$13,200

2.3 Task 3 – Site Inventory, Prioritization & Eligibility

2.3.1 Site Inventory & Prioritization Activities

Objective: Build a GIS-based comprehensive inventory of potential brownfield sites in the target area as a foundation for identifying priority cleanup and redevelopment opportunity sites, reaching out to property owners, and selecting sites for assessment and/or cleanup planning activities. The data will be integrated with City databases to better relate the presence of brownfields to various economic impacts and/or health data and to serve as a long-term planning tool.

Activities: The following activities may be completed as part of the inventory:

- Identify environmental records for all sites in the target areas listed in EPA, Ecology and/or local environmental databases;
- Review select City, County and State records that are potentially relevant to identifying brownfields (including occupancy and other permits, tax delinquency status, building code violations, Loopnet, assessors data, and sites identified in recent plans and studies);
- Review available historical Sanborn Fire Insurance Maps, aerial photographs, topographic maps, city directories and/or other sources of information to identify historic sites which have a significant potential for impacts;
- Survey local real estate industry representatives for information on sites in the target areas;
- Conduct tours/inspections throughout the target areas to identify blighted or vacant potential brownfield sites that are not recorded in existing databases or identified by recent plans/studies; and
- Review other State and County records to verify that all sites with known or suspected impacts or threats to public health are included in the evaluation/prioritization process.

Following inventory activities, sites will be prioritized for assessment and/or cleanup planning. The following criteria will be analyzed when prioritizing sites:

- property owner willingness/ability to obtain site access (pass/fail criteria);
- economic development potential/opportunities;
- known or suspected threats to public health;
- sites identified in existing community planning documents;
- degree of known or suspected environmental impacts;
- degree of blight or underutilization;
- tax delinquency status;

- community concerns; and
- social, demographic and health data (as available) within the immediate site vicinity.

Lead: The Consultant will lead the inventory and prioritization activities with support from the Coalition and the BAC.

Milestones & Deliverables:

- GIS-based comprehensive inventory of potential brownfield sites within the target area. The inventory will include a description of historical site use(s), RECs/contaminants of concern, and property status (vacant, underutilized, etc.).
- GIS maps of potential brownfields sites, as needed, for planning and property redevelopment marketing.
- Brownfield inventory report documenting inventory and prioritization methods.

Estimated Submittal/Completion Dates:

- Winter 2019: Initial inventory and ranking completed (to be updated throughout Project).

2.3.2 Site Eligibility Determination (ED) Request Activities

Objective: The Consultant will prepare ED requests for sites prioritized for assessment and/or cleanup planning activities.

Activities: Prior to initiating any site-specific work, site ED requests will be submitted to the EPA Project Officer using the supplied eligibility outline worksheet. Site eligibility will be reviewed and concurred on by the EPA Project Officer (for both petroleum and hazardous substance sites). As part of the ED process for petroleum contaminated sites, information will first be submitted for review by Ecology to obtain a petroleum determination letter to submit to EPA for concurrence.

Lead: The Consultant with assistance from the Coalition.

Milestones and Deliverables: Deliverables include completed/approved ED forms.

Estimated Submittal/Completion Dates: ED requests will be submitted to EPA and Ecology throughout the grant period. The first ED request is estimated to be completed in fall/winter of 2019.

2.3.3 Task 3 Budget Detail**Task 3 Budget Detail by Activity**

Description	Unit Cost	Units (Hazardous)	Total (Hazardous)	Units (Petroleum)	Total (Petroleum)	Total Combined (Haz + Pet)
Contractual	--	--	--	--	--	--
Site Inventory & Prioritization	\$150/hour	45 hours	\$6,750	14 hours	\$2,100	\$8,850
ED Requests for Priority Sites	\$150/hour	65 hours	\$9,750	20 hours	\$3,000	\$12,750
Personnel Labor	--	--	--	--	--	--
Site Inventory & Prioritization	\$40/hour	100 hours	\$4,000	30 hours	\$1,200	\$5,200
ED Requests for Priority Sites	\$40/hour	35 hours	\$1,400	15 hours	\$600	\$2,000
Personnel Fringe Benefits	--	--	--	--	--	--
Site Inventory & Prioritization	\$20/hour	100 hours	\$2,000	30 hours	\$600	\$2,600
ED Requests for Priority Sites	\$20/hour	35 hours	\$700	15 hours	\$300	\$1,000
Total	--	--	\$24,600	--	\$7,800	\$32,400

2.4 Task 4 – Environmental Site Assessments & Site Cleanup/Reuse Plans**2.4.1 Phase I ESA Activities**

Objective: Evaluate past and current site uses to assess potential for environmental contamination.

Activities: Phase I ESAs will support property transfers and eventual redevelopment, and provide information for evaluating the need for Phase II ESAs and cleanup. The Coalition anticipates conducting Phase I ESAs for up to 14 sites (~10 hazardous substance sites and ~4 petroleum sites).

The Consultant will complete Phase I ESAs in accordance with ASTM Practice E1527-13. The Coalition will contact site owners and negotiate Access Agreements.

The ACRES database will be updated following completion of each Phase I ESA. A Phase I ESA checklist will also be completed for submittal to EPA.

Lead: The Consultant will lead the Phase I ESA task with assistance from the Coalition for site selection, data acquisition, and report review and distribution. The City will execute Access Agreements with property owners with support from the Consultant.

Milestones and Deliverables: Deliverables include site-specific Health and Safety Plans (HASPs), Phase I ESA checklists, and Phase I ESA reports.

Estimated Submittal/Completion Dates: Phase I ESA checklists and reports will be prepared throughout the grant period. The first Phase I ESA report is estimated to be completed in Winter/Spring 2020.

2.4.2 Phase II ESA Activities

2.4.2.1 Master Quality Assurance Project Plan (QAPP)

Objective: Establish quality assurance/quality control (QA/QC) procedures applicable throughout the life of the grant-funded Project.

Activities: Before beginning Phase II ESA work, both the City and the Consultant will participate in a pre-QAPP conference call with EPA, if required. A draft Master QAPP (i.e. not site-specific) that addresses both hazardous substances and petroleum sites will be prepared and submitted to EPA and Ecology for review and approval. The Consultant will finalize the Master QAPP once EPA and Ecology have reviewed and provided comments on the draft.

