



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tuesday, November 22, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/85921160178>

1. CALL TO ORDER

2. PUBLIC HEARING

A. AB22-062 - Preliminary Budget 2023 Budget

3. AUDIENCE COMMENT

4. MAYOR'S REPORT

5. CONSENT AGENDA: *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*

The following items are presented for Council approval:

A. Regular City Council Meeting Minutes of November 8, 2022

B. Study Session Meeting Minutes of November 15, 2022

C. AB22-063 – a motion approving November 2022 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$136,433.53 and Vendor Check Numbers 25610 through 25620 with EFT and Direct Pay Payments in the amount of \$942,311.74. Total distributions submitted for review and authorization in the amount of \$1,078,745.27.

D. AB22-064 - Principal Planner Job Description

E. AB22-065 - Traffic Logix Corp. Software Renewal

F. AB22-0648 - Resolution 22-0648 authorizing the Mayor to execute supplemental agreement number 3 for the Chrisella Road East Safety Improvement project with Gray & Osborne, Inc.

G. AB22-0649 - Resolution 22-0649, authorizing the Mayor to execute an agreement for Meridian Corridor Landscape Maintenance Services with SS Landscaping Service

6. COUNCIL BUSINESS

7. COUNCIL COMMENTS

8. ADJOURN



CITY OF EDGEWOOD

REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, November 8, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:04pm and Councilmember Day led the attendees in the Pledge of Allegiance. **Present:** Mayor Eidinger, Deputy Mayor Tomy, Councilmember Creley, Councilmember Day, Councilmember Buckley, Councilmember Lowry, Councilmember West **Absent:** Councilmember Keith **Staff Present:** Assistant City Administrator Dave Gray, Communications Coordinator/Deputy City Clerk Jill Schwerzler-Herrera, Public Works Director Jeremy Metzler, City Attorney Ann Marie Soto, Code Enforcement Specialist John Fairbanks

2 PUBLIC HEARING

A. AB22-057 - Preliminary 2023 Budget

Mayor Eidinger opened the Public Hearing at 7:06pm. Assistant City Administrator Gray briefed the attendees on this housekeeping item. Mayor Eidinger then closed the Public Hearing at 7:26PM.

B. AB22-058 - Proposed 2023 Property Tax

Mayor Eidinger opened the Public Hearing at 7:27pm. Assistant City Administrator Gray spoke briefly, and Mayor Eidinger closed the Public Hearing at 7:34PM.

3 AUDIENCE COMMENT

There was no audience comment.

4 MAYOR'S REPORT

Mayor Eidinger read his report into the record and then invited each Director to speak on topics of their choosing.

5 CONSENT AGENDA:

A. Regular City Council Meeting Minutes of October 25, 2022

B. Study Session Meeting Minutes of November 1, 2022

C. Review of Board/Commission Minutes

D. AB22-059 – a motion approving November 2022 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$185,468.22 and Vendor Check Numbers 25594 through 25609 with EFT and Direct Pay Payments in the amount of \$378,849.58. Total distributions submitted for review and authorization in the amount of \$564,317.80.

E. AB22-061 - Edgemont Park Playground Installation - Change Order

Motion: As read, **Action:** Approve, **Moved by:** Councilmember West **Seconded by:** Councilmember Creley **Motion Passed 6-0**

6 COUNCIL BUSINESS

- A. AB22-0635** - a motion adopting Ordinance 22-0635 setting the Property Tax Levy for fiscal year 2023
Motion: As read, **Action:** Approve, **Moved by:** Councilmember Lowry **Seconded by:** Deputy Mayor Tomyne **Motion Passed 6-0**
- B. AB22-060** - Appointment to Position 6, Parks and Recreation Advisory Board
Motion: As read, **Action:** Approve, **Moved by:** Councilmember Day **Seconded by:** Councilmember West **Motion Passed 6-0**
- C. AB22-0636** - a motion adopting Ordinance 22-0636 Capital Improvement Plan for the years 2023-2028
Motion: As read, **Action:** Approve, **Moved by:** Deputy Mayor Tomyne **Seconded by:** Councilmember Lowry **Motion Passed 6-0**

7 COUNCIL COMMENTS

Councilmember Lowry spoke.
Councilmember West spoke.
Councilmember Day spoke.

8 ADJOURN

Mayor Eidinger adjourned the meeting at 7:47pm.



Jill S. Herrera
Communications Coordinator / Deputy City Clerk



Daryl Eidinger
Mayor



CITY OF EDGEWOOD

STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, November 15, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led attendees in the Pledge of Allegiance.

Present: Mayor Eidinger, Deputy Mayor Tomin, Councilmember Creley, Councilmember Keith, Councilmember Lowry, Councilmember West, Councilmember Day, Councilmember Buckley (joined late 7:10pm) **Staff Present:** Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Public Works Director Jeremy Metzler, Chief Mark Berry, City Attorney Ann Marie Soto

2 COUNCIL BUSINESS

A. Equity, Diversity and Inclusion (Trainings, Planning, etc.)

There was nothing new to report on this agenda topic.

B. Discussion - Development Review

Code Compliance Manager Fairbanks gave an overview of the last months' activities.

C. Town Center Subarea Plan

Senior Planner Hietpas gave the Council a detailed update on this agenda item.

D. Principal Planner Job Description

Assistant City Administrator Gray, and City Clerk/HR Director Pitzel discussed the need for this position approval. Discussion then ensued between the Council and staff.

E. Meridian Corridor Landscape Maintenance Contract

Public Works Director Metzler reviewed the contract briefly with the Council, asking that it be placed on the following week's consent agenda.

F. Traffic Logix Corp. Contract Renewal

Public Works Director Metzler discussed the backstory to this agenda item.

G. WSDOT HSIP Supplemental Agreement #3 – Chrisella Road Safety Improvements

Public Works Director Metzler briefly reviewed this housekeeping item.

3 OTHER COUNCIL ITEMS

Councilmember Keith spoke.

Councilmember Day spoke.

Deputy Mayor Tomin spoke.

Mayor Eidinger spoke.

