



Board Meeting Agenda

June 17, 2020, 6:30 PM

*** VIRTUAL MEETING ***

Public Notice: Pursuant to Governor Inslee’s Stay Home, Stay Healthy Proclamation 20-25 and in effort to curtail the spread of the COVID-19 virus, this Board Meeting will be conducted remotely. We encourage members of the public to attend and participate in the meeting remotely, as described in more detail below.

To attend the Board Meeting

- Listen to the meeting LIVE by phone, call:
+1-510-338-9438 USA Toll / Access code: 126-952-9224#

To provide Public Comment

- Submit your written Public Comment before 3:00PM (day of meeting), email:
Wes.Phillips@NPRSA.onmicrosoft.com

Agenda:

1. Call to Order – 6:30 PM
2. Public Comment – *Read Public Comments submitted. Allow up to 3 min./ Comment.*
3. Minutes Approval from January 22, 2020 (5 min)
ATTACHMENT 3A: Minutes from January 22, 2020
4. Discussion Items (Allow 60 min)
 - a. Consideration of an Interlocal Agreement with City of Bothell for Administrative Services of the NPRSA.
ATTACHMENT 4A: Interim Executive Director Recommendation, Memorandum, Draft Interlocal Agreement, and Estimated Costs 2020-2025
 - b. Consideration of a Contract Extension with Michael Tabor for Administrative Services through July 31, 2020.
ATTACHMENT 4B: Interim Executive Director Recommendation



5. Administrative Updates (15 min)
 - a. Vouchers
 - b. Resolutions
6. New Business
7. Next Meeting Date: July 15, 2020
8. Adjournment

PRELIMINARY AGENDA: The preceding is a preliminary agenda of the Northshore Park and Recreation Service Area Board. Other items may be added and action taken on matters which do not appear above. For additional information, please contact: Michael Tabor at (425) 876-7380.

SPECIAL ACCOMMODATIONS: The Northshore Parks and Recreation Service Area strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact Michael Tabor at (425) 876-7380 at least three days prior to the meeting.



January 22, 2020 Board Meeting Minutes

Call to Order

Chairman James McNeal called the meeting at Northshore Senior Center to order at 6:32 pm.

Meeting Attendees

Present were NPRSA Chairman James McNeal, NPRSA Board members Tom Agnew, Joe Marshall. Board members Elaine Cook and Kathy Lambert joined us by telephone.

Also present were:

John Dolin, Northshore Senior Center Board President

Suzanne Greathouse, Northshore Senior Center Board Vice President

Brooke Knight, Northshore Senior Center Executive Director

Kellye Mazzoli, Assistant City Manager, City of Bothell

Wes Phillips, NPRSA Interim Executive Director

Michael Tabor, NPRSA Administrative Assistant

Bing Teng, Northshore Senior Center Treasurer

Public Comment

There was no public comment

Approval of Meeting Minutes

Tom Agnew motioned that the minutes of October 16, November 20, and November 27, 2019 be approved, Joe Marshall seconded. The motion carried unanimously.

Discussion Items

Update from Executive Director

1. Contract with Department of Commerce must be in place before the Interfund loan can be approved. It would also be possible to borrow the money against the funds coming from the new levy, but we do not have an administrative staff or procurement policy in place.

Councilmember Lambert reminded us that King County might be able to help with all of these items, to contact Aaron Bert. This assistance is limited to the grant and the loan to front funds for the grant.

King County will probably not be able to perform those functions for the new levy (for 6 years), which means we need to staff positions to perform those functions. The best course of action seems to be to use staff at the member agencies, who already have people doing these functions, and reimburse them for work done.

Some of the functions needed would be executive director, administrative and clerical support, human resources support, legal services, facilities management; finance, budget and accounting support, records retention, public records requests, and so forth. The Senior Center does not have the capacity for these functions.

A letter will be sent out to the member agencies to determine the interest level and capacity from each council. This would probably take the form of another ILA, or contract that delineates responsibilities and compensation.



Responses should be available for our March meeting.

Elaine Cook motioned that a letter be drafted and sent to all member agencies, asking them to take on the role of procurement, and management of the work needed to be done at the Senior Center. Joe Marshall seconded. The motion carried unanimously.

It is also likely we will have levy funds (coming in April) before we can get the loan from King County for the Dept of Commerce (DoC) grant.

