



City of Kenmore - 18120 68th Avenue NE - P.O. Box 82607 - Kenmore, WA 98028
Phone: 425-398-8900 - Fax: 425-481-3236 - E-mail: cityhall@kenmorewa.gov

City of Kenmore
City Council Regular Meeting Agenda
7:00 p.m., Monday, October 20, 2014
Kenmore City Hall, Council Chambers
18120 68th Ave. NE, Kenmore, WA 98028

If you have any questions or to confirm agenda items prior to the meeting, or if you require special accommodations, please call the City Clerk at 425-398-8900. You may also stop by City Hall at 18120 68th Avenue NE, Kenmore. Council agendas are also available on our website at www.kenmorewa.gov.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. AGENDA APPROVAL

V. PROCLAMATION

- A. Proclamation Honoring Ostroms Drugs for 50 Years in Business
[Proclamation](#)

VI. CITIZEN COMMENTS

- A. This is an opportunity to express your views on issues that are important to you and to the community. Please limit your comments to three (3) minutes.

VII. CONSENT AGENDA

- A. Adopt Minutes for the September 22, 2014 and October 6, 2014 City Council Meetings
[Draft 09 22 2014 Minutes](#)
[Draft 10 06 2014 Minutes](#)
- B. Approve Check Nos. 30827 - 30886 in the Amount of \$473,087.84 and Electronically Transferred Payroll Funds Totaling \$70,464.63 and Payroll Check Nos. 6820 and 6821 Totaling \$1,040.23 for the Period Ending October 10, 2014
[Checks for Approval](#)
- C. Approve Amendment to Pertteet Contract No. 12-C1082 for On-Call Services

[Agenda Bill & Attachments](#)

- D. Approve Amendment No. 1 to Contract No. 14-C1324 with Hewitt Architects for Professional Services

[Agenda Bill & Attachments](#)

VIII. BUSINESS AGENDA

- A. Review and Provide Direction on Ordinance No. 14-0387 Approving the 2015-2020 Capital Improvement Program (CIP) for Surface Water, Parks and Transportation - Joanne Gregory, Finance & Administration Director

[Agenda Bill & Attachments](#)

- B. Approve City of Kenmore 2015 Federal Legislative Agenda - Nancy Ousley, Assistant City Manager, with Paul Schlesinger, Federal Government Relations Representative, Alcalde & Fay

[Agenda Bill & Attachment](#)

- C. Kenmore Business Incubator Report - Nancy Ousley, Assistant City Manager

[Agenda Bill & Attachments](#)

[PowerPoint Presentation](#)

IX. STAFF REPORT

X. COUNCILMEMBER REPORTS & COMMENTS

XI. COUNCILMEMBER INITIATIVES

XII. ADJOURNMENT

Upcoming Meetings:

Tues., October 21, 2014	7:00 p.m.	Planning Commission Regular Meeting
Wed., October 22, 2014	7-8:30 p.m.	Town Green Public Workshop
Mon., October 27, 2014	7:00 p.m.	City Council Regular Meeting
Mon., October 27, 2014	8:30 p.m.	Transportation Benefit District Board Regular Meeting
Tues., October 28, 2014	5:30 p.m.	Joint Council & Planning Commission Special Mtg.

City of Kenmore, Washington Proclamation

WHEREAS, Kenmore is fortunate to have long-standing, successful and multigenerational family-owned businesses; and

WHEREAS, a business that has become a local institution and a model of fine customer service is Ostroms Drug and Gift; and

WHEREAS, Ostroms has been owned and operated by the Ramsey family, Dick and Todd, since 1964; and

WHEREAS, in their fifty years in business, they have contributed to the health of their customers with competent prescription pharmaceutical services and by ending tobacco sales in 1987, decades ahead of other drug stores; and

WHEREAS, the store has long served as the go-to place to find a special gift or greeting card; and

WHEREAS, the Ramseys have a great track record of retaining qualified staff, with eight of their staff members having been with the business for 13 years or more, including two staff members, BZ Davis and Bill Briggs, who have 40 and 35 years respectively with the store; and

WHEREAS, Ostroms kept a downtown Kenmore address when they moved to their new store in 2009 after decades in Kenmore Village; and

WHEREAS, after 50 years in business, Ostroms continues to find new ways to serve their customers and community,

NOW, THEREFORE, I, David Baker, Mayor of the City of Kenmore in the State of Washington, on behalf of the City Council, do hereby proclaim the week of October 20-25 as

Ostroms Drug & Gift Week

in the City of Kenmore and urge all Kenmore citizens to join the City Council in honoring them for their Fiftieth Anniversary as an exceptional Kenmore business.

IN WITNESS WHEREOF, signed this 20th day of October, 2014.

Signed: _____
David Baker, Mayor

Attested: _____
Patty Safrin, City Clerk

**City of Kenmore, Washington
City Council Regular Meeting
Minutes
September 22, 2014**

CALL TO ORDER – The regular meeting of the Kenmore City Council was called to order by Mayor David Baker at 7:02 p.m.

Councilmembers present: Mayor David Baker, Deputy Mayor Van Ness, and Councilmembers Brent Smith, Laurie Sperry, Milton Curtis, Nigel Herbig and Stacey Denuski

Staff present: Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; Joanne Gregory, Finance & Administration Director; Kris Overleese, Engineering & Environmental Services Director; Debbie Bent, Community Development Director; Rod Kaseguma, City Attorney; and Patty Safrin, City Clerk

FLAG SALUTE

Mayor Baker led the flag salute.

AGENDA APPROVAL

It was Council consensus to approve the agenda as submitted.

ELECT DEPUTY MAYOR

Councilmember Sperry nominated Councilmember Van Ness to serve as Deputy Mayor for the remainder of the term. Mayor Baker seconded the motion. The motion passed unanimously.

PROCLAMATION

National Domestic Violence Awareness Month – October 2014.

Mayor Baker stated that the City of Kenmore is declaring the month of October 2014 to be National Domestic Violence Awareness Month in the City and all citizens are urged to actively work for the elimination of personal and institutional violence towards women and girls.

CITIZEN COMMENTS

Greg Pergament, 19377 65th Avenue NE, Kenmore, was present to state that he supports the Kenmore Skate Court.

Feder Nemtchinov, 8310 NE 161st Place, Kenmore, was present to state that he supports the Kenmore Skate Court.

Mayor Baker thanked the citizens for their comments.

CONSENT AGENDA

Councilmember Curtis moved to approve the consent agenda as submitted. Mayor Baker seconded the motion to Adopt the Minutes for the September 8, 2014 City Council Meeting; and Approve Check Nos. 30668 - 30729 in the Amount of \$234,771.83 and Electronically Transferred Payroll Funds Totaling \$70,566.62 and Payroll Check No. 6733 in the Amount of \$604.10 and Wire Transfers for ROW Purchases Totaling \$175,007.66 for the Period Ending September 12, 2014. The motion passed unanimously.

BUSINESS AGENDA

Skate Court Design and Budget – Debbie Bent, Community Development Director, with Matt Porteous and Scott Resnick, landscape architects for Hewitt Architects, were present to give a brief report. They were also available to answer any questions.

Director Bent stated that the design is a result of feedback received from three public workshops held in June and July. The design reflects four goals: 1) to create a permanent skate court comparable in size to the original temporary facility; 2) to ensure that the facility will be durable; 3) to ensure that the facility may be easily maintained; and 4) to create a facility that can be used by all ages and skill levels. She stated that staff recommends the preferred design be funded if funds are available; however, she gave alternative suggestions in the event that funds are not available.

City Manager Karlinsey spoke briefly about funding, which was included in the draft Capital Improvement Program (CIP) brought to the Council this past July. Architect Porteous gave a brief PowerPoint presentation on the design process. Director Bent stated that the timetable for construction of the staff recommended design option, Option A, would be 2015. The skate court is proposed as Phase 1 of a new park on the City Hall site.

Deputy Mayor Van Ness moved to approve skate court design Option A. Mayor Baker seconded the motion. The motion passed 7-0.

Councilmember Herbig moved to ask staff to look at design and cost estimates for the next phase of the project, the area to the south of the skate court between the skate court and the driveway. Mayor Baker seconded the motion. The motion passed 7-0.

Approve City of Kenmore 2015 State Legislative Agenda – Nancy Ousley, Assistant City Manager, and Brianna Taylor, State government relations representative, Gordon Thomas Honeywell, were present to give a brief report. They were also available to answer any questions.

They distributed a memo to the Council regarding, “What to Expect in 2015.” Taylor summarized the Governor’s process for developing budgets and gave some detail regarding the State’s transportation, operating, and capital budgets. She also briefly mentioned the Governor’s climate change initiative; the McCleary Supreme Court case regarding education funding; Initiative 1351 regarding class size reduction; and an emerging referendum effort to fund stormwater, water supply, and flood mitigation. Assistant City Manager Ousley detailed the City’s proposed legislative priorities.

Deputy Mayor Van Ness moved to Approve the City of Kenmore 2015 State Legislative Agenda. Mayor Baker seconded the motion. The motion passed unanimously.

STAFF REPORT

City Manager Karlinsey reported on the International City Managers' Association (ICMA) Conference he attended last week. He stated that he is on the host committee for the 2015 conference in Seattle. He also reported on his recent trip with Mayor Baker and Assistant City Manager Ousley to Ilwaco to speak to the State Parks Commission regarding the Daniels rehabilitation plan for the St. Edward Seminary building.

CITY COUNCILMEMBER REPORTS & COMMENTS

Councilmember Smith thanked staff for all their work on the St. Edward Seminary building project.

Deputy Mayor Van Ness thanked the Council for their confidence in him in electing him deputy mayor. He also reported on his work on the Transportation & Infrastructure Committee for the National League of Cities (NLC).

Mayor Baker reported on the State Parks Commission meeting in Ilwaco. He also mentioned the picnic which Council provided for City staff this afternoon.

ADJOURNMENT

Mayor Baker adjourned the regular meeting at 8:28 p.m.

David Baker, Mayor

ATTEST:

Patty Safrin, City Clerk

**City of Kenmore, Washington
City Council Special Meeting
Minutes
October 6, 2014**

CALL TO ORDER – The special meeting of the Kenmore City Council was called to order by Mayor David Baker at 6:00 p.m.

Councilmembers present: Mayor David Baker, Deputy Mayor Allan Van Ness, and Councilmembers Brent Smith, Laurie Sperry, Milton Curtis, Nigel Herbig and Stacey Denuski

Staff present: Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; Kris Overleese, Engineering & Environmental Services Director; Debbie Bent, Community Development Director; Bryan Hampson, Development Services Director; Jennifer Gordon, Public Works Operations Manager; Rosemary Larson, City Attorney; and Patty Safrin, City Clerk

EXECUTIVE SESSION

Mayor Baker recessed the special meeting to an executive session at 6:00 p.m. to discuss Potential Litigation, pursuant to RCW 42.30.110(1)(i), and Property Disposition, pursuant to RCW 42.30.110(1)(c). He stated that the executive session will last for approximately 60 minutes and that no action is anticipated when the meeting is reconvened.

Mayor Baker reconvened the meeting at 7:02 p.m.

AGENDA APPROVAL

It was Council consensus to approve the agenda as submitted.

CONSENT AGENDA

Deputy Mayor Van Ness moved to approve the consent agenda as submitted. Mayor Baker seconded the motion to Receive and File the City of Kenmore August 2014 Financial Report. The motion passed unanimously.

BUSINESS AGENDA

Presentation of the Resource Alignment Diagnostic (RAD) Tool by the Center for Priority-Based Budgeting (CPBB) – Rob Karlinsey, City Manager, provided a brief introduction as to where the City is in the priority-based budgeting (PBB) process. Jon Johnson and Chris Fabian, Co-Founders of CPBB, were present to give a PowerPoint presentation explaining how the RAD tool can be used in the budget process. Johnson stated that it will take two to three budget cycles before the City is completely comfortable with the process.

Fabian reviewed the five steps in the PBB process. He stated that the feedback from citizens who were engaged with the process validated the definitions of City goals which became

the Result Maps that staff worked with when scoring programs. He stated that the way the City has allocated resources to programs is a very healthy model, with 77% of program costs allocated to Quartile 1 and Quartile 2 programs, the programs which rated most highly to correspond with the results the City wishes to achieve. Johnson pointed out that governance costs are only 11% of the City's projected budget, which is low compared to other cities they have worked with, with 89% of the budget going to programs which directly benefit the community. He encouraged staff to use the RAD tool to generate new budget conversations. They were also available to answer any questions.

Estimates of Revenue and Expenditures for Current 2013-2014 Budget – Rob Karlinsey, City Manager, distributed an Estimate of 2014 Revenues and Expenditures to Council and stated that the Finance Director was not present to review it with Council due to being called away for a family emergency. He was also available to answer any questions.

Approve Revised Puget Sound Clean Air Agency (PSCAA) Agreement, Contract No. 14-C1261 – Bryan Hampson, Development Services Director, was present to state that PSCAA refused to insert hold harmless language for the City into the contract, and that staff recommends approving the contract as revised. He was also available to answer any questions.

Councilmember Herbig moved to Approve Revised Puget Sound Clean Air Agency Agreement, Contract No. 14-C1261. Mayor Baker seconded the motion. The motion passed 7-0.

CITY COUNCILMEMBER REPORTS & COMMENTS

Mayor Baker presented Deputy Mayor Van Ness with a Certificate of Municipal Leadership from the Association of Washington Cities (AWC) for completion of leadership training. He stated that Deputy Mayor Van Ness will be in charge of next week's meeting, as he will be absent.

ADJOURNMENT

Mayor Baker adjourned the regular meeting at 8:39 p.m.

David Baker, Mayor

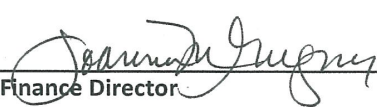
ATTEST:

Patty Safrin, City Clerk

City of Kenmore Voucher Certification and Approval

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the following claims, paid by checks 30827-30886 which total \$473,087.84, and electronically transferred payroll funds totalling \$70,464.63, and payroll checks #6820 & #6821 which total \$1,040.23, are just, due and unpaid obligations against the City of Kenmore/King County/Washington, and that I am authorized to authenticate and certify to said claims.


 City Manager 10/14/14
 Date


 Finance Director 10/13/14
 Date

Check #	Vendor Name	Description	Check Amount
30827	NATIONWIDE FINANCIAL 401a	Social Security Replacement Plan	9,688.36
30828	NATIONWIDE RETIREMENT SOLUTIONS 457	Deferred Comp Payroll Deduction	285.00
30829	ICMA RETIREMENT TRUST 457 - 304745	Deferred Comp Payroll Deduction	2,817.81
30830	DRS 457	Deferred Comp Payroll Deduction	840.00
30831	CITY OF KENMORE FS	Flexible Spending Medical Plans	232.15
30832	BANK OF AMERICA 941	Payroll Taxes	16,149.90
30833	DEPARTMENT OF RETIREMENT SYSTEMS	WA State Retirement	12,389.51
30834	STATE OF FLORIDA DISBURSEMENT UNIT	Payroll Deduction	275.00
30835	CITY OF BELLEVUE	2014 ARCH HTF Contributions	50,000.00
30836	CITY OF LAKE FOREST PARK	Sept. Public Works Crew Charges	70,730.01
30837	CITY OF SHORELINE	July-September Jail Van Usage	467.25
30838	CAPITAL ONE COMMERCIAL/ COSTCO	Kenmore Play Day Supplies	27.18
30839	REPUBLIC SERVICES	Sept. City Hall & Rhod. Park Solid Waste	853.31
30840	FERGUSON ENTERPRISES INC #1539	Cement bags to replenish stock	167.74
30841	FRUHLING SAND & TOPSOIL	Asphalt Disposal	37.50
30842	KING COUNTY ANIMAL SVCS	Pet Licenses & Renewals	545.00
30843	KING COUNTY FINANCE	Sept. Road Svcs/Overlay/Traffic/Ped.	151,201.20
30844	KING COUNTY FINANCE	Aug. Adult/Juv. Detention/Booking Chgs	1,784.25
30845	KING COUNTY SHERIFF	July Fireworks/Concerts Overtime Chgs	2,421.81
30846	NORTHSHORE FIRE DEPT	September Fire Marshal Review	400.00
30847	NORTHSHORE UTILITY DIST	Sept. Hydrant Rental/Vactor Water	11,411.82
30848	OFFICE DEPOT	Office Supplies	254.75
30849	PACIFIC TOPSOILS	Vegetation Disposal 9/19 & 9/20	332.08
30850	PUGET SOUND ENERGY	Street Lights/Signals/Electricity/Gas	2,884.95
30851	SEATTLE TIMES	9/23-9/25 Public Hearing/Legal Ads	498.35
30852	UNITED RENTALS NW, INC	Road Plates for 61st Sidewalks	338.36
30853	WELLS FARGO BANK	9/21-10/20 1st Floor Xerox Lease	424.34
30854	UPS STORE	9/19-9/30 Public Records Copies	14.10

VII. B. Approve Check Nos. 30827 - 30886 in the Amount of \$4...

30855	VAN NESS, ALLAN	Airfare Reimbursement	397.20
30856	KONICA MINOLTA BUSINESS SOLUTIONS	Sept. Business Incubator Copier Lease	209.32
30857	TELESYSTEMS WEST	Polycom Voicestation/City Mgr's Office	531.08
30858	OUSLEY, NANCY	Food Expense for Incubator Event	84.86
30859	JAYMARC - AV	Repair of Council Video Screen	410.63
30860	SHRED-IT	9/217 Shredding Service	55.44
30861	ALCALDE & FAY	8/15-9/15 Gov't. Affairs Consulting	5,025.14
30862	COMCAST	9/30-10/29 Incubator Internet/Cable	172.16
30863	GORDON THOMAS HONEYWELL	Sept. Government Affairs Consulting	3,721.05
30864	PHSI PURE WATER FINANCE	Incubator Bldg Monthly Filtered Wtr Svc	50.31
30865	FRONTIER	9/28-10/27 City Hall/Elevator Phone Svc	1,009.16
30866	BAUER, ANDREW	9/29-10/2 Lodging/Meals/Mileage	465.21
30867	PURE WATER TECHNOLOGY OF PUGET SOUND	City Hall Water Filter Replacement	112.13
30868	INDEPENDENT STATIONERS	Office/Breakroom Supplies	183.01
30869	HOPKINS, CRAIG	Sept. Mileage Reimbursement	30.80
30870	DEVRIES, DENIS	Sept. Mileage Reimbursement	39.76
30871	MILLER STEPHENS, MARY	Sept. Public Defense Svcs/SCORE facility	1,250.00
30872	PERTEET INC.	7/28-8/31 Services 12-C1082	68,257.02
30873	VERIZON WIRELESS	9/27-10/26 Cell Phone/I-Pad Chgs	1,048.90
30874	JOYCE ZIKER PARKINSON	Aug. Legal Adv/Lk WA Sediments/K.V.	1,264.50
30875	EJ USA, INC.	Lids Replaced After Overlay	1,087.61
30876	WAGE WORKS	Aug. Flexible Spending Plan Admin. Fee	50.00
30877	INNOVAC	September Vactor Services	5,228.00
30878	WINTERBOURNE LANDSCAPE	City Hall Green Roof Maintenance	542.03
30879	OSBORN CONSULTING INC.	Jul/Aug Surface Water On-Call Services	12,513.88
30880	NORTHWEST LANDSCAPE SERVICES	Oct. Maintenance Services/SR522 ROW	1,199.81
30881	WA ASSOC OF PUBLIC RECORDS OFFICERS	10/16 Training - Teresa McAllister	165.00
30882	MACDONALD MILLER FACILITY SOLUTIONS	City Hall Water Heater Repair	662.10
30883	GOVDELIVERY, INC.	GovDelivery Communications Cloud	6,150.00
30884	CENTER FOR PRIORITY BASED BUDGETING	Sept. Professional Services	17,500.00
30885	HANSEN, COREY	Sept. Business Incubator Consulting	3,000.00
30886	ALLISON & PARTNERS	Sept. Professional Svcs/Media Relations	3,200.00
6820	SEAN URANGA	Payroll Check	279.20
6821	JULIE VAUGHAN	Payroll Check	761.03
10/3/2014	PAYROLL	Direct Deposit	70,464.63
			<u>\$ 544,592.70</u>

