

**Interlocal Agreement Between
The City of Kenmore and the City of Lake Forest Park
Relating to Public Works Administration**

RECEIVED

DEC 18 2000

CITY OF KENMORE

This AGREEMENT between the City of Kenmore, a Municipal corporation, (“Kenmore”) and the City of Lake Forest Park, a municipal corporation, (“Lake Forest Park”) is dated this Eleventh day of December 2000.

WHEREAS, Kenmore and Lake Forest Park are authorized to provide public works services within their respective political boundaries; and

WHEREAS, the Interlocal Cooperation Act, RCW 39.34 authorizes municipalities to contract with each other for the provision of local government services; and

WHEREAS, the Cities of Lake Forest Park and Kenmore acknowledge the mutual benefit and efficiency of coordinating and working towards certain joint and shared public works functions; and

WHEREAS, the Cities of Lake Forest Park and Kenmore each desire to contract with the other for certain public works services

NOW, THEREFORE the parties agree;

1. The City of Lake Forest Park and the City Kenmore will provide Public Works Administration and Maintenance to both cities through shared personnel and resources. The Public Works Administration will plan, organize, and direct the functions of the public works operations, including street and storm drainage maintenance, equipment maintenance and traffic control. This administration does not cover the areas of water and sewer services, utility company right of way permits, or transportation planning.
2. The Public Works Department will consist of personnel from both the City of Lake Forest Park and the City of Kenmore who will work together to provide service to both cities. The staff will consist of a Public Works Director, Public Works Superintendent, Field Supervisor, and Utility Workers, as defined below. Each position will be required to perform their specified duties in the joint area.

A. Director of Public Works: Oversees Public Works Department. Is responsible for the Department’s overall direction, manages public works activities, and supervises and evaluates public works personnel.

B. Public Works Superintendent: Under the supervision of the Public Works Director, coordinate the activities of the operation and maintenance within Public Works Department; administer contracts with City departments, outside agencies, and private vendors.

C. Field Supervisor: Under the supervision of the Public Works Superintendent, supervise and schedule public works workers in the maintenance of streets, surface water, and traffic devices. Identify, prioritize, and schedule public works maintenance with contract service providers.

D. Utility Workers: Under the supervision of the Field Supervisor, perform basic public works tasks, including streets, surface water, traffic control, and facility maintenance.

3. Subject to the terms of this agreement, Lake Forest Park shall:

A. Provide employees hired by Lake Forest Park with appropriate vehicles, equipment, and supplies for Public Works maintenance. Purchase of supplies or equipment not included in the context of Attachment A shall be coordinated with the City of Kenmore and method of payment agreed upon.

B. Pay for its portion of the shared Public Works services outlined in Attachment A. If that amount exceeds the amount Kenmore is responsible for, Lake Forest Park will reimburse the City of Kenmore for that amount.

C. Reimburse Kenmore for materials, at cost, which are purchased in Kenmore's name for use in Lake Forest Park

4. Subject to the terms of this agreement, Kenmore shall:

A. Provide employees hired by Kenmore with appropriate vehicles, equipment, and supplies for Public Works maintenance. Purchase of supplies or equipment not included in the context of Attachment A shall be coordinated with the City of Lake Forest Park and method of payment agreed upon.

B. Pay for its portion of the shared Public Works services outlined in Attachment A. If that amount exceeds the amount Lake Forest Park is responsible for, Kenmore will reimburse Lake Forest Park for that amount.

C. Reimburse Lake Forest Park for materials, at cost, which are purchased in Lake Forest Park's name for use in Kenmore.

5. Both cities shall pay invoices within thirty (30) days of their date.

6. Each city shall appoint an employee to coordinate performance of this agreement. The designated employees shall meet as necessary to accomplish such coordination, but in no event less than once a week.

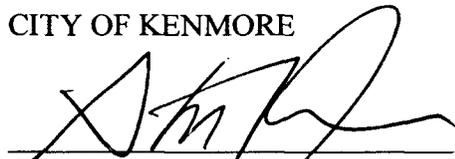
7. Employees designated by Lake Forest Park to provide the services called for by this agreement remain employees of Lake Forest Park, subject to its discipline, personnel policies, and performance requirements.
8. Employees designated by Kenmore to provide the services called for by this agreement remain employees of Kenmore, subject to its discipline, personnel policies, and performance requirements.
9. Each city shall defend and indemnify the other city, its officers, agents, and employees from any and all judgment, claims, actions, suits, liability, loss, costs, expenses, including reasonable attorney's fees, and damages of any nature, arising out of its negligent action in the performance of this agreement.
10. Either city may terminate this agreement upon thirty (30) days written notice to the other city, otherwise this agreement shall be in effect until December 31, 2001, and shall renew annually thereafter.
11. Any notice required by this agreement shall be sent to:

City of Kenmore
 ATTN: Carter Hawley
 P.O. Box 82607
 Kenmore, WA 98028

City of Lake Forest Park
 ATTN: Frank Zenk
 20150 45 Ave NE
 Lake Forest Park, WA 98155

This document completely integrates the understandings of the parties with regard to its subject matter, and they have no other agreements or understanding with regard thereto. Any modification of this agreement must be in writing and signed by the parties.

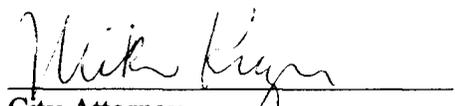
CITY OF KENMORE



 City Manager

December 11, 2000
 Date

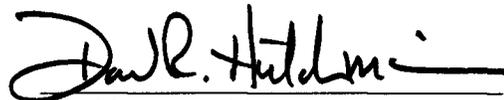
Approved as to Form:



 City Attorney

December 11, 2000
 Date

CITY OF LAKE FOREST PARK



 David R. Hutchinson, Mayor

12-14-00
 Date

Approved as to Form:



 City Attorney

12/14/00
 Date

Attachment A

Public Works Service Charges for 2001

Position Title	Personnel Costs	Non-Personnel Costs	Total Costs	Kenmore Percent	Kenmore Costs	LFP Percent	LFP Costs
Lake Forest Park Expenses							
Public Services Director	90,579	13,569	104,147	12.5%	13,018	87.5%	91,129
Operations Supervisor	62,912	13,569	76,481	60.0%	45,888	40.0%	30,592
PW Maint. Worker/Inspector	49,573	13,569	63,142		0	100.0%	63,142
PW Maint. Worker/Operator	51,867	13,569	65,436		0	100.0%	65,436
PW Maint. Worker/Operator	45,857	5,067	50,924	100.0%	50,924		0
PW Maint. Worker/Operator	45,857	9,318	55,175	100.0%	55,175		0
\$11.00 per hour x 40 hours per week x 6 workers x 16 weeks	39,564	13,569	53,133	50.0%	<u>26,567</u>	50.0%	<u>26,567</u>
					191,572		276,866
							151,720
Kenmore Expense							
Public Works Superintendent	77,000	22,630	99,630	60.0%	59,778	40%	39,852
Kenmore 2001 Charges:				\$191,572 - \$39,852 = \$151,720			

Indicates Dollars Owed

RECEIVED

APR 26 2001

CITY OF KENMORE

Contract No. 00-C86
Amendment No. 1

This Agreement amends that certain City of Kenmore, Washington Contract No. 98-C86 ("Contract") between Kenmore and the City of Lake Forest Park ("Lake Forest Park") for services related to Public Works Maintenance and Administration and dated December 11, 2000.

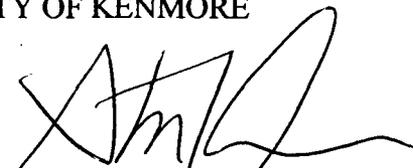
1. Scope and Schedule of Services to be Performed. Paragraph 1 of the Contract is hereby amended to include those service described on the attached Exhibit A under the heading "Scope of Work". This work will be completed by work crews from the King County North Rehabilitation Facility (NRF) under the direction and supervision of the City of Lake Forest Park. NRF is a sub contractor for Lake Forest Park, Lake Forest Park will be responsible for adhering to the attached Scope of Work.

2. Compensation and Method of Payment. Lake Forest Park will invoice Kenmore for actual hours worked by NRF crews within the City of Kenmore. NRF crews will be billed at a rate of \$42.50 an hour per crew, which will include a supervisor, 4 workers, and, all necessary equipment.

Payment for services rendered by Lake Forest Park under this contract amendment shall not exceed \$25,000.