4 ADJOURN

Mayor Eidinger adjourned the meeting at 7:55pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinger
Mayor

City of Edgewood 2022

November 22nd 2022 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10611 Last Number Issued Previous Authorization			
DCP EFT 11/15/22	Deferred Compensation Program	11/15/2022	\$15,846.27
Direct Deposit Run -	Payroll Vendor	11/15/2022	\$84,547.55
DRS EFT 11/15/22	Dept of Retirement Systems	11/15/2022	\$19,236.43
DSHS-DCS EFT	WA State Support Registry	11/15/2022	\$829.00
IRS 941 EFT 11/15/22	IRS 941	11/15/2022	\$15,974.28
Total			\$136,433.53

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
25609 Last Number Issued Previous Authorization			
25610	Harry C. Cordon	11/10/2022	\$3,000.00
25611	Berger Partnership	11/22/2022	\$937.50
25612	Department of Ecology	11/22/2022	\$4,893.41
25613	Erker's Auto Repair	11/22/2022	\$806.39
25614	Gray & Osborne, Inc	11/22/2022	\$3,288.23
25615	Holiday Outdoor Decor	11/22/2022	\$464.70
25616	Pierce County Auditor's Office	11/22/2022	\$297.50
25617	Pierce County Budget & Finance 2% Dist	11/22/2022	\$1,005.44
25618	Pierce County Budget & Finance PW	11/22/2022	\$32,726.50
25619	Pierce County Budget & Finance Sheriff	11/22/2022	\$242,141.33
25620	Sound Law Center, LLC	11/22/2022	\$2,497.50
Direct Pay Payment	Amazon Capital Services	11/22/2022	\$2,544.13
Direct Pay Payment	CDW Government	11/22/2022	\$4,486.57
Direct Pay Payment	Consolidated Press	11/22/2022	\$1,760.38
Direct Pay Payment	Herrera Environmental Consultants, Inc.	11/22/2022	\$2,028.41
Direct Pay Payment	Madrona Law Group, PLLC	11/22/2022	\$24,084.10
Direct Pay Payment	McClatchy Company LLC	11/22/2022	\$2,970.43
Direct Pay Payment	Pacific Premier Bank	11/22/2022	\$586,668.13
Direct Pay Payment	Whistle Workwear / Workworld	11/22/2022	\$810.56
EFT Payment	Amazon Web Services	11/22/2022	\$286.34
EFT Payment	US Bank Corporate Payment System	11/22/2022	\$4,673.19
EFT Payment	Verizon Wireless	11/22/2022	\$1,553.24
EFT Payment	Comcast	11/22/2022	\$114.79
EFT Payment	Crystal Springs	11/22/2022	\$180.40
EFT Payment	Mt. View-Edgewood Water Co.	11/22/2022	\$2,190.64
EFT Payment	Office Depot	11/22/2022	\$95.89
EFT Payment	O'Reilly Auto Parts	11/22/2022	\$355.19
EFT Payment	Puget Sound Energy	11/22/2022	\$7,759.06
EFT Payment	Shell	11/22/2022	\$2,985.39
EFT Payment	Smash, Inc.	11/22/2022	\$4,088.34
EFT Payment	US Bank ACH/EFT	11/22/2022	\$618.06
Total Claims Voucher Distribution			\$942,311.74

Total Distribution Submitted for Review & Authorization **\$1,078,745.27**

Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments **\$1,078,745.27**

Claims Voucher Approval: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

Accounting Manager, Stephanie Goff

Mayor, Daryl Eidinger

Council Member



Voucher Directory

Fiscal : 2022 - November

Council Date : 2022 - November - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount	
Amazon Capital Services						
	Direct Pay Payment 11/17/2022 12:39:01 PM - 1		2022 - November - 2nd Council Meeting			
	1QXD-RW3J-Q3JR					
		October Statement				
		001-018-000-518-20-31-01		Office & Operational Supplies	\$1,347.96	
				Misc. Office/Kitchen Supplies, Headphones, Desk Chair, Docking Station		
		001-018-000-518-20-31-08		Wellness Supplies	\$27.48	
				Trophy- Wellness Incentive		
		001-018-000-518-20-31-54		Clothing/Uniforms/PPE	\$228.80	
				Work Clothes (Socks)- B.Whitman		
		001-018-000-518-20-35-01		Small Tools/Minor Equipment	\$324.49	
				DEWALT Drain Snake- for City Hall		
		001-018-000-518-20-39-11		Teambuilding-Supplies	\$56.61	
				BE Team Supplies (Popcorn)		
		001-019-000-525-60-31-01		Emergency Preparedness-Supplies	\$49.09	
				Cables for HAM Radios, HAM Radio Manual		
		001-021-000-521-20-31-01		Office & Operational Supplies	\$31.35	
				Key Storage Lock Box- Edgewood PD		
		001-076-000-576-80-31-01		Operational Supplies	\$95.67	
				Misc. Supplies for PW		
		101-000-000-542-30-31-01		Roadway-Operational Supplies	\$191.34	
				Misc. Supplies for PW		
		410-000-000-531-38-31-01		Operational Supplies	\$191.34	
				Misc. Supplies for PW		
		Total 1QXD-RW3J-Q3JR				\$2,544.13
	Total Direct Pay Payment 11/17/2022 12:39:01 PM - 1					\$2,544.13
Total Amazon Capital Services					\$2,544.13	
Amazon Web Services						
	EFT Payment 11/17/2022 12:37:27 PM - 1		2022 - November - 2nd Council Meeting			
	1164554141					
		October Statement				
		001-018-000-518-85-49-03		Computer Subscriptions	\$286.34	
				Cloud Backup		
		Total 1164554141				\$286.34
	Total EFT Payment 11/17/2022 12:37:27 PM - 1					\$286.34
Total Amazon Web Services					\$286.34	

Vendor	Number	Reference	Account Number	Description	Amount
Berger Partnership					
	25611			2022 - November - 2nd Council Meeting	
		35116			
			Prj. 20195029.00	36th & Meridian Ph 1	
			310-000-000-594-76-41-03	Professional Svs.-Property	\$937.50
				36th & Meridian Ph 1	
		Total 35116			\$937.50
	Total 25611				\$937.50
Total Berger Partnership					\$937.50
CDW Government					
	Direct Pay Payment 11/17/2022 12:39:01 PM - 2			2022 - November - 2nd Council Meeting	
		DT01790			
			PO 2022064		
			001-018-000-594-18-64-02	Cap Exp-Computer Hardware	\$1,947.72
				PO 2022064- Dell Computer (Associate Planner- S.Read)	
		Total DT01790			\$1,947.72
		DT54255			
			PO 2022068		
			001-018-000-594-18-64-02	Cap Exp-Computer Hardware	\$2,226.39
				PO 2022068- Microsoft Surface (Assist. City Administrator- D.Gray)	
		Total DT54255			\$2,226.39
		DT78712			
			PO 2022068		
			001-018-000-594-18-64-02	Cap Exp-Computer Hardware	\$312.46
				PO 2022068- Microsoft 2 Year Warranty (Assist. City Administrator- D.Gray)	
		Total DT78712			\$312.46
	Total Direct Pay Payment 11/17/2022 12:39:01 PM - 2				\$4,486.57
Total CDW Government					\$4,486.57
Comcast					
	EFT Payment 11/17/2022 12:37:27 PM - 2			2022 - November - 2nd Council Meeting	
		8498 34 018 0012868 11/13-12/12/22			
			11/13-12/12/22 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$114.79
				Home Internet (IT Director- M.Ray)	
		Total 8498 34 018 0012868 11/13-12/12/22			\$114.79
	Total EFT Payment 11/17/2022 12:37:27 PM - 2				\$114.79
Total Comcast					\$114.79
Consolidated Press					
	Direct Pay Payment 11/17/2022 12:39:01 PM - 3			2022 - November - 2nd Council Meeting	
		29978			
			Winter 2022 Magazine Postage		
			001-018-000-518-20-49-05	Printing & Binding-Magazine	\$1,760.38