For cost savings and efficiency purposes, the comprehensive Master QAPP will be established at the beginning of the project. This approach will provide for ample EPA review and approval of the document well in advance of Phase II ESA activities and will significantly reduce costs associated with preparing multiple site-specific QAPPs throughout the life of the project. The Master QAPP will cover the full spectrum of field, sampling and analytical laboratory procedures for both hazardous substances and petroleum sites. The Master QAPP will be supplemented by a Site-Specific Sampling and Analysis Plan (SAP) prepared for each site selected for a Phase II ESA. As described in the following section, the SAP will define site conditions and applicable cleanup standards for constituents of concern and defer to the field, sampling, and analytical laboratory procedures defined in the EPA-approved Master QAPP.

Lead: The Consultant will prepare the QAPP and the City will review the draft prior to submittal to EPA and Ecology.

Milestones & Deliverables: Draft and Final Master QAPP. Annual QAPP Revisions (as needed).

Estimated Submittal/Completion Dates:

- January 2020: Draft Master QAPP submitted to EPA and Ecology for review.
- March 2020: Final Master QAPP completed (pending EPA and Ecology review time).

2.4.2.2 Phase II ESA Activities

Objective: Collect environmental sampling data to assess conditions, evaluate risks to human health and the environment, prepare for cleanup planning, and facilitate property transfers and redevelopment.

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The Coalition anticipates conducting Phase II ESAs for up to 8 sites (~6 hazardous substance sites and ~2 petroleum sites) where the Phase I ESAs or other available information suggests that additional investigation is warranted. Phase II ESA activities are anticipated to include soil, groundwater, soil vapor, and regulated building materials sampling and analysis, and reporting. As part of Phase II ESA activities, the Coalition also anticipates conducting RBM Surveys for up to 5 sites (~5 hazardous substance sites and 0 petroleum sites).

SAPs and HASPs addressing each property where Phase II ESA work is anticipated will be submitted to EPA and Ecology for review prior to conducting any field activities. The SAP will define site conditions and applicable cleanup standards for constituents of concern and defer to the field, sampling, and analytical laboratory procedures defined in the EPA-approved Master QAPP. Preparing a comprehensive Master QAPP (versus multiple site-specific QAPPs) that is supplemented by SAPs will allow for an efficient document preparation and agency review process, thus reducing project costs and lag time.

For each Phase II ESA to be conducted, the Consultant will also provide information to the Coalition to help fulfill EPA's requirements under the Endangered Species Act Section 7 and the National Historic Preservation Act Section 106 (NHPA). The information will include the location of the Project, any threatened or endangered species or habitat that may be affected by the Project, whether a site is of concern to the State Historic Preservation Officer (SHPO), a list of Tribes who might believe the Project could disturb cultural resources, and an evaluation as to whether cleanup/redevelopment plans could have adverse effects on endangered or cultural resources. The City will consult with the SHPO and Tribes regarding any potential effects the sampling activities may have on cultural resources. A Cultural Resources Desktop Study Report will be prepared by the Consultant and submitted to SHPO for approval and letters notifying local Tribes of ground-disturbing activities will be sent at least 45 days in advance of fieldwork. A 30-day comment period will be provided for Tribes to respond to the City with concerns they may have about proposed field activities. A copy of the Desktop Study Report and letters sent to the Tribes will be submitted to the EPA for approval in advance of fieldwork. Additionally, responses to concerns received from the Tribes will be addressed and shared with the SHPO and EPA for concurrence in advance of fieldwork.

The ACRES database will be updated following completion of each Phase II ESA.

Lead: The Consultant will lead the Phase II ESA task with assistance from the Coalition and the BAC for site selection, data acquisition, and report review and distribution. The City will execute Access Agreements with property owners with support from the Consultant.

Milestones and Deliverables:

- EPA- and Ecology-approved SAPs
- Site-specific HASPs
- Phase II ESA Reports
- RBM Survey Reports
- Updated ACRES database
- Green and sustainable efforts updates (included in quarterly reporting)
- Section 7 and NHPA consultations (as necessary)

Task 3 (Phase II ESA Subtask) Estimated Submittal/Completion Dates:

- Spring/Summer 2020: Phase II ESA fieldwork underway at first site.
- Summer/Fall 2020: First Phase II ESA report(s) completed (ongoing throughout Project).

2.4.3 Site Cleanup/Reuse Plans

2.4.3.1 Analysis of Brownfield Cleanup Alternatives (ABCAs) and Remedial Action Plans (RAPs)

Objective: Prepare site-specific ABCAs and/or RAPs for up to 6 sites (~5 hazardous substance sites and ~1 petroleum site) to address contamination, risks to human health and the environment, and support brownfield redevelopment.

Activities: The Coalition will conduct cleanup and redevelopment planning as required by Ecology and/or EPA for brownfields where redevelopment is imminent and such activities will move redevelopment forward. Planning may include preparation of ABCAs and/or RAPs. The plans/reports will describe detected contamination; conceptual site models; site-specific remedial action objectives; state and federal cleanup regulatory requirements; and evaluation of institutional and engineering controls.

Stakeholder meetings will be held, as needed, to develop and review the most appropriate and effective remedial options for each selected brownfield site and redevelopment. The Coalition and environmental Consultant will work closely with Ecology and EPA when considering options for cleanup planning. The public notice and comment period for any ABCAs prepared using grant funding (including documentation of significant comments received and how they were/are being responded to) will be conducted under Task 2.

Lead: The Consultant will lead with assistance from the Coalition and the BAC on data acquisition, planning, and deliverable review and distribution.

Milestones & Deliverables: Deliverables for this task will be site-specific ABCAs and/or RAPs.

Estimated Submittal/Completion Dates:

- Winter/Spring 2021: First written site-specific ABCA/RAP complete.

2.4.3.2 Site Reuse Plans

Objective: Identify potential reuse options uses for up to 4 sites (~3 hazardous substance sites and ~1 petroleum site) and develop strategies to facilitate the reuse of existing infrastructure, as well as identifying potential infrastructure investments needed to accommodate alternative future uses.

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Activities: With support from the Coalition and the BAC, the Consultant will develop a site reuse plans for high priority sites. These activities may include a site reuse vision, site disposition strategy, site reuse assessment, infrastructure evaluation, and/or land use assessment.

Lead: The Consultant will lead with assistance from the Coalition and the BAC on planning, public outreach, and deliverable review and distribution.

Milestones & Deliverables: Site-specific reuse plan.

Estimated Submittal/Completion Dates:

- Spring 2021: Anticipated completion date for first reuse plan.