2014	PRIOR VENDOR ACTIVITY	TOTAL	FOR 2014
	314 PIE		7.00
	6270 BOTHELL WAY LLC		10,000.00
	A+ CONFERENCING		71.98
	A-1 LANDSCAPING & CONSTRUCTION, INC		612,221.84
	AA ASPHALTING, INC		17,426.93
	AA PARTY RENTALS		1,683.78
	AAA FLAG & BANNER MFG. CO., INC.		1,920.25
	ACADEMI TRAINING CENTER, LLC		800.00
	ACF WEST INC		469.79
	ACTION ENTERTAINMENT		395.00
	ADVANCE TESTING & SERVICE INC		540.00
	AFLAC		4,610.43
	ALCALDE & FAY		40,720.62
	ALLISON & PARTNERS		1,427.50
	ALLPLAY SYSTEMS LLC		664.45
	ALPHAGRAPHICS US718		654.63
	AMERICAN GENERAL		3,894.01
	AMERICAN PLANNING ASSOCIATION		1,990.00
	AMERICAN PUBLIC WORKS ASSOCIATION		780.00
	ANDERSON, LAURI		142.38
	ARTS OF KENMORE		200.00
	ASP, DANIEL		437.50
	ASSOCIATION OF WA CITIES		17,456.62
	AURORA RENTS		1,905.40
	AV CAPTURE ALL, INC.		2,176.87
	AWC EMPLOYEE BENEFITS		350,341.33
	BADGLEY'S LANDSCAPE LLC		3,941.75
	BAKER, DAVID		2,173.89
	BANK OF AMERICA 941		274,582.16
	BANNER BANK BAKER		15,020.53
	BANNER BANK BH		2,616.15
	BANNER BANK CS		3,711.76
	BANNER BANK DB		1,071.42
	BANNER BANK JG		7,829.07
	BANNER BANK JGORDON		12,476.42
	BANNER BANK KENMORE		19,808.76
	BANNER BANK LD		6,471.17
	BANNER BANK NO		8,468.90
	BANNER BANK PS		1,315.82
	BANNER BANK ROGERS		2,536.68
	BANNER BANK VAN NESS		7,166.40
	BASTYR UNIVERSITY		50,200.00
	BAUER, ANDREW		341.86
	BAYE ENTERPRISES, INC.		833.30
	BEARCOM		170.82
	BEEGEE TOLPA		700.00
	BENT, DEBORAH A		169.52

BETHANY BIBLE CHURCH	35,850.00
BINW	1,138.63
BIOBAG AMERICAS INC.	710.83
BLACKBAUD	5,464.24
BRABEC, MARY	3,500.00
BRIEN, GAYLYNN	400.00
BUENA VISTA SERVICES, INC.	3,960.00
BUILDERS EXCHANGE OF WASHINGTON INC	45.70
BULGER SAFE & LOCK, INC.	704.47
CALPORTLAND COMPANY	957.75
CAMPOS APPRAISALS, INC.	3,200.00
CANTEEN REFRESHMENT SERVICES	2,771.80
CAPITAL ONE COMMERCIAL/ COSTCO	81.65
CASCADE PEST CONTROL	1,708.20
CEMEX	1,971.53
CENTER FOR HUMAN SERVICES	12,500.00
CENTER FOR PRIORITY BASED BUDGETING	8,500.00
CHARLENE COLLINS FREEMAN	50.00
CHICAGO TITLE	10,000.00
CITY OF BELLEVUE	80,492.56
CITY OF KENMORE	988,899.41
CITY OF KENMORE FS	4,178.70
CITY OF KENT	500.00
CITY OF LAKE FOREST PARK	573,800.58
CITY OF SHORELINE	1,307.90
CITYWORKS/ AZTECA SYSTEMS INC.	9,995.00
CLARITY SIGNS	650.10
CLK CONSTRUCTION LLC	3,171.48
CLOWNS UNLIMITED, INC.	711.75
COASTAL WEAR PRODUCTS INC	2,713.42
COASTWIDE LABORATORIES	4,843.01
CODE PUBLISHING COMPANY	350.00
COLUMBIA BANK	13,725.10
COLUMBIA RIDGE LANDFILL	3,850.99
COMCAST	2,647.37
COMPUCOM	7,207.85
CONSOLIDATED PRESS	7,437.19
CONTECH ENGINEERED SOLUTIONS, INC	2,999.42
CONTOUR FENCE CO. INC.	3,801.85
CPS CONSTRUCTION LLC	4,000.00
CROWN PRODUCTS LLC	811.32
CULLEY, AMBERLY	4,000.00
CUNNINGHAM, ED	250.00
CURTIS, DR. MILTON	317.76
DACO ENTERPRISES	2,975.00
DAILY JOURNAL OF COMMERCE	2,167.00
DANSOUND INC	6,817.50
DAY WIRELESS SYSTEMS	229.32
DENUSKI, STACEY	354.20

DEPARTMENT OF ECOLOGY	26,383.24
DEPARTMENT OF LABOR AND INDUSTRIES	21,104.50
DEPARTMENT OF NATURAL RESOURCES	500.00
DEPARTMENT OF RETIREMENT SYSTEMS	228,324.95
DEVELOPMENTAL RESOURCES, INC.	350.00
DEVRIES, DENIS	121.52
DIGITAL REPROGRAPHICS SERVICES INC.	463.27
DORIA, JOSEPH	1,000.00
DRS 457	15,700.00
DURRANT, JEFF	167.75
DWAYNE LANE'S	24,259.73
EMERALD FIRE LLC	303.32
EMERGENCY SERVICE COORDINATING AGCY	48,964.00
ENTERTAINMENT FIREWORKS INC	17,000.00
ENVIROCERT INTERNATIONAL, INC.	100.00
ENVIRONMENTAL SYSTEMS RESEARCH INST	7,675.95
ESTATE OF HARRY S. CHRISTIAN	5,350.00
EVERGREEN PRINT SOLUTIONS	741.14
EVERGREEN SAFETY COUNCIL	199.00
EVER-MARK, LLC	786.81
FABULOUS CLEANERS	16.42
FASTSIGNS	578.16
FAZZARI MARKETING	2,344.74
FEDEX OFFICE	120.72
FERGUSON ENTERPRISES INC #1539	2,914.27
FIRE PROTECTION, INC	5,278.18
FIRST AMERICAN TITLE	9,897.00
FITZGERALD, ELLIOTT	150.00
FRAUSE	15,412.27
FRONTIER	7,897.01
FRUHLING SAND & TOPSOIL	3,310.96
G & H PRINTING	402.39
GEOENGINEERS INC	13,195.50
GIPSON FOOD COMPANY, LLC	360.00
GLOCK PROFESSIONAL, INC	390.00
GOBBLE EXPRESS	91.00
GOODSELL POWER EQUIPMENT #2 INC.	26.21
GORDON THOMAS HONEYWELL	29,283.56
GOVDELIVERY	6,150.00
GOVERNMENT FINANCE OFFICERS ASSOC	190.00
GOVERNMENT FINANCE RESEARCH GROUP	1,995.00
GOVERNMENTAL ACCT STANDARDS BOARD	225.00
GRAINGER	164.94
GRAY & OSBORNE, INC	10,443.62
GREATER BOTHELL CHAMBER OF COMMERCE	725.00
GREGORY, JOANNE	358.11
GSC PRODUCTION	300.00
HANSEN, COREY	3,000.00
HAPA WORLD MUSIC, LLC	2,250.00

HARRIS COMPUTER SYSTEMS	7,105.83
HARRIS, LESLIE	2,759.60
HDR	622,578.61
HERBIG, NIGEL	149.79
HERO HOUSE	700.00
HESTON VISUAL ARTS	1,078.30
HEWITT	7,030.61
HIGHWIRE	5,439.96
HOFFMAN, GAYLE	1,500.00
HOME COURT ADVANTAGE INC.	1,368.75
HOME DEPOT CREDIT SERVICES	1,813.58
HONEY BUCKET	1,694.90
HOPELINK	34,312.50
HOPKINS, CRAIG	175.28
HORIZON DISTRIBUTORS INC	429.50
HOUGH BECK & BAIRD INC	13,512.50
HP'S SMOKEHOUSE BBQ	154.00
HWA GEOSCIENCES INC.	900.00
ICMA RETIREMENT TRUST 457 - 304745	52,870.58
iCOMPASS TECHNOLOGIES, INC.	8,400.00
INDEPENDENT STATIONERS	1,845.90
INGALLINAS BOX LUNCH	60.63
INGLEMOOR HIGH SCHOOL MUSIC BOOSTER	100.00
INNOVAC	18,606.03
INSLEE, BEST, DOEZIE & RYDER, P.S.	197,710.25
INTEGRA TELECOM	7,202.26
INTERNATIONAL CITY/CNTY MGMT ASSOC	1,273.71
INTERNATIONAL INST OF MUNI CLERKS	210.00
iWORQ SYSTEMS	1,000.00
JACOBS ENGINEERING GROUP	126,872.18
JB TECHNOLOGY, INC	714.29
JET CITY PRINTING	1,740.45
JOHN E. REID & ASSOCIATES	420.00
JOYCE ZIKER PARKINSON	19,457.50
KAMINS CONSTRUCTION	195,968.41
KARLINSEY, ROB	1,021.33
KCDA PURCHASING COOP	95,358.31
KEEP POSTED INC	278.00
KENMORE COMMERCIAL LLC	29,529.00
KENMORE ELEMENTARY PTA	6,000.00
KENMORE HERITAGE SOCIETY	200.00
KENMORE HOLDINGS, LLC	6,950.00
KENMORE INVESTMENT PROPERTIES, LLC	33,700.00
KENMORE LAKEVIEW, LLC	2,500.00
KENMORE SENIOR CENTER	700.00
KING COUNTY ANIMAL SVCS	3,075.00
KING COUNTY DISTRICT COURT	94,353.00
KING COUNTY FINANCE	793,056.28
KING COUNTY FINANCE W.L.R.D.	53,817.59

KING COUNTY FINANCE/ GIS	744.00
KING COUNTY MUNICIPAL CLERKS ASSOC	25.00
KING COUNTY OFFICE OF FINANCE	9,830.30
KING COUNTY RADIO COMM SERVICES	815.85
KING COUNTY REAL ESTATE SVCS	51,700.00
KING COUNTY RECORDER'S OFFICE	784.00
KING COUNTY SHERIFF	2,083,623.02
KING COUNTY SUPERIOR COURT CLERK	576,800.00
KING COUNTY TREASURY	33,246.11
KING CTY EASTSIDE TRANSP PARTNERSH	200.00
KINGMAN, ASHLEY	2,000.00
KOMPAN, INC	976.96
KONICA MINOLTA BUSINESS SOLUTIONS	1,681.09
KUSTOM SIGNALS, INC.	9,260.26
LANGUAGE LINE SERVICES, INC.	182.22
LEE, BRETT	56.94
LIGHTHOUSE CONSULTING INC	31,626.09
LOYUK, SAMANTHA	72.24
LYONS, LIZANNE & HAMMOND, JAMES	2,531.26
MACDONALD MILLER FACILITY SOLUTIONS	8,124.82
MAIL FINANCE	2,701.59
MAIN STREET PROPERTY GROUP	10,000.00
MARINE FLOATS CORPORATION	68,748.76
MCALLISTER, TERESA	63.28
MEDELES, JOSE	600.00
MEITZNER BROTHERS	7,500.00
METROPOLITAN TRANS. COMMISSION	1,500.00
MICRONET, INC.	450.00
MILLER STEPHENS, MARY	10,000.00
MILLER'S EQUIPMENT & RENT ALL INC.	46.81
MINZGHOR, NICHOLAS	343.75
MOBILE MINI, INC.	1,813.35
MORGAN SOUND INC	1,849.46
MR. T'S TROPHIES	1,566.21
MULVIHILL, MARJORIE	250.00
NATIONAL BARRICADE CO	191.41
NATIONAL BUSINESS INCUBATION ASSOC.	525.00
NATIONAL LEAGUE OF CITIES	1,489.00
NATIONAL LIFE OF VERMONT	2,114.01
NATIONWIDE FINANCIAL 401a	182,389.64
NATIONWIDE RETIREMENT SOLUTIONS 457	4,990.00
NEW PIG	3,440.64
NEWELL, HEATHER	1,519.05
NORTH COAST ELECTRIC	1,154.78
NORTH CREEK DESIGN	60.00
NORTHSHORE FIRE DEPT	5,473.00
NORTHSHORE PARK & REC SERVICE AREA	1,360.00
NORTHSHORE PAVING INC	6,099.11
NORTHSHORE ROTARY CLUB	202.00

NORTHSHORE SENIOR CENTER	17,600.00
NORTHSHORE UTILITY DIST	208,124.92
NORTHSHORE YOUTH & FAMILY SERVICES	12,500.00
NORTHWEST LANDSCAPE SERVICES	32,670.92
NORTHWEST PLAYGROUND EQUIPMENT INC.	1,053.94
NORTHWEST VENTURES, LLC	9,500.00
OFFICE DEPOT	5,682.70
OFFICE TEAM	643.95
OLSON, ROBERT & KRISTIN	3,800.00
OLYMPIC ENVIRONMENTAL RESOURCES INC	45,271.11
OLYMPUS PURSUITS/ SHAWN JOHNSON	600.00
OSBORN CONSULTING INC.	134,276.93
OUSLEY, NANCY	1,403.79
OVERLEESE, KRISTEN	283.86
PACIFIC TOPSOILS	6,347.67
PACIFICA LAW GROUP LLP	3,168.00
PART WORKS INC	810.73
PASSPORT TRAVEL AND TOURS	540.00
PAWS	4,950.00
PENDLETON, MICHAEL	5,113.94
PEOPLES STORAGE	1,656.00
PERTEET INC.	338,314.47
PETTY CASH CUSTODIAN	1,276.63
PHAM, NY THI	500.00
PHSI PURE WATER FINANCE	1,308.15
POLYRHYTHMICS, LLC	1,750.00
PRO-VAC	5,672.10
PUBLIC HEALTH DEPT. OF KING COUNTY	100.00
PUGET SOUND BUSINESS JOURNAL	97.00
PUGET SOUND CLEAN AIR AGENCY	11,500.00
PUGET SOUND ENERGY	153,702.02
PUGET SOUND FINANCE OFFICERS ASSOC	50.00
PURE WATER TECHNOLOGY OF PUGET SOUND	336.39
QUALITY BUSINESS SYSTEMS	7,130.19
RANDALL, BRIAN	151.86
RAZZ CONSTRUCTION	23,077.53
REDFIELD PROPERTIES LLC	2,975.00
REDMOND, MICHAEL	544.71
REITZ, THERESA dba MISS TESS	1,500.00
REPUBLIC SERVICES	6,815.03
RICHARDSON, ZACK	656.88
RNR CONSULTING	15,532.00
ROAD CONSTRUCTION NW, INC.	286,854.55
ROD STEVENS	950.00
RODGERS, DEUTSCH & TURNER PLLC	750.00
ROGERS, GLENN	64.96
RONGERUDE, JOHN	900.00
SAFRIN, PATTY	58.80
SAMYN, DR. JEFFREY	250.00

SARAH ROBERTS	82,416.00
SATO, EDWIN	101.32
SCHINDLER ELEVATOR CORPORATION	950.94
SCHUMACHER, JAMIE	2,710.25
SCHWARZWALTER, MARK	180.00
SCORE	148,971.28
SEATTLE TIMES	9,598.60
SEES TREES AND EXCAVATION INC	5,406.57
SESAC	343.00
SHARAM FAMILY	3,484.30
SHELTON, CINDY	34.72
SHRED-IT	481.64
SIGN UP, SIGN CO, INC	295.65
SIMPSON, ARTHUR	150.00
SKAGIT GARDENS	1,318.20
SMITH, BRENT	68.32
SNOHOMISH COUNTY	6,052.00
SNOHOMISH COUNTY SHERIFF'S OFFICE	9,761.31
SNOHOMISH COUNTY TREASURER/ SHERIFF	44,513.99
SOUND CITIES ASSOC	11,850.97
SOUND EMPLOYMENT SOLUTIONS, INC.	4,539.60
SOUND LAW CENTER	4,102.00
SOUND PUBLISHING, INC.	4,571.97
SPERRY, LAURIE	63.84
SPOT HOT DOG & BRATS	263.00
ST EDWARD STATE PARK	8,454.34
ST OF WA DEPT OF FISH & WILDLIFE	68,108.71
STATE OF FLORIDA DISBURSEMENT UNIT	4,950.00
STATE OF WA DEPT. OF LICENSING	30.00
STEWART MACNICHOLS HARMELL, INC.	28,000.00
STRIPE RITE, INC.	34,000.00
SUSSMAN/PREJZA & CO, INC	2,455.75
TACOMA SCREW PRODUCTS, INC.	88.37
TELESYSTEMS WEST	1,773.91
THE EASTMAN COMPANY	1,100.00
THE KIPLINGER LETTER	99.00
TIMEMARK INCORPORATED	111.58
TITAN OUTDOOR, LLC	1,505.95
TOPIA TECHNOLOGY/ BIS	7,620.00
TOTAL LANDSCAPE CORP	52,600.89
TOWNE CENTRE HARDWARE	2,284.83
TRAILER BOSS	2,933.81
TRANE U.S. INC.	26,690.67
TRINITY CONTRACTORS, INC.	148,658.19
UNITED RENTALS NW, INC	8,541.48
UNITED STATES POSTMASTER	4,668.47
UNITED WAY OF KING COUNTY	4,327.00
UNIVERSAL FIELD SERVICES	12,087.52
UPS STORE	648.41

