

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202110016-1

Originating Department:	Executive
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Non-Departmental - EDI fund
Contract or Grant Administrator:	T. Helms/T. Schroeder
Contractor's / Agency Name:	Port of Bellingham and City of Bellingham
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input type="radio"/> No <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: _____	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> If No, include WCC: _____ Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Is this a grant agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: 332219	
Is this agreement excluded from E-Verify? No <input checked="" type="radio"/> Yes <input type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ 2022: \$708,165; 2023: \$677,910; 2024: 698,247 This Amendment Amount: \$ 72,000 Total Amended Amount: \$ 2023: \$713,910 2024: 734,247	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when : 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: _____	
This amendment allows for increased compensation for Outside Services through NW Innovations. This enhances the collaborative commitment to fund the WWU SBDC, maintain the "Choose Whatcom" website, complete special Economic Development projects and provide economic development services and marketing that create and promote beneficial outcomes to the parties.	
Term of Contract: 3 years	Expiration Date: 12/31/2024

Contract Routing:	1. Prepared by: T.Helms	Date: 11/30/2022
	2. Attorney signoff: Christopher Quinn	Date: 12/01/2022
	3. AS Finance reviewed: Brad Bennett	Date: 2/14/2023
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: 4/10/2023
	7. Council approved (if necessary): AB2023-144	Date: 2/21/2023
	8. Executive signed: ✓	Date: 4/10/2023
	9. Original to Council: _____	Date: 4-25-23



MEMORANDUM

TO: Whatcom County Council
FROM: Tyler Schroeder, Deputy Executive
RE: Tri-Funder Economic Development Agreement
DATE: 12/08/2022

Enclosed is an interlocal amendment between Whatcom County, Port of Bellingham and City of Bellingham to increase the compensation for outside Economic Development Services.

▪ **Background and Purpose**

This agreement continues the collaborative commitment to fund the WWU SBDC, maintain the "Choose Whatcom" website, complete special Economic Development projects and provide economic development services and marketing that create and promote beneficial outcomes to the parties. This agreement continues the collaborative commitment to fund the WWU SBDC, maintain the "Choose Whatcom" website, complete special Economic Development projects and provide economic development services and marketing that create and promote beneficial outcomes to the parties.

▪ **Funding Amount and Source**

The approved 2023 – 2024 General Fund budget includes non-departmental funding increase for this contract in the amount of \$36,000 for each year.

▪ **Differences from Previous Contract**

There are no other changes to the agreement. The scope and compensation remain the same except for this increase.

Please contact Tyler Schroeder at extension 5207, if you have any questions or concerns regarding the terms of this agreement.

**INTERLOCAL COOPERATION AGREEMENT
BETWEEN
WHATCOM COUNTY, THE CITY OF BELLINGHAM, AND THE
PORT OF BELLINGHAM, REGARDING A COORDINATED
APPROACH TO FUNDING COUNTY WIDE ECONOMIC
DEVELOPMENT AND CONTRACTING WITH WESTERN
WASHINGTON UNIVERSITY (WWU) SMALL BUSINESS
DEVELOPMENT CENTER (SBDC).**

THIS AMENDMENT is to the Interlocal Agreement between Whatcom County, the Port of Bellingham and the City of Bellingham, dated November 24, 2021 and designated "Whatcom County Contract No.202110016". In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment increases the maximum financial commitment from Whatcom County by \$36,000 per year for a total consideration of \$713,910 in 2023 and \$734,247 in 2024 for additional Outside Services provided through NW Innovations through the term of the agreement ending December 31, 2024 as further described in Section 4, Financial Commitments.

NW Innovations will provide outreach activities to identify and encourage entrepreneurs and innovators throughout Whatcom County through direct technical assistance, mentorship programs, and Data Bootcamp programs. NW Innovation will provide annual written reports of outcomes achieved and the number of participants served.

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: January 1, 2023, regardless of the date of signature.