Dated this 9 day of April, 2001

CITY OF KENMORE



Stephen L. Anderson, City Manager

CITY OF LAKE FOREST PARK



David R. Hutchinson, Mayor

ATTEST/AUTHENTICATED


Lynn Batchelor, City Clerk

APPROVED AS TO FORM:

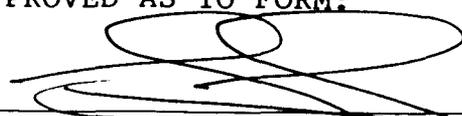

City Attorney 28743

Exhibit A

SCOPE OF WORK

The following scope of work applies to work done by crews from the North Rehabilitation Facility (NRF) under the direction and supervision of the City of Lake Forest Park Public Works Field Supervisor. NRF is a sub contractor for Lake Forest Park, Kenmore has no contract with NRF. Work will be performed along street right-of-way and parks in the City of Kenmore.

Part 1 – MAINTENANCE SPECIFICATION

1. Any Contractor having employees working on or near a street will comply with Washington State Regulations pertaining to safety equipment, warning signs, and traffic control. Employees working on all sites must wear an approved safety vest. Failure to comply with proper safety procedures may result in contract cancellation.
2. The Contractor will furnish all labor, tools, specialized equipment, materials, supervision, and transportation to perform landscape maintenance services as specifically outlined in the Annual Maintenance Schedule.
3. The Contractor will ensure that employees comply with all Washington State Industrial regulations and practices. The Contractor's personnel will conduct themselves in a professional manner at all times.
4. The Contract Administrator will inspect work performed by the Contractor on a regular basis. In the event of work performance deficiencies, the Contract Administrator will notify the Contractor. The notification may be verbal or written, and the City may choose to require the Contractor to rectify the deficiency within 48 hours.
5. The Contractor shall closely follow the approved work schedule. Work shall be performed as outlined in the original bid document. If The Contractor is unable to perform the required work within the designated week according to the work schedule the Contract Administrator must be notified.
6. Equipment intensive work such as mowing, edging, and blowing at sites shall not commence before 7:00 am at Sites 1 & 2. All work must be done on weekdays, Monday through Friday. No work shall take place on Weekends without written permission from the Contract Administrator.
7. Report any damage or potential hazard involving City of Kenmore property to the City of Kenmore at (425) 398-8900.

8. Incidents, altercations, or accidents involving private citizens, Contractor employees, or City employees, shall be reported to the Contract Administrator in a timely manner. The Contract Administrator, at his or her discretion, may require a written report from the Contractor describing the incident or accident.
9. Any damage to City areas as a result of Contractor negligence, shall be remedied by the Contractor, at his or her expense, in a timely manner acceptable to the Contract Administrator.

Part 2 – TURF

1. All turf shall be mowed to a height of two inches to two and one-half inches.
2. All turf around posts, fences, trees, shrubs and other obstructions shall be trimmed at each mowing. Care will be taken not to damage structures or trees with equipment.
3. All turf areas shall be edged at sidewalks, curbs, and beds on a schedule specified in the Maintenance Schedule. Edging will be done with a bladed power edger. Edging of sidewalk and curbs shall be performed so as to expose the entire top surface.

Part 3 – TREES, SHRUBS AND GROUND COVER

1. Any damage to desirable plant material as a result of Contractor negligence will be remedied by the Contractor, at his or her expense, in a timely manner acceptable to the Contract Administrator.
2. Ground cover shall be trimmed at the edge of hard surfaces (sidewalks and curb), and bed areas. Ground cover shall be trimmed to prevent encroachment into shrub and tree areas.
3. Shrubs shall be trimmed or sheared to maintained desired shape and function as needed to provide a neat, trimmed appearance..

Part 4 – HARD SURFACES

1. Sidewalks, curbs and other hard surfaces shall be left free of leaves, litter and debris at the end of each mowing or trimming activity. The use of power blowers is acceptable; however, accumulations of debris must be removed form the site and not blown onto adjacent property or street surfaces.
2. Undesirable vegetation in sidewalks, curbs and other hard surfaces shall be removed.

Part 5 – OTHER SERVICES

1. Leaves shall be removed from all maintained areas including, turf, beds, and hard surfaces.
2. All litter, debris, and animal feces shall be removed from turf, beds, and hard surfaces.
3. All encroaching neighboring vegetation, including brush, trees, and shrubs, shall be kept away from roads, walkways and maintained areas. Vegetation shall be cut back approximately one-foot beyond the walkway edge and parallel with the plane of the walkway.
4. Windfall branches and debris shall be removed from all developed areas for disposal by the Contractor. Wind fallen trees are not in the contract.

Part 6- ADDITIONAL MAINTENANCE LABOR

1. Additional work may be requested in writing from the City based on an hourly cost. Hourly rates include all cost for materials, labor, and equipment.
2. The City will need a cost estimate before any additional work will be approved.

SITE LOCATIONS (City of Kenmore)

- | | |
|-------------------|---|
| 1. Bothell Way NE | South side of Bothell Way from 83 PINE to 5600 Blk |
| 2. 61 Ave NE | Both sides of street from Bothell Way NE to NE 190 St |
| 3. Simonds Rd NE | West side of street from NE 170 St to NE 145 St |
| 4. NE 175 St | North side of street from 65 Ave NE to 61 Ave NE |
| 5. 68 Ave NE | Both sides of street from SR 522 to NE 170 St |
| 6. | Other projects as they are identified and discussed |

**Interlocal Agreement Between
The City of Kenmore and the City of Lake Forest Park
Relating to Public Works Administration**

RECEIVED

DEC 18 2000

CITY OF KENMORE

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WHEREAS, Kenmore and Lake Forest Park are authorized to provide public works services within their respective political boundaries; and

WHEREAS, the Interlocal Cooperation Act, RCW 39.34 authorizes municipalities to contract with each other for the provision of local government services; and

WHEREAS, the Cities of Lake Forest Park and Kenmore acknowledge the mutual benefit and efficiency of coordinating and working towards certain joint and shared public works functions; and

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- A. Provide employees hired by Lake Forest Park with appropriate vehicles, equipment, and supplies for Public Works maintenance. Purchase of supplies or equipment not included in the context of Attachment A shall be coordinated with the City of Kenmore and method of payment agreed upon.
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4. Subject to the terms of this agreement, Kenmore shall:

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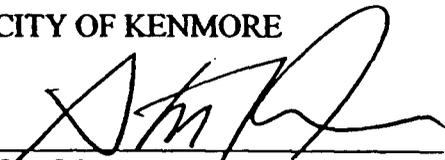
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9. Each city shall defend and indemnify the other city, its officers, agents, and employees from any and all judgment, claims, actions, suits, liability, loss, costs, expenses, including reasonable attorney's fees, and damages of any nature, arising out of its negligent action in the performance of this agreement.
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City of Kenmore
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 P.O. Box 82607
 Kenmore, WA 98028

City of Lake Forest Park
 ATTN: Frank Zenk
 20150 45 Ave NE
 Lake Forest Park, WA 98155

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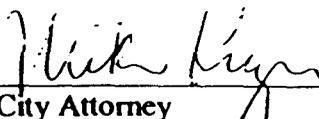
CITY OF KENMORE



 City Manager

December 11, 2000
 Date

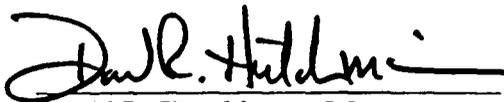
Approved as to Form:



 City Attorney

December 11, 2000
 Date

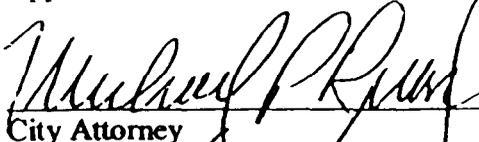
CITY OF LAKE FOREST PARK



 David R. Hutchinson, Mayor

12-14-00
 Date

Approved as to Form:



 City Attorney

12/14/00
 Date

Addendum to the Interlocal Agreement Between the City of Kenmore and the City of Lake Forest Park Relating to Public Works Administration. This addendum relates to the payment procedure for Kenmore's use of the City of Lake Forest Park's Slope Mower Services.

This agreement between the City of Kenmore, a Municipal corporation ("Kenmore"), and the City of Lake Forest Park, a municipal corporation ("Lake Forest Park"), is dated this 18th day of May, 2001.