URBAN LAND INSTITUTE	215.00
US POSTAL SERVICE (HASLER)	12,336.03
UTILITIES UNDERGROUND LOCATION CTR	1,161.00
VALUE DRIVEN LLC	7,200.00
VAN NESS, ALLAN	1,912.58
VERIZON WIRELESS	8,686.45
VERTICAL VISUAL SOLUTIONS INC.	15,795.37
VOLGISTICS, INC	186.00
W.S.S.O. Advanced Training	250.00
WA ASSOC OF BUILDING OFFICIALS	650.00
WA ASSOC OF PUBLIC RECORDS OFFICERS	140.00
WA CITIES INSURANCE AUTHORITY	186,543.00
WA FINANCE OFFICERS ASSOCIATION	475.00
WA GUARANTEED EDUCATION TUITION	900.00
WA STATE CONSOLIDATED TECH SVCS	1,400.00
WA STATE DEPT OF LABOR & INDUSTRIES	125.30
WA STATE DEPT OF TRANSPORTATION	4,641.49
WA WILDLIFE & RECREATION COALITION	125.00
WAGE WORKS	400.00
WALL, JOHN	1,792.84
WANG, YU SHENG & HUI KUAN	8,850.00
WASHINGTON MUNICIPAL CLERKS ASSOC	75.00
WASHINGTON STATE DEPT OF REVENUE	40.57
WASHINGTON STATE O.M.W.B.E.	100.00
WASHINGTON TOURISM ALLIANCE	500.00
WASHINGTON WOMEN OF CROSS	400.00
WEIGEL, JON	83.85
WEISBAND, BARRY	21,258.74
WELLS FARGO FINANCIAL	9,874.84
WELWEST CONSTRUCTION INC.	92,492.52
WEST, ELI	1,750.00
WESTERBECK ARCHITECTURE LLC	704.47
WIESE ENTERPRISES, INC.	1,220.34
WILDCLIFFE MANOR, LLC	7,956.00
WINDOW CLEANING & MORE	2,400.00
WINTERBOURNE LANDSCAPE	542.03
WONDERLAND DEVELOPMENT	6,750.00
ZHANG, LIJUAN	206.00
ZONAR SYSTEMS	525.33
ZORNES, GARY	1,668.19
ZUMAR	2,423.56

11,958,187.51



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Amendment 2 to Contract No. 12-C1082 with Perteet: On-Call Services for Traffic Engineering, Transportation, and Parks Proposed Council Action/Motion: Authorize the City Manager to execute Amendment 2 with Perteet with Contract 12-C1082 to 1) increase the contract by an additional \$300,000 to \$1,042,500 and 2) extend the deadline to December 31, 2015.	For Council Meeting Agenda of: October 20, 2014 Department: Engineering & Environmental Services Prepared by: Kris Overleese, PE <table style="width: 100%;"> <tr> <td style="width: 70%;">Approved by Department Head:</td> <td style="width: 30%; text-align: center;"><u>Initial & Date</u> KMO 10/14/14</td> </tr> <tr> <td>Approved by City Attorney:</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Approved by Finance Director:</td> <td style="text-align: center;">COK 10/14/14</td> </tr> <tr> <td>Approved by City Manager:</td> <td style="text-align: center;">[Signature]</td> </tr> </table> Exhibits/Attachments: Attachment A: Agenda Item and Meeting Minutes from May 19, 2014 Attachment B: Contract 12-C1082 Task Order Tracking Sheet	Approved by Department Head:	<u>Initial & Date</u> KMO 10/14/14	Approved by City Attorney:	NA	Approved by Finance Director:	COK 10/14/14	Approved by City Manager:	[Signature]
Approved by Department Head:	<u>Initial & Date</u> KMO 10/14/14								
Approved by City Attorney:	NA								
Approved by Finance Director:	COK 10/14/14								
Approved by City Manager:	[Signature]								
Expenditure Required N/A	Amount Budgeted N/A <i>(See Fiscal Consideration below)</i>	Appropriation Required N/A							
<u>INFORMATION/BACKGROUND:</u> With this contract, the City utilizes Perteet, Inc. for traffic engineering, transportation planning, and parks project assistance. The transportation and parks projects/tasks needing assistance include: design, survey, right of way acquisition, structural engineering, grant writing, geotechnical review, street standards review, permitting, environmental review, construction management services, and planning. In January 2013, the City Council authorized the City Manager to execute Contract No. 12-C1082 for \$675,000 (plus a 10% contingency) with Perteet Inc. Amendment 1 was executed May 20, 2014 bringing the contract total to \$742,500 (see Attachment A). Staff has been pleased with the level and quality of service from Perteet and their sub consultants and is seeking authorization from City Council to 1) extend their agreement through the end of 2015, and 2) increase their contracting authority by \$300,000 to \$1,042,500. Attachment B demonstrates the work underway or completed as part of Perteet's on-call agreement. The work anticipated for 2015 includes: • Log Boom Pedestrian Bridge final design and construction management services • Kenmore Village and Town Green Survey and miscellaneous engineering support • Design and construction management of NE 181st Sidewalk (68th to 73rd Avenues): South side • As needed survey and traffic analysis • Grant preparation									

The City will release a new Request for Qualifications in 2015 for this work, with services to begin in 2016. However, any projects started by Perteet in 2015, it is expected they would see the work to completion.

FISCAL CONSIDERATION:

The amended contract value will be set at \$1,042,500 (original contract amount of \$675,000 + Amendment 1 amount of 67,500 + Amendment 2 amount of \$300,000). The funds to pay for the work in the agreement are within individual project budgets and line items. No retainer is paid for on-call consultants.

A “task order” is formally written and executed for any work given under this agreement. The City Engineer manages the overall agreement for compliance and parks, operations, and engineering staff manage “task orders” scopes of work. The City Engineer approves all task order assignments and task order amendments.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

The Perteet team will continue to work on Transportation Projects, traffic engineering, and elements of Parks projects. The work they do will support:

Council goal 1: To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.

Council Goal 4: To continue to pursue downtown development, with an emphasis on Kenmore Village.

Council Goal 5: To advance the public's access and connection to the waterfront.

Council Goal 7: To implement a Parks Improvement and Financial Plan.



**City Council Business Agenda Item
City of Kenmore, WA**

Attachment A

Subject/Topic: Amendment to Contract No. 12-C1082 Proposed Council Action/Motion: Authorize the City Manager to execute Amendment 1 to Perteet Traffic Engineering, Transportation, and Parks On-Call Services Contract No. 12-C1082 for \$67,500.	For Council Meeting Agenda of: May 19, 2014 Department: Engineering & Environmental Services Prepared by: Kent Vaughan, PE for Kris Overleese, PE <u>Initial & Date</u> Approved by Department Head: <u>KV 5/14/2014</u> Approved by City Attorney: <u>[Signature]</u> Approved by Finance Director: <u>[Signature]</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: Attachment A: Agenda Item and Meeting Minutes from January 14, 2013 Attachment B: Contract 12-C1082 Task Order Tracking Sheet
Expenditure Required N/A Amount Budgeted N/A Appropriation Required N/A (See Fiscal Consideration below)	
<u>INFORMATION/BACKGROUND:</u> With this contract, the City utilizes Perteet, Inc. for traffic engineering, transportation planning, and parks project design. The transportation and parks projects/tasks needing assistance include: design, survey, right of way acquisition, geotechnical review, street standards review, permitting, environmental review, construction management services, and planning. In January 2013, the City Council authorized the City Manager to execute Contract No. 12-C1082 for \$675,000 (plus a 10% contingency) with Perteet Inc. At this time, the contract running budget total has reached \$670,007 (see Attachment B). Staff is seeking authorization from City Council to utilize the 10% contingency and increase the contracting authority by \$67,500. The amended not to exceed contract amount will be \$742,500.	
<u>FISCAL CONSIDERATION:</u> The amended contract value will set at \$742,500 (original contract amount of 675,000 + Amendment 1 amount of 67,500). The funds to pay for the work in the agreement are within individual project budgets and line items. No retainer is paid for on-call consultants.	

Attachment A

A "task order" is formally written and executed for any work given under this agreement. The City Engineer manages the overall agreement for compliance and parks, operations, and engineering staff manage "task orders" as needed. The City Engineer approves all task order assignments and task order amendments. The agreement with Perreet Inc. expires December 31, 2014 with an option to extend.

The significant remaining tasks, pending approval of the amendment, are listed in Attachment B.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

The Perreet team will continue to work on Transportation Projects, traffic engineering, and elements of Parks projects. The work they do will support:

Council Goal 4: To continue to pursue downtown development, with an emphasis on Kenmore Village.

Council Goal 5: To advance the public's access and connection to the waterfront.

Council Goal 8: To implement a Parks Improvement and Financial Plan.

Council Goal 11: To move the City Council's Interconnectivity Vision forward toward a parks improvement and financing plan implementation (parks, trails, open space, etc.)

Attachment A



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: Traffic Engineering, Transportation, and Park Project Assistance: Consultant Selection	For Council Meeting Agenda of: January 14, 2013 Department: Engineering & Environmental Services Prepared by: Kris Overleese, PE <u>Initial & Date</u> Approved by Department Head: KMO Approved by City Attorney: JAH Approved by Finance Director: [Signature] 1/13 Approved by City Manager: [Signature] Proposed Council Action/Motion: Authorize the City Manager to execute Contract No. 12-C1082 for \$675,000 (plus a 10% contingency) with Pertee Inc.	
Expenditure Required \$ 675,000	Amount Budgeted \$ 675,000	Appropriation Required \$0
<u>INFORMATION/BACKGROUND:</u> The City utilizes consultants for traffic engineering, transportation planning, and parks project design. The transportation and parks projects/tasks needing assistance include: design, survey, right of way acquisition, geotechnical review, street standards review, permitting, environmental review, construction management services, and planning. In 2012, the City had one transportation/traffic engineering on-call consultant contract, a right of way acquisition contract, and a survey on-call contracts. The City is now pursuing one surface water/parks on-call consultant and one transportation/parks on-call consultant. This report outlines the transportation/parks on-call consultant selection. In November of 2012, the City advertised for a new transportation/parks on-call consultant. Please see the attached Daily Journal of Commerce advertisement. The term of the agreement will be for two years, with the opportunity to extend at the City's discretion. The City received six submittals. Four teams were interviewed by a multi-disciplinary team of planning, engineering, operations staff. City staff was joined for the selection process by a Washington State Department of Transportation (WSDOT) Local Programs member. The four firms interviewed were: Pertee, Berger Abam, TetraTech, and KPFF. References were checked and the staff team selected the Pertee Inc. team due to their commitment to excellence, communication skills, experience working as a team, and technical ability.		

Attachment A

FISCAL CONSIDERATION:

The agreement with Perteet Inc. will expire December 31, 2014 with the option to extend. The contract value will be \$675,000. No retainer is paid for on-call consultants. A "task order" is formally written and executed for any work given under this agreement.

The City Engineer will manage the overall agreement for compliance and parks, operations, surface water, and engineering staff will manage "task orders" as needed. The City Engineering will approve all task order assignments and task order amendments. The funds to pay for the work in the agreement are within individual projects budgets and line items. The significant tasks to be completed with this agreement include:

- Transportation Element of the Comprehensive Plan Update
- Roads Standards evaluation and update
- T-22Inglemoor Project
- T36 City Gateways
- T27 Sidewalk Projects: 68th Avenue NE
- P2 Tolt Trail
- P6 Moorlands Park Ballfield Improvements
- P11 Log Boom Park Bridge
- Traffic Count data collection as needed
- Traffic Engineering & Transportation Benefit District support
- Grant Writing

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

The Perteet team will work on Transportation Projects, traffic engineering, and elements of Parks projects. The work they do will support:

Council Goal 8: move the City's interconnectivity vision forward toward implementation.
Council Goal 10: Address watershed issues affecting the City.



DAILY JOURNAL OF COMMERCE

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City of Kenmore Professional Engineering Services Submittal Date: Dec. 3

CITY OF KENMORE REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES No. 12-C1082

Title: On-Call services for Traffic Engineering, Transportation/Parks Capital Project Design, Transportation Element of the Comprehensive Plan Update, and Street Standards Update.

Due Date: Submittals must be received no later than 5:00 p.m., Monday, December 3, 2012. Submittals received after this time and date will not be considered.

Scope: The City of Kenmore is requesting Statements of Qualifications (SOQ) from interested and qualified engineering firms to provide professional services to 1) design and assist with construction of transportation projects, 2) update the Transportation Element of the Comprehensive Plan, 3) general traffic engineering assistance with signal timing, stop sign warrants, channelization evaluation, etc., 4) assistance with site evaluation and parks project site review, 5) traffic circulation and trip generation analysis, 6) signal timing evaluations, and 7) grant writing.

The project assistance needed includes (but is not limited to): design, survey, traffic modeling, traffic data collection, signal timing evaluation, SEPA/NEPA document creation, geotechnical evaluation, landscape architecture, right-of-way acquisition, engineering services during construction, construction management/inspection, and community education/coordination.

The projects may include, but are not limited to: update to the Transportation Element of the Comprehensive Plan (airport plan, modeling, transit planning, impact fee review, evaluation of transit facilities and needs, bike and pedestrian facilities); trail design, sidewalk design, including stormwater components; curb ramp/ADA design (specifically the Juanita Overlay project utilizing

Federal Funds); safety improvements utilizing Federal Funds (channelization, signal improvements, ADA upgrades); pavement preservation design; street channelization design; Street Standards update; stream crossing pedestrian bridge design; and site evaluation.

The City intends to create an on-call agreement for the bulk of the work, but may create individual project agreements from this RFQ to utilize Federal funds.

The City encourages disadvantaged, minority, and women-owned consultant firms (or teams) to respond.

Telephone calls or any other inquiries seeking additional information about the work included in this request will NOT be accepted or returned.

The on-call contract will be for 2 years with the option to extend at the City's discretion. The approximate dollar value of the contract is \$680,000.

Submittal: Interested parties shall submit 1) four copies of their SOQ and 2) four copies of a Transportation Element of a Comprehensive Plan created by the team within the past 6 years. SOQ submittals shall not exceed 20 single-sided pages in 12 point font. Submittals shall be addressed to:

Kris Overleese, City Engineer
City of Kenmore
P.O. Box 82607
Kenmore, WA 98028-0607

Selection Process: Submittals will be evaluated and ranked based on the following criteria (total of 100 points):

- 1) Key personnel for street design/channelization, Transportation Element of the Comprehensive Plan update, street standard creation, curb ramp/ADA design, and landscape architecture (20 points); 2) Firm/team experience with similar type municipal projects (20 points); 3) Team experience with curb ramp/ADA improvements (15 points); 4) Experience with transit planning and evaluation of transit needs (15 points); 5) Familiarity with municipal codes and street standards (15 points); and 6) Experience with LAG Manual and WSDOT Northwest Region Local Programs (15 points).

The City intends to review and evaluate the SOQs, then select and interview up to four firms. While the City intends the interview to be less formal, firms will

be evaluated based on 1) ability to communicate (25 points), 2) demonstrated ability provide the requested technical assistance (20 points), 3) demonstrated ability to manage projects and meet commitments (20 points), 4) demonstrated ability to provide quality control (20 points), and 5) ability to work together as a team (15 points).

The City will check references for up to two firms and reserves the right to select the firm that the City believes best meets its needs.

The Recipient (the City), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 262, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Dates of publication in the Seattle Daily Journal of Commerce, November 14 and 16, 2012.

11/16(290470)

Attachment A

**City of Kenmore, Washington
City Council Special & Regular Meeting
Minutes
January 14, 2013**

CALL TO ORDER - The special meeting of the Kenmore City Council was called to order by Mayor David Baker at 5:35 p.m.

EXECUTIVE SESSION

Mayor Baker adjourned the special meeting at 5:35 p.m. to an executive session to discuss Litigation, pursuant to RCW 42.30.110(1)(i). He stated that the executive session will last for approximately 1½ hours and that no action is anticipated when the meeting is convened to regular session.

Mayor Baker extended the executive session for 10 minutes at 7:00 p.m.

CALL TO ORDER – Mayor Baker called the regular meeting to order at 7:10 p.m.

Councilmembers present: Mayor David Baker, Deputy Mayor Bob Hensel, and Councilmembers Brent Smith, Laurie Sperry, Allan Van Ness, Milton Curtis, and Glenn Rogers

Staff present: Rob Karlinsey, City Manager; Nancy Ousley, Assistant City Manager; Joanne Gregory, Finance & Administration Director; Kris Overleese, Engineering & Environmental Services Director; Debbie Bent, Director of Community Development; Jennifer Gordon, Public Works Operations Manager; Leslie Harris, Management Analyst; Lauri Anderson, Senior Planner; Rod Kaseguma, City Attorney; and Patty Safrin, City Clerk

FLAG SALUTE

Boy Scout Troop No. 582 led the flag salute.

AGENDA APPROVAL

Deputy Mayor Hensel moved to amend the agenda by adding a Consent Agenda Item J, Approve Contract No. 12-C1037 Amendment No. 3, Purchase and Sale Agreement with James & Martha Donovan. The motion passed.

It was Council consensus to approve the agenda as amended.

CITIZEN COMMENTS

Dennis Mendrey, 6410 NE 182nd Street, Kenmore, was present to thank the City for appointing him to the Planning Commission.

John Hendrickson, 5919 NE 202nd Lane, Kenmore, was present to state his concerns regarding tax increases.

Attachment A

Dave Crawford, 7534 NE 175th Street, Kenmore, was present to state his concerns regarding raised medians on SR 522. He also stated that he was impressed with the blackberries having been removed.

Bob Black, 8232 NE 166th Street, Kenmore, was present to state his concerns about the \$20 vehicle fee imposed by the Kenmore Transportation Benefit District Board.

Mayor Baker thanked the citizens for their comments.

CONSENT AGENDA

Councilmember Curtis moved to approve the consent agenda as submitted. Councilmember Rogers seconded the motion to approve the Minutes of the February 6, 2012 Special Council Meeting and March 5, 2012 Special Council Meeting; Approve Check Nos. 26906 - 26982 in the amount of \$346,049.63 and Electronically Transferred Payroll Funds Totaling \$63,731.91 for the Period Ending November 30, 2012; Approve Check Nos. 26983 - 27065 in the amount of \$891,574.30 and Electronically Transferred Payroll Funds Totaling \$63,731.91 for the Period Ending December 21, 2012; Approve Check Nos. 27066 - 27121 in the amount of \$328,636.62 and Electronically Transferred Payroll Funds Totaling \$59,642.93 for the Period Ending January 4, 2013; Receive and File November 2012 Financial Report; Approve Contract No.10-C862 Amendment No. 3 with Sarah Roberts for Prosecution Services; Contract No. 12-C1099 with Washington Fish & Wildlife (WDFW) for Restroom Maintenance; Contract No. 12-C1081 with Osborne Consulting, Inc. for Surface Water & Park Project Assistance; Contract No. 12-C1082 with Perteet, Inc. for Traffic Engineering, Transportation, and Park Project Assistance; and Contract No. 12-C1037 Amendment No. 3, Purchase and Sale Agreement with James and Martha Donovan. The motion passed unanimously.

PUBLIC HEARING

Public Hearing to Receive Public Testimony Regarding Ordinance No. 13-0353, Extending the Moratorium on Medical Cannabis (Marijuana) Collective Gardens – Debbie Bent, Community Development Director, noted that the reasons for adopting the ordinance are outlined in the ordinance. She was also available to answer any questions.

Mayor Baker opened the public hearing to receive public testimony on this issue at 7:30 p.m.

The following citizens spoke:

Dennis Mendrey, 6410 NE 182nd Street, Kenmore, was present to state that this is a very complex situation and the approach Council is taking is a good start, but it is not a black and white situation, so it needs serious thought to determine how to proceed.

As there was no further testimony, Mayor Baker closed the public hearing at 7:32 p.m.