2.4.4 Task 4 Budget Detail

Task 4 Budget Detail by Activity

Description	Unit Cost	Units (Hazardous)	Total (Hazardous)	Units (Petroleum)	Total (Petroleum)	Total Combined (Haz + Pet)
Contractual	--	--	--	--	--	--
Phase I ESAs	\$5,500/site	10 sites	\$55,000	4 sites	\$22,000	\$77,000
Master QAPP	\$8,000/QAPP	0.5 QAPP	\$4,000	0.5 QAPP	\$4,000	\$8,000
Phase II ESAs	\$32,000/site	6 sites	\$192,000	2 sites	\$64,000	\$256,000
RBM Surveys	\$11,000/site	5 sites	\$55,000	0 sites	\$0	\$55,000
Site-Specific ABCAs/RAPs	\$10,000/site	5 sites	\$50,000	1 site	\$10,000	\$60,000
Site-Specific Reuse Plans	\$10,000/site	3 sites	\$30,000	1 site	\$10,000	\$40,000
Personnel Labor	--	--	--	--	--	--
Phase I/II ESAs & RBM Surveys	\$40/hour	90 hours	\$3,600	30 hours	\$1,200	\$4,800
Site-Specific Cleanup & Reuse Plans	\$40/hour	90 hours	\$3,600	30 hours	\$1,200	\$4,800
Personnel Fringe Benefits	--	--	--	--	--	--
Phase I/II ESAs & RBM Surveys	\$20/hour	90 hours	\$1,800	30 hours	\$600	\$2,400
Site-Specific Cleanup & Reuse Plans	\$20/hour	90 hours	\$1,800	30 hours	\$600	\$2,400
Total	--	--	\$396,800	--	\$113,600	\$510,400

3.0 SCHEDULE & DELIVERABLES

The table below summarizes the anticipated deliverable schedule (*assuming a project start date of October 1, 2019*) and the agency/office each will be submitted to.

DUE DATE	ITEM	EPA PO	STATE AGENCY	EPA GRANTS	EPA FINANCE
Pre-award (July-Sept. 2019)	<ul style="list-style-type: none"> Promote and advertise project in the community. Establish MOA with Coalition partners. Kick-off meeting with Consultant, Coalition members, EPA. 	X			
Month 1 (Oct. 2019)	<ul style="list-style-type: none"> Update Site Nomination Form and Access Agreement Template. Develop project fact sheets and webpage content. Develop Master QAPP. Preliminary inventory work. Establish access into ACRES. (Property Profile Forms will be entered into ACRES as property specific projects are completed.) 	X			
Months 2-3 (Nov.-Dec. 2019)	<ul style="list-style-type: none"> Finalize preliminary inventory results and site prioritization criteria. Submit draft Master QAPP for approval. Attend National Brownfields Conference. 	X	X		
Month 4 (Jan. 2020)	<ul style="list-style-type: none"> BAC and Public Kick-off Meetings (a minimum of 2 BAC and 2 public meetings will be conducted during the first year and a minimum of 2 meetings per year during subsequent years). Prepare first Quarterly Progress Report (QPR) - continue preparing quarterly for duration project. 	X	X		
Month 5 (Feb. 2020)	<ul style="list-style-type: none"> Top sites selected for grant-funded activities. Finalize Master QAPP per agency comments (a site-specific SAP will be prepared for each property approved for a Phase II ESA). 	X	X		
Month 6 (March 2020)	<ul style="list-style-type: none"> BAC Meeting #2. 	X	X		
Month 7 (July 2020)	<ul style="list-style-type: none"> BAC Meeting #3. Public Meeting #2. 	X	X		
Ongoing	ED approval requested & confirmed (~30 days before Phase I ESAs are scheduled and ~60 days before Phase II ESAs are scheduled).	X	X (petroleum sites only)		

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DUE DATE	ITEM	EPA PO	STATE AGENCY	EPA GRANTS	EPA FINANCE
Before fieldwork begins	<ul style="list-style-type: none"> ▪ Execute Site Access Agreements. ▪ Prepare HASP. ▪ Prepare SAP (for Phase II ESAs). ▪ Prepare Section 7 and 106 consultations as appropriate (for Phase II ESAs). 	X	X (SAPs)		
Ongoing	<ul style="list-style-type: none"> ▪ Prepare Phase I & II ESA Reports. ▪ Prepare All Appropriate Inquiries Rule Checklist (Form EPA 560-R-11-030) ▪ Prepare ABCA/RAP deliverables. ▪ Prepare Site Reuse Plan deliverables. 	X	X (RAPs for sites requiring remedial action)		
Annually	Prepare annual FFR and DBE (MBE/WBE) Reports for submittal by October 30th of each year.	X		X	X
Bi-monthly	Prepare requests for reimbursement (approximately every 1-2 months).				X
Months 38 – 41	Prepare Final DBE & Federal Financial Reports (FFR; SF425) & Final Drawdown.	X		X	X
Months 38 – 41	Prepare Final Performance/Close-Out Report with summary fact sheets/success stories, photos, and lessons learned.	X			

4.0 BUDGET

4.1 Budget Tables by Funding Type

The total funding amount is \$600,000 (comprised of \$450,000 for hazardous substance sites and \$150,000 for petroleum sites). The tables in this section summarize the budget by expenditure category (i.e. personnel, travel, contractual, etc.) for each task.

Hazardous Substances Budget

Task	Personnel Labor	Personnel Fringe	Travel	Contractual	Total
1) Project Mgmt., Reporting & Other Eligible Activities	\$4,000	\$2,000	\$4,000	\$12,000	\$22,000
2) Community Engagement	\$2,000	\$1,000	\$0	\$3,600	\$6,600
3) Site Inventory, Prioritization & Eligibility	\$5,400	\$2,700	\$0	\$16,500	\$24,600
4) ESAs & Site Cleanup/ Reuse Plans	\$7,200	\$3,600	\$0	\$386,000	\$396,800
Total Budget	\$18,600	\$9,300	\$4,000	\$418,100	\$450,000

Petroleum Budget

Task	Personnel Labor	Personnel Fringe	Travel	Contractual	Total
1) Project Mgmt., Reporting & Other Eligible Activities	\$4,000	\$2,000	\$4,000	\$12,000	\$22,000
2) Community Engagement	\$2,000	\$1,000	\$0	\$3,600	\$6,600
3) Site Inventory, Prioritization & Eligibility	\$1,800	\$900	\$0	\$5,100	\$7,800
4) ESAs & Site Cleanup/ Reuse Plans	\$2,400	\$1,200	\$0	\$110,000	\$113,600
Total Budget	\$10,200	\$5,100	\$4,000	\$130,700	\$150,000

