



## CITY OF KIRKLAND

### Department of Public Works

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

[www.ci.kirkland.wa.us](http://www.ci.kirkland.wa.us)

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## MEMORANDUM

**To:** David Ramsay, City Manager

**From:** Daryl Grigsby, Public Works Director  
David Snider, PE, Capital Projects Supervisor

**Date:** September 4, 2008

**Subject:** Carter House Hazard Mitigation and Deconstruction with City Hall Annex Hazard Mitigation  
Accept Construction

### RECOMMENDATION:

It is recommended that City Council accept the work on the Carter House Hazard Mitigation and Deconstruction with City Hall Annex Hazard Mitigation Project, as completed by Performance Abatement Services, Inc, Seattle, WA., and establish the statutory lien period..

### BACKGROUND DISCUSSION:

The renovation of the City Hall Annex, located at 320 1<sup>st</sup> Street, will provide up to 6,000 square feet of useable office space for City Hall staff while preserving an historic building. A contract for the Annex renovation work was awarded by Council at their regular meeting of September 2, 2008 and in order to begin the renovation of the Annex all hazardous materials needed to be removed. In addition, the former Carter House located 120 3rd Avenue, was no longer a viable rental property and required too much maintenance. The building had become unsightly and a potential insurance liability and in 2007 Staff recommended that the Carter House be demolished. By prior agreement, between the City and members of the Carter family, in 2008 the house underwent a significant "harvesting" of salvageable building materials. Through the Carter House Hazard Mitigation and Deconstruction with City Hall Annex Hazard Mitigation Project contract, the Carter House and the City Hall Annex (Attachment A) were cleared of all asbestos and lead containing materials followed by the demolition and removal of the Carter House wood structure.

Council awarded the original contract for the Project to Performance Abatement Services, Inc., on July 1<sup>st</sup> in the amount of \$75,585.60 and a notice to proceed was issued to the contractor on July 22<sup>nd</sup>; the work was substantially complete on August 15, 2008. The total amount paid to the contractor for the work was \$35,091 on the Annex, including one change order in the amount of \$7,187 for additional asbestos containing pipe wrap encountered together with a hidden layer of vermiculate attic insulation discovered underneath the top layer of batt insulation, and \$47,960 for the hazardous mitigation work and removal of the former Carter House. The total amount paid to the contractor was \$83,051.

At their regular meeting of July 1<sup>st</sup> Council authorized the expenditure of funds from the Rental Property Reserves (Attachment B) for the Carter House work and the City Hall Annex Renovation Project is a fully funded CIP project with adequate construction budget available for this hazard mitigation element.