PRESENTATION

King County Councilmember (Attorney General Elect) Bob Ferguson – Mayor Baker stated that Attorney General Elect Ferguson has always been available and had the best interests of the

Attachment A

City at heart. Mayor Baker presented a plaque to him with thanks and appreciation for his service to the City as King County Councilmember. Mr. Ferguson stated that he really just came by to say thanks to the City, that it has been a great partnership, and that he looks forward to working with the City in his new role as Attorney General.

BUSINESS AGENDA

Adopt Ordinance No. 13-0353, Moratorium on Medical Cannabis (Marijuana) Collective Gardens – Debbie Bent, Community Development Director, stated that staff is recommending Council adopt the ordinance. She was also available to answer any questions.

Councilmember Sperry moved to Adopt Ordinance No. 13-0353, Moratorium on Medical Cannabis (Marijuana) Collective Gardens. Councilmember Van Ness seconded the motion. The motion passed 6-1, with Councilmember Rogers voting no.

Appoint Planning Commission Members and Establish Terms - Debbie Bent, Community Development Director, stated that Council interviewed the candidates for the Planning Commission on January 8th. Mayor Baker read the appointees into the record, including alternates. He noted that Stan Isenhardt has elected not to remain on the list as an alternate. The new Planning Commission members are as follows: Doug Nugent (Chair), 3-year term; Angela Kugler (Vice Chair), 3-year term; Mike Vanderlinde, 3-year term; Mark Ohrenschall, 3-year term; Doug Huxtable, 2-year term; Jim Howard, 2-year term; Dennis Mendrey, 2-year term; Robert Lane, Alternate; and Dan Ross, Alternate.

Councilmember Rogers moved to Appoint Planning Commission Members and Establish Terms. Councilmember Van Ness seconded the motion. The motion passed unanimously.

2013 Annual Docket Work Program for the Planning Commission - Debbie Bent, Community Development Director, was present to provide a brief staff report in which she stated that staff is looking for Council direction on the items to be included in the 2013 Annual Docket. By code, the Council's decision needs to be made no later than the last meeting in February. She reminded Council that at the November 26, 2012 Council meeting the Commercial Zoning Project was introduced to Council. At that time staff outlined a possible framework, a scope, several policy issues, and an approach for addressing those policy issues. That project is one of the items included on the docket. Several items will be rolled into that, including the Transit-Oriented District, which has been on hold since 2010. There are also several items related to views. Staff is recommending looking at height and views as they pertain to the Regional Business Zone rather than citywide. Staff is also recommending taking on the Parks, Recreation, and Open Space element of the Comprehensive Plan and, in conjunction with that, updating the PROS Plan, which expired in 2009. Once the PROS Plan is back up and running, the City would be eligible for grant funding. Lastly, looking at potential regulations for marijuana has been put in as a placeholder docket item with the understanding that Council would have to give direction to the Planning Commission before the Planning Commission proceeded with that item. Director Bent was also available to answer any questions.

Mayor Baker opened the public comment period on the Comprehensive Plan Amendments at 8:08 p.m.

The following citizens spoke:

Attachment A

Bob Greene, 6250 NE 182nd Street, Kenmore, was present to state that he is very happy as a citizen with what the City has accomplished on SR 522. He stated that while there are economic constraints might be a good time to consider business zoning heights because there is not a lot of pressure to build.

Elizabeth Mooney, 5934 NE 201st Street, Kenmore, was present to welcome the new Planning Commissioners and to suggest informal talks with Council, staff and citizens regarding what the City should look like in the future. She also stated her concerns regarding industrialization in the City.

As there were no additional citizens wishing to comment, Mayor Baker closed the public comment period at 8:16 p.m.

Councilmember Smith moved to Approve the 2013 Annual Docket Work Program for the Planning Commission. Councilmember Van Ness seconded the motion. The motion passed unanimously.

2013-2014 Human Services Funding Recommendations – Nancy Ousley, Assistant City Manager, and Leslie Harris, Management Analyst, were present to follow up on the Council's discussion during budget deliberations about the investment the City would be making in human services during this biennium. She stated that staff is presenting a list of recommended agencies and funding amounts for Council's approval. Since this year's budget is approximately 71% of last year's, staff paid special attention to agencies physically located in the City, and also the overall size of the agency budget, in making these recommendations. Management Analyst Harris summarized the recommendations. They were also available to answer any questions.

Councilmember Sperry moved to Approve the 2013-2014 Human Services Funding Recommendations. Councilmember Curtis seconded the motion. The motion passed unanimously.

Kenmore Village Marketing Process Update - Nancy Ousley, Assistant City Manager; Paul Sleeth and Billy Sleeth of Colliers International; Corey Marx of Jones Lang LaSalle; and Rod Stevens of Spinnaker Strategies were present to give a brief staff report. Rod Stevens spoke about the brokers and their roles. Paul Sleeth outlined the process and what the brokers are doing now. He stated that they expect to do a request for offers and a request for qualifications on January 17th. The brokers spoke about the market reaction to the City of Kenmore and these properties specifically, which has been very good. Rod Stevens went over the timeline for the offers, negotiations, and narrowing to a short list to bring back to Council in mid- to late February, aiming for closure of the process with a purchase and sale in April. They were also available to answer any questions.

CITY COUNCILMEMBER COMMENTS/REPORTS

It was Council consensus that Mayor Baker would continue as the 2013 Council representative for the Seashore Transportation Forum.

It was Council consensus that Mayor Baker, Councilmember Rogers, and Councilmember Van Ness would be the 2013 Council representatives for the Eastside Transportation Partnership (ETP).

Attachment A

It was Council consensus that "Coffee with Council" would take place at 7:30 a.m. on the first Monday of the month and 8:00 a.m. on the 3rd Saturday of the month at the Espresso Works Café in Kenmore Village beginning in February on a trial basis. Councilmembers will sign up with Janice Gates, the City Manager's Executive Assistant, in order to avoid having either no councilmembers show up or a quorum of councilmembers show up. "Coffee with Council" is intended to be a very informal dialogue between councilmembers and any citizens who wish to come.

Councilmember Smith suggested that the Executive Assistant could contact all councilmembers at once by sending a text.

Councilmember Sperry indicated her interest in receiving text messages instead of voicemail.

Councilmember Van Ness gave a brief report on the Eastside Transportation Partnership (ETP) meeting he attended last week.

Councilmember Rogers praised staff for the Christmas tree lights and tree. He announced that the City qualified for a two-year audit cycle, initiated by the State due to the City's eleven consecutive years of zero findings.

Deputy Mayor Hensel stated that last Friday's legislative send-off was a big success, and he thanked staff.

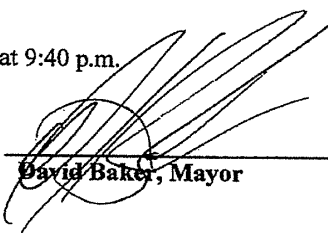
Mayor Baker gave a brief report on his trip to Washington, DC, last week. He stated that there is a chance that the City can get on the US Army Corps of Engineers work program for 2013. He also spoke with representatives of the Environmental Protection Agency (EPA) and stated that there are grants and low interest loans available for assessments and cleanup projects for City-owned property and also local businesses. They spoke with staff in Senator Murray's office and Senator Cantwell's office about a number of topics.

EXECUTIVE SESSION

Mayor Baker adjourned the regular meeting at 9:15 p.m. to a special meeting executive session to discuss Pending Litigation and Potential Litigation, pursuant to RCW 42.30.110(1)(i). He stated that executive session will last for approximately 25 minutes and no action is anticipated when the meeting reconvenes.

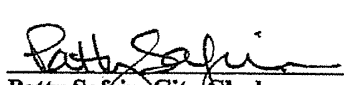
ADJOURNMENT

Mayor Baker adjourned the special meeting at 9:40 p.m.



David Baker, Mayor

ATTEST:



Patty Saffin, City Clerk



Attachment B
12-C1082 Task Order Tracking Sheet

Attachment A

Task Order No.	Task Order Name	Date Executed	Scoping	Under Contract	Task Order Total	Contract Running Budget Total	Pending	City/Project Manager	Task Lead
On-Call Total Budget/Amount Not to Exceed						\$ 675,000			
01	Contract Administration	2/19/2013	☒	☒	\$ 10,000	\$ 10,000		Kris Overleese	Darrell Smith
02	68th Sidewalk Projects (183rd Street to NE 185th Street)	4/3/2013	☒	☒	\$ 33,877	\$ 43,877		Terry Paananen	Darrell Smith
09	Kenmore Park & Ride Survey	4/25/2013	☒	☒	\$ 15,235	\$ 59,112		Nancy Ousley	Erik VanBuskirk
10	Post Office Survey	4/25/2013	☒	☒	\$ 10,050	\$ 69,162		Nancy Ousley	Erik VanBuskirk
03	Prepare City-Wide Safety Improvements	5/6/2013	☒	☒	\$ 58,577	\$ 127,739		Terry Paananen	Gina Parenteau
07	Gateways Project	6/3/2013	☒	☒	\$ 54,211	\$ 181,950		Jennifer Gordon	Darrell Smith
04	Transportation Element	6/7/2013	☒	☒	\$ 17,513	\$ 199,463			
11	Kenmore Park and Ride - 68th RVW Survey	7/16/2013	☒	☒	\$ 4,003	\$ 203,466		Nancy Ousley	Jon Garvin
06	Tolt Trail Project	7/22/2013	☒	☒	\$ 15,294	\$ 218,760		Debbie Bent	Darrell Smith
05	Concrete Package	7/25/2013	☒	☒	\$ 7,442	\$ 226,202		Kris Overleese	Darrell Smith
12	T18 Sidewalk Grant	7/29/2013	☒	☒	\$ 6,000	\$ 232,202		Kris Overleese	Darrell Smith
07 Supp 1	Gateways Project	8/2/2013	☒	☒	\$ 6,485	\$ 238,687			
04	Transportation Element	9/12/2013	☒	☒	\$ 170,988	\$ 409,675		Kris Overleese	Kendra Brelland
01 Supp 1	Contract Administration Supplement	11/25/2013	☒	☒	\$ 10,000	\$ 419,675		Kris Overleese	Darrell Smith
07 Supp 2	Gateways Irrigation Supplement	11/25/2013	☒	☒	\$ 3,210	\$ 422,885		Jennifer Gordon	Darrell Smith
14	Pavement Management	12/2/2013	☒	☒	\$ 25,808	\$ 448,693		Jennifer Gordon	Darrell Smith
02 Supp 1	68th Construction Support Supplement	12/13/2013	☒	☒	\$ 15,225	\$ 463,918		Terry Paananen	Darrell Smith
15	Log Boom Park Pedestrian Bridge	1/28/2014	☒	☒	\$ 60,561	\$ 524,479		Kris Overleese	Darrell Smith
06 Supp 1	Tolt Trail Final Design Supplement	1/29/2014	☒	☒	\$ 65,785	\$ 590,264		Debbie Bent	Darrell Smith
16	NE 182nd Street Legal Description	2/18/2014	☒	☒	\$ 4,010	\$ 594,274		Kris Overleese	Darrell Smith
05 Supp 1	Concrete Package	3/3/2014	☒	☒	\$ 28,926	\$ 623,200			
18	Kenmore Village - Parcel B BLA	4/9/2014	☒	☒	\$ 13,757	\$ 636,957		Bryan Hampson	Jim Brown
19	2014 Grant Support	4/10/2014	☒	☒	\$ 12,750	\$ 649,707		Kris Overleese	Darrell Smith
05 Supp 2	Concrete Package (Missing Sidewalks)	5/8/2014	☒	☒	\$ 20,300	\$ 670,007		Zach Richardson	Darrell Smith
03 Supp 1	City Wide (Supplement)		☒	☐		\$ -	\$ 21,708	Terry Paananen	Gina Parenteau
13	Inglesmoor Senior High School		☒	☐		\$ -	\$ 24,889	Kris Overleese	Dave Alm
15 Supp 1	Log Boom Park Pedestrian Bridge (GeoTech Supplement)		☒	☐		\$ -	\$ 2,000	Kris Overleese	Darrell Smith
17	7353 NE 175th Boundary Survey		☒	☐		\$ -	\$ 8,792	Debbie Bent	Darrell Smith
18 Supp 1	Kenmore Village - Parcel B BLA		☒	☐		\$ -	\$ 1,500	Bryan Hampson	Jim Brown
Totals						\$ 670,007	\$ 58,889		

Running Budget Total with Pending Items: \$ 728,896



Attachment B: City of Kenmore Task Order Tracking Sheet

Task Order No.	Task Order Name	Scoping	Under Contract	Task Order Total	Contract Running Budget Total	Pending	City Project Manager	Task Lead
On-Call Total Budget Amount Not to Exceed					\$ 675,000			
01	Contract Administration	☒	☒	\$ 10,000	\$ 10,000		Kris Overleese	Darrell Smith
01 Supp 1	Contract Administration Supplement	☒	☒	\$ 10,000	\$ 20,000		Kris Overleese	Darrell Smith
01 Supp 2	Contract Administration (Supplement)	☒	☒	\$ 15,054	\$ 35,054		Kris Overleese	Darrell Smith
02	68th Sidewalk Projects (183rd to NE 185th Street)	☒	☒	\$ 33,877	\$ 68,931		Terry Paananen	Darrell Smith
02 Supp 1	68th Construction Support Supplement	☒	☒	\$ 15,225	\$ 84,156		Terry Paananen	Darrell Smith
02 Supp 2	68th Ave NE Sidewalk Improvements (Supplement)	☒	☒	\$ (7,358)	\$ 76,798		Terry Paananen	Darrell Smith
03	Prepare City-Wide Safety Improvements	☒	☒	\$ 58,577	\$ 135,375		Terry Paananen	Gina Parenteau
03 Supp 1	City Wide (Supplement)	☒	☒	\$ 21,708	\$ 157,083		Terry Paananen	Gina Parenteau
03 Supp 3	City Wide (Supplement)	☒	☒	\$ 9,970	\$ 167,053		Terry Paananen	Gina Parenteau
03 Supp 4	City Wide (Supplement)	☒	☒	\$ 11,211	\$ 178,264		Terry Paananen	Gina Parenteau
04	Transportation Element	☒	☒	\$ 188,501	\$ 366,765		Kris Overleese	Kendra Breiland
05	Concrete Package	☒	☒	\$ 36,368	\$ 403,133		Kris Overleese	Darrell Smith
05 Supp 1	Concrete Package (Missing Sidewalks)	☒	☒	\$ 20,300	\$ 423,433		Zach Richardson	Darrell Smith
05 Supp 3	Concrete Package	☒	☒	\$ 7,687	\$ 431,120		Kris Overleese	Darrell Smith
06	Tolt Trail Project	☒	☒	\$ 15,294	\$ 446,414		Debbie Bent	Darrell Smith
06 Supp 1	Tolt Trail Final Design Supplement	☒	☒	\$ 65,785	\$ 512,199		Debbie Bent	Darrell Smith
07	Gateways Project	☒	☒	\$ 60,706	\$ 572,905		Jennifer Gordon	Darrell Smith
07 Supp 2	Gateways Irrigation Supplement	☒	☒	\$ 3,200	\$ 576,105		Jennifer Gordon	Darrell Smith
08	Road Standards	☒	☐	See Task Order #4			Debbie Bent	Darrell Smith
09	Kenmore Park & Ride Survey	☒	☒	\$ 15,235	\$ 591,340		Nancy Osley	Erik VanBuskirk
09 Supp 1	Kenmore Park & Ride Survey	☒	☒	\$ (4,728)	\$ 586,612		Nancy Osley	Darrell Smith
10	Post Office Survey	☒	☒	\$ 10,050	\$ 596,662		Nancy Osley	Erik VanBuskirk
10 Supp 1	Kenmore Post Office Survey	☒	☒	\$ (2,649)	\$ 594,013		Nancy Osley	Darrell Smith
11	Kenmore Park and Ride – 68th R/W Survey	☒	☒	\$ 4,003	\$ 598,016		Nancy Osley	Jon Garvin
11 Supp 1	Kenmore Park & Ride - 68th Ave ROW	☒	☒	\$ (319)	\$ 597,697		Nancy Osley	Jon Garvin
12	TIB Sidewalk Grant	☒	☒	\$ 6,000	\$ 603,697		Kris Overleese	Darrell Smith
13	Inglemoor Senior High School	☒	☐		\$ 603,697	Cancelled	Kris Overleese	Dave Alm
14	Pavement Management	☒	☒	\$ 25,808	\$ 629,505		Jennifer Gordon	Darrell Smith
15	Log Boom Park Pedestrian Bridge	☒	☒	\$ 60,561	\$ 690,066		Kris Overleese	Darrell Smith
15 Supp 1	Log Boom Park Pedestrian Bridge (GeoTech)	☒	☐		\$ 690,066	Cancelled	Kris Overleese	Darrell Smith
16	NE 182nd Street Legal Description	☒	☒	\$ 4,010	\$ 694,076		Kris Overleese	Darrell Smith
16 Supp 1	NE 182nd Street Legal Description	☒	☒		\$ 693,701		Kris Overleese	Darrell Smith
17	7353 NE 175th Boundary Survey	☒	☒	\$ 8,792	\$ 702,493		Debbie Bent	Darrell Smith
18	Kenmore Village - Parcel B BLA	☒	☒	\$ 13,757	\$ 716,250		Bryan Hampson	Jim Brown
18 Supp 1	Kenmore Village - Parcel B BLA	☒	☒	\$ 1,500	\$ 717,750		Bryan Hampson	Jim Brown
19	2014 Grant Support	☒	☒	\$ 12,750	\$ 730,500		Kris Overleese	Darrell Smith
20	WSDOT Safety Grant Application	☒	☒	\$ 8,000	\$ 738,500		Kris Overleese	Darrell Smith
21	2014 TIB Sidewalk Grant Application	☒	☒	\$ 4,000	\$ 742,500		Kris Overleese	Darrell Smith
		☐	☐					
We do not expect to be under contract for the Inglemoor Senior High School Study in the near future								
Totals					\$ 742,500	\$ -		

I:\City Clerk\AGENDA ITEMS\Engineering & Environmental Services\2014 Council Meetings\10.20.2014\Attachment B Task Order Tracking.xlsx



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Approve Amendment No. 1 to Contract No. 14-C1324 with Hewitt Architects for Professional Services Proposed Council Action/Motion: Motion authorizing the City Manager to execute Amendment No.1 to Contract No. 14-C1324 with Hewitt Architects for Professional Services	For Council Meeting Agenda of: 10/20/14 Department: Community Development Prepared by: <u>Debbie Bent, Community Development Director</u> <u>Initial & Date</u> Approved by Department Head: <u>DB 10/17/14</u> Approved by City Attorney: _____ Approved by Finance Director: <u>pmg 10/17/14</u> Approved by City Manager: <u>DB 10/17</u> Exhibits/Attachments: 1. Contract No. 14-C1324 2. Amendment #1 to Contract No. 14-C1324.			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Expenditure Required \$87,138</td> <td style="width: 33%; border: none; text-align: center;">Amount Budgeted \$950,000 budgeted in the adopted Parks Capital budget for the Kenmore Village Town Green project</td> <td style="width: 33%; border: none; text-align: right;">Appropriation Required \$0</td> </tr> </table>		Expenditure Required \$87,138	Amount Budgeted \$950,000 budgeted in the adopted Parks Capital budget for the Kenmore Village Town Green project	Appropriation Required \$0
Expenditure Required \$87,138	Amount Budgeted \$950,000 budgeted in the adopted Parks Capital budget for the Kenmore Village Town Green project	Appropriation Required \$0		
INFORMATION/BACKGROUND: Contract No. 14-C1324 with Hewitt Architects (Attachment #1) in the amount of \$49,750 included architectural services between May and September 2014 to prepare schematic drawings for the Kenmore Village Town green, including a pavilion building. This contract also included meeting coordination and presenting information at the July and September public workshops. Contract No. 14-C1324 was executed under the City Manager's contracting authority. At the 10/20/14 Council meeting staff is requesting Council make a motion authorizing the City Manager to execute Amendment #1 to Contract No. 14-C1324 with Hewitt Architects in the amount of \$87,138. Amendment #1 extends the term of the contract through 1/12/15, increases the total contract amount to \$136,888, and includes additional services as part of the scope to complete schematic design and approximately 50% of design development. On 12/8/14 staff will present the preferred final schematic design concept to Council along with information on cost estimates to complete the Kenmore Village Town green project. Amendment #2 to Contract No. 14-C1324 will also likely be brought forward in December for architectural and other professional services (including sub-consultant costs) to complete design development, construction documents and permitting, and construction management. Construction start is currently anticipated in mid/late summer. FISCAL CONSIDERATION: The Kenmore Village Town Green project is currently identified as a Parks Capital Project with a total budget of \$950,000. \$150,000 of this amount is assigned in 2013-2014 to complete schematic design and prepare cost estimates for completing the project. Contract No. 14-C324 with Hewitt included a scope of work for a sum of \$49,750. Amendment #1 to the Hewitt contract includes a scope of work for a sum of \$87,138. Total contract amount through Amendment #1 is \$136,888. The City Manager will be recommending that the town green and pavilion building be moved from the Parks Capital Improvement Program (CIP) to the Kenmore Village fund. Now that the project is further along in design and includes the pavilion building, a revised project budget will be included in the 2015-2016 biennial budget. COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED: Council Goal #2 develop downtown is part of implementing the Economic Development Plan. A central gathering space is identified in the positioning statement for Kenmore Village. Developing a central gathering space is also consistent with the adopted Downtown Plan and Park and Recreation Open Space (PROS) plan.				