Vendor	Number	Reference	Account Number	Description	Amount
				Winter 2022 Magazine Postage	
		Total 29978			\$1,760.38
		Total Direct Pay Payment 11/17/2022 12:39:01 PM - 3			\$1,760.38
Total Consolidated Press					\$1,760.38
Crystal Springs					
	EFT Payment 11/17/2022 12:37:27 PM - 3		2022 - November - 2nd Council Meeting		
	15787820 110222				
		Water Delivery			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$180.40
				Water Delivery	
		Total 15787820 110222			\$180.40
		Total EFT Payment 11/17/2022 12:37:27 PM - 3			\$180.40
Total Crystal Springs					\$180.40
Department of Ecology					
25612			2022 - November - 2nd Council Meeting		
		23-WAR045006-1			
		FY2022 7/1/22-6/30/23			
		410-000-000-531-38-41-20		Storm Drainage-NPDES Permit Fees-Intergov	\$4,893.41
				Water Quality Program-SW PH 2 7/1/22-6/30/23	
		Total 23-WAR045006-1			\$4,893.41
		Total 25612			\$4,893.41
Total Department of Ecology					\$4,893.41
Erker's Auto Repair					
25613			2022 - November - 2nd Council Meeting		
		116239			
		November Service			
		001-018-000-518-30-48-07		Maintenance & Repairs-Vehicles	\$806.39
				Full Vehicle Check-Over (Vehicle #8)	
		Total 116239			\$806.39
		Total 25613			\$806.39
Total Erker's Auto Repair					\$806.39

Vendor	Number	Reference	Account Number	Description	Amount
Gray & Osborne, Inc	25614			2022 - November - 2nd Council Meeting	
		14-G&O Prj. 21621.00			
			Oct Svcs-Chrisella Road East Safety Improvements		
			101-000-000-595-10-41-01	Professional Services-Capital Exp	\$1,593.46
				Chrisella Road East Safety Improvements	
		Total 14-G&O Prj. 21621.00			\$1,593.46
		3-G&O Prj. 22585.00			
			Oct Svcs-City of Puyallup General Sewer Plan Update		
			401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update	\$1,694.77
				City of Puyallup General Sewer Plan Update	
		Total 3-G&O Prj. 22585.00			\$1,694.77
	Total 25614				\$3,288.23
Total Gray & Osborne, Inc					\$3,288.23
Harry C. Cordon	25610			2022 - November - 2nd Council Meeting	
		PO #2022073			
			WANCO Message Sign & Trailer		
			501-000-000-594-18-65-03	City Equipment	\$3,000.00
				VIN 5F12S1617910022438-Messge Sign/Trailer	
		Total PO #2022073			\$3,000.00
	Total 25610				\$3,000.00
Total Harry C. Cordon					\$3,000.00
Herrera Environmental Consultants, Inc.					
	Direct Pay Payment 11/17/2022 12:39:01 PM - 4			2022 - November - 2nd Council Meeting	
	52237				
			Oct Svcs-Prj 21-07553-000		
			410-000-000-531-38-41-01	Professional Service	\$2,028.41
				SW Management Action Plan	
		Total 52237			\$2,028.41
	Total Direct Pay Payment 11/17/2022 12:39:01 PM - 4				\$2,028.41
Total Herrera Environmental Consultants, Inc.					\$2,028.41
Holiday Outdoor Decor	25615			2022 - November - 2nd Council Meeting	
		INV4677			
			PO 2022055		
			001-076-000-576-80-31-01	Operational Supplies	\$464.70
				PO 2022055- Star Topper for Outdoor Christmas Tree	
		Total INV4677			\$464.70
	Total 25615				\$464.70
Total Holiday Outdoor Decor					\$464.70

Vendor	Number	Reference	Account Number	Description	Amount
Madrona Law Group, PLLC					
	Direct Pay	Payment 11/17/2022 12:39:01 PM - 5	2022 - November - 2nd Council Meeting		
		11619			
			October Services		
			001-019-000-515-41-41-01	Legal Services-External	\$775.00
				Comcast Franchise Negotiations	
		Total 11619			\$775.00
		11620			
			October Services		
			001-019-000-515-41-41-01	Legal Services-External	\$1,251.50
				Edgewood vs. Meacham	
		Total 11620			\$1,251.50
		11621			
			October Services		
			001-019-000-515-41-41-01	Legal Services-External	\$8,381.50
				Edgewood vs. Owens	
		Total 11621			\$8,381.50
		11622			
			October Services		
			001-019-000-515-41-41-01	Legal Services-External	\$13,676.10
				General City Services	
		Total 11622			\$13,676.10
	Total Direct Pay Payment 11/17/2022 12:39:01 PM - 5				\$24,084.10
Total Madrona Law Group, PLLC					\$24,084.10
McClatchy Company LLC					
	Direct Pay	Payment 11/17/2022 12:39:01 PM - 6	2022 - November - 2nd Council Meeting		
		158652			
			October Services		
			001-019-000-511-30-41-02	Legal Publications	\$1,335.93
			004-058-000-558-60-41-08	Legal Notices/Publications	\$1,634.50
		Total 158652			\$2,970.43
	Total Direct Pay Payment 11/17/2022 12:39:01 PM - 6				\$2,970.43
Total McClatchy Company LLC					\$2,970.43
Mt. View-Edgewood Water Co.					
	EFT Payment	11/17/2022 12:37:27 PM - 4	2022 - November - 2nd Council Meeting		
		100385-3401 9/11-11/10/22			
			9/11-11/10/22 Svcs 10301 36th St E		
			001-018-000-518-30-47-02	Water	\$960.96
				Edgewood Community Park	
		Total 100385-3401 9/11-11/10/22			\$960.96
		15563-3401 9/11-11/10/22			
			9/11-11/10/22 Svcs 1425 110th Ave E		
			001-018-000-518-30-47-02	Water	\$54.06

Vendor	Number	Reference	Account Number	Description	Amount
			1425 110th Ave E		
		Total 15563-3401 9/11-11/10/22			\$54.06
		2746-3401 9/11-11/10/22			
			9/11-11/10/22 Svcs 2224 104th Ave E		
			001-018-000-518-30-47-02	Water	\$313.24
			City Hall		
		Total 2746-3401 9/11-11/10/22			\$313.24
		2823-3401 9/11-11/10/22			
			9/11-11/10/22 Svcs 10311 22nd Ave E		
			001-018-000-518-30-47-02	Water	\$55.36
			10311 22nd Ave E		
		Total 2823-3401 9/11-11/10/22			\$55.36
		2961-3401 9/11-11/10/22			
			9/11-11/10/22 Svcs 1800 Meridian Ave E		
			001-018-000-518-30-47-02	Water	\$324.36
			9/11-11/10/22 Svcs 1800 Meridian Ave E		
		Total 2961-3401 9/11-11/10/22			\$324.36
		3796-3401 9/11-11/10/22			
			9/11-11/10/22 Svcs 1200 Meridian Ave E		
			001-018-000-518-30-47-02	Water	\$482.66
			1200 Meridian Ave E		
		Total 3796-3401 9/11-11/10/22			\$482.66
		Total EFT Payment 11/17/2022 12:37:27 PM - 4			\$2,190.64
Total Mt. View-Edgewood Water Co.					\$2,190.64
Office Depot					
		EFT Payment 11/17/2022 12:37:27 PM - 5	2022 - November - 2nd Council Meeting		
		273488948001			
			October Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$103.11
			Paper Towels		
		Total 273488948001			\$103.11
		275261296001			
			November Credit		
			001-018-000-518-20-31-01	Office & Operational Supplies	(\$7.22)
			Credit for Price Adjustment		
		Total 275261296001			(\$7.22)
		Total EFT Payment 11/17/2022 12:37:27 PM - 5			\$95.89
Total Office Depot					\$95.89