Combined Hazardous Substances & Petroleum Budget

Task	Personnel Labor	Personnel Fringe	Travel	Contractual	Total
1) Project Mgmt., Reporting & Other Eligible Activities	\$8,000	\$4,000	\$8,000	\$24,000	\$44,000
2) Community Engagement	\$4,000	\$2,000	\$0	\$7,200	\$13,200
3) Site Inventory, Prioritization & Eligibility	\$7,200	\$3,600	\$0	\$21,600	\$32,400
4) ESAs & Site Cleanup/ Reuse Plans	\$9,600	\$4,800	\$0	\$496,000	\$510,400
Total Budget	\$28,800	\$14,400	\$8,000	\$548,800	\$600,000

4.2 Budget Narrative - Combined Hazardous Substances & Petroleum**4.2.1 Budget Detail by Task**

The table below summarizes the total hazardous and petroleum budgets by task. A detailed breakdown of anticipated costs for the scope of work for each of the proposed tasks is detailed in Section 2.0.

Task	Hazardous Substances Budget	Petroleum Budget	Total Combined Budget
1) Project Mgmt., Reporting & Other Eligible Activities	\$22,000	\$22,000	\$44,000
2) Community Engagement	\$6,600	\$6,600	\$13,200
3) Site Inventory, Prioritization & Eligibility	\$24,600	\$7,800	\$32,400
4) ESAs & Site Cleanup/ Reuse Plans	\$396,800	\$113,600	\$510,400
Total Budget	\$450,000	\$150,000	\$600,000

4.2.2 Budget Narrative by Expenditure Category

The tables included in this section provide a cost breakdown by project task for each funding type (i.e. hazardous substances, petroleum, and combined total budget).

(i) Personnel Labor Budget by Task

Average Personnel Labor Cost: ~\$40/hour

Task Description	Hazardous Budget	Petroleum Budget	Total Budget (Haz + Pet)
Task 1 - Project Mgmt., Reporting & Other Eligible Activities	\$4,000	\$4,000	\$8,000
Task 2 - Community Engagement	\$2,000	\$2,000	\$4,000
Task 3 - Site Inventory, Prioritization & Eligibility	\$5,400	\$1,800	\$7,200
Task 4 - ESAs & Site Cleanup/Reuse Plans	\$7,200	\$2,400	\$9,600
Total Amount	\$18,600	\$10,200	\$28,800

(ii) Personnel Fringe Budget by Task

Average Fringe Benefit Cost: ~50% of Basic Salary (~\$20/hour)
(Includes health insurance, disability, life/travel insurance, retirement benefits, and workers compensation.)

Task Description	Hazardous Budget	Petroleum Budget	Total Budget (Haz + Pet)
Task 1 - Project Mgmt., Reporting & Other Eligible Activities	\$2,000	\$2,000	\$4,000
Task 2 - Community Engagement	\$1,000	\$1,000	\$2,000
Task 3 - Site Inventory, Prioritization & Eligibility	\$2,700	\$900	\$3,600
Task 4 - ESAs & Site Cleanup/Reuse Plans	\$3,600	\$1,200	\$4,800
Total Amount	\$9,300	\$5,100	\$14,400

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(iii) Travel Budget by Task

As described in Section 2.0, the travel budget includes anticipated costs for four Coalition personnel to attend one national brownfields conference and one regional brownfield conference.

Task Description	Hazardous Budget	Petroleum Budget	Total Budget (Haz + Pet)
Task 1 - Project Mgmt., Reporting & Other Eligible Activities	\$4,000	\$4,000	\$8,000
Task 2 - Community Engagement	\$0	\$0	\$0
Task 3 - Site Inventory, Prioritization & Eligibility	\$0	\$0	\$0
Task 4 - ESAs & Site Cleanup/Reuse Plans	\$0	\$0	\$0
Total Amount	\$4,000	\$4,000	\$8,000

(iv) Contractual Budget by Task

Average Contractual Cost: ~\$150/hour

Task Description	Hazardous Budget	Petroleum Budget	Total Budget (Haz + Pet)
Task 1 - Project Mgmt., Reporting & Other Eligible Activities	\$12,000	\$12,000	\$24,000
Task 2 - Community Engagement	\$3,600	\$3,600	\$7,200
Task 3 - Site Inventory, Prioritization & Eligibility	\$16,500	\$5,100	\$21,600
Task 4 - ESAs & Site Cleanup/Reuse Plans	\$386,000	\$110,000	\$496,000
Total Amount	\$418,100	\$130,700	\$548,800

(v) Total Budget by Expenditure Type

Task Description	Hazardous Budget	Petroleum Budget	Total Budget (Haz + Pet)
Personnel Labor	\$18,600	\$10,200	\$28,800
Personnel Fringe Benefits	\$9,300	\$5,100	\$14,400
Travel	\$4,000	\$4,000	\$8,000
Contractual	\$418,100	\$130,700	\$548,800
Total Amount	\$450,000	\$150,000	\$600,000



Fee Schedule

Implementation charges for professional, technical, and administration staff will be calculated and billed per the following schedule, on a time and materials basis. To the extent possible, work will be performed by staff with lower billing levels and overseen by senior staff.

Billing Title	Key Personnel Name	Hourly Billing Rate	Anticipated Project Role/Tasks
Stantec			
Administrative Support	Sunny Waterman	\$102	Site Inventory, GIS, Fieldwork
Admin/GIS Technician/Field Technician II	Dana Hutchins	\$137	Site Inventory, GIS, Fieldwork
Junior Engineer/Geologist/Scientist I	--	\$142	Phase I/II ESAs, Fieldwork, Report Preparation
Project Engineer/Geologist/Scientist I	--	\$147	Phase I/II ESAs, Field Work, Cleanup Planning, Report Preparation
Project Engineer/Geologist/Scientist II	Aaron Wisher Andrea Pedersen Don Pawluk	\$158	Project Management Support, Community Outreach, Site Inventory & Eligibility, Phase I/II ESAs, Cleanup Planning, AWP, Report Preparation
Professional Engineer/Geologist/Scientist I	Cyrus Gorman	\$166	Project Management Support, Phase I/II ESAs, Report Preparation/Review, Site Inventory & Eligibility, QA/QC
Senior Engineer/Geologist/Scientist I	Joseph Hammer	\$175	Project Management Support, Technical Review, QA/QC, AWP, Site Reuse Planning
Senior Engineer/Geologist/Scientist II	David Holmes	\$185	QA/QC, Senior Technical Advisor
Principal Engineer/Geologist/Scientist I	--	\$196	Project Management, QA/QC, Senior Technical Advisor, Inventory & Eligibility, Phase I/II ESA Report Review, Site Cleanup/Reuse Planning, AWP
Principal Engineer/Geologist/Scientist II	Chris Gdak	\$216	QA/QC, Senior Technical Advisor

Stantec billing rates are provided for 2019 and are subject to annual increase. Stantec will provide cost estimates for other fees/expenses, including equipment rental and other reimbursable expenses as needed during the project. Subconsultant, contractor, analytical laboratory and other similar third-party charges will be charged at cost plus 5% markup.