WHEREAS, Kenmore and Lake Forest Park are authorized to provide public works services within their respective political boundaries; and

WHEREAS, the Interlocal Cooperation Act, RCW 39.34 authorizes municipalities to contract with each other for the provision of local government services; and

WHEREAS, the Cities of Lake Forest Park and Kenmore acknowledge the mutual benefit and efficiency of coordinating and working towards certain joint and shared public works functions; and

WHEREAS, the Cities of Lake Forest Park and Kenmore each desire to contract with the other for certain public works services.

NOW, THEREFORE the parties agree;

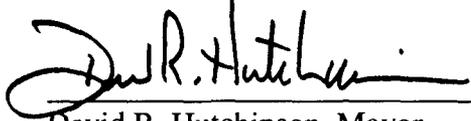
1. The City of Lake Forest Park will purchase a slope mower for use in the Cities of Lake Forest Park and Kenmore.
2. The City of Lake Forest Park will develop an hourly usage charge (attached as Exhibit A.) to be paid by the City of Kenmore for the provision of slope mowing services in the City of Kenmore.
3. The hourly usage charge will cover all of the budgeted costs related to the cost of operation of the slope mower with the exclusion of personnel and equipment replacement costs which are already included in the annual interlocal agreement charges.
4. The City of Lake Forest Park will invoice the City of Kenmore on a monthly basis for the cost of slope mowing services in the City of Kenmore (along with the normal monthly service invoice) based on the hourly usage charge multiplied by the number of actual hours of slope mowing services provided in the City of Kenmore for that month.
5. The City of Kenmore will guarantee a minimum number of 250 mowing hours of use in each calendar year as long as this agreement is in effect and as long as the City of Lake Forest Park is able to provide an operable slope mower and qualified mower operators for the City of Kenmore's use.

6. Any notice required by this agreement shall be sent to:

City of Lake Forest Park
Attention: Glenn Akramoff
P.O. Box 82607
Kenmore, WA 98028

City of Kenmore
Attention: Ted Carlson
20150 45th Avenue N.E.
Lake Forest Park, WA 98155

APPROVED:



David R. Hutchinson, Mayor
City of Lake Forest Park

APPROVED:



Stephen L. Anderson, City Manager
City of Kenmore

Addendum to the Interlocal Agreement Between the City of Kenmore and the City of Lake Forest Park Relating to Public Works Services. This addendum provides updated costs for the 2002 Budget Year.

The 2002 public works service costs for the City of Kenmore are outlined in Attachment A for the 2002 budget year. The major changes reflected for the 2002 service costs include:

- Two additional positions have been added for the City of Kenmore. Attachment A includes the cost for these positions for ten months due to hiring timelines.
- Funding is included to pay for temporary help to open and close the city parks on weekends for 44 weeks. These costs are split 50/50 between the two cities since each city has four parks each.
- The slope mower and North Rehabilitation Facility costs have been added into the monthly service charge rather than being billed separately
- Both cities added administrative support costs to cover the direct support costs for the specific public works positions included in the agreement
- Lake Forest Park will be responsible for all vehicle maintenance and fuel costs with the charges being split between the two cities on an FTE basis

Other adjustments or additions include:

1. Each March, the City of Lake Forest Park will calculate the actual costs of services provided to the City of Kenmore and reconcile them with the budgeted costs for the previous year. If the actual costs for the previous year are lower than the budgeted costs, the City of Lake Forest Park will provide a credit to the City of Kenmore in the March invoice for services. If the actual costs for the previous year were higher than budgeted, the City of Lake Forest Park will add the difference to the March invoice. If the adjustment is greater than 5% of the annual contract amount, the payment of the adjustment by either city will be spread over a three month period.
2. The staff from the City of Lake Forest Park and the City of Kenmore will meet during the months of August and September to discuss and agree on public works service costs for the next budget year. The preliminary costs of public works services will be set by September 30th of each year. If material adjustments are made during the annual budget process by either the City of Lake Forest Park or the City of Kenmore, the preliminary costs will be reviewed by both cities and adjusted by December 31st.

Any notice required by this agreement shall be sent to:

City of Lake Forest Park
Attention: Glenn Akramoff
17425 Ballinger Way NE
Lake Forest Park, WA 98155

City of Kenmore
Attention: Ted Carlson
P.O. Box 82607
Kenmore, WA 98028

APPROVED:

David R. Hutchinson, Mayor
City of Lake Forest Park

APPROVED:



Stephen L. Anderson, City Manager
City of Kenmore

Public Works Service Charges for 2002 - Cities of Kenmore and Lake Forest Park

Position Title	2002 Annual	2002 Benefits	Benefit Percent	Personnel Costs	Non- Personnel Costs	Total Costs	Kenmore Costs	Kenmore Percent	FTEs
Public Services Director	74,855	17,232	23%	92,087	13,284	105,371	13,171	12.5%	1.0
Operations Supervisor	54,737	12,583	23%	67,320	13,284	80,604	48,362	60.0%	1.0
PW Maint. Worker	39,028	10,731	27%	49,760	13,284	63,044	63,044	100.0%	1.0
PW Maint. Worker	39,028	7,880	20%	46,908	13,284	60,192	60,192	100.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	46,852	100.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	46,852	100.0%	1.0
PW Maint. Worker	40,236	13,901	35%	54,137	13,284	67,421	0	0.0%	1.0
PW Maint. Worker	39,028	9,518	24%	48,546	13,284	61,830	0	0.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
PW Maint. Worker (Sewer)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
PW Maint. Worker (Sewer)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
Seasonal Help \$12.00 per hour x 40 hours per week x 3 workers x 6 months	37,440	4,494	12%	41,934	19,926	61,860	30,930	50.0%	1.5
Park Opening & Closing (6 hours per weekend \$9 per hour)	2,376	0		2,376	0	2,376	1,188	50.0%	
Overtime	4,000	0		4,000	0	4,000	2,000	50.0%	
Standby Pay	14,600	0		14,600	0	14,600	7,300	50.0%	
	<u>555,397</u>	<u>121,529</u>		<u>679,302</u>	<u>179,333</u>	<u>858,635</u>	<u>319,892</u>		<u>13.5</u>

Annual Slope Mower Costs (250 hours x \$27.87) 6,968 (1)

North Rehabilitation Facility 35,000

Administrative Support (human resources, billing, payroll & facilities direct costs x 5.5 FTEs) 18,796 (2)

380,656

Public Works Superintendent 68,040 15,340 23% 83,380 27,953 111,333 (44,533) 60.0%

Kenmore 2002 Charges: \$ 336,123**Kenmore Public Works Costs Related to Superintendent**

Office and Computer Supplies	800
Small Tools & Equipment	2,500
Insurance	3,000
Vehicle and Equipment and Replacement	15,100
Communications	750
Tuition	2,500
Dues & Training	1,000
Administrative Support	2,303
	<u>27,953</u>

Monthly Charges: \$ 28,010

Public Works Service Charges for 2002 - Cities of Kenmore and Lake Forest Park

Lake Forest Park Public Works Costs for Basic Operations
(Based on 2002 Preliminary Budget)

	2002 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	4,000	296	1,622
Office Supplies	3,000	222	1,217
Small Tools and Equipment	12,000	889	4,867
Supplies	19,000	1,407	7,706
Communications	16,000	1,185	6,489
Travel	1,000	74	406
Insurance	34,389	2,547	13,947
Dues / Subscriptions	400	30	162
Training	10,000	741	4,056
Services	61,789	4,577	25,059
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	98,544	7,300	39,965
Total Non-Personnel Costs	179,333	13,284	72,730

Notes:

- 1) The City of Kenmore has committed to 250 slope mower hours per year. This amount is in the base contract. Slope mower hour usage above 250 will be billed monthly based on hours used.
- 2) Administrative support costs reflect Kenmore's portion of the direct costs for human resources, billing, payroll services, and facilities costs. This represents 4.9% of Kenmore's direct service costs.
- 3) This includes the vehicle and equipment replacement costs for the Public Works vehicles owned by the City of Lake Forest Park and shared by the two cities. Replacement costs for the slope mower are excluded as these costs are included in the hourly rate. Beginning in 2002, Lake Forest Park will pay for all vehicle maintenance and fuel and Kenmore will pay for their share based on their share of the FTEs.