Vendor	Number	Reference	Account Number	Description	Amount
O'Reilly Auto Parts					
		EFT Payment 11/17/2022 12:37:27 PM - 6	2022 - November - 2nd Council Meeting		
		3725-455729			
			September Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$19.84
				Hose Repair- Brush Cutter	
		Total 3725-455729			\$19.84
		3725-455902			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$100.29
				Supplies for Winter Preparedness (Vehicle #7)	
		Total 3725-455902			\$100.29
		3725-457538			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$41.25
				Parts for Scag	
		Total 3725-457538			\$41.25
		3725-457691			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$16.48
				Part for Brush Cutter	
		Total 3725-457691			\$16.48
		3725-458671			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$20.34
				Antifreeze for Park Restrooms	
			001-076-000-576-80-31-01	Operational Supplies	\$60.36
				Part for Scag	
		Total 3725-458671			\$80.70
		3725-459297			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$39.31
				Electrical Supplies for PW Vehicles	
		Total 3725-459297			\$39.31
		3725-459983			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$57.32
				Wiper Blades & Fluid (Vehicle #12)	
		Total 3725-459983			\$57.32
		Total EFT Payment 11/17/2022 12:37:27 PM - 6			\$355.19
Total O'Reilly Auto Parts					\$355.19

Vendor	Number	Reference	Account Number	Description	Amount
Pacific Premier Bank					
		Direct Pay Payment 11/17/2022 12:39:01 PM - 7	2022 - November - 2nd Council Meeting		
		5670370114-102822			
			Commercial Loan-Local Improvements District No 1		
			202-000-000-591-35-73-01	LID Loan Principal Payments	\$475,870.84
				Local Improvements District No 1	
			202-000-000-592-35-83-03	LID Loan Interest Payment	\$110,797.29
				Local Improvements District No 1	
		Total 5670370114-102822			\$586,668.13
		Total Direct Pay Payment 11/17/2022 12:39:01 PM - 7			\$586,668.13
Total Pacific Premier Bank					\$586,668.13
Pierce County Auditor's Office					
	25616		2022 - November - 2nd Council Meeting		
		CI-323651			
			Recording Fees- Acct #5049		
			004-058-000-558-60-41-10	Pierce County Recording Fees	\$297.50
				BLA Recording Fee	
		Total CI-323651			\$297.50
	Total 25616				\$297.50
Total Pierce County Auditor's Office					\$297.50
Pierce County Budget & Finance 2% Dist					
	25617		2022 - November - 2nd Council Meeting		
		CI-323701			
			Q3 2022 Liquor & Excise Taxes		
			001-021-000-521-10-42-01	Intergov Chemical Dependency	\$1,005.44
				Q3 2022 Liquor & Excise Taxes	
		Total CI-323701			\$1,005.44
	Total 25617				\$1,005.44
Total Pierce County Budget & Finance 2% Dist					\$1,005.44
Pierce County Budget & Finance PW					
	25618		2022 - November - 2nd Council Meeting		
		CI-323752			
			October M&O Services		
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	\$10,271.78
			101-000-000-542-66-41-03	Snow & Ice Control-Prof Svcs	\$499.85
			101-000-000-542-90-43-01	Travel/Training Costs	\$20.37
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	\$203.18
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	\$5,461.49
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	\$16,249.46

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-531-38-43-01	Training/Travel Costs	\$20.37
		Total CI-323752			\$32,726.50
	Total 25618				\$32,726.50
Total Pierce County Budget & Finance PW					\$32,726.50
Pierce County Budget & Finance Sheriff					
	25619			2022 - November - 2nd Council Meeting	
		CI-323702			
			Sept-Oct OT Services		
			001-021-000-521-20-41-02	Police Overtime	\$2,484.67
				Sept-Oct OT Services	
		Total CI-323702			\$2,484.67
		CI-324183			
			November Services		
			001-021-000-521-20-41-01	Police Services	\$239,656.66
				November Services	
		Total CI-324183			\$239,656.66
	Total 25619				\$242,141.33
Total Pierce County Budget & Finance Sheriff					\$242,141.33
Puget Sound Energy					
	EFT Payment 11/17/2022 12:37:27 PM - 7			2022 - November - 2nd Council Meeting	
		300000011233 October 2022			
			October Statement		
			001-018-000-518-30-47-01	Electricity	\$7,759.06
				October Statement	
		Total 300000011233 October 2022			\$7,759.06
	Total EFT Payment 11/17/2022 12:37:27 PM - 7				\$7,759.06
Total Puget Sound Energy					\$7,759.06
Shell					
	EFT Payment 11/17/2022 12:37:27 PM - 8			2022 - November - 2nd Council Meeting	
		84891781			
			October Statement		
			001-018-000-518-30-32-01	Fuel	\$2,985.39
				October Statement	
		Total 84891781			\$2,985.39
	Total EFT Payment 11/17/2022 12:37:27 PM - 8				\$2,985.39
Total Shell					\$2,985.39

Vendor	Number	Reference	Account Number	Description	Amount
Smarsh, Inc.					
	EFT Payment 11/17/2022 12:37:27 PM - 9		2022 - November - 2nd Council Meeting		
		INV-54706			
			Annual Archiving		
			001-018-000-518-85-49-03	Computer Subscriptions	\$4,088.34
			10/1/22-9/30/23	Annual Archiving	
		Total INV-54706			\$4,088.34
	Total EFT Payment 11/17/2022 12:37:27 PM - 9				\$4,088.34
Total Smarsh, Inc.					\$4,088.34
Sound Law Center, LLC					
	25620		2022 - November - 2nd Council Meeting		
		2809			
			August Services		
			001-019-000-515-41-41-14	Hearing Examiner Legal Fees	\$2,497.50
				Hearing Examiner- Estates on Caldwell Plat Alteration, No. 22-1026	
		Total 2809			\$2,497.50
	Total 25620				\$2,497.50
Total Sound Law Center, LLC					\$2,497.50
US Bank ACH/EFT					
	EFT Payment 11/17/2022 12:38:52 PM - 1		2022 - November - 2nd Council Meeting		
		11072022-USBank			
			October Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$30.00
				October Safekeeping Fees	
		Total 11072022-USBank			\$30.00
		111522-USBank			
			October Customer Analysis Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$588.06
				October Customer Analysis Fees	
		Total 111522-USBank			\$588.06
	Total EFT Payment 11/17/2022 12:38:52 PM - 1				\$618.06
Total US Bank ACH/EFT					\$618.06
US Bank Corporate Payment System					
	EFT Payment 11/17/2022 12:37:27 PM - 10		2022 - November - 2nd Council Meeting		
		102522-USBank			
			October Statement		
			001-018-000-518-20-39-11	Teambuilding-Supplies	\$122.09
				B.Murray-Various-3rd Qtr All-Staff Meet & Eat	
			001-018-000-518-20-43-01	Travel/Training Costs	\$95.60
				A.Thompson-Best Western-Lodging for APWA Conference (Spokane, WA)	
			001-018-000-518-20-43-01	Travel/Training Costs	\$75.14
				C.Hendricksen-Best Western-Lodging for APWA Conference (Spokane, WA)	