Briefing Paper

Urban Experience Committee

Division & Department:	Building & Development Services / Planning & Neighborhood Services
Subject:	Shared Mobility Contract and Ordinances Updates
Date:	February 8, 2021
Author (email & phone):	Colin Quinn-Hurst, cquinnhurst@spokanecity.org , 509-625-6804
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Louis Meuler
Committee(s) Impacted:	Urban Experience Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Comprehensive Plan, Bicycle Master Plan
Strategic Initiative:	Sustainable Resources
Deadline:	April 30, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	Improved sustainable urban mobility options
Background/History: Following a pilot program, updates to city ordinances, a Request for Proposals and ongoing operation throughout 2019 and 2020, the contract with the selected vendor is proposed to be extended for two years, with accompanying amendments and updates to the contract.	
Executive Summary: <ul style="list-style-type: none"> Updates to Shared Mobility Contract OPR 2018-0521 to add enforcement requirements and adjust bicycle requirements; contract extension. Term is May 13, 2021 to May 12, 2023 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	



City of Spokane
CONTRACT AMENDMENT/EXTENSION
Title: **SHARED MOBILITY**

This Contract Amendment/Extension is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **NEUTRON HOLDINGS INC., DBA LIME**, whose address is 85 2nd St First Floor San Francisco CA 94105 as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

WHEREAS, the parties entered into a Contract wherein the Company agreed to provide access to safe, affordable, innovative and environmentally friendly transportation options; and

WHEREAS, a change or revision of the Work has been requested, and the Contract time for performance needs to be extended, thus the original Contract needs to be formally Amended and 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 May 2, 2019 and May 10, 2019, 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 DATE.

This Contract Amendment/Extension shall become effective on May 13, 2021, and shall be extended to May 12, 2023.

3. ADDITIONAL WORK.

Exhibits A and C to the original contract have been amended. The amended exhibits are attached hereto.

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 Amendment/Extension by having legally-binding representatives affix their signatures below.

NEUTRON HOLDINGS INC., DBA LIME

CITY OF SPOKANE

By _____
Signature Date

By _____
Signature Date

Type or Print Name

Type or Print Name

Title

Title

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Attachments that are part of this Agreement:

Amended Exhibit A – Special Conditions

Amended Exhibit C – Shared Mobility Operating Requirements

21-022

Exhibit A: Special Conditions

For Spokane Shared Mobility

- A. Shared Mobility Company shall maintain a minimum average daily bicycle fleet of 100-50 bicycles ~~through the first quarter of operation in the combined area of the Downtown Business Improvement District and the University District. At that time, bicycle usage will be reviewed and a reduction or adjustment of the minimum bicycles required will be considered if bicycle usage averages less than 1 ride/vehicle/day. If the average bicycle ridership exceeds 3 rides/vehicle/day, the Company shall increase bicycle deployment above the 100 bicycle minimum.~~
- B. Shared Mobility Company shall through its safety initiatives, Respect the Ride and other promotional activities provide and distribute bicycle helmets. The fee charged to the Company for daily vehicle activity, calculated on a quarterly basis, shall be reduced by the amount invested by the Company in helmets up to 15% of the total quarterly fee amount. Company shall provide back-up documentation of this investment as well as helmet distribution numbers to City staff.
- C. Shared Mobility Company shall through its existing equity programs make investments towards equity initiatives in the City of Spokane. The fee charged to the Company for daily vehicle activity, calculated on a quarterly basis, shall be reduced by the amount invested by the Company in equity programs up to 15% of the total quarterly fee amount. Company shall provide back-up documentation of this investment to City staff.
- D. Shared Mobility Company shall cooperate and collaborate with City staff on operational and technological innovations related to parking, vehicle charging, vehicle sensors and other items related to the Smart Cities initiative. Specific details of involvement and investment in these initiatives may be addressed through future contract amendments as needed. The fee charged to the Company for daily vehicle activity, calculated on a quarterly basis, shall be reduced by the amount invested by the Company in these innovations up to 15% of the total quarterly fee amount.
- E. Shared Mobility Company shall administer a donation module enabling user donations to a specified local non-profit organization. The fee charged to the Company for daily vehicle activity, calculated on a quarterly basis, shall be reduced by a non-scalable credit up to \$5,000 when the donation program is administered in Spokane.
- F. Total quarterly fee reductions to the Shared Mobility Company shall not exceed 50% of the total quarterly fee amount.

EXHIBIT C

Shared Mobility Operating Requirements.

Equipment and Safety

Requirement S1: All bicycles used by shared mobility vendors shall meet the standards outlined in the Code of Federal Regulations (CFR) under [Title 16, Chapter II, Subchapter C, Part 1512 – Requirements for Bicycles](#). Additionally, permitted systems shall meet the safety standards outlined in [ISO 43.150 – Cycles, subsection 4210](#).

Requirement S2: Electric bicycles deployed as part of the Shared Mobility program shall meet the National Highway Traffic Safety Administrations (NHTSA) definition of *low-speed electric bicycles*; and shall be subject to the same requirements as ordinary bicycles (described in Requirement S1). This means that electric bicycles shall have fully operable pedals, an electric motor of less than 750 watts, and a top motor-powered speed of less than 20 miles per hour when operated by a rider weighing 170 pounds.

Electric assist bikes shall comply with the Class 1 definition and requirements of RCW 46.04.169 and RCW 46.61.710.

Additionally, the City reserves the right to terminate the use of electric bicycles under this program if the battery or motor on an electric bicycle is determined by the City to be unsafe for public use.

Requirement S3: All bicycles shall meet the Revised Code of Washington's (RCW) requirements for lights during hours of darkness, described in [RCW 46.61.780](#). This includes a front light that emits white light and a rear red reflector.

Requirement S4: All electric scooters used by shared mobility vendors shall be consistent with current industry standards for dockless e-scooters.