2. Mike Smith reports the agreements for the King County Investment Pool Agreement & King County Cash Management Services Agreement were never executed, but King County has been managing our accounts as if they had been in place. A board resolution needs to be approved to approve those agreements.
3. To move forward on the DoC grant, a priority list needs to be assembled and submitted to the DoC of items we are recommending, and associated costs. Wes and Brooke will meet to begin compiling this list.
4. The Northshore NPRSA Contract No. 2016-01 expires on December 31, 2021, and needs to be renewed.
5. ILA billing (\$15,100) needs to be done at the beginning of the year.
6. Six-month extension of Administrative Assistant contract is tabled until the February meeting.

Brooke asked about reimbursement for expenses NPRSA has already committed to covering, invoices will be resent to Wes and Michael. The HVAC system across the street (Northshore Adult Day Center) needs \$5K to \$6K in repairs.

EMG did a presentation to the City of Kenmore, but the NPRSA Board has not had a presentation from EMG. If it is part of the contract, this needs to happen, as NPRSA is the entity contracting with them.

Joe Marshall asked to have an agenda item for next meeting to discuss funding for a public pool, as the King County parks levy has passed.

Next Meeting Date

The next meeting is scheduled for Wednesday March 18, 2019.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 7:38 PM.

Respectfully submitted,
Michael Tabor



AGENDA ITEM 4A:

Consideration of an Interlocal Agreement with City of Bothell for Administrative Functions of the NPRSA.

INTRODUCTION:

Board to review and consider adoption of the proposal submitted by the City of Bothell encompassed in the ILA Memorandum, Draft ILA, and associated cost structure of performing as the Administering Agency in connection with the renovation of the two buildings owned by NPRSA to be funded by the November 2019 voter approved levy lid lift. The City of Bothell was the only Member Agency to express interest in exploring contracting services with NPRSA pursuant to a letter sent by Chair James McNeal dated February 4, 2020.

The ILA Memorandum, draft ILA, and associated cost structure was sent to all Board Members of NPRSA on June 2, 2020 for review and to ask any questions they might have about the documents. There were no questions raised by any of the Board Members as of the requested response date of June 9, 2020 and there have been no subsequent questions as of June 15, 2020.

The Interim Executive Director in the e-mail accompanying the ILA Memorandum, draft ILA and associated cost structure requested two modifications for clarification purposes to the draft ILA which are:

- (1) the ILA is inclusive only to the Northshore Senior Center and would not include in other activity in the event that a new endeavor was undertaken by NPRSA, and
- (2) the ILA with the City of Bothell would also include the management and oversight of the Department of Commerce ("DOC") grant appropriated in June 2019 for \$500,000 for capital improvements to the Northshore Senior Center.

The draft ILA is a proposal by the City of Bothell for consideration and adoption by the NPRSA Board and will be subject to the approval of the Bothell City Council which is in their sole discretion.

RECOMMENDATION:

The Interim Executive Director recommends adoption by the NPRSA Board. The draft ILA will be subject to review by outside legal counsel representing NPRSA. Board approves the Interim Executive Director reviewing the draft ILA with outside legal counsel and is comfortable moving forward without subsequent Board review unless there are deemed to be material or substantive changes to the draft ILA which would materially change the terms and conditions.

NOTE:

Kellye Mazzoli, Assistant City Manager and Carly Joerger, Levy Coordinator, from the City of Bothell will be available at the Board Meeting to present and respond to any questions from the Board.



City of Bothell™

Memorandum

Memo # 20-001

TO: Wesley Phillips, Executive Director, Northshore Parks & Recreation Service Area

FROM: Kellye Mazzoli, Assistant City Manager, City of Bothell
Carly Joerger, Levy Coordinator, City of Bothell

DATE: May 20, 2020

SUBJECT: Consideration of an Interlocal Agreement with the City of Bothell to provide the Northshore Parks & Recreation Service Area with Administrative Services

POLICY CONSIDERATION: This item asks the NPRSA Board to consider an interlocal agreement with the City of Bothell for employing staff and providing administrative services to NPRSA in order to implement the 2020-2025 voter-approved levy. The City of Bothell expects full cost recovery for services rendered, to be fully funded by the NPRSA.