Vendor	Number	Reference	Account Number	Description	Amount
			001-018-000-518-20-43-01	Travel/Training Costs	\$75.15
				J.Ward-Best Western-Lodging for APWA Conference (Spokane, WA)	
			001-018-000-518-20-43-01	Travel/Training Costs	\$80.19
				J.Privett-Best Western-Lodging for APWA Conference (Spokane, WA)	
			001-018-000-518-20-43-04	Employee Meals	\$155.00
				C.Hendricksen-Various-Meals for APWA Conference (Spokane, WA)	
			001-018-000-518-20-49-11	City Employee Team Building	\$416.25
				J.Bartelson-LoDo-Chair Massage for Staff (Wellness)	
			001-018-000-518-20-49-11	City Employee Team Building	\$354.00
				M.Sullivan-Vintage Bee Espresso-3rd Qtr All-Staff Meet & Eat	
			001-018-000-518-30-32-01	Fuel	\$36.04
				S.Goff-Safeway-Fuel	
			001-018-000-518-30-32-01	Fuel	\$61.18
				J.Ward-Chevron-Fuel	
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$112.49
				M.Ray-JMAC-Exit Button for Staff Door	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$5.00
				C.McVay-Tahoma Market-Carwash (Vehicle #13)	
			001-018-000-518-85-49-03	Computer Subscriptions	\$69.00
				M.Ray-Netflare-Email Security Service	
			001-018-000-518-85-49-04	Subscriptions	\$40.00
				J.S-Herrera-iStock-Monthly Subscription for Stock Photos	
			001-019-000-514-20-43-01	Travel & Training Costs	\$662.31
				S.Goff-Lodging-Vision Conference (Leavenworth, WA)	
			001-019-000-514-20-43-04	Meals Expense	\$37.24
				S.Goff-Meals-Vision Conference (Leavenworth, WA)	
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$122.05
				M.Ray-Costco-Lunch for HAM Radio Training	
			001-021-000-521-20-31-01	Office & Operational Supplies	\$54.97
				B.Murray-Costco-Truck or Treat Candy for PD	
			001-058-000-558-70-41-26	Economic Development Services	\$100.00
				J.S-Herrera-APAWA-Job Posting for CED Position	
			001-076-000-576-80-31-01	Operational Supplies	\$130.30
				B.Murray-Costco-Trash Bags for Parks	
			001-076-000-576-80-31-01	Operational Supplies	\$11.20
				B.Whitman-The Home Depot-Buckets for PW Vehicles	
			001-076-000-576-80-31-01	Operational Supplies	\$34.65
				B.Whitman-Tacoma Screw-Misc Supplies for PW Shop	
			001-076-000-576-80-43-01	Travel/Training Costs	\$80.19
				J.Privett-Best Western-Lodging for APWA Conference (Spokane, WA)	
			001-076-000-576-80-43-01	Travel/Training Costs	\$75.14
				C.Hendricksen-Best Western-Lodging for APWA Conference (Spokane, WA)	
			001-076-000-576-80-43-01	Travel/Training Costs	\$75.15
				J.Ward-Best Western-Lodging for APWA Conference (Spokane, WA)	
			001-076-000-576-80-43-01	Travel/Training Costs	\$95.60
				A.Thompson-Best Western-Lodging for APWA Conference (Spokane, WA)	

Vendor	Number	Reference	Account Number	Description	Amount
			004-058-000-558-50-31-01	Office & Operational Supplies	\$138.95
				J.Tumelson-Nat'l Fire Protection Assoc.-Code Books	
			004-058-000-558-50-43-01	Travel/Training Costs	\$105.00
				J.Curbow-ICC-Certification Renewal	
			004-058-000-558-50-43-01	Travel/Training Costs	\$65.00
				J.Tumelson-WABO-Fall Business Conference	
			004-058-000-558-60-43-01	Travel/Training Costs	(\$100.00)
				E.Hietpas-AirBnB-Lodging Credit for APAWA Conference (Vancouver, WA)	
			004-058-000-558-60-43-01	Travel/Training Costs	\$95.00
				J.Fairbanks-ICC-Certification Renewal	
			004-058-000-558-60-43-04	Meals Expense	\$29.75
				E.Hietpas-Campana-Meal for APAWA Conference (Vancouver, WA)	
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$69.28
				B.Whitman-Tacoma Screw-Misc Supplies for PW Shop	
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$22.41
				B.Whitman-The Home Depot-Buckets for PW Vehicles	
			101-000-000-542-90-43-01	Travel/Training Costs	\$95.61
				A.Thompson-Best Western-Lodging for APWA Conference (Spokane, WA)	
			101-000-000-542-90-43-01	Travel/Training Costs	\$75.14
				J.Ward-Best Western-Lodging for APWA Conference (Spokane, WA)	
			101-000-000-542-90-43-01	Travel/Training Costs	\$75.15
				C.Hendricksen-Best Western-Lodging for APWA Conference (Spokane, WA)	
			101-000-000-542-90-43-01	Travel/Training Costs	\$80.19
				J.Privett-Best Western-Lodging for APWA Conference (Spokane, WA)	
			101-000-000-542-90-43-04	Admin/Overhead-Meals Expense	\$155.00
				C.Hendricksen-Various-Meals for APWA Conference (Spokane, WA)	
			101-000-000-542-90-49-04	Admin/Overhead-Subscriptions	\$173.00
				J.Metzler-Engineering News Record-2 Year Digital Subscription	
			410-000-000-531-38-31-01	Operational Supplies	\$69.28
				B.Whitman-Tacoma Screw-Misc Supplies for PW Shop	
			410-000-000-531-38-31-01	Operational Supplies	\$22.41
				B.Whitman-The Home Depot-Buckets for PW Vehicles	
			410-000-000-531-38-43-01	Training/Travel Costs	\$95.61
				A.Thompson-Best Western-Lodging for APWA Conference (Spokane, WA)	
			410-000-000-531-38-43-01	Training/Travel Costs	\$75.14
				J.Ward-Best Western-Lodging for APWA Conference (Spokane, WA)	
			410-000-000-531-38-43-01	Training/Travel Costs	\$80.19
				J.Privett-Best Western-Lodging for APWA Conference (Spokane, WA)	
			410-000-000-531-38-43-01	Training/Travel Costs	\$75.15
				C.Hendricksen-Best Western-Lodging for APWA Conference (Spokane, WA)	
			Total 102522-USBank		\$4,673.19
			Total EFT Payment 11/17/2022 12:37:27 PM - 10		\$4,673.19
			Total US Bank Corporate Payment System		\$4,673.19