Mayor
David R. Hutchinson

City Hall
17425 Ballinger Way N.E.
Lake Forest Park, WA 98155
Telephone: 206-368-5440
FAX: 206-364-6521
E-mail: cityhall@ci.lake-forest-park.wa.us
www.cityofffp.com



Councilmembers
Carolyn Armanini
Mary Jane Goss
Nathan Herzog
Alan S. Kiest
Roger Olstad
Ed Sterner
Dwight A. Thompson

March 26, 2002

Doug Farmen
P.O. Box 82607
Kenmore, WA 98028

Dear Doug,

Enclosed is the March 2002 invoice with the base amount now equal to what we had agreed to. Can you please have Steve sign one of the original addendums (attached) that I sent over on February 8th and send it back to me for our records.

Since the January and February invoices reflected the earlier "base amount" we provided a credit on the invoice for each of these two months.

The March reconciliation of the 2001 actual costs (attached) results in an annual credit of \$27,502. Since this is higher than the 5% of the total annual charge, we are distributing the credit over a three month period as included in the addendum language. The first of the three months is also included as a credit on the March invoice.

Not too bad!

I think this covers everything that I am aware of at this point. Please give me a call at (206) 368-5440 if you have any questions.

Thanks,

A handwritten signature in black ink that reads "John Hawley". The signature is written in a cursive, flowing style.

John Hawley

Cc: Glenn Akramoff
Ted Carlson
Peggy Graham

RECEIVED

MAR 28 2002

CITY OF KENMORE

Addendum to the Interlocal Agreement Between the City of Kenmore and the City of Lake Forest Park Relating to Public Works Services. This addendum provides updated costs for the 2002 Budget Year.

The 2002 public works service costs for the City of Kenmore are outlined in Attachment A for the 2002 budget year. The major changes reflected for the 2002 service costs include:

- Two additional positions have been added for the City of Kenmore. Attachment A includes the cost for these positions for ten months due to hiring timelines.
- Funding is included to pay for temporary help to open and close the city parks on weekends for 44 weeks. These costs are split 50/50 between the two cities since each city has four parks each.
- The slope mower and North Rehabilitation Facility costs have been added into the monthly service charge rather than being billed separately
- Both cities added administrative support costs to cover the direct support costs for the specific public works positions included in the agreement
- Lake Forest Park will be responsible for all vehicle maintenance and fuel costs with the charges being split between the two cities on an FTE basis

Other adjustments or additions include:

1. Each March, the City of Lake Forest Park will calculate the actual costs of services provided to the City of Kenmore and reconcile them with the budgeted costs for the previous year. If the actual costs for the previous year are lower than the budgeted costs, the City of Lake Forest Park will provide a credit to the City of Kenmore in the March invoice for services. If the actual costs for the previous year were higher than budgeted, the City of Lake Forest Park will add the difference to the March invoice. If the adjustment is greater than 5% of the annual contract amount, the payment of the adjustment by either city will be spread over a three month period.
2. The staff from the City of Lake Forest Park and the City of Kenmore will meet during the months of August and September to discuss and agree on public works service costs for the next budget year. The preliminary costs of public works services will be set by September 30th of each year. If material adjustments are made during the annual budget process by either the City of Lake Forest Park or the City of Kenmore, the preliminary costs will be reviewed by both cities and adjusted by December 31st.

Any notice required by this agreement shall be sent to:

City of Lake Forest Park
Attention: Glenn Akramoff
17425 Ballinger Way NE
Lake Forest Park, WA 98155

City of Kenmore
Attention: Ted Carlson
P.O. Box 82607
Kenmore, WA 98028

APPROVED:



David R. Hutchinson, Mayor
City of Lake Forest Park

APPROVED:



Stephen L. Anderson, City Manager
City of Kenmore

Public Works Service Charges for 2002 - Cities of Kenmore and Lake Forest Park

Position Title	2002 Annual	2002 Benefits	Benefit Percent	Personnel Costs	Non- Personnel Costs	Total Costs	Kenmore Costs	Kenmore Percent	FTEs
Public Services Director	74,855	17,232	23%	92,087	13,284	105,371	13,171	12.5%	1.0
Operations Supervisor	54,737	12,583	23%	67,320	13,284	80,604	48,362	60.0%	1.0
PW Maint. Worker	39,028	10,731	27%	49,760	13,284	63,044	63,044	100.0%	1.0
PW Maint. Worker	39,028	7,880	20%	46,908	13,284	60,192	60,192	100.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	46,852	100.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	46,852	100.0%	1.0
PW Maint. Worker	40,236	13,901	35%	54,137	13,284	67,421	0	0.0%	1.0
PW Maint. Worker	39,028	9,518	24%	48,546	13,284	61,830	0	0.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
PW Maint. Worker (New)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
PW Maint. Worker (Sewer)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
PW Maint. Worker (Sewer)	35,407	7,532	21%	42,939	13,284	56,223	0	0.0%	1.0
Seasonal Help \$12.00 per hour x 40 hours per week x 3 workers x 6 months	37,440	4,494	12%	41,934	19,926	61,860	30,930	50.0%	1.5
Park Opening & Closing (6 hours per weekend \$9 per hour)	2,376	0		2,376	0	2,376	1,188	50.0%	
Overtime	4,000	0		4,000	0	4,000	2,000	50.0%	
Standby Pay	14,600	0		14,600	0	14,600	7,300	50.0%	
	<u>555,397</u>	<u>121,529</u>		<u>679,302</u>	<u>179,333</u>	<u>858,635</u>	<u>319,892</u>		<u>13.5</u>
							6,968 (1)		
							35,000		
							18,796 (2)		
							<u>380,656</u>		
Public Works Superintendent	68,040	15,340	23%	83,380	27,953	111,333	(44,533)	60.0%	
							<u><u>Kenmore 2002 Charges: \$ 336,123</u></u>		

Kenmore Public Works Costs Related to Superintendent

Office and Computer Supplies	800
Small Tools & Equipment	2,500
Insurance	3,000
Vehicle and Equipment and Replacement	15,100
Communications	750
Tuition	2,500
Dues & Training	1,000
Administrative Support	2,303
	<u>27,953</u>

Monthly Charges: **\$ 28,010**

Public Works Service Charges for 2002 - Cities of Kenmore and Lake Forest Park

Lake Forest Park Public Works Costs for Basic Operations
(Based on 2002 Preliminary Budget)

	2002 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	4,000	296	1,622
Office Supplies	3,000	222	1,217
Small Tools and Equipment	12,000	889	4,867
Supplies	19,000	1,407	7,706
Communications	16,000	1,185	6,489
Travel	1,000	74	406
Insurance	34,389	2,547	13,947
Dues / Subscriptions	400	30	162
Training	10,000	741	4,056
Services	61,789	4,577	25,059
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	98,544	7,300	39,965
Total Non-Personnel Costs	179,333	13,284	72,730

Notes:

- 1) The City of Kenmore has committed to 250 slope mower hours per year. This amount is in the base contract. Slope mower hour usage above 250 will be billed monthly based on hours used.
- 2) Administrative support costs reflect Kenmore's portion of the direct costs for human resources, billing, payroll services, and facilities costs. This represents 4.9% of Kenmore's direct service costs.
- 3) This includes the vehicle and equipment replacement costs for the Public Works vehicles owned by the City of Lake Forest Park and shared by the two cities. Replacement costs for the slope mower are excluded as these costs are included in the hourly rate. Beginning in 2002, Lake Forest Park will pay for all vehicle maintenance and fuel and Kenmore will pay for their share based on their share of the FTEs.

00-C86 Addendum

Addendum to the Interlocal Agreement Between the City of Kenmore and the City of Lake Forest Park Relating to Public Works Services. This addendum provides updated costs for the 2003 Budget Year.

The 2003 public works service costs for the City of Kenmore are outlined in Attachment A for the 2003 budget year. The 2003 service costs reflect a total increase of \$61,123 from the 2002 service costs. For 2003, the monthly base charges will be \$33,104.

The changes in service costs are listed below.

- Personnel cost increases of \$27,169 due to salary and benefit increases for staff and the full-year funding for the two additional positions that were added for the City of Kenmore for 2002. These position were only funded for ten months in 2002.
- There is an increase of \$7,685 due to the hiring of a half-time Administrative Assistant position for the Public Works Department. These funds reflect Kenmore's share of this position based on Kenmore's percent of the Public Works Departments FTEs.
- There is a decrease of \$1,469 in overall non-personnel costs.
- There is a decrease of \$2,929 due to overall lower costs for vehicle and equipment replacements.
- There is an increase of \$30,668 in overall Administrative Support costs due primarily to the opening of the new Public Works Facility.