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Attachment 1

City of Kenmore Contract No. 14-C1324

CONSULTANT CONTRACT

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Hewitt, whose principal office is located at 101 Stewart Street, Suite 200, Seattle, Washington, 98101("Consultant").

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

☒ According to the rates set forth in Exhibit "B".

☒ A sum not to exceed \$49,750

☐ Other (describe): _____

The Consultant shall complete and return to the City Exhibit "D," Tax Identification Number," prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on May 12, 2014 and ending October 31, 2014 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced

by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

5. Independent Contractor. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

6. Indemnification.

A. Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

D. The provisions of this section shall survive the expiration or termination of this Agreement.

7. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising

injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement, unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, or presence of any sensory, mental or physical disability.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

City Clerk
City of Kenmore
P.O. Box 82607
Kenmore, Washington 98028-0607

Notices to the Consultant shall be sent to the following address:

Matthew Porteous, ASLA
Hewitt
101 Stewart Street, Suite 200
Seattle, WA 98101

18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

19. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CONSULTANT

By: _____

Matthew Porteous

Title: Principal

Date: _____

9.22.14

CITY OF KENMORE

By: _____

Robert Karlinsey

Title: City Manager

Date: _____

9/12/14

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following:

Based on our coordination with the City of Kenmore, Hewitt and its sub-consultants will provide the following services at locations indicated below.

A. Site area (s):

1. On-site plaza locations extending north from NE 181st Street (approximately 22,000 s.f. of on-site improvement area);
2. Pavilion building of approximately 6,000 sf in addition to the Town Green plaza area;
3. ROW development work at the 181st Street and 68th Ave NE Town Green frontage;
4. Intersection improvements located at 67th Ave NE and 181st Street;
5. ROW of NE 181st Street linking the fire station to the library (Schematic phase only, approximately 2,400 lf)
6. Existing plaza south of city hall (Schematic phase only, approximately 7,500 s.f. of improvement area); and
7. 67th Ave NE connection to 522 (Schematic phase only, approximately 350 lf).

B. Description of work:

1. Design services spent to date during the months of May, June and July
 - a. Meetings Attended:
 - i. eight (8) coordination meetings with the City
 - ii. one (1) Public meeting #1
 - iii. one (1) Meeting with Kenmore Camera
 - iv. one (1) Meeting with Kelley Price
 - b. Items Coordinated and Document produced:
 - i. Preparation and coordination of public meeting #1 materials
 - ii. Preparation of site diagrams for City review in assisting the Purchase and Sale Agreement
 - iii. Review / coordination of easements
 - iv. Coordination with City staff
 - v. Coordination with design team
 - vi. Transcribing public comments

2. Design Services through September 30th 2014

A. Scope of Work to include:

1. Coordination and site planning efforts with selected retail developer and their team to symbiotically integrate the Town Green with the retail center and the city;
2. Design coordination with the City of Kenmore and stakeholders / community groups;
3. Participate in and synthesize information from public meetings to solicit public comment regarding programing and amenities;

4. Development of schematic level alternatives and illustrative plans incorporating public comments and city direction;
5. Feasibility plans and Schematic level development for pavilion building (to be completed by Graham Baba Architects).
6. Utility, building services and civil engineer related concept / feasibility review
7. Legal descriptions for easement adjustments and coordination with the Land Use Attorney to assist in the Purchase and Sale Agreement of the adjacent property
8. Attendance at Public meeting #2
9. Synthesis of public meeting information
10. Preferred scheme development

B. Preparation/Submission of Documents to include:

1. Support information for public meeting #2. Two (2) schematic level design options plan view graphics, elevations and supporting imagery as needed for public review for the Town Green site, Pavilion building (program, massing and elevations), and City Hall site diagram, 181st Corridor diagram; and
2. Urban design diagram(s) encompassing the project adjacencies.

C. Meetings/Coordination

1. Attendance at three (3) client meetings;
2. Coordination with City staff and stakeholders; and
3. Coordination with design team for Civil Engineering and Architectural services.
4. Coordination with Land Use attorney
5. Coordination with Traffic Engineering
6. Coordination with Main Street
7. Attendance at Public meeting #2

3. Exclusions

The following services are not included in the Basic Services scope provided by Hewitt or its sub-consultants:

1. Survey completion;
2. Geotechnical services;
3. Preparation of illustrative views and renderings or graphics for marketing purposes (beyond illustrative graphics for public meetings).

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

Fee Outline

Fees for Services described above are as follows:

A. Services spent to date for time in May, June and July	\$14,500
B. Design Services through September 22nd 2014	
Hewitt	\$15,750
Graham Baba	\$12,500
KPFF	\$ 5,000
10% consultant administrative fee	\$ 1,750
<u>Hewitt Estimated Reimbursable Expenses</u>	<u>\$ 250</u>
Total	\$49,750

Direct expenses (including mileage, couriers, copying, progress printing reprographics, etc.) as estimated above will be reimbursed to Hewitt at 1.1 times amounts incurred.

Hewitt Rates

Kris Snider, Principal \$200.00
 Matt Porteous, Principal \$160.00
 Landscape Architect I \$110.00
 Landscape Architect II \$90.00
 Landscape Architect III \$80.00

kpff

Land Survey Manager \$ 125.00
 Project Surveyor \$ 100.00
 Survey Drafter \$ 65.00

Graham Baba Architects

Principal \$ 200.00
 Senior Designer \$ 150.00
 Project Manager \$ 150.00
 Associate 1-3 \$120-\$130/hour
 Architectural Staff \$80-\$100/hour
 Intern \$50-\$65/hour

**CITY OF KENMORE, WASHINGTON
PARK CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2015-2020**

Project Description	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
Parks Project Manager*	\$99,000	\$64,000	\$65,000	\$0	\$0	\$0	\$228,000
P 1 Twin Springs Interim Use	40,000	0	0	0	0	0	40,000
P 2 Tolt Pipeline Trail Phase One	210,000	0	0	0	0	0	210,000
P 6 Moorlands Park Improvements	10,000	20,000	224,000	1,170,000	0	0	1,424,000
P 11 Log Boom Park New Pedestrian Bridge	200,000	0	0	0	0	0	200,000
P 13 City Hall Park Ph I: Skate Park Improvements	350,000	0	0	0	0	0	350,000
P 18a Rhododendron Park Float	30,000	115,000	0	0	0	0	145,000
P 26 Twedt Property	35,000	65,000	0	0	0	0	100,000
Total Project Costs	\$974,000	\$264,000	\$289,000	\$1,170,000	\$0	\$0	\$2,697,000
Funding As Proposed:							
Park Impact Fees	\$325,000	\$165,000	\$289,000	\$100,000	\$0	\$0	\$879,000
Real Estate Excise Tax	350,000	0	0	380,000	0	0	730,000
Strategic Opportunity Fund	30,000	55,000	0	150,000	0	0	235,000
Grants	0	0	0	500,000	0	0	500,000
King County Trail Levy	185,000	0	0	0	0	0	185,000
King County Park Levy	84,000	44,000	0	40,000	0	0	168,000
Total Project Funding	\$974,000	\$264,000	\$289,000	\$1,170,000	\$0	\$0	\$2,697,000

* A portion of Parks Project Mgr funding is already included in Tolt, and Log Boom Ped Bridge
The balance will be allocated to other budgeted projects.

Marc Connelly

From: Marc Connelly
Sent: Monday, October 13, 2014 11:06 AM
To: 'Scott Rosenstock'
Cc: Debbie Bent
Subject: RE: Review Scope and additional work

Hi, Scott. Thanks for the update. Summarize (and I will round numbers off a bit) here is the estimates for the three options:

	Baseline	Baseline +Grass Hill (Option 1)	Baseline +Grass Hill+Plaza (Option 2)
Task One	\$7,500	\$7,500	\$7,500
Task Two			
Permitting	\$3,100	\$3,100	\$3,100
CD/Bid/CM	\$36,700	\$38,000	\$44,000
Construction	\$262,000	\$299,000	\$330,000
Total	\$309,000	\$347,000	\$384,000

In addition, considering that I may need to remain on a two week schedule even during construction, please provide an estimate for 1) construction administration 3 days per week (including daily site visits 3 days each week, record keeping, photo documentation), and 2) complete CA 5, days per week, administration of construction progress meetings, including agenda, meeting minutes etc with Kenmore staff oversight.

Thanks—Marc

Marc Connelly

Parks Project Manager | City of Kenmore, WA
 18120 68th Ave NE
 PO Box 82607
 Kenmore, WA 98028
 Tel: 425.398.8900 | Fax: 425.481.3236
<mailto:mconnelly@kenmorewa.gov> | www.kenmorewa.gov



From: Scott Rosenstock [<mailto:srosenstock@hewittseattle.com>]
Sent: Monday, October 13, 2014 8:19 AM
To: Marc Connelly

Attachment 2

Contract No. 14-C1324

Amendment #1

The following sections of the contract for professional consultant services dated 9/12/14, between the City of Kenmore ("City") and Hewitt ("Consultant") is amended to read in its entirety as set forth below or attached. All other terms and conditions of the underlying contract shall remain in full force and effect.

Section 1. Scope of Services to Performed by Consultant: The Consultant shall perform the services described in Exhibit "A" attached to this amendment. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

Section 2. Compensation and Method of Payment: The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C".

The City shall pay Consultant a sum not to exceed \$87,138 according to the fees and rates set forth identified in attached Exhibit "B".

The Consultant shall complete and return to the City Exhibit "D", Tax Identification Number prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

Section 3. Duration of Agreement: This agreement shall be in full force and effect for a period commencing on October 21, 2014 and ending on January 12, 2015 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this 21st day of October, 2014

CITY OF KENMORE:

CONSULTANT:

By: _____

By: _____

Robert Karlinsey

Matthew Porteous

Title: City Manager

Title: Principal

Date: _____

Date: _____

Exhibit “A”

Scope of Services to be Performed by Consultant: The Consultant shall furnish services including, but not limited to, the following to provide design services for the Kenmore Town Green project located at NE 181st Street and 68th Ave NE:

1. Base Services:

Hewitt and its sub-consultants will provide the following services. The scope of work includes the preparation of documents necessary to complete schematic design and a portion of work associated with design development based upon the alternatives created as part of phase one community outreach and Schematic Design Phase. Work will also include design coordination with the City of Kenmore and all sub-consultants.

Additional work may include other City improvements and studies unrelated to the Town Green and to be completed based on current billing rates or negotiated under separate contract.

A. Site area (s):

- 1) On-site plaza locations extending north from NE 181st Street and West of 68th Ave NE (approximately 21,033 s.f. of improvement area);
- 2) Pavilion building of approximately 5,200 sf within the Town Green;
- 3) ROW development work fronting at the 181st Street and 68th Ave NE Town Green frontage (approximately 3,866 sf);
- 4) Intersection improvements located at 67th Ave NE and 181st Street; and
- 5) Existing plaza south of City Hall (Schematic Design phase only, approximately 7,500 s.f. of improvement area).

B. Task One: (approximately 75%) Schematic Design and Public Outreach – Refer to Scope of Services in Exhibit “A” of the original Contract.

C. Task Two – Remaining Schematic Design Phase

- 1) Scope of Work to include:
 - a. Generation of the preferred alternate, presentation at the final public meeting, and refinement of the Schematic Design concept to enable the creation of design development, permit, bidding, construction documents, cost estimates.
 - b. Design coordination with the City of Kenmore staff;
 - c. Presentation of Schematic Design to City Council for approval; and
 - d. Coordination with selected retail developer and their team to integrate the Town Green with the retail center and the City.
- 2) Preparation/Submission of Documents to include:
 - a. Public Meeting # 3:
 1. One (1) schematic level preferred design plan view graphics, perspective view(s), elevations and supporting imagery for public review for the Town

Green and City Hall scheme, 181st / 67th intersection and ROW improvements immediately associated with the Town Green site;

- b. City Council Meeting #1:
 - 1. One (1) preferred design as presented to the public at Meeting # 3.
 - 2. Preparation of cost estimates for the preferred Town Green and City Hall scheme, 181st / 67th intersection and ROW improvements immediately associated with the Town Green site based on the preferred design and a Schematic Design narrative.

3) Meetings/Coordination

- a. Remaining Schematic Design phase services:
 - 1. Attendance at one (1) public meeting;
 - 2. Attendance at one (1) City council meeting;
 - 3. Coordination with City staff;
 - 4. Coordination with design team; and
 - 5. Coordination with selected retail developer and their team.
- b. Design Development phase services:
 - 1. Attendance at three (3) client meetings;
 - 2. Coordination with City staff; and
 - 3. Coordination with design team.
- 4. Coordination with selected retail developer and their team.

2. Exclusions

The following services are not included in the Base Services scope provided by Hewitt or its sub-consultants:

- A. Survey work;
- B. Geo-technical consultant services;
- C. Preparation of illustrative views and renderings or graphics for marketing purposes (beyond illustrative graphics for public and city council meetings);

3. Assumptions

- A. Any design services required for Leasing/Retail strategy or coordination will be billed at an hourly rate as an additional service;

EXHIBIT “B”

Rates for Services to be Provided by Consultant: The Consultant shall furnish the services in accordance with the following rates:

Remaining Schematic Design (October 2014, approximately 4 weeks)

Prime: Hewitt	\$12,000
Architectural Sub-consultant fee: GBA	\$15,500
Cost Estimating Sub-consultant fee: CN	\$4,160
Lighting Sub-consultant fee: LUMA	\$4,190
10% sub-consultant administration fee	\$2,385
Total	\$38,235

First Phase of Design Development (November through December 2014, approximately 8 weeks)

Prime: Hewitt	\$10,000
Architectural Sub-consultant fee: GBA	\$13,000
Cost Estimating Sub-consultant fee: CN	\$3,055
Lighting Sub-consultant fee: LUMA	\$5,530
Structural Engineer Sub-consultant fee: HVE	\$2,000
Civil Engineer Sub-consultant fee: KPFF	\$8,600
sub-consultant administration fee	\$3,218
Estimated reimbursable expenses	\$3,500
Total	\$48,903

Compensation

Monthly invoicing for fees identified above will be on an hourly basis and not to exceed the amount indicated. Additional, pre-approved, services requested by the City will be billed on an hourly basis at Hewitt's current rates unless otherwise negotiated.

Direct expenses (including mileage, parking, couriers, copying, progress printing reprographics, etc) as estimated above will be reimbursed to Hewitt at 1.1 times amounts incurred.



City Council Business Agenda Item City of Kenmore, WA

Subject/Topic: Approve Amendment No. 1 to Contract No. 14-C1324 with Hewitt Architects for Professional Services Proposed Council Action/Motion: Motion authorizing the City Manager to execute Amendment No.1 to Contract No. 14-C1324 with Hewitt Architects for Professional Services	For Council Meeting Agenda of: 10/20/14 Department: Community Development Prepared by: <u>Debbie Bent, Community Development Director</u> <u>Initial & Date</u> Approved by Department Head: <u>DB 10/17/14</u> Approved by City Attorney: _____ Approved by Finance Director: <u>pmg 10/17/14</u> Approved by City Manager: <u>DB 10/17</u> Exhibits/Attachments: 1. Contract No. 14-C1324 2. Amendment #1 to Contract No. 14-C1324.			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Expenditure Required \$87,138</td> <td style="width: 33%; border: none; text-align: center;">Amount Budgeted \$950,000 budgeted in the adopted Parks Capital budget for the Kenmore Village Town Green project</td> <td style="width: 33%; border: none; text-align: right;">Appropriation Required \$0</td> </tr> </table>		Expenditure Required \$87,138	Amount Budgeted \$950,000 budgeted in the adopted Parks Capital budget for the Kenmore Village Town Green project	Appropriation Required \$0
Expenditure Required \$87,138	Amount Budgeted \$950,000 budgeted in the adopted Parks Capital budget for the Kenmore Village Town Green project	Appropriation Required \$0		
<u>INFORMATION/BACKGROUND:</u> Contract No. 14-C1324 with Hewitt Architects (Attachment #1) in the amount of \$49,750 included architectural services between May and September 2014 to prepare schematic drawings for the Kenmore Village Town green, including a pavilion building. This contract also included meeting coordination and presenting information at the July and September public workshops. Contract No. 14-C1324 was executed under the City Manager's contracting authority. At the 10/20/14 Council meeting staff is requesting Council make a motion authorizing the City Manager to execute Amendment #1 to Contract No. 14-C1324 with Hewitt Architects in the amount of \$87,138. Amendment #1 extends the term of the contract through 1/12/15, increases the total contract amount to \$136,888, and includes additional services as part of the scope to complete schematic design and approximately 50% of design development. On 12/8/14 staff will present the preferred final schematic design concept to Council along with information on cost estimates to complete the Kenmore Village Town green project. Amendment #2 to Contract No. 14-C1324 will also likely be brought forward in December for architectural and other professional services (including sub-consultant costs) to complete design development, construction documents and permitting, and construction management. Construction start is currently anticipated in mid/late summer. <u>FISCAL CONSIDERATION:</u> The Kenmore Village Town Green project is currently identified as a Parks Capital Project with a total budget of \$950,000. \$150,000 of this amount is assigned in 2013-2014 to complete schematic design and prepare cost estimates for completing the project. Contract No. 14-C324 with Hewitt included a scope of work for a sum of \$49,750. Amendment #1 to the Hewitt contract includes a scope of work for a sum of \$87,138. Total contract amount through Amendment #1 is \$136,888. The City Manager will be recommending that the town green and pavilion building be moved from the Parks Capital Improvement Program (CIP) to the Kenmore Village fund. Now that the project is further along in design and includes the pavilion building, a revised project budget will be included in the 2015-2016 biennial budget. <u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Council Goal #2 develop downtown is part of implementing the Economic Development Plan. A central gathering space is identified in the positioning statement for Kenmore Village. Developing a central gathering space is also consistent with the adopted Downtown Plan and Park and Recreation Open Space (PROS) plan.				