Vicinity Map

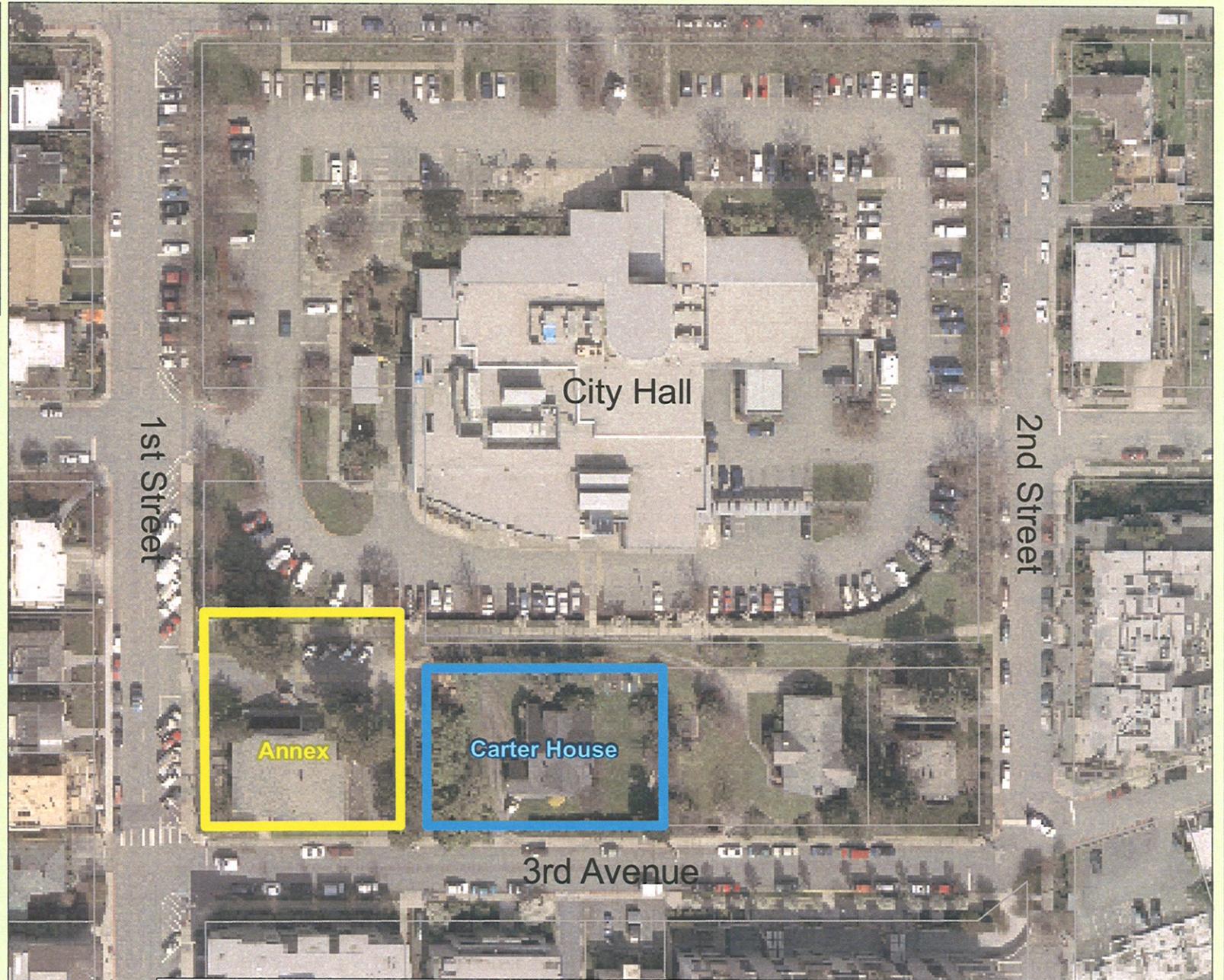
0 2,500 5,000 7,500  
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0 25 50 75  
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***Carter House Hazard Mitigation and Deconstruction  
with City Hall Annex Hazard Mitigation Project***

**FISCAL NOTE**

CITY OF KIRKLAND

**Source of Request**

Daryl Grigsby, Public Works Director

**Description of Request**

Request funding of \$47,960 from the Rental Property Reserve that resides in the Facilities Maintenance Fund for the hazard mitigation and deconstruction of the Carter house.

**Legality/City Policy Basis**

The City's rental properties receive rental income that is accounted for separately in the Facilities Maintenance Fund. Any repairs, small renovations or equipment replacement, as well as property management administrative costs, are paid from the rental property reserve. The balance in the rental property reserve is \$317,215. The reserve is treated as a revolving account for which rental property income is received and from which expenditures related to the rental properties are expended.

**Fiscal Impact**

**One-time use of \$47,960 of the Rental Property Reserve.** The reserve is able to fully fund this request.

**Recommended Funding Source(s)**

	Description	2008 Est End Balance	Prior Auth. 2007-08 Uses	Prior Auth. 2007-08 Additions	Amount This Request	Revised 2008 End Balance	2008 Target
<b>Reserve</b>	Rental Property Reserve	0	0	0	47,960	0	N/A

The rental property reserve does not have a target or calculated balance. The reserve functions as a revolving account for rental income being received and as a source for expenditures related to the rental properties.

**Revenue/Exp  
Savings**

**Other Source**

**Other Information**

Prepared By	Sandi Hines, Financial Planning Manager	Date	June 18, 2008
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