HISTORY: In November 2019, voters of the Northshore Parks and Recreation Service Area (NPRSA) passed a levy lid lift to provide funding over the next six years for the operation of the NPRSA and facility improvements for the property and buildings owned by NPRSA. In February 2020, NPRSA Board sent a letter to each member agency seeking interest in providing the administrative services needed for overseeing operations and facility improvements. At the February 26, 2020 NPRSA Board meeting, the Board reviewed responses from Member Agencies. The City of Bothell was the only member agency to respond with interest and the Board requested this proposal and negotiation of an interlocal agreement.

DISCUSSION: For NPRSA Board consideration, attached to this memo is the interlocal agreement proposed by the City of Bothell, where the City agrees to provide administrative services for NPRSA, fully funded by NPRSA. The following sections provide additional details on the terms of the proposed agreement.

Summary of the ILA

By entering into this interlocal agreement, NPRSA names City of Bothell it's "Administering Agency" and agrees to reimburse the City in full for the staff and services it will provide on behalf of NPRSA, listed in the scope of services. The advantage of a joint cooperation such as this is that NPRSA may benefit from the professional expertise and economies of scale provided by an organization that already has an established administrative infrastructure. This infrastructure includes professionally trained and experienced staff, human resources, payroll, information technology services, office space for staff, and established policies



and procedures for meeting state laws for public procurement, financial reporting, open public meetings, and public records management, among others. The goal is to provide the NPRSA with these economies of scale so the Board can effectively manage the NPRSA's voter-approved levy and oversee the capital repairs to its property and buildings. If approved as written, or unless otherwise amended or terminated, the agreement would be in effect for the duration of the levy, set to expire December 31st, 2025.

Duties of the City and NPRSA

Entering into this interlocal agreement does not compromise the rights and responsibilities of NPRSA as a separate legal entity and Parks and Recreation Service Area. It does, however, delegate several responsibilities to the City of Bothell as its "Administering Agency". The following sections detail the separation of duties and authorities proposed by the interlocal agreement. This list is not exhaustive.

Policy Decisions: NPRSA retains its authority as the final policy decision-maker. The Administering Agency may bring policy items to the Board for consideration based on financial, programmatic, or operational needs.

- NPRSA: propose legislation to Member Agencies, adopt policies and budgets, and enter into and authorize execution of contracts.
- Administering Agency: provide policy analysis and recommended action to the Board, prepare and recommend budgets, negotiate and prepare contracts for Board consideration, and execute Board decisions within the scope of the ILA.

Project Management: NPRSA is ultimately responsible for the maintenance of the property and buildings under its ownership, but grants the Administering Agency responsibility for managing the projects funded by the voter-approved levy.

- NPRSA: authorize the Administering Agency to execute contracts for goods and services.
- Administering Agency: oversee capital repairs project planning and general management, procure and execute contracts for goods and services, and assess problems as they arrive.

Financial and Asset Management: NPRSA maintains responsibility for sound management of its assets and finances, but can rely on the Administering



Agency for professional guidance in meeting it's obligations. NPRSA agrees to reimburse the Administering Agency for the full cost of the services it provides.

- NPRSA: continues to oversee King County as the fiduciary, maintains proper insurance coverage, retains authority to own and sell property, and levy and collect taxes.
- Administering Agency: prepare required financial reports to submit to the State Auditor, support NPRSA in obtaining insurance coverage, participate in any audits of NPRSA, track levy expenses, and provide financial analysis and forecasts to the Board.

General Operations and Administration: NPRSA grants authority to the Administering Agency to provide operations and administration on behalf of the NPRSA including hiring and appointing staff, posting and clerking public meetings, managing public records, and responding to public records requests.

Cost and Scope of Services

The City of Bothell agrees to provide a suite of administrative services to NPRSA at an estimated cost of \$195,000 in 2020. This cost represents around 16% of the total revenue NPRSA will collect from member contributions and the levy in 2020. The City of Bothell proposes the following services and associated overhead costs in the agreement.

- Executive Director and Levy Coordination services: provide professional public administration expertise and advice to the Board, oversee capital projects planning, provide general management, procure and execute contracts for goods and services, analyze levy finances and prepare budgets, develop and recommend financial and procurement policies, and prepare and submit quarterly and annual reports to the Board.
- Clerk and Records Management services: clerk meetings of NPRSA, prepare agenda packets, post meeting notices, record and archive meeting minutes, ensure compliance with Public Records Act requirements, archive and manage all public records, and respond to public records requests.
- Financial Reporting services: prepare and submit the Annual Financial Reports to the State Auditor and the Board.
- Emergency Repairs services: when appropriate, provide initial and emergency assessment of problems as they arise.