I:/City Clerk/Agenda Items/Templates

Attachment 1

City of Kenmore Contract No. 14-C1324

CONSULTANT CONTRACT

This Agreement is entered into by and between the City of Kenmore, Washington, a municipal corporation ("City") and Hewitt, whose principal office is located at 101 Stewart Street, Suite 200, Seattle, Washington, 98101("Consultant").

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties agree as follows:

1. Scope of Services to be Performed by Consultant. The Consultant shall perform the services described in Exhibit "A" of this Agreement. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The Consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

2. Compensation and Method of Payment. The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C."

The City shall pay Consultant:

[Check applicable method of payment]

☒ According to the rates set forth in Exhibit "B".

☒ A sum not to exceed \$49,750

☐ Other (describe): _____

The Consultant shall complete and return to the City Exhibit "D," Tax Identification Number," prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

3. Duration of Agreement. This Agreement shall be in full force and effect for a period commencing on May 12, 2014 and ending October 31, 2014 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

4. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced

by the Consultant in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

5. Independent Contractor. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will be solely responsible for its acts and for the acts of its agents, employees, subconsultants or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties.

6. Indemnification.

A. Consultant shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

D. The provisions of this section shall survive the expiration or termination of this Agreement.

7. Insurance. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising

injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

C. Other Insurance Provision. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

F. Notice of Cancellation. The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.

G. Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

H. No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement, unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City during the performance of this Agreement. All work products, data, studies, worksheets, models, reports and other materials in support of the performance of the service, work products, or outcomes fulfilling the contractual obligations are the products of the City.

10. Termination.

A. The City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven (7) days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City.

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be canceled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen (14) days written notice, or in the event that outstanding invoices are not paid within sixty (60) days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. Discrimination Prohibited. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, sexual orientation, age, national origin, marital status, or presence of any sensory, mental or physical disability.

12. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. Conflict of Interest. The Consultant represents to the City that it has no conflict of interest in performing any of the services set forth in Exhibit "A." In the event that the Consultant is asked to perform services for a project with which it may have a conflict, Consultant will immediately disclose such conflict to the City.

14. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. If there is a conflict between the terms and conditions of this Agreement and the attached exhibits, then the terms and conditions of this Agreement shall prevail over the exhibits. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. Notices. Notices to the City of Kenmore shall be sent to the following address:

City Clerk
City of Kenmore
P.O. Box 82607
Kenmore, Washington 98028-0607

Notices to the Consultant shall be sent to the following address:

Matthew Porteous, ASLA
Hewitt
101 Stewart Street, Suite 200
Seattle, WA 98101

18. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

19. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CONSULTANT

By: _____

Matthew Porteous

Title: Principal

Date: _____

9.22.14

CITY OF KENMORE

By: _____

Robert Karlinsey

Title: City Manager

Date: _____

9/12/14

EXHIBIT A

Scope of Services to be Provided by Consultant. The Consultant shall furnish services including, but not limited to, the following:

Based on our coordination with the City of Kenmore, Hewitt and its sub-consultants will provide the following services at locations indicated below.

A. Site area (s):

1. On-site plaza locations extending north from NE 181st Street (approximately 22,000 s.f. of on-site improvement area);
2. Pavilion building of approximately 6,000 sf in addition to the Town Green plaza area;
3. ROW development work at the 181st Street and 68th Ave NE Town Green frontage;
4. Intersection improvements located at 67th Ave NE and 181st Street;
5. ROW of NE 181st Street linking the fire station to the library (Schematic phase only, approximately 2,400 lf)
6. Existing plaza south of city hall (Schematic phase only, approximately 7,500 s.f. of improvement area); and
7. 67th Ave NE connection to 522 (Schematic phase only, approximately 350 lf).

B. Description of work:

1. Design services spent to date during the months of May, June and July
 - a. Meetings Attended:
 - i. eight (8) coordination meetings with the City
 - ii. one (1) Public meeting #1
 - iii. one (1) Meeting with Kenmore Camera
 - iv. one (1) Meeting with Kelley Price
 - b. Items Coordinated and Document produced:
 - i. Preparation and coordination of public meeting #1 materials
 - ii. Preparation of site diagrams for City review in assisting the Purchase and Sale Agreement
 - iii. Review / coordination of easements
 - iv. Coordination with City staff
 - v. Coordination with design team
 - vi. Transcribing public comments

2. Design Services through September 30th 2014

A. Scope of Work to include:

1. Coordination and site planning efforts with selected retail developer and their team to symbiotically integrate the Town Green with the retail center and the city;
2. Design coordination with the City of Kenmore and stakeholders / community groups;
3. Participate in and synthesize information from public meetings to solicit public comment regarding programing and amenities;

4. Development of schematic level alternatives and illustrative plans incorporating public comments and city direction;
5. Feasibility plans and Schematic level development for pavilion building (to be completed by Graham Baba Architects).
6. Utility, building services and civil engineer related concept / feasibility review
7. Legal descriptions for easement adjustments and coordination with the Land Use Attorney to assist in the Purchase and Sale Agreement of the adjacent property
8. Attendance at Public meeting #2
9. Synthesis of public meeting information
10. Preferred scheme development

B. Preparation/Submission of Documents to include:

1. Support information for public meeting #2. Two (2) schematic level design options plan view graphics, elevations and supporting imagery as needed for public review for the Town Green site, Pavilion building (program, massing and elevations), and City Hall site diagram, 181st Corridor diagram; and
2. Urban design diagram(s) encompassing the project adjacencies.

C. Meetings/Coordination

1. Attendance at three (3) client meetings;
2. Coordination with City staff and stakeholders; and
3. Coordination with design team for Civil Engineering and Architectural services.
4. Coordination with Land Use attorney
5. Coordination with Traffic Engineering
6. Coordination with Main Street
7. Attendance at Public meeting #2

3. Exclusions

The following services are not included in the Basic Services scope provided by Hewitt or its sub-consultants:

1. Survey completion;
2. Geotechnical services;
3. Preparation of illustrative views and renderings or graphics for marketing purposes (beyond illustrative graphics for public meetings).

EXHIBIT B

Rates for Services to be Provided by Consultant. The Consultant shall furnish the services in accordance with the following rates:

Fee Outline

Fees for Services described above are as follows:

A. Services spent to date for time in May, June and July	\$14,500
B. Design Services through September 22nd 2014	
Hewitt	\$15,750
Graham Baba	\$12,500
KPFF	\$ 5,000
10% consultant administrative fee	\$ 1,750
<u>Hewitt Estimated Reimbursable Expenses</u>	<u>\$ 250</u>
Total	\$49,750

Direct expenses (including mileage, couriers, copying, progress printing reprographics, etc.) as estimated above will be reimbursed to Hewitt at 1.1 times amounts incurred.

Hewitt Rates

Kris Snider, Principal \$200.00
 Matt Porteous, Principal \$160.00
 Landscape Architect I \$110.00
 Landscape Architect II \$90.00
 Landscape Architect III \$80.00

kpff

Land Survey Manager \$ 125.00
 Project Surveyor \$ 100.00
 Survey Drafter \$ 65.00

Graham Baba Architects

Principal \$ 200.00
 Senior Designer \$ 150.00
 Project Manager \$ 150.00
 Associate 1-3 \$120-\$130/hour
 Architectural Staff \$80-\$100/hour
 Intern \$50-\$65/hour

**CITY OF KENMORE, WASHINGTON
PARK CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2015-2020**

Project Description	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
Parks Project Manager*	\$99,000	\$64,000	\$65,000	\$0	\$0	\$0	\$228,000
P 1 Twin Springs Interim Use	40,000	0	0	0	0	0	40,000
P 2 Tolt Pipeline Trail Phase One	210,000	0	0	0	0	0	210,000
P 6 Moorlands Park Improvements	10,000	20,000	224,000	1,170,000	0	0	1,424,000
P 11 Log Boom Park New Pedestrian Bridge	200,000	0	0	0	0	0	200,000
P 13 City Hall Park Ph I: Skate Park Improvements	350,000	0	0	0	0	0	350,000
P 18a Rhododendron Park Float	30,000	115,000	0	0	0	0	145,000
P 26 Twedt Property	35,000	65,000	0	0	0	0	100,000
Total Project Costs	\$974,000	\$264,000	\$289,000	\$1,170,000	\$0	\$0	\$2,697,000
Funding As Proposed:							
Park Impact Fees	\$325,000	\$165,000	\$289,000	\$100,000	\$0	\$0	\$879,000
Real Estate Excise Tax	350,000	0	0	380,000	0	0	730,000
Strategic Opportunity Fund	30,000	55,000	0	150,000	0	0	235,000
Grants	0	0	0	500,000	0	0	500,000
King County Trail Levy	185,000	0	0	0	0	0	185,000
King County Park Levy	84,000	44,000	0	40,000	0	0	168,000
Total Project Funding	\$974,000	\$264,000	\$289,000	\$1,170,000	\$0	\$0	\$2,697,000

* A portion of Parks Project Mgr funding is already included in Tolt, and Log Boom Ped Bridge
The balance will be allocated to other budgeted projects.

Marc Connelly

From: Marc Connelly
Sent: Monday, October 13, 2014 11:06 AM
To: 'Scott Rosenstock'
Cc: Debbie Bent
Subject: RE: Review Scope and additional work

Hi, Scott. Thanks for the update. Summarize (and I will round numbers off a bit) here is the estimates for the three options:

	Baseline	Baseline +Grass Hill (Option 1)	Baseline +Grass Hill+Plaza (Option 2)
Task One	\$7,500	\$7,500	\$7,500
Task Two			
Permitting	\$3,100	\$3,100	\$3,100
CD/Bid/CM	\$36,700	\$38,000	\$44,000
Construction	\$262,000	\$299,000	\$330,000
Total	\$309,000	\$347,000	\$384,000

In addition, considering that I may need to remain on a two week schedule even during construction, please provide an estimate for 1) construction administration 3 days per week (including daily site visits 3 days each week, record keeping, photo documentation), and 2) complete CA 5, days per week, administration of construction progress meetings, including agenda, meeting minutes etc with Kenmore staff oversight.

Thanks—Marc

Marc Connelly

Parks Project Manager | City of Kenmore, WA
 18120 68th Ave NE
 PO Box 82607
 Kenmore, WA 98028
 Tel: 425.398.8900 | Fax: 425.481.3236
<mailto:mconnelly@kenmorewa.gov> | www.kenmorewa.gov



From: Scott Rosenstock [<mailto:srosenstock@hewittseattle.com>]
Sent: Monday, October 13, 2014 8:19 AM
To: Marc Connelly

Attachment 2

Contract No. 14-C1324

Amendment #1

The following sections of the contract for professional consultant services dated 9/12/14, between the City of Kenmore ("City") and Hewitt ("Consultant") is amended to read in its entirety as set forth below or attached. All other terms and conditions of the underlying contract shall remain in full force and effect.

Section 1. Scope of Services to Performed by Consultant: The Consultant shall perform the services described in Exhibit "A" attached to this amendment. In performing the services, the Consultant shall comply with all federal, state and local laws and regulations applicable to the services. The consultant shall perform the services diligently and completely and in accordance with professional standards of conduct and performance.

Section 2. Compensation and Method of Payment: The Consultant shall request payment for work performed using the billing invoice form at Exhibit "C".

The City shall pay Consultant a sum not to exceed \$87,138 according to the fees and rates set forth identified in attached Exhibit "B".

The Consultant shall complete and return to the City Exhibit "D", Tax Identification Number prior to or along with the first billing invoice. The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval.

Section 3. Duration of Agreement: This agreement shall be in full force and effect for a period commencing on October 21, 2014 and ending on January 12, 2015 unless sooner terminated under the provisions of this Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.

DATED this 21st day of October, 2014

CITY OF KENMORE:

CONSULTANT:

By: _____

By: _____

Robert Karlinsey

Matthew Porteous

Title: City Manager

Title: Principal

Date: _____

Date: _____

Exhibit “A”

Scope of Services to be Performed by Consultant: The Consultant shall furnish services including, but not limited to, the following to provide design services for the Kenmore Town Green project located at NE 181st Street and 68th Ave NE:

1. Base Services:

Hewitt and its sub-consultants will provide the following services. The scope of work includes the preparation of documents necessary to complete schematic design and a portion of work associated with design development based upon the alternatives created as part of phase one community outreach and Schematic Design Phase. Work will also include design coordination with the City of Kenmore and all sub-consultants.

Additional work may include other City improvements and studies unrelated to the Town Green and to be completed based on current billing rates or negotiated under separate contract.

A. Site area (s):

- 1) On-site plaza locations extending north from NE 181st Street and West of 68th Ave NE (approximately 21,033 s.f. of improvement area);
- 2) Pavilion building of approximately 5,200 sf within the Town Green;
- 3) ROW development work fronting at the 181st Street and 68th Ave NE Town Green frontage (approximately 3,866 sf);
- 4) Intersection improvements located at 67th Ave NE and 181st Street; and
- 5) Existing plaza south of City Hall (Schematic Design phase only, approximately 7,500 s.f. of improvement area).

B. Task One: (approximately 75%) Schematic Design and Public Outreach – Refer to Scope of Services in Exhibit “A” of the original Contract.

C. Task Two – Remaining Schematic Design Phase

- 1) Scope of Work to include:
 - a. Generation of the preferred alternate, presentation at the final public meeting, and refinement of the Schematic Design concept to enable the creation of design development, permit, bidding, construction documents, cost estimates.
 - b. Design coordination with the City of Kenmore staff;
 - c. Presentation of Schematic Design to City Council for approval; and
 - d. Coordination with selected retail developer and their team to integrate the Town Green with the retail center and the City.
- 2) Preparation/Submission of Documents to include:
 - a. Public Meeting # 3:
 1. One (1) schematic level preferred design plan view graphics, perspective view(s), elevations and supporting imagery for public review for the Town

Green and City Hall scheme, 181st / 67th intersection and ROW improvements immediately associated with the Town Green site;

- b. City Council Meeting #1:
 - 1. One (1) preferred design as presented to the public at Meeting # 3.
 - 2. Preparation of cost estimates for the preferred Town Green and City Hall scheme, 181st / 67th intersection and ROW improvements immediately associated with the Town Green site based on the preferred design and a Schematic Design narrative.

3) Meetings/Coordination

- a. Remaining Schematic Design phase services:
 - 1. Attendance at one (1) public meeting;
 - 2. Attendance at one (1) City council meeting;
 - 3. Coordination with City staff;
 - 4. Coordination with design team; and
 - 5. Coordination with selected retail developer and their team.
- b. Design Development phase services:
 - 1. Attendance at three (3) client meetings;
 - 2. Coordination with City staff; and
 - 3. Coordination with design team.
- 4. Coordination with selected retail developer and their team.

2. Exclusions

The following services are not included in the Base Services scope provided by Hewitt or its sub-consultants:

- A. Survey work;
- B. Geo-technical consultant services;
- C. Preparation of illustrative views and renderings or graphics for marketing purposes (beyond illustrative graphics for public and city council meetings);

3. Assumptions

- A. Any design services required for Leasing/Retail strategy or coordination will be billed at an hourly rate as an additional service;

EXHIBIT "B"

Rates for Services to be Provided by Consultant: The Consultant shall furnish the services in accordance with the following rates:

Remaining Schematic Design (October 2014, approximately 4 weeks)

Prime: Hewitt	\$12,000
Architectural Sub-consultant fee: GBA	\$15,500
Cost Estimating Sub-consultant fee: CN	\$4,160
Lighting Sub-consultant fee: LUMA	\$4,190
10% sub-consultant administration fee	\$2,385
Total	\$38,235

First Phase of Design Development (November through December 2014, approximately 8 weeks)

Prime: Hewitt	\$10,000
Architectural Sub-consultant fee: GBA	\$13,000
Cost Estimating Sub-consultant fee: CN	\$3,055
Lighting Sub-consultant fee: LUMA	\$5,530
Structural Engineer Sub-consultant fee: HVE	\$2,000
Civil Engineer Sub-consultant fee: KPFF	\$8,600
sub-consultant administration fee	\$3,218
Estimated reimbursable expenses	\$3,500
Total	\$48,903

Compensation

Monthly invoicing for fees identified above will be on an hourly basis and not to exceed the amount indicated. Additional, pre-approved, services requested by the City will be billed on an hourly basis at Hewitt's current rates unless otherwise negotiated.

Direct expenses (including mileage, parking, couriers, copying, progress printing reprographics, etc) as estimated above will be reimbursed to Hewitt at 1.1 times amounts incurred.

Subject/Topic: 2015-2020 Capital Improvement Program for Surface Water, Parks, and Transportation Proposed Council Action/Motion: Review and Provide Direction on Ordinance 14-0387 Approving the 2015-2020 Capital Improvement Program for Surface Water, Parks, and Transportation	For Council Meeting Agenda of: October 20, 2014 Departments: City Manager, Finance and Administration, Community Development, Engineering & Environmental Services, Public Works Operations Prepared by: Rob Karlinsey, City Manager Joanne Gregory, Finance and Administration Director Debbie Bent, Community Development Director Kris Overleese, Engineering and Environmental Services Director Jennifer Gordon, Public Works Operations Manager Richard Sawyer, Surface Water Program Manager <u>Initial & Date</u> Approved by Department Head: [Signature] 10/17/14 Approved by City Attorney: [Signature] Approved by Finance Director: [Signature] 10/17/14 Approved by City Manager: [Signature] Exhibits/Attachments: - Draft Ordinance 14-0387 - Attachment 1: Park Capital Improvement Program - Attachment 2: Transportation Capital Improvement Program - Attachment 3: Surface Water Capital Improvement Program - Attachment 4: Cash Flow Projections for Park Impact Fees, Transportation Impact Fees, Real Estate Excise Tax, Surface Water Management Fund Project Description Sheets will be distributed on or before the October 20, 2014 meeting	
Expenditure Required \$41,654,672 for 2015-2020	Amount Budgeted/Adopted \$0	Appropriation Required \$41,654,672 for 2015-2020
INFORMATION/BACKGROUND: A six year update for the period 2015-2020, of the entire Capital Improvement Program (CIP), is now presented		

for the City Council's review and discussion prior to the Public Hearing on November 3, and adoption of the CIP scheduled for December 8, 2014. Updates and changes to the status of projects, as well as new projects, are based on staff recommendations.

