



**CITY OF KIRKLAND**

**Public Works Department**

**123 Fifth Avenue, Kirkland, WA 98033 425.587.3800**

**www.kirklandwa.gov**

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Aaron McDonald PE, Senior Project Engineer  
Rod Steitzer PE, Capital Projects Manager  
Julie Underwood, Interim Director of Public Works

**Date:** September 3, 2020

**Subject:** CROSS KIRKLAND CORRIDOR LIGHTING—AUTHORIZE GRANT PROCEDURES

**RECOMMENDATION:**

It is recommended that the City Council authorize the City Manager to enter into a form of agreement with the State's Recreation and Conservation Office (RCO) that will facilitate RCO providing the City with \$400,000 of grant funding for installing lighting on a segment of the Cross Kirkland Corridor, and also to legally bind the City to complete the project. The City Manager may be required to execute additional agreements to facilitate this grant.

By acting on this item under the Consent Calendar, the City Council is authorizing the City Manager to execute a grant agreement with the RCO that will provide grant funds to the City and also legally bind the City to complete the grant-funded project.

**BACKGROUND DISCUSSION:**

The City purchased the Cross Kirkland Corridor (CKC) in 2013. Subsequently, it developed a master plan for future improvements to the CKC. One of the identified improvements is to install lighting on the CKC.

A separate, major project along the CKC that is being advertised for bids presently is to build a non-motorized bridge that will span the intersection of N.E. 124<sup>th</sup> Street near Totem Lake Boulevard (the "Totem Lake Connector"). That bridge is designed to have pedestrian lighting.

Given that, the City acted on the opportunity to seek external funding to help pay for additional lighting along the CKC, particularly under the I-405 overpass. The proposal is to extend lighting from the southern end of the non-motorized bridge southwest along to CKC to 120<sup>th</sup> Avenue N.E. (see Attachment A, Vicinity Map).

The project will install light fixtures conforming to the Totem Lake Business District adopted standard (see Attachment B). Additional flood lighting will be provided in the underpass area for security and

safety (see image below). Staff will coordinate design and construction activities with WSDOT for work that is near and under the I-405 overpass.



This project is estimated to cost \$630,000 to design, construct, and manage. The \$400,000 grant that is the subject of this staff report was funded by the Legislature during the 2020 Session. The RCO requires certain procedures to affect the grant, including the authorization and execution of an Applicant Resolution/Authorization. The RCO requires its grant recipients to use the exact language RCO provides, though certain paragraphs that do not apply to a specific project are deleted from the executed document. Some of the \$400,000—estimated to be \$12,000—can be used for certain City project administration and

management costs.

Separately, the City applied for a grant from the Department of Commerce (Commerce) for this project. The Legislature also funded that grant during the 2020 Session, which will net \$194,000 to the City. The procedures for securing the Commerce grant are different and do not require City Council action at this time. In total, this project will receive \$594,000 in State grant funding. The remaining \$36,000 of funds needed is recommended to be provided from local transportation capital funds.

**Table 1: Projected Expenses and Sources**

<b>Projected Expenses</b>		
	Project—design, construction, and management	\$630,000
	<b>Projected Total Expenses</b>	<b>\$630,000</b>
<b>Projected Source</b>		
	RCO Grant—Construction	(\$400,000)
	Commerce Grant ( <i>No City Council action needed now</i> )	(\$194,000)
	Local Transportation Capital Funds	(\$36,000)
	<b>Projected Total Sources</b>	<b>(\$630,000)</b>
	<b>Projected Balance</b>	-zero-

With approval to proceed by the City Council, the anticipated schedule is shown below:

Q4 2020	Q1 2021	Q2 2021	
Acquire Grant Funding, Contracting w Agency	Design, Contracting for CN	Construction, Close-Out	
	Totem Lake Connector Pre- Construction/ Mobilization	Totem Lake Connector - Construction	

**NEXT STEPS:**

With City Council approval, staff will execute related documents to secure this RCO grant.