- General centralized services: these overhead services provide economies of scale and support City staff in their service to NPRSA; information technology, payroll, human resources, and facilities for employees.

The need for these services will likely fluctuate over the next five years as the capital projects progress. The City of Bothell proposes to re-assess the level of administrative needs necessary each year during the NPRSA's annual budget process. During the year, if parties agree that additional services are needed, the City of Bothell reserves the right to invoice NPRSA for the full cost of the additional services.

Other Terms

From time to time, the City of Bothell may require or recommend that the NPRSA hire outside legal counsel to represent the NPRSA to prevent conflicts of interest. For example, the NPRSA is required to hire outside legal counsel during the negotiation of this interlocal agreement. If either party is unsatisfied with the agreement, amendments can be made if proposed in writing and signed by both parties. Either party may also terminate the agreement at any time by providing written notice to the other party, effective 60 days after receiving the notice.

FISCAL IMPACTS: Approval of this interlocal agreement by both parties will require payment of \$195,000 in 2020, from the NPRSA to the City of Bothell. In subsequent years, costs will be determined through the annual budget process.

ATTACHMENTS: Att-1. Draft Interlocal Agreement between NPRSA and City of Bothell
Att-2. Estimated Administrative Costs 2020-2025

RECOMMENDED ACTIONS: Procure an attorney to represent NPRSA to review the proposed interlocal agreement and provide counsel. Place the interlocal agreement on the next available meeting agenda for Board consideration.



Att-1:

DRAFT

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF BOTHELL AND THE
NORTHSHORE PARK AND RECREATION SERVICE AREA**

This agreement is entered into between the City of Bothell (hereinafter “City”), a municipal corporation incorporated under the laws of the State of Washington and the Northshore Park and Recreation Service Area (hereinafter “NPRSA”); a quasi-municipal corporation, collectively, the “Parties.”

WHEREAS, pursuant to King County Ordinance No. 8596 and Snohomish County Ordinance No. 88-066, the voters of the Northshore School District, comprised of portions of both King and Snohomish Counties, approved at the September 20, 1988 primary election the formation of a park and recreation service area with the same boundaries of the Northshore School District; and

WHEREAS, pursuant to RCW 36.68.400, King and Snohomish Counties, along with the City of Bothell, entered into an interlocal agreement in September, 1988, to implement and govern NPRSA; and

WHEREAS, in 2001 King and Snohomish Counties, along with the Cities of Bothell, Woodinville, and Kenmore, entered into an amended interlocal agreement providing for representatives of each entity to participate in governance of NPRSA; and

WHEREAS, each of the Parties of the 2001 amended interlocal agreement makes financial contributions to defray costs associated with governing NPRSA; and

WHEREAS, voters within NPRSA’s taxing district approved a measure on the 2019 ballot raising the levy lid to \$0.04/\$1,000 of assessed value to cover costs for capital improvements to the two buildings owned by NPRSA; and

WHEREAS, NPRSA is solely responsible for the maintenance of its real property and facilities, including but not limited to the buildings leased to the Northshore Senior Center; and



WHEREAS, NPRSA needs professional staff to provide administrative services, manage the capital projects, and implement the voter-approved levy; and

WHEREAS, entering into an inter-local agreement for these services with a member agency provides for efficiencies and economies of scale as stated in RCW 39.34; and

WHEREAS, NPRSA solicited interest from the Member Agencies to provide administrative services and only received interest from the City of Bothell with the expectation to be reimbursed in full for the costs of providing its professional expertise; and

NOW THEREFORE; City and NPRSA agree as follows:

I. PURPOSE

The purpose of this agreement is for NPRSA to name City as its “Administering Agency” and for City, as the Administering Agency, to agree to provide professional staff and administrative services on behalf of NPRSA, which includes both managing their current facilities and effectuating repairs to said facilities as generally outlined in the Facility Condition Assessment prepared by EMG Corp, dated August 7, 2019. NPRSA will pay City actual value of services in order for City to fully recover its costs. King County will remain NPRSA’s fiduciary. NPRSA will retain all other rights and responsibilities, including but not limited to levying and collecting taxes from the NPRSA’s taxing district, proposing legislation to its member agencies, approving budgets and adopting policies for budget expenditures, holding meetings following the requirements of the Open Public Meetings Act, entering into and authorizing execution of contracts for goods and services, adopting public procurement policies that do not conflict with those of the Administering Agency, retaining sole ownership of the property and buildings already under its ownership; overseeing the activities the Administering Agency provides to NPRSA, and any other obligations pursuant to any contract or local, state, or federal law.