Vendor	Number	Reference	Account Number	Description	Amount
Verizon Wireless					
	EFT Payment	11/17/2022 12:37:27 PM - 11	2022 - November - 2nd Council Meeting		
		9918967035			
			October Statement		
			001-018-000-518-30-42-01	Telecommunications Charges	\$1,553.24
			October Statement		
		Total 9918967035			
		Total EFT Payment 11/17/2022 12:37:27 PM - 11			
Total Verizon Wireless					
Whistle Workwear / Workworld					
	Direct Pay Payment	11/17/2022 12:39:01 PM - 8	2022 - November - 2nd Council Meeting		
		INV2040002360			
			November Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$207.88
			Work Clothes (Hoodie, Waterproof Jacket)- J.Privett		
		Total INV2040002360			
		INV2040002386			
			November Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$143.51
			PPE (Hard Hat), Work Clothes (Shirts, Hoodie)- J.Blaine		
		Total INV2040002386			
		INV2040002387			
			November Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$246.36
			Work Clothes (Waterproof Jacket, Shirt)- J.Fairbanks		
		Total INV2040002387			
		INV2040002388			
			November Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$133.62
			Work Clothes (Jeans, Hoodies)- J.Ward		
		Total INV2040002388			
		INV2040002395			
			November Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$79.19
			PPE (Waterproof Pants)- A.Thompson		
		Total INV2040002395			
		Total Direct Pay Payment 11/17/2022 12:39:01 PM - 8			
Total Whistle Workwear / Workworld					
Grand Total		Vendor Count	31		\$942,311.74



City Of Edgewood Council Agenda Summary Sheet

Subject: AB22-064 - Principal Planner Job Description	Agenda Item #: 5.D
	For Agenda of: 11/22/2022
	Prepared by: Dave Gray, Rachel Pitzel
Attachments (list): 1. 24. FT23-09 Principal Planner_FINAL_11222022	
Approval of Materials: Dave Gray, Rachel Pitzel Rachel Pitzel, City Clerk/HR Director 11/16/2022 Dave Gray 11/17/2022 Daryl Eidinger 11/17/2022	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

After a review of the 2022 planning group organizational structure, work load, projected project load, individual member capacity and capability assessment, the planning group recommended not filling the recently vacated Planning Manager position in 2022. Discussion with our on-call planning consultant, AHBL's Wayne Carlson, who assisted in the assessment, including an evaluation of the existing planning team, the Wednesday Group chose to remove the Planning Manager position from the original 2023 labor model. The group of four has been working together for two years, with one of the senior planners and the associate planner/gis both being here for several more. They work very well as a team. With the departure of the Community & Economic Development Director together with the Planning Manager, the group has been fully integrated into the larger development review committee process wherein the Development Review Coordinator is tracking the overall development process, including timelines. This, along with other process control improvements, is seeing good organizational results. While we go into 2023 feeling we have the planning team we need, we did identify a possible need for a team leader able to keep the group focused on task by prioritizing and coordinating the internal process. Historically, this is done by a team leader called the Principal Planner. The difference between a Principal Planner and a Planning Manager, is the Principal Planner provides process controls and quality controls while the Planning Manager supervises, evaluates and mentors the individual planners. In an organization the size of Edgewood, the Wednesday Group is expecting the new Community & Economic Development Director to provide hands-on supervision where necessary. Again, the group is currently well organized, appropriately staffed for the expected work load, and gaining efficiency in concert with the entire development effort.

After Council discussion at the November 15, 2022 Study Session, DEI language was added to the Principal Planner job description as well as the standard template for future use.

Added language to the attached document:

- Page 3 under Skills and Abilities - No. 10
- Last Page under Supplemental Questions - No. 3

The staff has also removed the double entry of background check language in this document.

Item History:

Recommended Action:

MOTION to adopt AB22-064 - Principal Planner Job Description as presented under the Consent Agenda.

Fiscal Note/Consideration:

N/A-not currently in the 2023 labor model for appropriation.



2224 104th Avenue East, Edgewood, WA 98372-1513
Phone (253) 952-3299

PRINCIPAL PLANNER – Job Description

Department: Community Development

Salary Range: \$ - \$ /mo.

Opening Date:

Closing Date: Open until Filled

First Review: MONTH DAY, YEAR

This position is a full-time, non-union, FLSA exempt position.

GENERAL SCOPE OF WORK

The Principal Planner requires advanced professional planning experience of high complexity and variety. Functions of the Principal Planner require greater independence and judgment from that of less advanced positions. This position performs research and prepares complex staff reports; and may be required to provide expert advice and policy recommendations to the Community and Economic Development (CED) Director, Mayor, Planning Commission, and City Council. The Principal Planner is expected to lead by example and will act as a mentor to other professional land use planners. This position requires a high degree of independent judgment, initiative, and discretion.

The City of Edgewood has a strong, supportive, and interdependent team culture, where communication and initiative are critical for success. Because of the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. This Principal Planner may be required to prepare reports, recommendations, and project updates for presentation to citizens, appointed committees, and the City Council, and may be asked to represent the city at a variety of technical workgroup and interagency meetings as requested. The City of Edgewood is an at-will employer, and all staff members serve at the pleasure of the Mayor.

SUPERVISION

The Principal Planner performs a wide range of cross-functional office duties, teaming with all departments, especially the Engineering Plan Review team, Building and Inspection team, and all other members of the City's Development Review Committee for consistent messaging and support. This position reports to the Community and Economic Development Director. Direct supervision of others is not required; however, indirect supervision as part of a team or during projects may occur through project management activities.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential job functions.

1. Serves as a project manager for various planning assignments, which will vary in both size and complexity and include applications for land divisions, land use requests, code revisions, design review, and other related planning functions;
2. Develops project budgets, administers bidding process, verifies contract expenditures and compliance;
3. Conducts research and prepares statistical reports on land use, physical, social, and economic issues;
4. Provides professional planning assistance to community members, internal and external customers, and the general public on varied development issues or projects;
5. Develops transportation plans, studies, and analyses on a local or regional basis;
6. Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation, and others;
7. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans;
8. Schedules and conducts meetings with advisory boards and elected officials;
9. Presents reports and other findings to staff, City commissions and boards, and City Council, and may serve as a liaison to such committees;
10. Attends evening and weekend meetings of City commissions and boards and City Council, as necessary;
11. Attends evening and weekend meetings to facilitate public comment on policy planning projects;
12. Responds to citizen inquiries regarding the Comprehensive Plan, Zoning, Subdivision, and Land Use Codes at the counter, over the phone, in writing, and at formal and informal meetings.
13. Processes development applications to ensure compliance with applicable development regulations, zoning, subdivision, land use, and environmental policies. Field visits and studies may be required.
14. Coordinates project proposal reviews with other agencies and City departments;
15. Accepts assignments and completes them within the assigned timeframe;
16. Organizes, participates in, and leads meetings, as needed;
17. Performs other duties as assigned; and
18. Maintains, discloses and destroys public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

Knowledge of

1. The philosophies, principles, practices, and techniques of planning;
2. One or more planning specialties, such as urban design, affordable housing, economic development, or environmental planning;
3. Knowledge of land use and zoning practices;
4. Principles, methodology, practices of research, and data collection;
5. Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS;

6. Relevant aspects of state and federal statutes relating to current planning, zoning, land division, State Environmental Policy Act (SEPA), the Growth Management Act (GMA);
7. Knowledge of local government procedures and practices;
8. Familiarity with public involvement techniques and processes; and
9. Permit and application tracking systems and methods.