Shared mobility vendors under this program shall comply with any e-scooter standard or regulation enacted or adopted by the State of Washington or federal agency during the course of the contract.

Requirement S5: Electric assist bikes and scooters shall be limited to 15 miles per hour on flat ground. Shared mobility vendors shall utilize geofencing to restrict and reduce speeds in special areas or zones as defined by the City. Examples of special speed zones may include but are not limited to: Riverfront Park, the County Courthouse and Public Safety complex and other large public spaces or zones.

Requirement S6: Shared mobility vendors shall provide a mechanism for customers to notify the company that there is a safety or maintenance issue with the bicycle or scooter.

Requirement S7: Shared mobility vendors shall have visible language that notifies the user that:

1. Helmet use is encouraged by all users.
2. Bicycles and scooters are restricted from using sidewalks in the downtown zone as defined by the City's municipal code.
3. Outside of downtown, bike and scooter riders shall yield to pedestrians on sidewalks.

Requirement S8: Shared mobility vendors agree that the City of Spokane is not responsible for educating users regarding laws and restrictions regarding bicycle and scooter use. Neither is the City responsible for educating users on how to ride or operate a bicycle or scooter. Shared mobility vendors agree to educate users regarding laws applicable to riding and operating a bicycle and scooter in the City of Spokane and Spokane County, to encourage users to wear helmets and to comply with applicable laws.

Requirement S9: Use of shared mobility vehicles shall be limited to adults, 18 years of age or older. Shared mobility vendors shall notify users of this requirement.

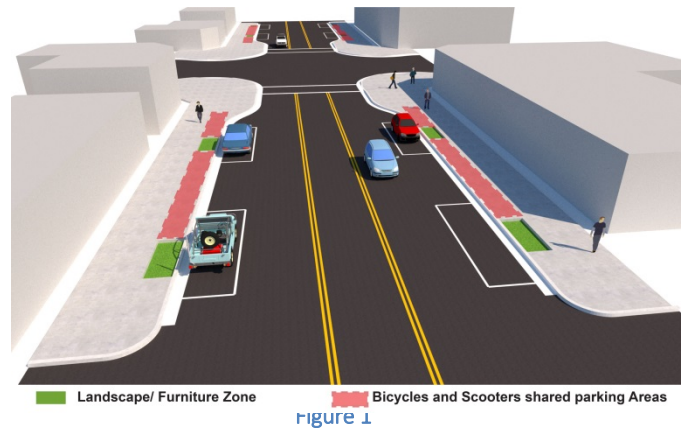
Requirement S10: Use of shared mobility vehicles shall be limited to use by one person; no passengers are permitted.

Requirement S11: Shared mobility vendors shall actively promote proper and safe use and riding behavior for bicycles and scooters and encourage and promote the use of bicycle helmets. Riding behavior education should include the requirement to ride in roadways as opposed to sidewalks in the downtown, yielding to pedestrians, and selection of appropriate parking places. The shared mobility vendor shall encourage helmet use through partnerships and promotions with local bicycle shops, hotels, parks, and bicycle and pedestrian advocacy groups and/or through helmet promotions that provide free or reduced cost helmets to their users. This can be done through giveaways or helmet vending so long as the shared helmets are appropriately inspected and sanitized prior to re-distribution.

Requirement S12: Speed zones shall be administered through geofencing as required by the City. A reduced speed zone shall be administered for Riverfront Park. Electric vehicles shall be limited to 7 miles per hour through the park. Geofence boundaries shall be adjusted such that these limits activate within the park, but do not interfere with travel on adjacent streets.

Parking

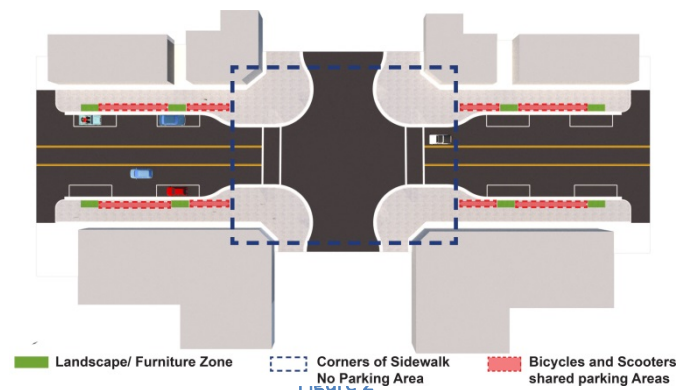
Requirement P1: For dockless shared mobility systems, bicycles and scooters shall be parked in the landscape/furniture zone of the sidewalk, as indicated in Figure 1. Shared mobility vendors shall inform customers regarding appropriate parking behavior and locations. For shared mobility stations that require the installation and maintenance of objects in the right-of-way (ROW), an annual permit is required for every location. The City of Spokane's Developer Services Division will provide guidance on locating shared mobility stations, as well as the additional permits that may be required.



Requirement P2: For shared mobility stations that require the installation and maintenance of objects in the right-of-way (ROW), an annual permit is required for each location. The City of Spokane's Developer Services Division will review and provide guidance on locating shared mobility stations, as well as determine additional permits that may apply.

Requirement P3: Restrictions to allowed parking zones on sidewalks:

1. Bicycles shall not be parked at the corners of sidewalks as indicated in Figure 2.
2. Bicycles and scooters shall not be parked on blocks where the landscape/furniture zone is less than 3 feet wide, or where there is no landscape/furniture zone.
3. On blocks without sidewalks, bicycles may be parked if the public right-of-way if the travel lane(s) and a 6-foot pedestrian clear zone are not impeded.
4. The City reserves the right to determine certain block faces where dockless shared mobility parking is prohibited. The City also retains the right to define limited parking zones near business entrances or bus stops. These zones should be closely monitored and parking re-balanced often if/when vehicles accumulate with regular use. The vendor shall attend to these zones as needed to maintain functional pedestrian access.
5. Bicycles shall not be parked on the sidewalk or street adjacent to or within:
 - a. Parklets and streateries
 - b. Transit zones, including bus stops, shelters, passenger waiting areas and bus layover and staging zones, except at existing bicycle racks;



- c. Loading zones;
- d. Disabled parking zone;
- e. Street furniture that requires pedestrian access (for example - benches, parking pay stations, bus shelters, transit information signs, etc.);
- f. Curb ramps;
- g. Building entryways; and
- h. Driveways.