One project not currently programmed in the six-year Parks CIP is a potential waterfront property acquisition on the Sammamish River near Squires Landing Park. Further investigation and analysis is needed on terms, financing, and other details prior to bringing this proposal forward and including it in the Parks CIP.

Also, the Transportation CIP currently shows the City (Bothell Way) Gateways as a project (T36) but does not allocate funding to it. The City Manager's recommendation is to evaluate the outcome of the 2014 budget and recommend whether additional funding could be available for at least one of the gateway signs.

FISCAL CONSIDERATION:

The City's goal is to adopt and maintain a fiscally balanced Capital Improvement Program that can be used by staff to prioritize and pursue projects. The CIP balances City resources including Park and Transportation Impact Fees, Real Estate Excise Tax, General Fund revenues, Surface Water Utility fees, and grant funds. While a project may show need in future years for grant funds to complete, the project and budget is considered "balanced" and provides a tool to pursue outside funding. The CIP should be considered a programming document with the City of Kenmore adopted budget being the document that actually appropriates funds for project expenditures.

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

The proposed Capital Improvement Program is consistent with Council Goals, specifically:

To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.

To continue to seek transportation funding and mitigation for State impacts on the City's transportation system, air and water quality, and noise, including but not limited to, SR 522, Sammamish River Bridge, local roads and Lake Washington sediment depths.

To accelerate implementation of the Sidewalk Plan by determining various funding options.

To advance the public's access and connection to the waterfront.

**CITY OF KENMORE
WASHINGTON
ORDINANCE NO. 14-0387**

**AN ORDINANCE OF THE CITY OF KENMORE, WASHINGTON,
ADOPTING A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, a Proposed 2015-2020 Six-Year Capital Improvement Program was submitted to the City Council and the City Clerk on October 20, 2014; and

WHEREAS, the City Council scheduled and held a Public Hearing on the Proposed 2015-2020 Six-Year Capital Improvement Program on October 27, 2014;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF KENMORE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Adoption of City of Kenmore, Washington, Capital Improvement Program. The City of Kenmore hereby adopts a new City of Kenmore, Washington, Capital Improvement Program, attached as Exhibit "A."

Section 2. City of Kenmore, Washington, Capital Improvement Program. To the extent the City of Kenmore, Washington, Capital Improvement Program ("Capital Improvement Program") is different from the Capital Facilities Element of the City's Comprehensive Plan, including but not limited to the Capital Facilities Plan portion thereof ("Capital Facilities Element"), the Capital Improvement Program shall supersede and amend the Capital Facilities Element accordingly.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 27th DAY OF OCTOBER 2014.

CITY OF KENMORE

Mayor David Baker

Six-Year Capital Improvement Program

ATTEST/AUTHENTICATED:

Patty Safrin, City Clerk

Approved as to form:

Rod P. Kaseguma, City Attorney

EXHIBIT A

**CITY OF KENMORE, WASHINGTON
CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2015-2020**

EXPENDITURES	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
<u>PARKS</u>							
Parks Project Manager	\$99,000	\$64,000	\$65,000	\$0	\$0	\$0	\$228,000
P 1 Twin Springs Interim Use Plan	40,000	0	0	0	0	0	40,000
P 2 Tolt Pipeline Trail Phase One	210,000	0	0	0	0	0	210,000
P 6 Moorlands Park Improvements	10,000	20,000	224,000	1,170,000	0	0	1,424,000
P 11 Log Boom Park Pedestrian New Bridge	200,000	0	0	0	0	0	200,000
P 13 City Hall Park Ph I: Skate Park Improvements	350,000	0	0	0	0	0	350,000
P18a Rhododendron Park Float	30,000	115,000	0	0	0	0	145,000
P 26 Twedt Property	35,000	65,000	0	0	0	0	100,000
Total Parks	\$974,000	\$264,000	\$289,000	\$1,170,000	\$0	\$0	\$2,697,000
<u>TRANSPORTATION</u>							
T 6 SR 522 West A 61st to 65th	\$7,434,850	\$3,551,407	\$0	\$0	\$0	\$0	\$10,986,257
T 8 SR 522 West B 57th to 61st with BGT Wall	0	0	0	0	0	450,000	450,000
T 27 Sidewalk Program	85,960	9,955	100,000	100,000	100,000	100,000	495,915
181st St Sidewalk	104,000	667,000	0	0	0	0	771,000
Sidewalk Gaps	160,000	0	0	0	0	0	160,000
T 35 Overlay	585,000	585,000	450,000	450,000	450,000	450,000	2,970,000
T 36 City Gateway West End Unfunded	0	0	0	0	0	0	0
T 37 West Samm Bridge	1,270,000	2,280,000	1,140,000	7,630,000	7,630,000	50,000	20,000,000
T 38 175th St/ Swamp Creek Bridge Study	75,000	0	0	0	0	0	75,000
T 39 Neighborhood Traffic Calming Improvements	250,000	100,000	0	0	0	0	350,000
Total Transportation	\$9,964,810	\$7,193,362	\$1,690,000	\$8,180,000	\$8,180,000	\$1,050,000	\$36,258,172
<u>SURFACE WATER</u>							
SW 8 61st Ave NE Sidewalk Embankment Repair	\$383,470	\$727,530	\$0	\$0	\$0	\$0	\$1,111,000
SW 8 Trust Fund Loan Repayment	0	0	140,000	140,000	140,000	140,000	560,000
SW 19 NE 192nd ST Culvert Replacement	122,796	272,204	0	0	0	0	395,000
T 6 Surface Water Component of SR 522 West A	0	633,500	0	0	0	0	633,500
Total Surface Water	\$506,266	\$1,633,234	\$140,000	\$140,000	\$140,000	\$140,000	\$2,699,500
TOTAL EXPENDITURES	\$11,445,076	\$9,090,596	\$2,119,000	\$9,490,000	\$8,320,000	\$1,190,000	\$41,654,672
<u>REVENUES</u>							
	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2018 Proposed	2018 Proposed	2013-2018 Totals
Real Estate Excise Tax (Transportation)	\$1,667,250	\$944,469	\$450,000	\$450,000	\$450,000	\$650,000	\$4,611,719
Real Estate Excise Tax - West Samm Bridge	74,000	307,000	78,000	0	0	0	459,000
Real Estate Excise Tax - Set Aside Sidewalks	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Transportation Impact Fee Revenue	1,704,780	655,220	0	0	0	250,000	2,610,000
Transportation Impact Fee Revenue - West Samm Bridge	200,000	200,000	200,000	330,000	330,000	50,000	1,310,000
Transportation Benefit District	135,000	0	0	0	0	0	135,000
State/TIB	2,969,680	1,462,678	0	0	0	0	4,432,358
Park Impact Fee Revenue	325,000	165,000	289,000	100,000	0	0	879,000
Real Estate Excise Tax (Parks)	350,000	0	0	380,000	0	0	730,000
King County Levy	269,000	44,000	0	40,000	0	0	353,000
Parks Grants	0	0	0	500,000	0	0	500,000
Surface Water Utility Funds	890,611	532,389	140,000	140,000	140,000	140,000	1,983,000
King County Flood District Grant	0	300,000	0	0	0	0	300,000
Federal Grants/Allocations	1,713,755	1,410,955	0	0	0	0	3,124,710
Other Agencies Reimbursements	20,000	0	0	0	0	0	20,000
Public Works Trust Fund Loan	0	1,000,000	0	0	0	0	1,000,000
General Fund	0	140,885	0	0	0	0	140,885
Strategic Opportunity Fund	30,000	55,000	0	150,000	0	0	235,000
Unfunded West Samm Bridge Replacement Resources	996,000	1,773,000	862,000	7,300,000	7,300,000	0	18,231,000
TOTAL REVENUES	\$11,445,076	\$9,090,596	\$2,119,000	\$9,490,000	\$8,320,000	\$1,190,000	\$41,654,672

**CITY OF KENMORE, WASHINGTON
PARK CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2015-2020**

Project Description	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
Parks Project Manager*	\$99,000	\$64,000	\$65,000	\$0	\$0	\$0	\$228,000
P 1 Twin Springs Interim Use Plan	40,000	0	0	0	0	0	40,000
P 2 Tolt Pipeline Trail Phase One	210,000	0	0	0	0	0	210,000
P 6 Moorlands Park Improvements	10,000	20,000	224,000	1,170,000	0	0	1,424,000
P 11 Log Boom Park New Pedestrian Bridge	200,000	0	0	0	0	0	200,000
P 13 City Hall Park Ph I: Skate Park Improvements	350,000	0	0	0	0	0	350,000
P 18a Rhododendron Park Float	30,000	115,000	0	0	0	0	145,000
P 26 Twedt Property	35,000	65,000	0	0	0	0	100,000
Total Project Costs	\$974,000	\$264,000	\$289,000	\$1,170,000	\$0	\$0	\$2,697,000

Funding As Proposed:

Park Impact Fees	\$325,000	\$165,000	\$289,000	\$100,000	\$0	\$0	\$879,000
Real Estate Excise Tax	350,000	0	0	380,000	0	0	730,000
Strategic Opportunity Fund	30,000	55,000	0	150,000	0	0	235,000
Grants	0	0	0	500,000	0	0	500,000
King County Trail Levy	185,000	0	0	0	0	0	185,000
King County Park Levy	84,000	44,000	0	40,000	0	0	168,000
Total Project Funding	\$974,000	\$264,000	\$289,000	\$1,170,000	\$0	\$0	\$2,697,000

* A portion of Parks Project Mgr funding is already included in Tolt, and Log Boom Ped Bridge
The balance will be allocated to other budgeted projects.

Unfunded Park Needs:

P 1 Twin Springs ~ \$1,000,000
P 17 Tolt Pipeline Trail Phase Two ~ \$220K
P 18 Rhododendron Park Boathouse and Boardwalk TBD
P 19 Log Boom Park Waterfront TBD
P 22 City Hall Park Plaza TBD
P 23 Squires Landing Trail& Restoration TBD
Park Land Opportunity ~ TBD
Rhododendron Boat Storage Facility ~ \$640 - \$920,000
Lakepointe Park ~ TBD
Water Walk Conceptual Plan ~ \$200K
Linwood Park Improvements ~ \$76MP, \$511 Const
Rhododendron Park Irrigation System Revamp \$100K

**CITY OF KENMORE, WASHINGTON
TRANSPORTATION CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2015-2020**

Project Description	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
T 6 SR 522 West A 61st to 65th	\$7,434,850	\$3,551,407	\$0	\$0	\$0	\$0	\$10,986,257
T 8 SR 522 West B 57th to 61st with BGT Wall	0	0	0	0	0	450,000	450,000
T 27 Sidewalk Program	85,960	9,955	100,000	100,000	100,000	100,000	495,915
181st St Sidewalk	104,000	667,000	0	0	0	0	771,000
Sidewalk Gaps	160,000	0	0	0	0	0	160,000
T 35 Overlay	585,000	585,000	450,000	450,000	450,000	450,000	2,970,000
T 36 City Gateway West End-Unfunded	0	0	0	0	0	0	0
T 37 West Samm Bridge	1,270,000	2,280,000	1,140,000	7,630,000	7,630,000	50,000	20,000,000
T 38 175th St/ Swamp Creek Bridge Study	75,000	0	0	0	0	0	75,000
T 39 Neighborhood Traffic Calming Improvements	250,000	100,000					350,000
Total Project Costs	\$9,964,810	\$7,193,362	\$1,690,000	\$8,180,000	\$8,180,000	\$1,050,000	\$36,258,172
Funding as Proposed:							
Real Estate Excise Tax	\$1,667,250	\$944,469	\$450,000	\$450,000	\$450,000	\$650,000	\$4,611,719
Real Estate Excise Tax - Set Aside Sidewalks	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Impact Fee Revenue	1,704,780	655,220	0	0	0	250,000	2,610,000
Transportation Benefit District	135,000	0	0	0	0	0	135,000
State/TIB	2,969,680	1,462,678	0	0	0	0	4,432,358
Federal Transportation Funding 61st Signal	737,000	363,000	0	0	0	0	1,100,000
General Fund	0	140,885	0	0	0	0	140,885
Surface Water Fund	404,345	199,155	0	0	0	0	603,500
Federal Preservation Grant	0	471,000	0	0	0	0	471,000
DOE Grant SR 522 West A	427,875	0	0	0	0	0	427,875
Federal TAPP Grant-Sidewalk	89,960	576,955	0	0	0	0	666,915
SR 522 Federal Allocation ROW	458,920	0	0	0	0	0	458,920
Transportation Impact Fee Revenue for West Samm Bridge	200,000	200,000	200,000	330,000	330,000	50,000	1,310,000
Real Estate Excise Tax for West Samm Bridge	74,000	307,000	78,000	0	0	0	459,000
Unfunded West Samm Bridge Replacement Resources	996,000	1,773,000	862,000	7,300,000	7,300,000	0	18,231,000
Total Project Funding	\$9,964,810	\$7,193,362	\$1,690,000	\$8,180,000	\$8,180,000	\$1,050,000	\$36,258,172

**CITY OF KENMORE, WASHINGTON
SURFACE WATER CAPITAL IMPROVEMENT PROGRAM
FOR THE YEARS 2015-2020**

Project Description	2015 Proposed	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	2015-2020 Totals
SW 8 61st Ave NE Sidewalk Embankment Repair	\$383,470	\$727,530	\$0	\$0	\$0	\$0	\$1,111,000
SW 8 Trust Fund Loan Repayment	0	0	140,000	140,000	140,000	140,000	560,000
SW 19 NE 192nd ST Culvert Replacement	122,796	272,204	0	0	0	0	395,000
T 6 Surface Water Component of SR 522 West A	0	633,500	0	0	0	0	633,500
Total Project Costs	\$506,266	\$1,633,234	\$140,000	\$140,000	\$140,000	\$140,000	\$2,699,500
Funding As Proposed:							
KC Flood Control District Grant (SW19) Secured	0	300,000	0	0	0	0	300,000
Reimbursement from Other Agencies	20,000	0	0	0	0	0	20,000
Public Works Trust Fund 10Year Loan (SW8)	0	1,000,000	0		0	0	1,000,000
Surface Water Utility Funds	486,266	333,234	140,000	140,000	140,000	140,000	1,379,500
Total Project Funding	\$506,266	\$1,633,234	\$140,000	\$140,000	\$140,000	\$140,000	\$2,699,500



City Council Business Agenda Item
City of Kenmore, WA

Subject/Topic: 2015 City of Kenmore Federal Legislative Agenda Proposed Council Action/Motion: Motion to Approve the 2015 City of Kenmore Federal Legislative Agenda	For Council Meeting Agenda of: 20 Oct 2014 Department: Executive Prepared by: Nancy Ousley <u>Initial & Date</u> Approved by Department Head: <u>NKO 9 OCT 2014</u> Approved by City Attorney: Approved by Finance Director: <u>[Signature] 10/9/14</u> Approved by City Manager: <u>[Signature]</u> Exhibits/Attachments: 1. Proposed 2015 Federal Legislative Agenda 2. 2014 Federal Legislative Agenda as approved on December 2, 2013	
Expenditure Required \$n/a	Amount Budgeted \$	Appropriation Required \$
<u>INFORMATION/BACKGROUND:</u> The focus of the proposed 2015 Federal Legislative Agenda continues to be transportation infrastructure and the Kenmore Navigation Channel Maintenance Dredging. Following several years of diligent contact with our Congressional Delegation and the US Army Corps of Engineers, the preparatory steps toward Kenmore Navigation Channel maintenance dredging were included in the USACE work program. Detailed sediment sampling and analysis of the Channel and related environmental review commenced in mid 2014 and the analysis is expected to be completed late this year or early next year, which will indicate the appropriate disposal method for dredged materials once the maintenance dredging occurs. We have more information on the condition and funding needs for replacing the West Sammamish River Bridge than was the case a year ago, and this project is a priority. Pursuing grant funding for pedestrian/bicycle safety improvements has also been added to the Agenda for 2015. Alcalde & Fay is the City's government relations consultant for Federal issues. Paul Schlesinger will attend the October 20 Council meeting to take part in the discussion of the proposed Legislative Agenda.		
<u>FISCAL CONSIDERATION:</u> Consistent attention to the Federal legislative priorities is necessary to produce successful results.		

COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:

1. To focus and emphasize multimodal transportation safety in the City of Kenmore with a specific focus on pedestrian, bicycle and other means of travel.
2. To continue to seek transportation funding and mitigation for State impacts on the City's transportation system, air and water quality, and noise, including but not limited to, SR 522, Sammamish River Bridge, local roads and Lake Washington sediment depths.
3. To continue to implement the Economic Development Plan

ATTACHMENT 1

CITY OF KENMORE, WA
2015 FEDERAL LEGISLATIVE AGENDA

Kenmore Navigation Channel

The Kenmore Navigation Channel has not been the beneficiary of federally-assisted maintenance dredging since the 1990's, prior to the City's incorporation. We will continue to pursue funding for the Army Corps to engage in maintenance dredging, working with our Congressional delegation, Congressional committee staff, and appropriate federal agencies; most notably the Corps and the Office of Management and Budget.

Through regular contact with our Congressional Delegation and Congressional committee staff, Army Corps officials and staff in the Seattle District, Northwestern Division, Washington Headquarters, and the Assistant Secretary's office, as well as with the Office of Management and Budget, the project was provided \$440,000 with inclusion in the Corps' work plan for Fiscal Year 2014. The required preliminary steps of core sediment sampling and analysis and environmental review are expected to be complete by early 2015. It will be important to continue contact with decision makers so that the maintenance dredging itself is funded. The results of the sediment sampling are valid for two years, so the dredging needs to be accomplished in a timely manner.

In addition, the Water Resources Reform and Development Act of 2014 (WRRDA) contains a provision that assures funding will continue to be set aside for the maintenance dredging of small harbors.

Transportation Financing

The City urges the Federal Government to establish a long-term sustainable transportation assistance program for highways and transit. Revenue sources need to be indexed to the economy and sufficient to assist with the funding of the nation's growing transportation needs. The financing mechanism needs to be long term, providing state and local jurisdictions with assurances of an ongoing program so that they can plan projects. Continuing Resolutions do not provide any assurance of future funding of transportation needs.

West Sammamish River Bridge/Corridor Funding

The City has determined through studies that the 68th Avenue NE (southbound) bridge over the Sammamish River should be replaced. The 80-year-old bridge is of regional significance and is a well-used route around Lake Washington. Traffic over the bridge has increased as drivers utilize this route to avoid tolls on State Route 520. The bridge was constructed in the 1930's and is showing accelerated

structural deterioration as a result of the increased traffic volumes. Load restrictions on the bridge were posted earlier this year.

Additionally, a north-bound improvement to the corridor is needed to assist traffic approaching the heavily congested SR 522/68th Avenue NE intersection. The total cost of the project is \$22 million. The City has committed \$2 million in local resources to the project, and is actively seeking funding resources for the remaining \$20 million.