Skills and Abilities

10. Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment;
11. Oral and written communication skills for preparing and presenting planning reports and to explain rules and procedures clearly to the public;
12. Interpersonal skills for facilitating relationships with elected or appointed officials and other decision-makers;
13. Problem-solving skills to gather relevant information to solve vaguely defined practical problems;
14. Group facilitation skills for use with community workshops;
15. Ability to prioritize duties and responsibilities;
16. Ability to learn, master, and incorporate permit systems/processes into daily activities;
17. Ability to mentor and positively influence professional planners;
18. Ability to work on several projects or issues simultaneously;
19. Ability to provide effective and efficient project management;
20. Ability to work independently or in a team environment as needed;
21. understandability to comprehend technical and legal materials;
22. Ability to anticipate, prepare for, and meet established deadlines; and
23. A sense of humor and positive attitude.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

A master's degree in urban planning, architecture, public policy, or related area of study in addition to four (4) years of planning experience;

OR

A bachelor's degree in urban planning, architecture, public policy, or related area of study in addition to six (6) years of planning experience;

OR

Any equivalent combination of education and experience that provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential job functions.

Preferred

- Five (5) years of experience managing planning projects of an increasingly complex nature
- AICP Certification
- Experience working with SMARTGOV permitting software

AND

Successful completion of pre-employment background check.

Background checks may include:

- Prior Employment Verification: confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and

eligibility for rehire. This verification will be run on the past three employers or the previous five years, whichever comes first.

- Personal and Professional References: calls will be placed to individuals listed as references by the applicant.
- Employment Eligibility Verification: Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.
- Criminal History: includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring, or promoting the applicant would pose an unreasonable risk to the city, its employees or its customers and vendors.

The following additional background searches will be required if applicable to the position:

- Motor Vehicle Records: provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
- Credit History: confirms candidate's credit history. This search will be run for positions that involve management of City of Edgewood funds and/or handling of cash or credit cards.

SPECIAL CONSIDERATIONS

The applicant will be joining an organization with approximately 30 full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

Arm/hand movement is essential to performance. The employee in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers and other office equipment. The employee must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 35 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Frequent attendance at some evening meetings is required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER

The City of Edgewood is an Equal Opportunity Employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

This job description does not constitute a contract or agreement for employment. It is subject to change by the city as the needs of the city and requirements of the job change.

The City of Edgewood is a Drug Free workplace.

APPLICATION SUBMITTAL

If you meet the qualifications and are interested in applying for this position, please email your submittal packet consisting of a cover letter, resume, signed EEO statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Submittal packets may also be sent to the City of Edgewood via regular mail to the following address:

City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513

The City of Edgewood Employment submittal packet may be found on our website at cityofedgewood.org. Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. The City of Edgewood is committed to a bias-free hiring process by using the "blind recruitment" process of removing any and all identification details from the submittal packet that will be used by the review committee. Submittals will be retained in accordance with Records Retention requirements. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Applicant's signature below constitutes the understanding of the requirements, expectations, essential functions, and duties of this position.

SUPPLEMENTAL QUESTIONS

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Are you authorized to work lawfully in the U.S.? *(this is to remain)*
2. Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status or other employment-based immigration case)? *(this is to remain)*
3. How have you committed yourself to understanding and aiding in the pursuit of equity and inclusion in your professional and or personal life? *(this is to remain)*

ADD MORE QUESTIONS



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: AB22-065 - Traffic Logix Corp. Software Renewal	Agenda Item #: 5.E
	For Agenda of: 11/22/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. PO 2022070	
Approval of Materials: Jeremy Metzler Rachel Pitzel, City Clerk/HR Director Dave Gray Daryl Eidinger	Expenditure Required: \$8,085.00 Amount Budgeted: N/A Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

The City owns seven (7) radar speed limit signs manufactured by TrafficLogix, each having wireless connectivity to a cloud-based reporting and management service. There is an annual subscription fee for this service, and the vendor provides a discount if multiple years of the service are paid for at time of renewal. Staff proposes purchasing a three-year subscription at this time, saving \$100 per year per sign - a total savings of \$2,100. The current subscription is set to expire on November 30, 2022. Multi-year subscriptions require the Council's authorization.

Item History:

N/A

Recommended Action:

MOTION to authorize a Purchase Order for **AB22-065** - Traffic Logix Corp. Software Renewal

Fiscal Note/Consideration:

This subscription may be paid for using School Zone Camera Fees, if desired.

CONTACT/CONFIRMATION INFORMATION:

Page 29 of 81



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

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Quote Number QUO-25774-X5B022
Created Date 11/1/2022
Expiration Date 12/1/2022
Prepared by Farah Khan

QUOTATION

Contact: Jeremy Metzler
Phone: 253-831-4266
Email: jeremy@cityofedgewood.org

City of Edgewood, WA
2224 104th Avenue East
Edgewood, Washington 98372

Shipping Address:
2224 104th Avenue East
Edgewood, Washington 98372

Standard Features (Included)

- Cloud Renewal Access - Term indicated in years - Renewable on or before expiration

Special Notes

SN20100057, SN20100055, SN20100056, SN20100058, SN20100061, SN20100059, SN20100067

Cloud Subscription Start Date : December 1st, 2022

Cloud Subscription End Date: December 1st, 2025

Quote Line Items – All Prices shown are in \$CAD

Product	Product Code	Quantity	Sales Price	Discount	Total Price
Cloud Access- Radar Signs- LVL2-3Y- Renewal	CLOUDLVL2- RS-3Y	7.00000	\$1,050.00		\$7,350.00

Totals

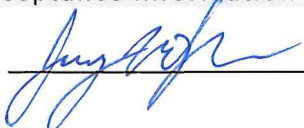
Subtotal \$7,350.00
Sales Tax (if applicable) \$735.00
Grand Total \$8,085.00

Terms: 1% - 10 days – Net 30

We also accept: MC - VISA – AMEX – Credit card payments over \$10K will include an additional 2% convenience fee.