II. DUTY OF NPRSA

NPRSA will pay City for providing administrative services in accordance with Sections IV(b) and (c) below.



III. AUTHORITIES AND DUTIES OF CITY

Separate and apart from its role as a member agency, City shall have the authority and duty to:

- a. Appoint or hire City staff to provide administrative services to NPRSA;
- b. Recover the costs of providing the administrative services in full, as agreed to in this agreement and future annual budgets;
- c. Present financial and programmatic analysis and recommended action to NPRSA;
- d. Clerk the public meetings of NPRSA;
- e. Solicit and evaluate bids per the public procurement process;
- f. Execute contracts on behalf of NPRSA;
- g. Maintain all public records and respond to public records requests related to NPRSA;
- h. Recommend financial and procurement policies to NPRSA that align with those of City;
- i. Prepare and submit quarterly and annual reports to NPRSA;
- j. Submit invoices and receive reimbursement from NPRSA's fiscal agent, King County, for administrative services and capital improvements costs;
- k. Prepare and submit required financial reports to the State Auditor;
- l. Obtain necessary insurance coverage for NPRSA; and
- m. Participate in any audits of NPRSA.

IV. COST ALLOCATION AND BUDGET

NPRSA retains final decision-making authority regarding its budget. City will prepare the annual budget and present recommended action to NPRSA so as to fulfill the purpose of this agreement and implement the capital improvements funded through the levy.

- a. Scope of Administrative Services. To fully support the operations and administration of NPRSA, and achieve the economies of scale intended by this agreement, the City will provide services including, but not limited to:
 - i. Executive Director and Levy Coordination services: administer the ILA, provide professional public administration expertise and advice to NPRSA, oversee capital projects planning, provide general management, procure and execute contracts for goods and services, analyze levy finances and prepare budgets, develop and recommend financial and procurement policies, and prepare and submit quarterly and annual reports to NPRSA.
 - ii. Clerk services: prepare agenda packets, post meeting notices, clerk meetings of NPRSA, and record and archive meeting minutes and actions of NPRSA.



- iii. Records Management services: ensure compliance with Public Records Act requirements, archive and manage all public records, develop and recommend retention policies, and respond to public records requests.
 - iv. Financial Reporting services: prepare and submit the Annual Financial Reports to the State Auditor and NPRSA.
 - v. General centralized services: information technology, payroll, human resources, and facilities for employees. These overhead services provide economies of scale to NPRSA, rather than filling specific staff positions for each function.
 - vi. Initial and emergency assessment of problems as they arrive.
- b. Estimated Cost for Administrative Services in 2020. NPRSA agrees to remunerate City an estimated \$195,000 for administrative services for June 1 through December 31st of 2020. This is only an estimate, and City reserves the right to invoice NPRSA for additional services not contemplated in the estimate above.
- c. Cost Allocation for Administrative Services in Subsequent Years. City has determined that the services listed above are needed to support NPRSA in the administration of its levy, with the understanding that some administrative tasks will lessen over the next few years. City will re-assess the level of administrative needs necessary for general oversight, records management, and implementation of the capital improvements and incorporate the costs of these services into the annual budget, for NPRSA consideration.

V. DURATION

This agreement is effective June 1, 2020, regardless of when each party's authorized representative signs the agreement. The intent of the parties is for the effective date to be June 1, 2020. This agreement shall continue until December 31, 2025 or until the agreement is otherwise modified or terminated as provided hereinafter.

VI. INDEMNIFICATION

To the maximum extent permitted by law, NPRSA will hold harmless from, and indemnify and defend City (including its officers, directors and employees) (the "Indemnified Parties") from and against any and all claims, demands, losses, lawsuits, actions, or liability of any kind or nature, arising out of or relating to the purpose, authority and/or duties of this agreement. NPRSA specifically waives all immunity and limitations on liability under the workers compensation act, RCW title 51, or any industrial insurance act, disability benefit act or other employee benefit act of any



jurisdiction that would otherwise be applicable in the case of such claim. This indemnity obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for NPRSA or a contractor under workers' compensation, disability benefit or other employee benefit laws. NPRSA recognizes that this waiver was specifically entered into and was the subject of mutual negotiation. Provided, however, NPRSA waiver of immunity by the provisions of this paragraph extends only to claims against NPRSA by City and does not include or extend to any claims by City's employee(s) directly against City.