Requirement P4: These requirements relate to operations within the City of Spokane Right-of-Way. Additional zones may be established; for example, locations within parks, publicly-accessible plazas, on-street parking spaces (bike corrals), off-street parking lots/garages, or campuses. However, permission to do so shall require coordination with the appropriate department, agency, or property owner; and shall be communicated to the customer through signage approved by the respective entity and/or through the mobile and web application.

Requirement P5: The City retains the right to require operators to create geo-fenced stations within certain areas where bicycles and scooters shall be parked.

Requirement P6: Any dockless bicycle or scooter that is parked in one location for more than 7 consecutive days without moving may be removed by City of Spokane crews and taken to a City facility for storage at the expense of the shared mobility operator. The City shall invoice the shared mobility vendor for the vehicle removal and storage expenses.

Requirement P7: All permitted operators shall provide, on every bicycle and scooter, contact information for bicycle and scooter relocation requests.

Requirement P8: Bicycles and scooters shall be upright when parked.

Requirement P9: Any bicycle or scooter that is parked incorrectly shall be re-parked in a correct manner or shall be removed by the shared mobility vendor within the following timeframes:

- 6am to 6pm - within two hours of receiving notice,
- All other times – within 10 hours of receiving notice.

Requirement P10: Bicycles can only be parked on hard surfaces within the landscape/furniture zone (e.g. concrete, asphalt).

Requirement P11: If parking behavior becomes problematic, as deemed by the City, the City retains the right to require the vendor to incentivize proper parking etiquette. This would include the use of geofencing and appropriate signs/markings to highlight appropriate parking locations and promotional information distributed to users to offer discounted rates to be earned by prolonged good behavior.

Operations

Requirement O1: All shared mobility vendors shall have a staffed operations/maintenance center located in the City of Spokane.

Requirement O2: All shared mobility vendors shall have a local manager(s). The vendor shall provide the contact info (cell phone number and e-mail) for the local manager(s) to the City of Spokane program manager.

Requirement O3: All shared mobility vendors shall have a 24-hour customer service phone number for customers to report safety concerns, complaints, or ask questions.

Requirement O4: All shared mobility vendors shall provide the City with a direct contact for vendor staff that are capable of rebalancing bicycles. All permitted vendors shall relocate or rebalance according to the following timeframes:

- 6am to 6pm - within two hours of receiving notice,
- All other times – within 10 hours of receiving notice.

Requirement O5: All shared mobility vendors shall have a performance bond of \$80/bicycle or scooter, with a cap of \$10,000. The form of the bond shall be approved by the City. These funds shall be accessible to the City for future public property repair and maintenance costs that may be incurred, removing, and storing bicycles improperly parked, or if a company is not present to remove bicycles if its permit is terminated. If a permitted operator increases the size of their fleet, the performance bond shall be adjusted appropriately before deploying additional bicycles.

Requirement O6: Any inoperable bicycle or scooter, or any bicycle or scooter that is not safe to operate shall be removed from the right-of-way within 24 hours of notice by any means to the vendor by any individual or entity, and shall be repaired and safety inspected before putting the bicycle or scooter back into revenue service.

Requirement O7: All shared mobility vendor(s) shall have a minimum bicycle and scooter fleet of 500 vehicles; operators shall meet this fleet size within one calendar week of the initial launch date. The maximum fleet size shall be 1,500 vehicles unless otherwise approved in writing by the City. The vehicle fleet shall include a minimum daily average number of 50 bicycles in operation, measured on a weekly basis. ~~comprising 20% of the fleet.~~

Weather conditions permitting, the vendor shall maintain the minimum fleet size from March 15th through November 15th. Fleet size may be reduced from November 15th through March 15th; vehicles should be deployed during this time period when weather and street conditions allow. Re-introduction after winter closures shall be done only with approval from the City.

Requirement O8: The City may determine additional or altered permit conditions based on data received as part of the data sharing requirements specified below.

Requirement O9: Every bicycle and scooter shall have a unique identifier that is visible to the user on the bicycle.

Requirement 10: Shared mobility vendors shall have a process in place to handle and address property damage claims and complaints related to operation of their shared mobility vehicles. Shared mobility vendors shall provide contact information to the City for vendor staff responsible for addressing

property damage issues.

Requirement O11: If the City incurs any costs addressing or abating any violations of these requirements, or incurs any costs of repair or maintenance of public property, upon receiving written notice of the City costs, the permitted operator shall reimburse the City for such costs within thirty days.

Requirement O12: The City reserves the right to terminate a shared mobility vendor's participation in the program at any time and require that the entire fleet of bicycles be removed from Spokane streets. The decommissioning shall be completed within 5 days unless a different time period is determined by the City.

Special Events and Standing Weather Conditions

Requirement SS1: All permitted shared mobility vendors shall coordinate and cooperate with City staff regarding operations during special events. Special events may include but are not limited to: Bloomsday, Hoopfest, Lilac Day Parade, Pigout in the Park. During special events, shared mobility vehicle placement, parking and use may be prohibited or restricted within or near the location of the special event as defined by the City. Shared mobility vendors shall provide adequate staffing during the special events to comply with the restrictions, rebalancing or removing vehicles as needed. When feasible, shared mobility vendors may be required to establish special geofenced boundaries that make the vehicles inoperable or operate at reduced speeds within or near the defined special event zone. Shared mobility vendors shall coordinate with City staff and special event organizers to identify and establish designated parking locations outside of the event zone for the parking of shared mobility vehicles.

Requirement SS2: Shared mobility vehicles shall be removed from city streets during snowy or icy weather conditions and in advance of anticipated significant weather events. Vehicles shall not be returned to operation until snow and ice have dissipated by natural means. This will be substantiated by melted/thawed conditions with temperatures above freezing for the duration of the time between 6:00 a.m. and 9:00 p.m. and which will allow safe usage of bicycles and scooters. During City declared weather or snow emergencies, shared mobility vendors shall remove all vehicles from the public right-of-way within 4 hours.

Data Sharing

Requirement DS1: The shared mobility vendor shall make data available to the City that is compliant with the Mobility Data Specification (MDS) format. The data shall be made available to the City, at a minimum, on a weekly basis.

Requirement DS2: The shared mobility vendor shall make available to City staff a 'data dashboard' that provides access to data that is updated on a daily basis. The minimum basic data provided and available for viewing should include:

- Number of each vehicle (bicycle and scooters) deployed
- Number of rides/trips
- Average trip length
- Average trip distance

Requirement DS3: All permitted vendors shall cooperate with the City in the distribution of customer surveys related to shared mobility through notifications and links on the vendors application and through e-mail notification of vendor's customers.