There may be other opportunities to advocate for legislation that could provide assistance for the bridge project. In August, Congress passed, and the President signed into law, legislation continuing the federal surface transportation programs through May 31, 2015, at current funding levels, and provided revenues deemed sufficient to finance these programs. By the end of May, Congress will need to extend these programs, either with a temporary extension of existing law, or through action on a comprehensive reauthorization. And because existing highway user fees are no longer sufficient to fund these programs at existing levels, let alone at the higher levels that most authorities believe are necessary, a method for generating greater amounts of revenue will need to be identified to fund the nation's transportation programs into the future.

There is some discussion in Washington of a return to the practice of earmarking which, if adopted, could make a transportation reauthorization bill, or the annual transportation appropriations bill, a vehicle for the earmarking of funds directly for this project. Regardless, development of a new reauthorization bill will be monitored to try and assure that it might facilitate work on this project.

Kenmore Air Temporary Flight Restrictions

To help maintain our jobs base, and to reduce inconvenience to residents, the City will continue to work with the Congressional Delegation to seek resolution to the Temporary Flight Restriction issue that is impacting Kenmore Air's business while inconveniencing passengers. The Delegation has been provided an estimate of the financial impact each time Kenmore Air is required to close down its flight operations as a result of a TFR. As a result of these efforts, the staffs of our two Senators convened a meeting with leadership from the three agencies involved – U.S. Secret Service, TSA and FAA – to discuss a potential fix to the issue. The delegation tasked the three agencies to work to develop a viable solution.

Commuter Parking Facility Funding

Kenmore is a regional commuter center that is served by Metro Transit and Sound Transit. Existing Park-and-Ride facilities are full by early morning, resulting in overflow parking spilling over into local neighborhoods. The City will work with Sound Transit and/or Metro Transit to identify opportunities for locating a parking

structure that can also serve downtown Kenmore businesses and/or trail and park users.

Identify and Pursue Grant Funding for City Priorities

The City's government relations consultants Alcalde & Fay will provide regular reports and alerts on federal grant funding opportunities for various purposes and programs, such as economic development/business incubator, parks, and infrastructure, and can assist in the development of grant proposals and garnering the political support for such proposals that can sometimes be instrumental to their being met receptively in federal agencies. Funding for bicycle and pedestrian safety improvements will be a priority in seeking grant funds in the coming year.

Monitor Discretionary Budgets

The City will want to monitor federal sources of assistance to assure that their budgets are not cut during these times of fiscal constraint. Programs administered by the Department of Housing and Urban Development, such as Community Development Block Grants, will be of particular concern.

ATTACHMENT 2

CITY OF KENMORE, WA

2014 FEDERAL LEGISLATIVE AGENDA

Kenmore Navigation Channel

The Kenmore Navigation Channel has not seen an episode of federally-assisted maintenance dredging since the early 1990's, prior to the City's incorporation. In 2014, we will continue to pursue funding for the Army Corps to engage in maintenance dredging, working with the Congressional delegation, Congressional Committee staff and appropriate federal agencies; most notably the Corps and the Office of Management and Budget.

We will work with City staff to promote regular contact with Army Corps officials and staff in the Seattle District, Northwestern Division, Washington Headquarters, and the Assistant Secretary's office, as well as with the Office of Management and Budget, to be certain that all pertinent officials are fully aware of the project's importance in order to have the project prioritized in the Corps' budget.

In addition, both the House and Senate versions of WRDA include provisions related to the dredging of small harbors. The chambers are currently in conference, negotiating a final version of the bill to send to the President. Once enacted, we will work to try and ensure that Kenmore is positioned to benefit from these provisions in order to have its channel dredging project prioritized by the Army Corps of Engineers.

Sammamish River Bridge Funding Sources

The City is currently studying whether the 68th Avenue bridge over the Sammamish River should be replaced or rehabilitated. The 80 year old bridge is of regional significance and is a well-used route around the Lake. Traffic over the bridge has increased as drivers utilize this route to avoid tolls on State Route 520. The Bridge was constructed in the 1930's and is showing structural deterioration as a result of the increased traffic volumes.

There will be several opportunities to advocate for legislation that could provide assistance for the bridge project. Legislation has recently been introduced called The Building and Renewing Infrastructure for Development and Growth in Employment (BRIDGE) Act, which is designed to help close America's widening infrastructure gap, create millions of jobs in the next decade, and ensure America's global competitiveness in the 21st century by establishing an Infrastructure Financing Authority to complement existing funding mechanisms and expand overall infrastructure investment. Sponsors assert that this mechanism, which would provide loans and loan guarantees, would be both fiscally responsible and robust enough to help address America's infrastructure deficit.

In addition, funding under MAP-21, the transportation authorization bill, expires on September 30, 2014. Congress will need to move new legislation next year, providing a vehicle to seek funding for bridge projects.

Kenmore Air Temporary Flight Restrictions

Continue to work with the Congressional Delegation to seek resolution to the Temporary Flight Restriction issue that is impacting Kenmore Air's business and inconveniencing passengers. The Delegation has been provided an estimate of the financial impact each time Kenmore Air is required to close down its flight operations as a result of a TFR. As a result of these efforts, the staffs of our two Senators convened a meeting with leadership from the three agencies involved – U.S. Secret Service, TSA and FAA – to discuss a potential fix to the issue. The delegation tasked the three agencies to work to develop a viable solution.

Commuter Parking Facility Funding

Kenmore is a regional commuter center that is served by Metro Transit and Sound Transit, and existing park-and-ride facilities are full by early morning, resulting in overflow parking spilling over into local neighborhoods. We will assist the City in its work with Sound Transit and/or Metro Transit to identify opportunities for locating a parking structure that can also serve downtown Kenmore businesses and/or trail and park users. Additionally, we can work with the City in assisting it in determining the best strategy for pursuing Federal Transit Administration discretionary grant program funds in conjunction with the transit agencies and WSDOT. MAP-21 modified FTA grant programs so that more funds are now distributed via formula.

Identify and Pursue Grant Funding for City Priorities

The City's government relations consultants Alcalde & Fay will provide regular reports and alerts on federal grant funding opportunities for various purposes and programs, such as parks, economic development and infrastructure and can assist in the development of grant proposals and garnering the political support for such proposals that can sometimes be instrumental to their being met receptively in federal agencies.

Monitor Discretionary Budgets

The City will want to monitor federal sources of assistance to assure that their budgets are not cut during these times of fiscal constraint. Programs administered by the Department of Housing and Urban Development, such as Community Development Block Grants will be of particular concern.



**City Council Business Agenda Item
City of Kenmore, WA**

Subject/Topic: Kenmore Business Incubator Report Proposed Council Action/Motion: Discussion: no action requested	For Council Meeting Agenda of: 20 October 2014 Department: Executive Prepared by: Nancy Ousley <u>Initial & Date</u> Approved by Department Head: <u>NKO 9 OCT 2014</u> Approved by City Attorney: Approved by Finance Director: <u>[Signature] 10/14</u> Approved by City Manager: Exhibits/Attachments: 1. Presentation slides <i>- TO BE UPLOADED THE WEEK OF 10/13.</i> 2. Corey Hansen resume
Expenditure Required \$0 Amount Budgeted \$238,100 for Appropriation Required \$0 2013-2014	
<u>INFORMATION/BACKGROUND:</u> Staff will present a brief update on the Kenmore Business Incubator, including introducing Program Consultant Corey Hansen, who joined the Program in August, succeeding Barry Weisband. We have recently launched a Virtual Incubator program option for companies that don't need dedicated workspace and have formed an Advisory Group.	
<u>FISCAL CONSIDERATION:</u> The Kenmore Business Incubator program continues to operate within the \$238,100 biennial budget. January 2013 through August 2014 expenditures total \$179,578, which is 75% of the budgeted amount. This does not include program revenue, which totals \$29,062 through August 2014.	
<u>COUNCIL GOAL/BUDGET OBJECTIVE BEING ADDRESSED:</u> Continue to implement the Economic Development Strategy.	

COREY L. HANSEN, M S O D

EXPERIENCE

2006 – Present Hot100Business (www.hot100business.com) Bellevue WA

Director/Co-author/High-Performance Business Expert

Co-authored “Best Practices of High Performance Entrepreneurs.” A proprietary process and tool to help business owners accelerate revenues and profitability, ideally by 5X or \$2M+ asap. This process has helped create over \$2B in new equity and over 1000 jobs in the last 15 years.

Founded the Hot100Business Association in 2011, as a pilot program to combine group training, the Hot100 process and business consulting. Train and consult business owners and management teams to accelerate growth at least \$2M each. Current Hot100 member revenue goals exceed \$300M.

Currently teach monthly “Grow Faster Now” workshops; one-day assessment to accelerate growth \$2M+. Co-sponsored by Banner Bank, Umpqua Bank, CFO2GO, and General Counsel ToGo.

In 2012, I nominated the founders of Popcap Games for the SBA “Entrepreneurial Success Award,” which they won, in 2012, after they sold to Electronic Arts for \$1.3 Billion. I worked with the founders of Popcap from inception through the first four years of the business while at the Washington Small Business Development Center.

I work with Hot100 members and clients on all aspects of their business including finance, marketing, HR and personnel

Dec 2007 – Nov 2012 Financial Advisor and Manager Bellevue WA

Financial Advisor to Business Owners and Key Staff

Recruited by Smith Barney as a financial advisor. Worked at Smith Barney then MorganStanley SmithBarney from Dec 2007 to Nov 2010, then as an independent financial advisor to Nov 2012. Helped business owners and key staff to build and protect their business and personal portfolios and assets.

**Oct 1999 – Dec 2007 Washington Small Business Development Centers
(www.wsbdc.org)**

Bellevue Community College 6 years/South Seattle Community College 1.5 years

Certified Business Advisor/Center Director

Specializations:

- Funding and organizational development expert for early-stage technology companies, and rapid-growth organizations.
- Accelerating multimillion dollar growth and management development. Helped clients successfully get equity and debt funding that exceeded \$37M, as of 2006.

- Worked with the founders of PopCap Games and many others like them. Popcap went from Startup (zero) to \$300,000,000 a year, in 10 years, and sold in 2011 for \$1.3 Billion to Electronic Arts.
- Marketing and business development through strategic alliance building.
- Generalist in all other functional areas of business management, i.e., operations, human resources recruitment, strategic and business planning, and IT systems.
- Certified Business Advisor 2001 - 2007

Awards:

- Ron Battles Award for Excellence – WSBDC award - 2007
- WSBDC Top Performance Awards: 1993-1996, 2001 – 2006
- John Allen Gilmore Award – NW Minority Business Council – 2000
- WSBDC State Star Award – 2000

Client Awards - Top 30 Clients

- 1 - US Small Business Administration Entrepreneurial Success Award – Region X 2012. This company sold for \$1.3 billion in 2011. It was a startup company that I worked with from 1999 to 2004. I nominated the company for the award and worked with them on the application.
- 10 - Inc Magazine – Inc 500/5000 Fastest Growing Private Businesses in the US
- 1 - Entrepreneur Magazine – Hot 100 Fastest Growing New Businesses in the US, 2nd year
- 7 - Puget Sound Business Journal - Hot 100 Fastest Growing Private-Owned Businesses in the State
- 3 - Puget Sound Business Journal – 50 Fastest Growing Minority Businesses in the State
- 2 - Puget Sound Business Journal – 25 Largest Minority Businesses in the State
- 2 - Ernst and Young - Entrepreneur of the Year Regional Finalists
- 2 - US Small Business Administration Small Business of the Year – Regional and District Winners plus two finalists.

Projects:

- Eastside Hot 100 – project to recruit and serve 100 clients to accelerate growth of \$100 million, and create hundreds of new jobs over 2-5 years. Co-sponsors Eastside Business Monthly, Viking Bank, Berntson Porter CPA's, City of Bellevue, and the City of Kirkland, Bellevue Community College and the BCC Small Business Development Center – Dec 2006 – May 2007
- Bellevue Entrepreneur Center – Founding Member - local partnership of City of Bellevue, King County, Bellevue Chamber of Commerce, Port of Seattle, University of Washington –Bothell, City University, Bellevue Community College, Eastside Commercial Bank, Key Bank, Banner Bank, and others. 2002 – 2006

- Host of the NW Entrepreneur Network monthly seminar series. 2001-2006
- Serving on NWEN Five Minute Forum Committee. 2001- 2008
- Host, presenter, and committee member of the Eastside Women's Network for Entrepreneurial Training series. 2001- 2007
- NetCounseling: a pilot project to develop best practices using Internet videoconferencing. Worked with SBA, WSBDC's, local chambers, EDC's and WSU Co-op Extension centers to place NetCounseling workstations. 1999-2002
- Northwest 8(a) Association: helped organize SBA 8(a) certified firms into a training and advocacy group as a part of a larger West Coast alliance of certified firms. 2000, 2001
- E-commerce Summit. Co-sponsored with the SBA, Microsoft, NVST.com, and the Puget Sound Business Journal - 2000
- Co-host of the NW Venture Group - Early-Stage Investment Forum. 2001-2005
- Co-host of NW Venture Group, Entrepreneur University. 2001 - 2005

Jan 1997 - Oct 1999 The EVP Group/SmartSave NZ Auckland, NZ

US Group Director/Regional Director/Franchise Developer

Developed prototype franchise operations, protocol, procedures and strategy for the expansion of the EVP Group Limited from Australasia into the North American market. Recruited and trained 8 consultants.

Developed, and managed two mortgage brokerage and financial services companies creating a nationwide franchise marketing and service organization. Developed and/or consulted on all phases of operations, from customer acquisition to development of strategic alliances. Concurrently owned and managed sales territories, with 10 brokers, and received top sales awards. As a franchisee, I built my team and then managed the Auckland Region, and recruited and trained 150 brokers, and 8 Area managers.

Achieved a life goal of living in NZ to teach our children their cultural heritage, to be close to family, and to enjoy the beauty of the South Pacific.

May 1992 – Dec 1996 Small Business Development Center Yakima, WA

Business Development Specialist/Center Director

Ranked in top 10% of Washington SBDC centers 1993-1996, by exceeding center goals for counseling and services up to 240%.

Personally counseled over 500 clients in four years, assisted in the creation of 200 new jobs, saving 500 jobs, \$6,000,000 capital and loans.

Frequent guest speaker at business conferences on entrepreneurship and business development throughout Central Washington.

Developed business-training programs that became a substantial revenue source for the Business Development Center and created substantial amounts of publicity and goodwill in the community.

Committee Chair/Member, and/or Participant in most Chambers of Commerce, Economic Development Councils, and Business Task Forces in the service area.

Developed close working relationships with the SBA, CTED, and local Economic Development Councils to leverage SBDC resources, and maximize client benefits.
 Worked with Minority and Women business organizations to reach targeted clients, and co-sponsored and co-chaired an annual MWBE conference. Developed partnerships with local resources to provide ESL clients translation services, or culturally relevant services.
 Generated significant local news media publicity for clients and the SBDC Stakeholders through creative promotion of client and SBDC achievements.

Oct 1989 - May 1992 Trend Colleges Yakima, WA

Full time Instructor in Management. Sales and Marketing

Built the most successful business program in a network of 10 colleges.
 Trained 300+ management/entrepreneur candidates; 9 month programs.
 Organized a local Entrepreneur Club for student and community involvement. Concurrently worked with private client as a management consultant.

Sep 1975 - May 1992

Three years as a full-time instructor in Sales, Marketing, and Business Management.
 Various supervisory and management positions before and after graduation. Major responsibilities include building nationwide sales teams (Airborne Express, Conserve Corporation).
 2 years volunteer service, LDS Church, Washington DC Mission; honorably released.
 Three years US Army in Military Supply, stationed in Germany; honorably discharged

EDUCATION

1995 Central Washington University Ellensburg, WA
 M.Sc, Organizational Development, specializing in Entrepreneurial Venture Consulting
 Chair of 1995 Professional Development Conference

1985 Central Washington University Ellensburg, WA
 B.Sc, Business Administration, Operations Management specialization
 Economics, Business Economics specialization
 Graduated Magna Cum Laude and top graduate of the School of Business.

PUBLICATIONS/SPEAKING ENGAGEMENTS

PUBLICATIONS

Inc Magazine: How to Assemble an Advisory Board, June 2008
 Interviewed by Inc Magazine on best practices of advisory boards.

**Best Practices of High Performance Entrepreneurs:
 Transform Your Business from High-Potential to High-Performance**
 166 page book detailing 300 best practices to accelerate business performance. Co-authored with a CPA and marketing expert, the HPE book is a companion to the online

Action Plan. Endorsement by Jay Conrad Levinson, author of Guerilla Marketing.

Eastside Business Monthly: The Eastside Hot 100, Dec 2006 – Mar 2007

Four articles introducing the Eastside Hot 100 program and detailing the best practices to accelerate business performance.

The Small Business Development Centers: An Alternative Evaluation Using Washington State Data from 1992-1994.

Masters thesis published by Central Washington University, 1995. A statistical analysis of 10,000 SBDC clients and the effect of SBDC services on client performance and outcomes. Study established that women and minority clients receive the greatest benefit from SBDC services, based on statistical analysis of services and outcomes.

ADDITIONAL SPEAKING ENGAGEMENTS

Central Washington Business Conference, May 22, 2007, Yakima, WA

Keynote Speaker, Design a Hot 100 Business, 1.5 hours

Washington Society of CPA's, April 24, 2007, Vancouver, WA

Keynote Speaker, Design a Hot 100 Business, 1.5 hours

Mercer Island Chamber of Commerce, April 5, 2007

Design a Hot 100 Business, 1 hour

Design a Hot 100 Business Workshops, Jan – May, 2007, Bellevue, WA 1.5 hours ea.

Washington SBDC's - State Training Conference, Oct 5, 2006, Leavenworth, WA

Best Practices of High-Performance Entrepreneurs, 3.0 hours

Association of SBDC's - National Conference, Sept 14, 2006, Houston, TX

Best Practices of High-Performance Entrepreneurs, 1.5 hours

Kenmore Business Incubator

Kenmore City Council
October 20, 2014

Incubator Industry Facts

- ▶ Incubator Locations: 47% in Urban Areas; 25% in Suburban Areas; 28% in Rural Areas
- ▶ Incubator Program Hosts/Sponsors: 32 % Academic Institutions; 25% Economic Development Organizations; 16 % Government; 4% Multiple Sponsors; 4% For Profit; 4% Other
- ▶ Program Subsidies are Typically Required for at least 5–7 years for New Programs

- ▶ Source: National Business Incubator Association www.nbia.org



Q2-3 2014 Update

- ▶ Completed Business Seminar Series: 6 Sessions on Marketing; Business Plan Development; Finance and Accounting; and Legal Topics (March – October)
- ▶ Program Consultant Transition: Corey Hansen
- ▶ Launching Virtual Business Incubator Option
- ▶ Formed Advisory Group



KBI's Newest Company



Metrics Update

	2013				2014			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Total Businesses Goal/ Actual	1 / 1	3 / 2	3 / 3	4 / 3	4 / 3	5 / 3	5 / 4	
Employees (current)	5	10	13	15	15	15	12	
% of base rent offset	40	56	71	85	71	71	71	

2014 Budget Update

- ▶ 2013–2014 Budget= \$238,100
(\$123,100+\$115,00) Not Including Program Revenue

- ▶ Expenditures:

2013	2014 Q1–Q3	Total
\$118,332	\$68,767	\$187,099

- ▶ Program Revenue:

2013= \$16,462 2014 Q1–Q3=\$14,050