Attachment A: Vicinity Map

Attachment B: Totem Lake Business District Light Standard  
Resolution

*This is project NMC 12500*

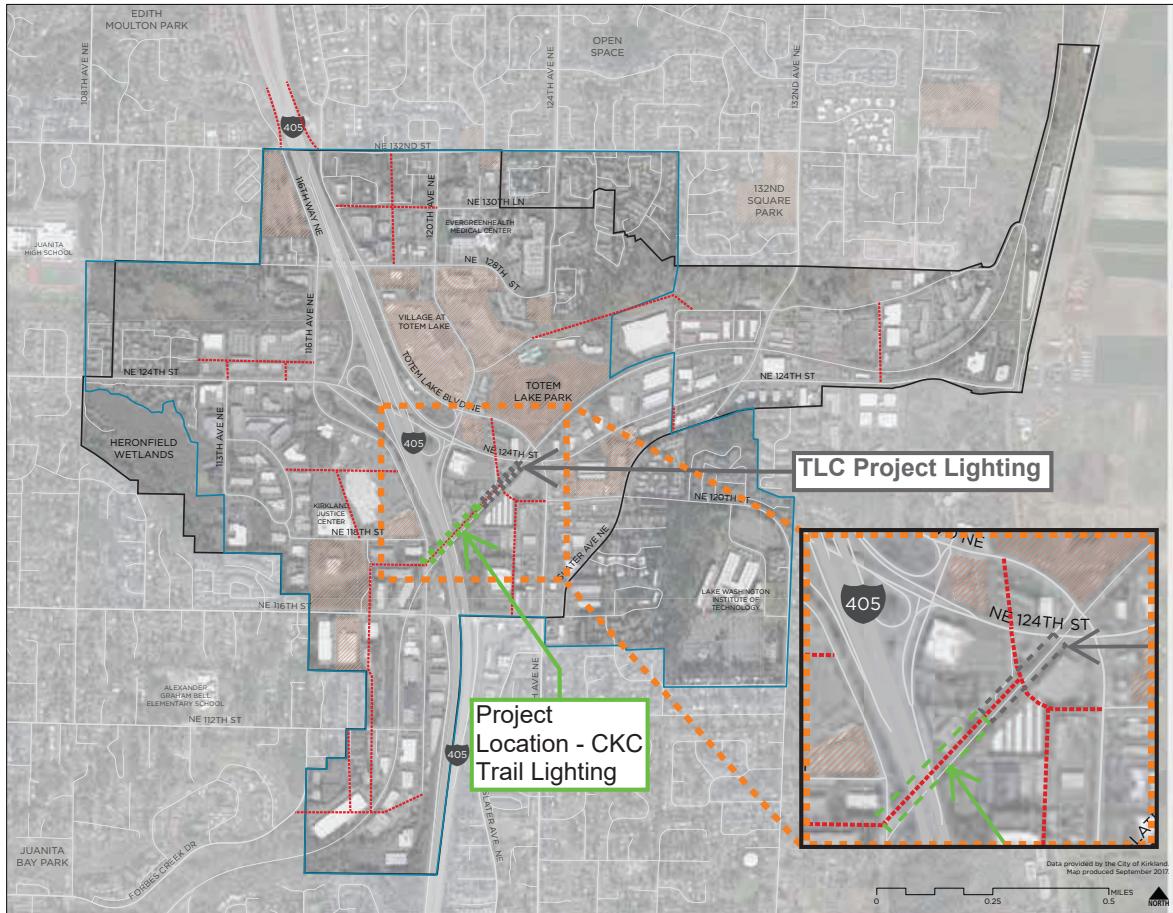
# ATTACHMENT A VICINITY MAP

## EXISTING CONDITIONS + PLANNED IMPROVEMENTS

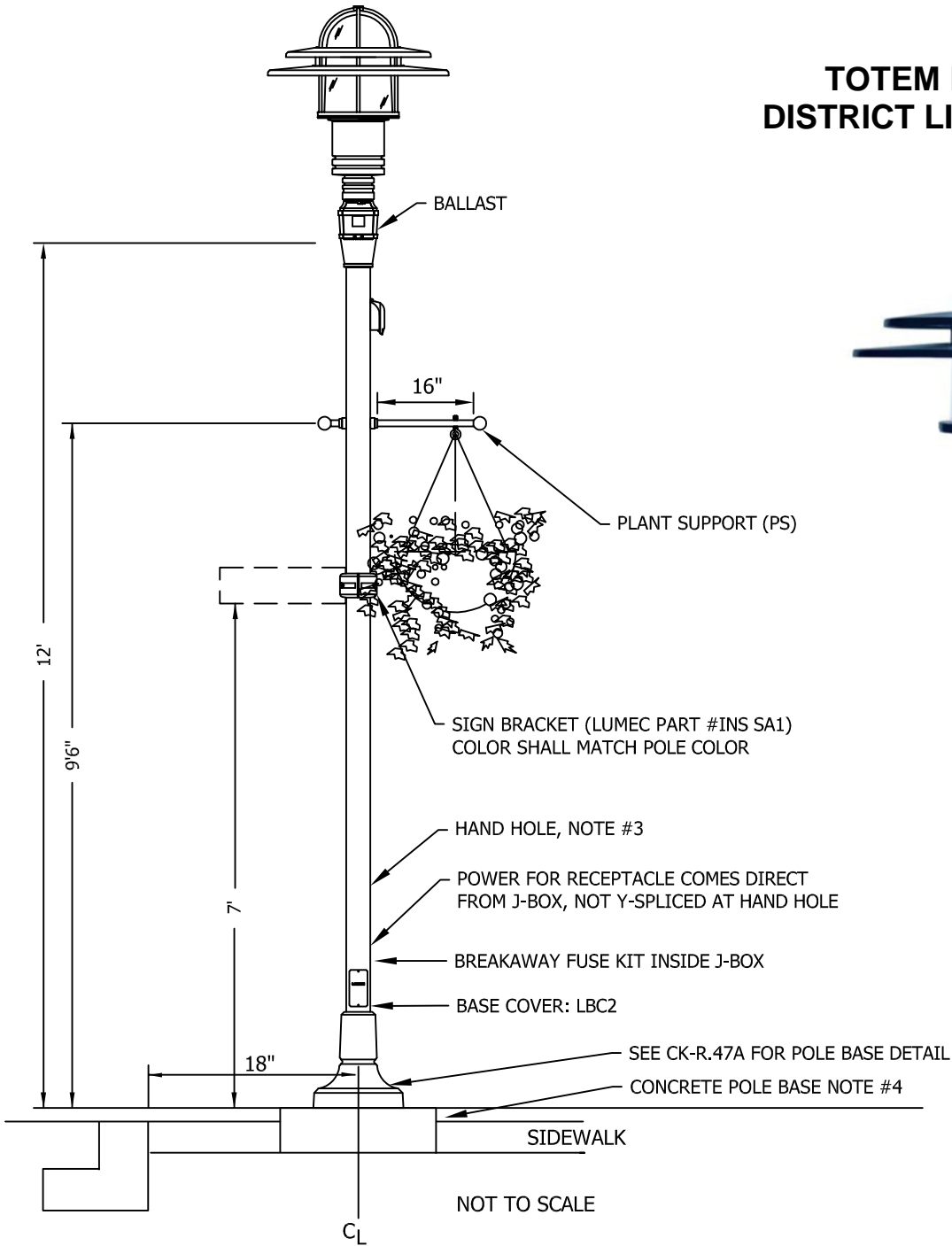
TOTEM LAKE URBAN CENTER  
ENHANCEMENT+ MULTIMODAL  
TRANSPORTATION NETWORK PLAN

### AREA OVERVIEW

- - - - - Possible New Street Connections
- Redevelopment Parcels
- Business District Boundary
- Urban Center Boundary



# ATTACHMENT B TOTEM LAKE BUISNESS DISTRICT LIGHT STANDARD



**NOTES:**

1. INSTALL PHOTO ELECTRIC CELL (P.E.C.) ON LIGHTING CABINET. SEE CITY OF KIRKLAND INSPECTOR FOR PART NUMBERS OR EQUIVALENT. FACTORY INSTALLED P.E.C. IS NOT ACCEPTABLE.
2. THE ONLY CONNECTION MADE AT HAND HOLE IS THE POLE GROUNDING CONNECTION.
3. WITH SLOPED SIDE WALKS, THE POLE BASE MUST PROTRUDE ABOVE FINISHED GRADE SO THAT BASE COVER WILL SIT LEVEL.
4. PS ORIENTATION UNDERNEATH LIGHT UNLESS OTHERWISE DESIGNATED.
5. LIGHTS SHALL BE GENERALLY SPACED AT 60' ON CENTER.
6. ALL PEDESTRIAN LIGHTS SHALL HAVE 1 SIGN BRACKET.

CITY OF KIRKLAND	
PLAN NO. CK- R.47M	
	<p>TOTEM LAKE PEDESTRIAN STREET LIGHT STANDARD</p>

RESOLUTION R-5448

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS WITH THE WASHINGTON STATE RECREATION AND CONSERVATION OFFICE TO ASSIST IN FUNDING THE CROSS KIRKLAND CORRIDOR TRAIL LIGHTING PROJECT.

1 WHEREAS, the City purchased the Cross Kirkland Corridor  
2 ("CKC") in 2013 and subsequently developed the CKC Master Plan  
3 to guide future development of the CKC, including the process of  
4 improvements and upgrades to the trail; and  
5

6 WHEREAS, with the upcoming project to construct a bridge  
7 crossing near Totem Lake, the City recognizes the opportunity to  
8 improve this section of the CKC with additional lighting, extending  
9 the lighting south to 120<sup>th</sup> Ave NE ("Project"); and  
10

11 WHEREAS, the Project will provide lighting and safety  
12 improvements for the CKC underpass at I-405 which will improve  
13 the user experience and increase public safety; and  
14

15 WHEREAS, funding is available for the Project from the  
16 RCO Recreation – Trails Account of the State of Washington,  
17 administered by the Washington State Recreation and  
18 Conservation Office ("RCO"); and  
19