Requirement DS4: All permitted vendors shall keep a record of maintenance activities, including but not limited to bicycle and scooter identification number and maintenance performed. These records shall be sent to the City monthly.

Requirement DS5: All permitted vendors will keep a record of reported collisions. These records will be sent to the City monthly.

Requirement DS6: All permitted vendors agree to the City using a third-party consultant or researcher for evaluation of shared mobility. Data will be shared with the City's consultant or third-party researcher only for the purposes of evaluation and/or enforcement of the requirements in this permit.

Equity

Requirement E1: Shared mobility vendors shall implement and maintain a program that allows for use of bikes/scooters without a smart phone app.

Requirement E2: Shared mobility vendors shall implement and maintain a program that allows for cash payment to use shared mobility through programs and partnerships such as PayNearMe.

Requirement E3: Shared mobility vendors shall publicize and promote available equity programs.

Fees and Donations

Requirement F1: Shared Mobility vendors shall pay applicable fees as noted in the City's shared mobility contract and associated fee schedule.

Requirement F2: Any fees arising from the need for City crews to relocate or remove bicycles from any location where a bicycle is prohibited under this permit shall equal the City crews' hourly rate plus fifteen percent.

Requirement F3: Shared Mobility vendors shall administer a donation program that allows users to donate to a designated local non-profit organization through the smart phone app.

Enforcement

Requirement EE1: Retro-reflective permit stickers with unique identification numbers will be affixed to every vehicle by the shared mobility vendor. The City will provide the vendor with details for the sticker format and design, and the vendor will print and affix the stickers on the front of each vehicle. The City may change the sticker format at any time. Permittees are responsible for: 1. Printing each reflective sticker; 2. Affixing stickers on each shared vehicle in operation; 3. Destroying permit stickers of vehicles no longer in operation in Spokane; 4. Affixing stickers on the front of the steering column, facing forward, clearly visible to observers; and 4. Replacing stickers when damaged and illegible.

Requirement EE2: Failure of vendor or shared vehicle users to comply with parking requirements specified in this document, including Requirements P1 through P11, will be subject to a fee of \$15 per offense, applied to the vendor. The City will document parking violations and invoice the vendor monthly for total fees. It is required that, when possible based on trip data and time-stamped photographic documentation of each parking violation, the shared mobility vendor pass this fee directly to the offending user. Any fee must be paid in full by the vendor within the time ordered and under the terms and conditions specified. If the payment is not made or the required conditions are not met, the fee may result in a permit suspension, which will take effect immediately upon the deadline given for payment of the fee. The suspension will remain in effect until the fee is paid in full and all required conditions are met.

Requirement EE3: Failure of shared vehicle users to comply with operational requirements specified in Spokane Municipal Code (SMC) Section 16A.61.787 – Sidewalk Riding, and Parking, SMC Section 16A.62.020 – Duty to Obey Rules of the Road is subject fines consistent with the Penalty Schedule under Spokane Municipal Code. Penalties will be applied directly by the City to users, per violation. Vendor must distribute notifications, warnings and suspend users' accounts for any documented occurrences of non-compliant behavior. City shall provide the Vendor with a list of users who have been issued fines on a quarterly basis. Vendor shall submit a quarterly report to the City listing notifications, warnings, and suspensions delivered to users on a quarterly basis. Vendor shall suspend users who incur three documented violations of Spokane Municipal Code occurring at any time within the operating season of March 15 to November 15.

City Council Urban Experience Briefing Paper

Spokane Municipal Code Maintenance Project - Phase I

January 11, 2021

Division & Department:	Planning Services
Subject:	Code Maintenance - various chapters of Spokane Municipal Code
Date:	January 11, 2021
Contact (email & phone):	625-6087 mwittstruck@spokanecity.org
City Council Sponsor:	Councilmember Kinnear
Executive Sponsor:	Tirrell Black
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Hearing <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Shaping Spokane Comprehensive Plan 2017 Chapter 3 Land Use policy 7.2 calls out a continuing review process; Strategic Plan.
Strategic Initiative:	Continuous Improvement and Innovation, Sustainable City, Customer Service.
Deadline:	Project Phase I complete March 2021
Outcome: (deliverables, delivery duties, milestones to meet)	Amend Phase I of Spokane Municipal Code (SMC) for Maintenance in legislative action. Internal review completed November 2020.

Background

The 2020 Unified Development Code (UDC) Maintenance Project is a list of proposals for changes to some Titles in the Spokane Municipal Code (SMC). These are most often proposed by city staff over time. The Maintenance project purpose is to respond to needed corrections, changing conditions, and the potential for improvements for all users.

- First overall maintenance effort undertaken and adopted since 2015.
- Various SMC Titles are included, but primarily Title 17.
- Periodic maintenance of the SMC is intended to aid the public in preparing applications for development and reviews by staff relying on code citations and the enforcement of same.
- This proposal is Phase I of a multi-phase effort for overall maintenance of the SMC. This is not proposing new code but is a general housekeeping for documented issues.
- Phase I consists of minor corrections.
- Phase I proposed amendments are categorically exempt from State Environmental Policy Act (SEPA) as stated in Washington Administrative Code (WAC) Procedural Actions 197-11-800(19)(a)(b).

Categorization of proposed Maintenance Amendments

Minor: These include corrections to cross references to repealed or renumbered sections in Titles; an example is the recent repeal of sections of chapter 11.19 that remain in Title 17 SMC. In some cases, redundant phrasing, or inaccurate word choice without changing meaning or substance are also categorized as minor.

Later phases anticipated in 2021 are the next two categories, CLARIFICATION and SUBSTANTIVE.

Clarification: These include changes such as fixing conflicting provisions within the code or fixing code provisions that were either oversights or mistakes when the code was adopted.

Substantive: These include changes such as adjusting permitted uses, adjusting a development standard, or improving the practical application of the code.

Executive Summary

This update is for Phase I of the Unified Development Code Cleanup. This code maintenance project was reviewed at the September 23 and November 11, 2020 Plan Commission workshops. A Plan Commission hearing is scheduled for January 13, 2021. The online project page can be viewed here: <https://my.spokanecity.org/projects/2020-2021-unified-development-code-maintenance/>

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

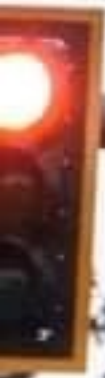
Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

Specify changes required: Legislative repeal action.

Known challenges/barriers: None.

Attachments:

- Code Maintenance Table of Contents and Review Guide
- Draft Ordinance



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