The 2002 Addendum included the language below on the annual reconciliation adjustment. Since the City of Lake Forest Park has already closed the 2002 Budget year we will perform the reconciliation in January and include a credit with the January 2003 invoice.

For 2002, the actual costs for the City of Kenmore were \$321,483 versus the 2002 Budget of \$336,123. This \$14,640 (4.4%) difference will be shown as a credit on the January 2003 invoice.

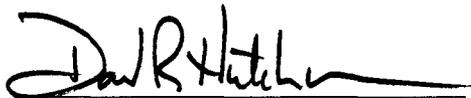
2002 Addendum Language: "Each March, the City of Lake Forest Park will calculate the actual costs of services provided to the City of Kenmore and reconcile them with the budgeted costs for the previous year. If the actual costs for the previous year are lower than the budgeted costs, the City of Lake Forest Park will provide a credit to the City of Kenmore in the March invoice for services. If the actual costs for the previous year were higher than budgeted, the City of Lake Forest Park will add the difference to the March invoice. If the adjustment is greater than 5% of the annual contract amount, the payment of the adjustment by either city will be spread over a three month period."

Any notice required by this agreement should be sent to:

City of Lake Forest Park
Attention: Scott Walker
17425 Ballinger Way NE
Lake Forest Park, WA 98155

City of Kenmore
Attention: Ted Carlson
P.O. Box 82607
Kenmore, WA 98028

APPROVED:



David R. Hutchinson, Mayor
City of Lake Forest Park

APPROVED:



Stephen L. Anderson, City Manager
City of Kenmore

Public Works Service Charges for 2003 - Cities of Kenmore and Lake Forest Park

(Based on 2003 Preliminary Budget)

FINAL

Position Title	2003 Annual	2003 Benefits	Benefit Percent	Personnel Costs	Non- Personnel Costs	Total Costs	Kenmore Costs	Kenmore Percent	FTEs
PW Operations Manager	68,256	19,416	28%	87,672	14,601	102,273	25,568	25.0%	1.0
Public Works Lead Worker	45,600	13,365	29%	58,965	14,601	73,566	36,783	50.0%	1.0
PW Maint. Worker	39,541	8,653	22%	48,194	14,601	62,795	62,795	100.0%	1.0
PW Maint. Worker	34,796	8,183	24%	42,979	14,601	57,580	57,580	100.0%	1.0
PW Maint. Worker	35,982	13,575	38%	49,557	14,601	64,158	64,158	100.0%	1.0
PW Maint. Worker	40,762	16,694	41%	57,456	14,601	72,057	0	0.0%	1.0
PW Maint. Worker	34,796	8,665	25%	43,461	14,601	58,062	0	0.0%	1.0
PW Maint. Worker	35,982	8,301	23%	44,283	14,601	58,884	0	0.0%	1.0
PW Maint. Worker	34,796	8,183	24%	42,979	14,601	57,580	0	0.0%	1.0
PW Maint. Worker	34,796	8,183	24%	42,979	14,601	57,580	57,580	100.0%	1.0
PW Maint. Worker (Sewer)	17,398	3,230	19%	20,628	14,601	35,229	0	0.0%	1.0
Administrative Assistant	17,377	3,662	21%	21,039	308	21,346	7,685	36.0%	0.5
Seasonal Help									
\$12.00 per hour x 40 hours per week x 3 workers x 6 months	37,440	4,494	12%	41,934	21,901	63,835	31,918	50.0%	1.5
Overtime	7,500	0		7,500	0	7,500	2,700	36.0%	
On-Call Services	14,600	0		14,600	0	14,600	5,256	36.0%	
	499,622	124,605		624,227	182,818	807,045	352,022		13.0

Annual Slope Mower Costs (250 hours x \$27.87) 6,968 (1)

North Rehabilitation Facility 35,000

Administrative Support (Kenmore's percent of FTEs to direct costs of services), 49,464 (2)

includes human resources \$2,866, billing \$5,963, payroll \$2,560, and the Public Works yard \$38,074.

443,453

Public Works Superintendent 88,128 27,390 115,518 (46,207) 60.0%

Kenmore 2003 Charges: \$ 397,246

Kenmore Public Works Costs Related to Superintendent

Office and Computer Supplies	\$ 1,250
Small Tools & Equipment	2,500
Insurance	3,000
Vehicle and equipment, replacement, fuel, maintenance	14,290
Communications	850
Tuition	2,500
Dues & Training	500
Administrative Support	2,500
	\$ 27,390

Monthly Charges: \$ 33,104

2003 vs. 2002	
	\$ 61,123
Major Changes	
Personnel Costs	\$ 27,169
Administrative Assistant	7,685
Non-Personnel Costs	(1,469)
Veh. & Equip. Replacement	(2,929)
Administrative Support	30,668
	\$ 61,123

Public Works Service Charges for 2003 - Cities of Kenmore and Lake Forest Park

(Based on 2003 Preliminary Budget)

FINAL

Lake Forest Park Public Works Costs for Basic Operations

	2003 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	\$ 6,000	\$ 462	\$ 2,160
Office Supplies	4,000	308	1,440
Small Tools and Equipment	12,000	923	4,320
Supplies	22,000	1,692	7,920
Communications	18,000	1,385	6,480
Travel	1,500	115	540
Insurance	34,933	2,687	12,576
Dues / Subscriptions	500	38	180
Training	10,000	769	3,600
Services	64,933	4,995	23,376
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	102,878	7,914	37,036
Total Non-Personnel Costs	\$ 189,810	\$ 14,601	\$ 68,332

Notes:

- 1) The City of Kenmore has committed to 250 slope mower hours per year. This amount is in the base contract. Slope mower hour usage above 250 will be billed monthly based on hours used.
- 2) Administrative support costs reflect Kenmore's portion of the direct costs for human resources, billing, payroll services, and the Public Works yard. This represents 12.5% of Kenmore's direct service costs.
- 3) This includes the vehicle and equipment replacement costs for the Public Works vehicles owned by the City of Lake Forest Park and shared by the two cities. Replacement costs for the slope mower are excluded as these costs are included in the hourly rate. Beginning in 2002, Lake Forest Park will pay for all vehicle maintenance and fuel and Kenmore will pay for their share based on their share of the FTEs.

Addendum to the Interlocal Agreement Between the City of Kenmore and the City of Lake Forest Park Relating to Public Works Services. This addendum provides updated costs for the 2002 Budget Year.

The 2002 public works service costs for the City of Kenmore are outlined in Attachment A for the 2002 budget year. The major changes reflected for the 2002 service costs include:

- Two additional positions have been added for the City of Kenmore. Attachment A includes the cost for these positions for ten months due to hiring timelines.
- Funding is included to pay for temporary help to open and close the city parks on weekends for 44 weeks. These costs are split 50/50 between the two cities since each city has four parks each.

The slope mower and North Rehabilitation Facility costs have been added into the monthly service charge rather than being billed separately

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Other adjustments or additions include:

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Attention: Glenn Akramoff
17425 Ballinger Way NE
Lake Forest Park, WA 98155

City of Kenmore
Attention: Ted Carlson
P.O. Box 82607
Kenmore, WA 98028

APPROVED:

APPROVED:

David R. Hutchinson, Mayor
City of Lake Forest Park

Stephen L. Anderson, City Manager
City of Kenmore

Addendum to the Interlocal Agreement Between the City of Kenmore and the City of Lake Forest Park Relating to Public Works Services. This addendum provides updated costs for the 2003 Budget Year.

The 2003 public works service costs for the City of Kenmore are outlined in Attachment A for the 2003 budget year. The 2003 service costs reflect a total increase of \$61,123 from the 2002 service costs. For 2003, the monthly base charges will be \$33,104.

The changes in service costs are listed below.