20 WHEREAS, this resolution/authorization authorizes the  
21 person(s) identified below (in Section 2) to act as the authorized  
22 representative/agent on behalf of our organization and to legally  
23 bind our organization with respect to the above Project(s) for  
24 which we seek grant funding assistance managed through the  
25 Recreation and Conservation Office (Office); and  
26

27 WHEREAS, grant assistance is requested by our  
28 organization to aid in financing the cost of the Project referenced  
29 above.  
30

31 NOW, THEREFORE, be it resolved by the City Council of the  
32 City of Kirkland as follows:  
33

34 Section 1. Our organization has applied for or intends to  
35 apply for funding assistance managed by the Office for the above  
36 "Project(s)."  
37

38 Section 2. Our organization authorizes the following  
39 persons or persons holding specified titles/positions (and  
40 subsequent holders of those titles/positions) to execute the

41 following documents binding our organization on the above  
 42 projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Lorri McKay – Intergovernmental Relations & Economic Development Manager
Project contact (day-to-day administering of the grant and communicating with the RCO)	Aaron McDonald – Senior Project Engineer, Public Works Department; Rod Steitzer – Capital Projects Manager, Public Works Department
RCO Grant Agreement (Agreement)	Tracey Dunlap – Deputy City Manager
Agreement amendments	Tracey Dunlap – Deputy City Manager
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	N/A

43 The above persons are considered an “authorized  
 44 representative(s)/agent(s)” for purposes of the documents  
 45 indicated. Our organization shall comply with a request from the  
 46 RCO to provide documentation of persons who may be authorized  
 47 to execute documents related to the grant.

48  
 49 Section 3. Our organization has reviewed the sample RCO  
 50 Grant Agreement on the Recreation and Conservation Office’s  
 51 WEB SITE at: [https://rco.wa.gov/wp-](https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf)  
 52 [content/uploads/2019/06/SampleProjAgreement.pdf](https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf).

53 We understand and acknowledge that if offered an agreement to  
 54 sign in the future, it will contain an indemnification and legal  
 55 venue stipulation and other terms and conditions substantially in  
 56 the form contained in the sample Agreement and that such terms  
 57 and conditions of any signed Agreement shall be legally binding  
 58 on the sponsor if our representative/agent enters into an  
 59 Agreement on our behalf. The Office reserves the right to revise  
 60 the Agreement prior to execution.

61  
 62 Section 4. Our organization acknowledges and warrants,  
 63 after conferring with its legal counsel, that its authorized  
 64 representative(s)/agent(s) have full legal authority to act and sign  
 65 on behalf of the organization for their assigned role/document.

66  
 67 Section 5. Grant assistance is contingent on a signed  
 68 Agreement. Entering into any Agreement with the Office is purely  
 69 voluntary on our part.



70           Section 6. Our organization understands that grant policies  
71 and requirements vary depending on the grant program applied  
72 to, the grant program and source of funding in the Agreement,  
73 the characteristics of the project, and the characteristics of our  
74 organization.

75  
76           Section 7. Our organization further understands that prior  
77 to our authorized representative(s)/agent(s) executing any of the  
78 documents listed above, the RCO may make revisions to its  
79 sample Agreement and that such revisions could include the  
80 indemnification and the legal venue stipulation. Our organization  
81 accepts the legal obligation that we shall, prior to execution of the  
82 Agreement(s), confer with our authorized  
83 representative(s)/agent(s) as to any revisions to the project  
84 Agreement from that of the sample Agreement. We also  
85 acknowledge and accept that if our authorized  
86 representative(s)/agent(s) executes the Agreement(s) with any  
87 such revisions, all terms and conditions of the executed  
88 Agreement shall be conclusively deemed to be executed with our  
89 authorization.

90  
91           Section 8. Any grant assistance received will be used for  
92 only direct eligible and allowable costs that are reasonable and  
93 necessary to implement the project(s) referenced above.

94  
95           Section 9. Our organization acknowledges that if it receives  
96 grant funds managed by the Office, the Office will pay us on only  
97 a reimbursement basis. We understand reimbursement basis  
98 means that we will only request payment from the Office after we  
99 incur grant eligible and allowable costs and pay them. The Office  
100 may also determine an amount of retainage and hold that amount  
101 until all project deliverables, grant reports, or other responsibilities  
102 are complete.

103  
104           Section 10. This resolution/authorization is deemed to be  
105 part of the formal grant application to the Office.

106  
107           Section 11. Our organization warrants and certifies that  
108 this resolution/authorization was properly and lawfully adopted  
109 following the requirements of our organization and applicable laws  
110 and policies and that our organization has full legal authority to  
111 commit our organization to the warranties, certifications, promises  
112 and obligations set forth herein.



113  
114  
115  
116  
117

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2020.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Penny Sweet, Mayor

Attest:

\_\_\_\_\_  
Kathi Anderson, City Clerk