VII. TERMINATION

This agreement may be terminated at the convenience of either party upon written notice of one party to the other, effective 60 days after receiving the notice. Any termination of this agreement shall not terminate any obligation of either party incurred prior to such termination.

VIII. MODIFICATION

This agreement may be amended or modified only by a writing signed by both parties.

IX. LEGAL REPRESENTATION

NPRSA agrees to engage its own legal counsel to negotiate this ILA or when requested to do so by City's attorney. City's attorney does not represent NPRSA. However, City's attorney will counsel City's staff regarding procurement of goods and services for NPRSA, consistent with City policies, and local, state, and federal law.

X. MISCELLANEOUS PROVISIONS. No separate legal entity is created. City shall be the administrator for this cooperative undertaking. Each party shall retain ownership of its separate real and personal property. This agreement does not contemplate acquisition of joint real or personal property.

XI. NOTICE

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below and given personally or by certified mail. All notices shall be effective upon the date of receipt.



CITY
City Manager
18415 101st Ave NE
Bothell, WA 98011

NPRSA
Administrative Assistant
10201 E. Riverside Drive
Bothell, WA 98011

This agreement is executed by:

CITY OF BOTHELL

Jennifer Phillips: _____
City Manager

Dated: _____

NORTHSHORE PARKS AND RECREATION SERVICE AREA

James McNeal: _____
Board Chair

Dated: _____

Approved as to form:

By: _____

Paul Byrne
City Attorney



Att-2:

Estimated Administrative Costs 2020-2025

By entering into the proposed interlocal agreement, the NPRSA agrees to reimburse the City of Bothell for the full cost of providing staff and services, an estimated total of \$195,000 in 2020. This total is the result of an initial assessment of the level of administrative services needed to support the NPRSA, listed in Exhibit A. The City of Bothell estimates more administrative support will be needed in 2020-2022 before tapering off over the following years. The costs in Exhibit A are based on estimated percentages of dedicated staff time, which are listed in Exhibit B. The City of Bothell will re-assess these estimates each year through the annual budget process, based on the level of service needed to support the NPRSA.

Exhibit A. Estimated Administrative Costs 2020-2025

	2020	2021	2022	2023	2024	2025
Executive Director	\$54,614	\$93,623	\$95,496	\$38,962	\$39,742	\$40,536
Levy Coordinator	\$53,204	\$86,407	\$88,135	\$89,898	\$91,696	\$93,530
City Clerk	\$4,331	\$7,424	\$7,572	\$7,724	\$7,878	\$8,036
Deputy City Clerk	\$13,300	\$22,800	\$23,256	\$23,722	\$24,196	\$24,680
Records Specialist (LTE)	\$31,549	\$31,549				
Finance Staff	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900
Facilities Consult	\$6,488	\$6,488	\$6,488	\$6,488	\$6,488	\$6,488
Overhead	\$29,614	\$29,614	\$29,614	\$29,614	\$29,614	\$29,614
Total	\$195,000	\$279,805	\$252,462	\$198,307	\$201,513	\$204,784

In 2020, Administrative Costs represent around 16% of the total anticipated levy revenues. In 2021 and 2022, this percentage increases to 23% and 20% respectively before reducing again to around 16% for the remainder of the levy.

Exhibit B. Estimated Percentage of Staff Time Dedicated to NPRSA

	2020	2021	2022	2023	2024	2025
Executive Director	50%	50%	50%	20%	20%	20%
Levy Coordinator	90%	90%	90%	90%	90%	90%
City Clerk	5%	5%	5%	5%	5%	5%
Deputy City Clerk	20%	20%	20%	20%	20%	20%
Records Specialist (LTE)	100%	50%	-	-	-	-
Finance Staff	Time and materials					
Emergency Assessment	Time and materials					
Overhead	Based on Cost Allocation Methodologies					



AGENDA ITEM 4B:

Consideration of a Contract Extension with Michael Tabor for Administrative Services through July 31, 2020.

INTRODUCTION:

Board to review and consider approval of an extension of current contract with Michael Tabor through July 31, 2020 to assist in the transition with the City of Bothell assuming responsibility as the Administering Agency for NPRSA.

RECOMMENDATION:

The Interim Executive Director recommends approval by the NPRSA Board.