4. **FINANCIAL COMMITMENTS.** The County, the City and the Port will include an economic development services line item in their respective 2022, 2023 and 2024 budgets. Contingent upon budget approval from each Party, an amount up to the following contribution levels will be made:

	2022	2023	2024
City of Bellingham	\$97,139	\$100,053	\$103,055
Port of Bellingham	\$635,681	\$642,300	\$610,446
Whatcom County	\$708,165	\$677,910 \$713,910	\$698,247 \$734,247
ADO Grant*	\$110,627	\$110,627	\$110,627
Total:	\$1,551,612	\$1,530,890	\$1,522,375

* Estimated state grant amount, subject to State Legislative approval.

The Port will allocate funding to the following general expense categories in 2022. This funding breakdown will be reevaluated and adjusted as the program grows and matures.

2022 Economic Development Budget

<u>Operating Expenses</u>	
Salaries and Benefits - 4FTE	\$531,121
Incidental meeting expenses	\$10,000
Promotional Hosting	\$15,000
Insurance and Claims	\$6,232
Marine Trades Promotion	\$20,000
Rent	\$19,079
Telephone and Communications	\$4,500
Equipment Rental	\$2,500
Office Supply	\$3,000
Postage	\$500
Subscriptions	\$1,000
Legal	\$35,000
Employee Training	\$7,500
Travel	\$25,000
Total	\$680,432

<u>Marketing</u>	
Local Event Sponsorship	\$30,000
Advertising	\$30,000
Miscellaneous	\$500
ACF Support	\$65,200
Total	\$125,700

<u>Special Projects - Updated Annually</u>	
County Wide GIS Infrastructure Studies phase 2	\$50,000

Memberships and Dues

WCOG	\$25,677
Sustainable Connections	\$1,500
WBA	\$1,000
WEDA	\$1,000
IEDC	\$1,100
SBOT	\$850
Whatcom Housing Alliance	\$2,000
NW Recreation	\$1,000
Downtown Partnership	\$1,200
NW Innovation Resource Center	\$1,500
Technology Alliance Group (TAG)	\$2,500
Clean Tech Alliance	\$500

Chambers

Bellingham	\$2,000
Blaine	\$500
Lynden	\$300
Birch Bay	\$300
Ferndale	\$300
Sumas	\$100
Mt. Baker	\$150
Everson	\$100
Pt. Roberts	\$100

Total	\$43,677
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Outside Services

Tourism	\$9,000
Whatcom Prospector	\$4,000
Small Cities	\$100,000
Choose Whatcom Website	\$1,000
SBDC	\$278,203
Research/Special Projects	\$30,000
GIS Licensing	\$2,100
Marketing Materials	\$30,000
Livestories for CEDS	\$7,500
NW Innovations	\$72,000
Broadband	\$190,000

Total	\$723,803	\$651,803
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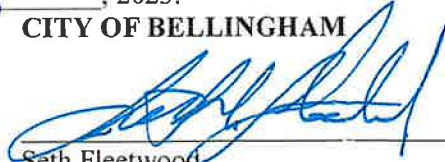
TOTAL EXPENDITURES	\$1,623,612	\$1,551,612
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5.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year according to the signatures below.

EXECUTED THIS 7 day of April, 2023.

CITY OF BELLINGHAM



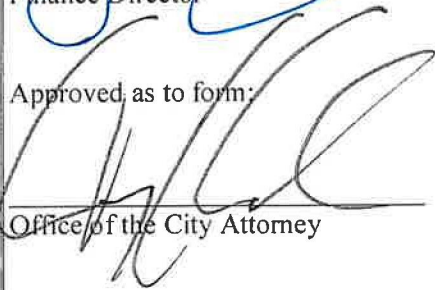
Seth Fleetwood
Mayor

Attest:



Finance Director

Approved, as to form:



Office of the City Attorney

EXECUTED THIS 7 day of January, 2023.

PORT OF BELLINGHAM



Rob Fix
Executive Director

EXECUTED this 10 day of April, 2023.

WHATCOM COUNTY

Satpal Sidhu

Satpal Sidhu
County Executive

Approved as to form:

Christopher Quinn per email 12/20/2022
Sr. Civil Deputy Prosecuting Attorney