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APPROVED:

APPROVED:

David R. Hutchinson, Mayor
City of Lake Forest Park

Stephen L. Anderson, City Manager
City of Kenmore

*Addendum to Public Works Service Agreement
For 2003 Service Costs*

Public Works Service Charges for 2003 - Cities of Kenmore and Lake Forest Park

(Based on 2003 Preliminary Budget)

FINAL

Position Title	2003 Annual	2003 Benefits	Benefit Percent	Personnel Costs	Non- Personnel Costs	Total Costs	Kenmore Costs	Kenmore Percent	FTEs
PW Operations Manager	68,256	19,416	28%	87,672	14,601	102,273	25,568	25.0%	1.0
Public Works Lead Worker	45,600	13,365	29%	58,965	14,601	73,566	36,783	50.0%	1.0
PW Maint. Worker	39,541	8,653	22%	48,194	14,601	62,795	62,795	100.0%	1.0
PW Maint. Worker	34,796	8,183	24%	42,979	14,601	57,580	57,580	100.0%	1.0
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On-Call Services	14,600	0		14,600	0	14,600	5,256	36.0%	
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Kenmore Public Works Costs Related to Superintendent

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Administrative Support	30,668
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Public Works Service Charges for 2003 - Cities of Kenmore and Lake Forest Park

(Based on 2003 Preliminary Budget)

FINAL

Lake Forest Park Public Works Costs for Basic Operations

	2003 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	\$ 6,000	\$ 462	\$ 2,160
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Insurance	34,933	2,687	12,576
Dues / Subscriptions	500	38	180
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Services	64,933	4,995	23,376
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	102,878	7,914	37,036
Total Non-Personnel Costs	\$ 189,810	\$ 14,601	\$ 68,332

Notes:

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**Addendum to the Interlocal Agreement Between the City of Kenmore
and the City of Lake Forest Park Relating to Public Works Services.
This addendum provides updated costs for the 2004 Budget Year.**

The 2004 public works service costs for the City of Kenmore are outlined in Attachment A for the 2004 budget year. The 2004 service costs reflect a total increase of \$40,503 from the 2003 service costs. For 2004, the monthly base charges will be \$36,479.

The changes in service costs are listed below.

- Personnel cost increases of \$49,209 due to the addition of an additional maintenance worker for \$36,280 (this reflects the assumption of a June hire) and the salary and benefit increases for all of the existing staff.
- There is a decrease of \$1,630 in overall non-personnel costs.
There is a slight increase of \$224 for vehicle and equipment replacements.
- There is a decrease of \$3,531 in overall Administrative Support costs.
- There is an increase in the credit for the Kenmore Public Works Superintendent resulting in a decrease of \$3,769 in the overall contract costs.

We are now charging the City of Kenmore based on the average cost (salary and benefits) of a Maintenance Worker rather than for specific positions. This is based on the operational reality of how the Maintenance Workers are scheduled and utilized between the two cities.

The 2002 Addendum included the language below on the annual reconciliation adjustment. Since the City of Lake Forest Park has now closed the 2003 Budget year we are performing the reconciliation in February and will include adjustments with the February 2004 invoice.

For 2003, the actual costs for the City of Kenmore were \$405,075 versus the 2003 charge to Kenmore of \$404,493. This (\$582) (0.15%) difference will be added to the February 2004 invoice.

2002 Addendum Language: "Each March, the City of Lake Forest Park will calculate the actual costs of services provided to the City of Kenmore and reconcile them with the budgeted costs for the previous year. If the actual costs for the previous year are lower than the budgeted costs, the City of Lake Forest Park will provide a credit to the City of Kenmore in the March invoice for services. If the actual costs for the previous year were higher than budgeted, the City of Lake Forest Park will add the difference to the March invoice. If the adjustment is greater than 5% of the annual contract amount, the payment of the adjustment by either city will be spread over a three month period."

Any notice required by this agreement should be sent to:

City of Lake Forest Park
Attention: Scott Walker
17425 Ballinger Way NE
Lake Forest Park, WA 98155

City of Kenmore
Attention: Ted Carlson
P.O. Box 82607
Kenmore, WA 98028

APPROVED:

APPROVED:

Public Works Service Charges for 2004 - Cities of Kenmore and Lake Forest Park

(Based on 2004 Adopted Budget)

FINAL

Position Title	2004 Annual	2004 Benefits	Benefit Percent	Personnel Costs	Operating Costs	Total Costs	Kenmore Costs	Kenmore Percent	FTEs
PW Operations Director	73,171	21,987	30%	95,158	11,458	106,616	26,654	25.0%	1.0
City Engineer	74,933	21,714	29%	96,647	11,458	108,106	0	0.0%	1.0
Public Works Supervisor	53,167	15,818	30%	68,985	11,458	80,444	40,222	50.0%	1.0
PW Maint. Worker	36,590	10,101	28%	46,691	11,458	58,150	0	0.0%	1.0
PW Maint. Worker	41,579	14,647	35%	56,226	11,458	67,684	62,195	100.0%	1.0
PW Maint. Worker	37,837	10,226	27%	48,063	11,458	59,521	0	0.0%	1.0
PW Maint. Worker	37,837	10,226	27%	48,063	11,458	59,521	0	0.0%	1.0
PW Maint. Worker	37,837	14,274	38%	52,111	11,458	63,570	0	0.0%	1.0
PW Maint. Worker	39,085	10,350	26%	49,434	11,458	60,893	62,195	100.0%	1.0
PW Maint. Worker	37,837	14,274	38%	52,111	11,458	63,570	62,195	100.0%	1.0
PW Maint. Worker	39,085	18,147	46%	57,232	11,458	68,690	62,195	100.0%	1.0
PW Maint. Worker (June Hire)	36,590	10,110	28%	46,700	11,458	58,158	36,280	100.0%	1.0
PW Maint. Worker (Sewer)	37,837	18,023	48%	55,860	11,458	67,318	0	0.0%	1.0
PW Maint. Worker (Sewer-New)	36,590	10,110	28%	46,700	11,458	58,158	0	0.0%	1.0
Facilities / Custodian	36,590	18,347	50%	54,937	11,458	66,395	0	0.0%	1.0
Administrative Assistant	19,902	4,385	22%	24,287	206	24,493	8,817	36.0%	0.5
Seasonal Help									
\$12.00 per hour x 40 hours per week x 3 workers x 6 months	37,440	5,440	15%	42,880	17,188	60,067	30,034	50.0%	1.5
Overtime	7,500	0		7,500	0	7,500	2,947	39.3%	
On-Call Services	15,500	0		15,500	0	15,500	6,091	39.3%	
	736,907	228,177		965,084	189,269	1,154,353	399,825		17.0

PW Maint. Worker (Average) **38,253** **12,484** **50,737** **11,458** **62,195**

Annual Slope Mower Costs (250 hours x \$27.87) 6,968 (1)

North Rehabilitation Facility 35,000

Administrative Support (Kenmore's percent of FTEs to direct costs of services), 45,933 (2)

includes human resources \$3,226, billing \$6,176, payroll \$2,738, and the Public Works yard \$33,793.

487,726

Public Works Superintendent 96,290 28,650 124,940 (49,976) 60.0%

Kenmore 2004 Charges: \$ 437,750

Kenmore Public Works Costs Related to Superintendent

Office and Computer Supplies	\$ 250
Small Tools & Equipment	1,000
Insurance	3,000
Vehicle and equipment, replacement, fuel, maintenance	17,900
Communications	850
Tuition	2,500
Dues & Training	650
Administrative Support	2,500
	\$ 28,650

Monthly Charges: \$ 36,479

2004 vs. 2003	
	\$ 40,503
Major Changes	
Personnel Costs	\$ 49,209
Non-Personnel Costs	(1,630)
Veh. & Equip. Replacement	224
Administrative Support	(3,531)
Superintendent Portion	(3,769)
	\$ 40,503

Public Works Service Charges for 2004 - Cities of Kenmore and Lake Forest Park

(Based on 2004 Adopted Budget)

FINAL

Lake Forest Park Public Works Operating Costs

	2004 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	\$ 6,000	\$ 353	\$ 2,358
Office Supplies	3,500	206	1,375
Small Tools and Equipment	14,000	824	5,501
Supplies	23,500	1,382	9,234
Communications	18,000	1,059	7,073
Travel	1,500	88	589
Insurance	39,265	2,310	15,429
Dues / Subscriptions	250	15	98
Training	10,000	588	3,929
Services	69,015	4,060	27,119
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	102,278	6,016	40,189
Total Non-Personnel Costs	\$ 194,793	\$ 11,458	\$ 76,542

Notes:

- 1) The City of Kenmore has committed to 250 slope mower hours per year. This amount is in the base contract. Slope mower hour usage above 250 will be billed monthly based on hours used.
- 2) Administrative support costs reflect Kenmore's portion of the direct costs for human resources, billing, payroll services, and the Public Works yard. This represents 9.4% of Kenmore's direct service costs.
- 3) This includes the vehicle and equipment replacement costs for the Public Works vehicles owned by the City of Lake Forest Park and shared by the two cities. Replacement costs for the slope mower are excluded as these costs are included in the hourly rate. Lake Forest Park pays for all vehicle maintenance and fuel and Kenmore will pay for their share based on their share of the FTEs.

**Addendum to the Interlocal Agreement Between the City of Kenmore
and the City of Lake Forest Park Relating to Public Works Services.
This addendum provides updated costs for the 2005 Budget Year.**

The 2005 public works service costs for the City of Kenmore are outlined in Attachment A for the 2005 budget year. The 2005 service costs reflect a total increase of \$70,992 from the 2004 service costs. For 2005, the monthly base charges will be \$42,395.

The changes in service costs are listed below.

- Personnel cost increases of \$47,484 due to the full-year billing for the position added in 2004 (billed for half-year in 2004) and the salary and benefit increases for all of the existing staff.
- There is an increase of \$2,544 in overall non-personnel costs due to small increases in safety clothing, tools and equipment, communications and insurance.
- There is an increase of \$6,203 for vehicle and equipment replacements, due to higher maintenance and fuel costs and the addition of a pick-up truck.
- There is an increase of \$10,921 in overall Administrative Support costs due to the addition of information services and slightly higher facility costs..
- There is a decrease in the credit for the Kenmore Public Works Superintendent resulting in an increase of \$3,840 in the overall contract costs. Decreases in the credit are primarily due to reductions of vehicle and equipment and tuition costs.

The 2002 Addendum included the language below on the annual reconciliation adjustment. Since the City of Lake Forest Park has now closed the 2004 Budget year we are performing the reconciliation in January and will include an adjustments with the January 2005 invoice.

For 2004, the actual costs for the City of Kenmore were \$484,795 versus the 2004 charge to Kenmore of \$487,726. This \$2,931 (0.6%) difference will be deducted from the January 2005 invoice.

2002 Addendum Language: "Each March, the City of Lake Forest Park will calculate the actual costs of services provided to the City of Kenmore and reconcile them with the budgeted costs for the previous year. If the actual costs for the previous year are lower than the budgeted costs, the City of Lake Forest Park will provide a credit to the City of Kenmore in the March invoice for services. If the actual costs for the previous year were higher than budgeted, the City of Lake Forest Park will add the difference to the March invoice. If the adjustment is greater than 5% of the annual contract amount, the payment of the adjustment by either city will be spread over a three month period."

Any notice required by this agreement should be sent to:

City of Lake Forest Park
Attention: Scott Walker
17425 Ballinger Way NE
Lake Forest Park, WA 98155

City of Kenmore
Attention: Ted Carlson
P.O. Box 82607
Kenmore, WA 98028

APPROVED:

APPROVED:

David R. Hutchinson, Mayor

Stephen L. Anderson, City Manager

Public Works Service Charges for 2005 - Cities of Kenmore and Lake Forest Park

(Based on 2005 Adopted Budget)

FINAL

Position Title	2005 Annual	2005 Benefits	Benefit Percent	Personnel Costs	Operating Costs	Total Costs	Kenmore Costs	Kenmore Percent	FTEs	Kenmore FTEs
Public Works Operations Director	74,566	23,895	32%	98,461	12,635	111,096	27,774	25.0%	1.0	0.25
Public Works Supervisor	55,902	17,408	31%	73,310	12,635	85,945	42,973	50.0%	1.0	0.50
Maintenance Workers (9.0)	347,941	132,554	38%	480,495	113,719	594,214	330,119	55.6%	9.0	5.00
Administrative Assistant	20,525	4,984	24%	25,509	6,318	31,827	13,427	42.2%	0.5	0.25
\$12.00 per hour x 40 hours per week x 3 workers x 6 months	37,440	6,041	16%	43,481	18,953	62,434	31,217	50.0%	1.5	0.75
Maint. Worker (Sewer)	39,085	19,764	51%	58,850	12,635	71,485	0	0.0%	1.0	0.00
Maint. Worker (Sewer)	37,838	15,633	41%	53,471	12,635	66,106	0	0.0%	1.0	0.00
Facilities Maintenance	37,838	19,564	52%	57,402	12,635	70,038	0	0.0%	1.0	0.00
Overtime	10,000	0		10,000	0	10,000	4,219	42.2%		
On-Call Services	15,000	0		15,000	0	15,000	6,328	42.2%		
	676,135	239,844		915,979	202,166	1,118,145	456,056		16.0	6.75

Annual Slope Mower Costs (250 hours x \$27.87) 6,968 (1)

North Rehabilitation Facility 35,000

Administrative Support (Kenmore's percent of FTEs to direct costs of services),
includes human resources \$3,421, billing \$6,866, information services \$7,431,
payroll \$2,853, and the Public Works yard \$36,281. 56,853 (2)

554,877

Public Works Superintendent 101,320 14,020 115,340 (46,136) 60.0%

Kenmore 2005 Charges: \$ 508,741

Monthly Charges: \$ 42,395

Kenmore Public Works Costs Related to Superintendent

Office and Computer Supplies	\$ 100
Small Tools & Equipment	200
Insurance	2,800
Vehicle and equipment, replacement, fuel, maintenance	6,850
Communications	850
Dues & Training	720
Administrative Support	2,500
	\$ 14,020

2004 vs. 2003	
	\$ 70,992
Major Changes	
Personnel Costs	\$ 47,484
Non-Personnel Costs	2,544
Veh. & Equip. Replacement	6,203
Administrative Support	10,921
Superintendent Portion	3,840
	\$ 70,992

Public Works Service Charges for 2005 - Cities of Kenmore and Lake Forest Park

(Based on 2005 Adopted Budget)
Lake Forest Park Public Works Operating Costs

FINAL

	2005 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	\$ 8,000	\$ 500	\$ 3,375
Office Supplies	3,000	188	1,266
Small Tools and Equipment	14,000	875	5,906
Supplies	25,000	1,563	10,547
Communications	18,000	1,125	7,594
Travel	500	31	211
Insurance	40,000	2,500	16,875
Dues / Subscriptions	200	13	84
Training	8,500	531	3,586
Services	67,200	4,200	28,350
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	109,966	6,873	46,392
Total Non-Personnel Costs	\$ 202,166	\$ 12,635	\$ 85,289

Notes:

- 1) The City of Kenmore has committed to 250 slope mower hours per year. This amount is in the base contract. Slope mower hour usage above 250 will be billed monthly based on hours used.
- 2) Administrative support costs reflect Kenmore's portion of the direct costs for human resources, billing, payroll services, and the Public Works yard. This represents 10.2% of Kenmore's direct service costs.
- 3) This includes the vehicle and equipment replacement costs for the Public Works vehicles owned by the City of Lake Forest Park and shared by the two cities. Replacement costs for the slope mower are excluded as these costs are included in the hourly rate. Lake Forest Park pays for all vehicle maintenance and fuel and Kenmore will pay for their share based on their share of the FTEs.

Public Works Service Charges for 2006 - Cities of Kenmore and Lake Forest Park

(Based on 2006 Adopted Budget)

FINAL

Position Title	2006 Annual	2006 Benefits	Benefit Percent	Personnel Costs	Operating Costs	Total Costs	Kenmore Costs	Kenmore Percent	FTEs	Kenmore FTEs
Public Works Operations Director	76,283	24,236	32%	100,519	13,018	113,538	28,384	25.0%	1.0	0.25
Public Works Supervisor	58,962	17,756	30%	76,718	13,018	89,736	44,868	50.0%	1.0	0.50
Maintenance Workers (9.0)	378,185	143,732	38%	521,916	117,165	639,081	355,045	55.6%	9.0	5.00
Administrative Assistant	20,998	5,144	24%	26,142	6,509	32,651	13,775	42.2%	0.5	0.25
\$12.00 per hour x 40 hours per week x 3 workers x 6 months	37,440	5,752	15%	43,192	19,528	62,720	31,360	50.0%	1.5	0.75
Maint. Worker (Sewer)	39,445	15,527	39%	54,972	13,018	67,990	0	0.0%	1.0	0.00
Maint. Worker (Sewer)	42,046	21,017	50%	63,063	13,018	76,081	0	0.0%	1.0	0.00
Facilities Maintenance	40,746	20,176	50%	60,922	13,018	73,940	0	0.0%	1.0	0.00
Overtime	12,000	0		12,000	0	12,000	5,063	42.2%		
On-Call Services	15,000	0		15,000	0	15,000	6,328	42.2%		
	721,105	253,339		974,444	208,294	1,182,738	484,823		16.0	6.75

Annual Slope Mower Costs (250 hours x \$27.87) 6,968 (1)

North Rehabilitation Facility 35,000

Administrative Support (Kenmore's percent of FTEs to direct costs of services), includes: 59,904 (2)

Human resources \$ 6,308 Information Services \$ 7,936

Payroll \$ 2,882 Billing \$ 6,496 Public Works Yard \$ 0

586,694

Public Works Superintendent 107,400 16,060 123,460 (49,384) 60.0%

Kenmore 2006 Charges: \$ 537,310

Monthly Charges: \$ 44,776

Kenmore Public Works Costs Related to Superintendent

Office and Computer Supplies	\$ 100
Small Tools & Equipment	200
Insurance	4,460
Vehicle and equipment, replacement, fuel, maintenance	6,850
Communications	330
Dues & Training	620
Administrative Support	3,500
	\$ 16,060

2006 vs. 2005	
	\$ 28,570
Major Changes	
Personnel Costs	\$ 22,640
Non-Personnel Costs	1,623
Veh. & Equip. Replacement	4,505
Administrative Support	3,051
Superintendent Portion	(3,248)
	\$ 28,570

2006 Addendum was overwritten by 2007, but here's the detail.

Public Works Service Charges for 2006 - Cities of Kenmore and Lake Forest Park

(Based on 2006 Adopted Budget)

FINAL

Lake Forest Park Public Works Operating Costs

	2006 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	\$ 8,000	\$ 500	\$ 3,375
Office Supplies	3,000	188	1,266
Small Tools and Equipment	14,000	875	5,906
Supplies	25,000	1,563	10,547
Communications	20,000	1,250	8,438
Travel	500	31	211
Insurance	33,950	2,122	14,323
Dues / Subscriptions	200	13	84
Training	8,000	500	3,375
Services	62,650	3,916	26,430
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	120,644	7,540	50,897
Total Non-Personnel Costs	\$ 208,294	\$ 13,018	\$ 87,874

Notes:

- 1) The City of Kenmore has committed to 250 slope mower hours per year. This amount is in the base contract. Slope mower hour usage above 250 will be billed monthly based on hours used.
- 2) Administrative support costs reflect Kenmore's portion of the direct costs for human resources, billing, payroll services, and the Public Works yard. This represents 10.25% of Kenmore's direct service costs.
- 3) This includes the vehicle and equipment replacement costs for the Public Works vehicles owned by the City of Lake Forest Park and shared by the two cities. Replacement costs for the slope mower are excluded as these costs are included in the hourly rate. Lake Forest Park pays for all vehicle maintenance and fuel and Kenmore will pay for their share based on their share of the FTEs.

**Addendum to the Interlocal Agreement Between the City of Kenmore
and the City of Lake Forest Park Relating to Public Works Services.
This addendum provides updated costs for the 2007 Budget Year.**

The 2007 public works service costs for the City of Kenmore are outlined in Attachment 1. for the 2007 budget year. The 2007 service costs reflect a total increase of \$25,374 from the 2006 service costs. For 2007, the monthly base charges will be \$46,890.

The changes in service costs are listed below.

- Personnel cost increases of \$32,240 due to salary and benefit increases and higher benefit costs due to new employees having more dependents than the employees that they replaced.
- There is an increase of \$2,466 in overall non-personnel costs due to small increases in safety clothing, tools and equipment, communications and insurance.
- There is an increase of \$4,512 in overall Administrative Support costs due salary and benefit increases for those administrative positions.
- There is an increase in the credit for the Kenmore Public Works Superintendent resulting in a decrease of \$13,843 in the overall contract costs. This was primarily due to the addition of an Office Assistant in Kenmore to aid the Superintendent.

The 2002 Addendum included the language below on the annual reconciliation adjustment. Since the City of Lake Forest Park has closed the 2006 Budget year we have finally performed the reconciliation and will include an adjustment with the May 2007 invoice.

Based on 2006 actual costs, Kenmore is due an additional \$10,047 (1.87% difference). This amount will be deducted from the May 2007 invoice.

2002 Addendum Language: "Each March, the City of Lake Forest Park will calculate the actual costs of services provided to the City of Kenmore and reconcile them with the budgeted costs for the previous year. If the actual costs for the previous year are lower than the budgeted costs, the City of Lake Forest Park will provide a credit to the City of Kenmore in the March invoice for services. If the actual costs for the previous year were higher than budgeted, the City of Lake Forest Park will add the difference to the March invoice. If the adjustment is greater than 5% of the annual contract amount, the payment of the adjustment by either city will be spread over a three month period."

Any notice required by this agreement should be sent to:

City of Lake Forest Park
Attention: Scott Walker
17425 Ballinger Way NE
Lake Forest Park, WA 98155

City of Kenmore
Attention: Ted Carlson
P.O. Box 82607
Kenmore, WA 98028

APPROVED:

APPROVED:

David R. Hutchinson, Mayor
City of Lake Forest Park

Stephen L. Anderson, City Manager
City of Kenmore

Public Works Service Charges for 2007 - Cities of Kenmore and Lake Forest Park

(Based on 2007 Adopted Budget)
Lake Forest Park Public Works Operating Costs

FINAL

	2007 Budget	Per Employee Costs	Kenmore
Safety Clothing / Boots	\$ 8,000	\$ 500	\$ 3,375
Office Supplies	3,000	188	1,266
Small Tools and Equipment	14,000	875	5,906
Supplies	25,000	1,563	10,547
Communications	20,000	1,250	8,438
Travel	800	50	338
Insurance	35,316	2,207	14,899
Dues / Subscriptions	500	31	211
Training	8,500	531	3,586
Services	65,116	4,070	27,471
Vehicle/Equip. Replacement, Maintenance, and Fuel (3)	120,644	7,540	50,897
Total Non-Personnel Costs	\$ 210,760	\$ 13,172	\$ 88,914

Notes:

- 1) The City of Kenmore has committed to 250 slope mower hours per year. This amount is in the base contract. Slope mower hour usage above 250 will be billed monthly based on hours used.
- 2) Administrative support costs reflect Kenmore's portion of the direct costs for human resources, billing, payroll services, and the Public Works yard. This represents 10.25% of Kenmore's direct service costs.
- 3) This includes the vehicle and equipment replacement costs for the Public Works vehicles owned by the City of Lake Forest Park and shared by the two cities. Replacement costs for the slope mower are excluded as these costs are included in the hourly rate. Lake Forest Park pays for all vehicle maintenance and fuel and Kenmore will pay for their share based on their share of the FTEs.

**Addendum to the Interlocal Agreement Between the City of Kenmore
and the City of Lake Forest Park Relating to Public Works Services.
This addendum provides updated costs for the 2009 Budget Year.**

The 2009 public works service costs for the City of Kenmore are outlined in Attachment 1. for the 2009 budget year. The 2009 service costs reflect a total increase of \$17,777 from the 2008 service costs. For 2009, the monthly base charges will be \$53,003.

The changes in service costs are listed below.

- Personnel cost increases of \$45,532 due to salary and benefit increases and higher benefit costs due to new employees having more dependents than the employees that they replaced.
- There is a decrease of \$464 in overall non-personnel costs due to small increases in safety clothing, tools and equipment, communications and insurance.
- There is an increase of \$4,512 in overall Administrative Support costs due salary and benefit increases for those administrative positions.
- There is an increase of \$422 in Vehicle/Equipment Replacement and fuel cost.
- There is a decrease of \$35,000 for the King County Community Work Program due to the creation of a new contract directly between the City of Kenmore and the King County Community Work Program.

The 2002 Addendum included the language below on the annual reconciliation adjustment. Since the City of Lake Forest Park has closed the 2006 Budget year we have finally performed the reconciliation and will include an adjustment with the May 2007 invoice.

2002 Addendum Language: "Each March, the City of Lake Forest Park will calculate the actual costs of services provided to the City of Kenmore and reconcile them with the budgeted costs for the previous year. If the actual costs for the previous year are lower than the budgeted costs, the City of Lake Forest Park will provide a credit to the City of Kenmore in the March invoice for services. If the actual costs for the previous year were higher than budgeted, the City of Lake Forest Park will add the difference to the March invoice. If the adjustment is greater than 5% of the annual contract amount, the payment of the adjustment by either city will be spread over a three month period."

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Attention: Scott Walker
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Lake Forest Park, WA 98155

City of Kenmore
Attention: Jennifer Gordon
P.O. Box 82607
Kenmore, WA 98028

APPROVED:

APPROVED:

David R. Hutchinson, Mayor
City of Lake Forest Park

Frederick Stouder, City Manager
City of Kenmore