IF TAX EXEMPT: Please Provide Tax Exempt Certificate with Order

Quote Acceptance Information

Signature 



Traffic Logix Corporation
3 Harriett Lane
Spring Valley, NY 10977 USA
Tel: (866) 915-6449
Fax: (844) 405-6449
www.trafficlogix.com

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Quote Number QUO-25774-X5B0Z2
Created Date 11/1/2022
Expiration Date 12/1/2022
Prepared by Farah Khan

Name JEREMY METZGER
Title PUBLIC WORKS DIRECTOR
Date 11/1/22

Thank you for choosing Traffic Logix. Please sign and return to:

fkhan@trafficlogix.com
Farah Khan
Inside Sales

Please complete to set up new account: <https://trafficlogix.com/business-application-form/>



City Of Edgewood Council Agenda Summary Sheet

Subject: AB22-0648 - Resolution 22-0648 authorizing the Mayor to execute supplemental agreement number 3 for the Chrisella Road East Safety Improvement project with Gray & Osborne, Inc.	Agenda Item #: 5.F
	For Agenda of: 11/22/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. RESOLUTION NO. 22-0648 2. Edgewood - Chrisella Rd E Safety Impr - Supplemental Agree No. 3 partially signed	
Approval of Materials: Jeremy Metzler Rachel Pitzel, City Clerk/HR Director Dave Gray Daryl Eidinger	Expenditure Required: \$187,588.16 Amount Budgeted: \$180,425.73 Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

The City was awarded grant funds through the Washington State Department of Transportation's (WSDOT) City Safety Program in December 2020 for Chrisella Road East. The City Council authorized a WSDOT consultant agreement with Gray & Osborne, Inc. under Resolution 21-0603 for Preliminary Engineering (PE) design work on November 9, 2021, with additional preliminary right-of-way (ROW) work authorized under Resolution 22-0630 on July 12, 2022, and ROW phase of work authorized under Resolution 22-0645 on September 27, 2022. During the course of preparing acquisition packages, it was discovered that an appraisal is necessary for one of the subject acquisitions.

Therefore, in coordination with Gray & Osborne, the attached Supplemental Agreement Number 3 has been prepared to complete said appraisal. These additional expenses will be covered by the WSDOT grant funds, requiring no offsetting or matching city funds. Also attached for Council's consideration is an authorizing resolution.

Item History:

11/02/2021 SS
 11/09/2021 RCM
 07/05/2022 SS
 07/12/2022 RCM
 09/20/2022 SS
 09/27/2022 RCM

Recommended Action:

MOTION to adopt

AB22-0648 - Resolution 22-0648 authorizing the Mayor to execute supplemental agreement number 3 for the Chrisella Road East Safety Improvement project with Gray & Osborne, Inc.

Fiscal Note/Consideration:

The original grant application required 10% local participation in all pre-construction phases. Due to the COVID-19 emergency, however, the program is now covering 100% of all costs, saving the City at least \$30,000 over the course of this project.

RESOLUTION NO. 22-0648

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE SUPPLEMENTAL AGREEMENT NUMBER 3 FOR THE CHRISSELLA ROAD EAST SAFETY IMPROVEMENTS PROJECT WITH GRAY & OSBORNE, INC.

WHEREAS, by passing Resolution 21-0603 on November 9, 2021, the City Council authorized execution of a Local Agency A&E Professional Services – Negotiated Hourly Rate Consultant Agreement (“Agreement”) with Gray & Osborne, Inc. (“G&O”) for the Chrisella Road East Safety Improvements Project Design (PE Phase); and

WHEREAS, by passing Resolution 22-0630 on July 12, 2022, the City Council authorized execution of Supplemental Agreement Number 1 (“Supplement 1”) with G&O for the Chrisella Road East Safety Improvements Project Design (PE Phase); and

WHEREAS, by passing Resolution 22-0645 on September 27, 2022, the City Council authorized execution of Supplemental Agreement Number 2 (“Supplement 2”) with G&O for the Chrisella Road East Safety Improvements Project Right-of-Way (“ROW”) Acquisition (ROW Phase); and

WHEREAS, since the Agreement, Supplement 1 and Supplement 2 were executed, the City and G&O have mutually agreed to additional work not included in said scopes of the Agreement that have been deemed necessary for right-of-way (“ROW”) acquisition; and

WHEREAS, City staff has worked with WSDOT Local Programs staff to verify and secure funding authorization for the additional work under the ROW Phase; and

WHEREAS, staff negotiated an acceptable scope of work and budget for said additional work with G&O following WSDOT procedures, resulting in a revised contract total of \$187,588.16, an increase of \$7,162.43; and

WHEREAS, these additional expenses will be covered by the WSDOT grant funds, requiring no offsetting or matching city funds; and

WHEREAS, the City Council considered staff’s recommendation during its study session of November 15, 2022 and regular Council meeting of November 22, 2022;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council hereby authorizes the Mayor to execute Supplemental Agreement Number 3 between the City of Edgewood and Gray & Osborne, Inc. for the revised total amount of \$187,588.16 for the Chrisella Road East Safety Improvements Project. A copy of said agreement is attached hereto as Exhibit A.

Section 2. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 22ND DAY OF NOVEMBER, 2022

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, City Clerk

Exhibit A
Supplemental Agreement Number 3
(WSDOT Form)



**Washington State
Department of Transportation**

Supplemental Agreement Number <u>3</u>		Organization and Address	
Original Agreement Number		Gray & Osborne, Inc. 1130 Rainier Ave S, Suite 300 Seattle, WA 98144	
Project Number HSIP 3209007		Execution Date	Completion Date December 31, 2023
Project Title Chrisella Road East Safety Improvements		New Maximum Amount Payable \$187,588.16	
Description of Work Appraisal and review.			

The Local Agency of City of Edgewood
desires to supplement the agreement entered in to with Gray & Osborne, Inc.
and executed on 11/10/2021 and identified as Agreement No. HSIP 3209007
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

The first paragraph of the Scope of Work described in Exhibit A of the original agreement is amended to add the additional scope of work as shown in Exhibit A-3.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: remains unchanged.

III

Section V, PAYMENT, shall be amended as follows:

As set forth in Supplemental Agreement No. 3 Exhibit A attached and incorporated by reference adding \$7,162.43. Basic Agreement \$128,464.00 + Supplemental No. 1 \$18,368.50 + Supplemental No. 2 \$33,593.23 + Supplemental No. 3 \$7,162.43 = \$187,588.16.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: Michael B Johnson, P.E. By: _____

Consultant Signature

Approving Authority Signature

Date

EXHIBIT A

Summary of Payments

	Basic Agreement	Supplement No. 1	Supplement No. 2	Supplement No. 3	Total
Direct Salary Cost	\$39,896.30	\$2,191.40	\$2,078.50	\$431.63	\$44,597.83
Overhead (Including Payroll Additives)	\$75,862.81	\$4,166.95	\$3,834.62	\$796.30	\$84,660.68
Direct Non-Salary Costs	\$736.00	\$0.00	\$0.00	\$4.01	\$740.01
Fixed Fee	\$11,968.89	\$657.42	\$623.55	\$129.49	\$13,379.35
Subconsultant	\$0.00	\$11,352.73	\$27,056.56	\$5,801.00	\$44,210.29
Total	\$128,464.00	\$18,368.50	\$33,593.23	\$7,162.43	\$187,588.16

EXHIBIT A-3

SCOPE OF SERVICES

CITY OF EDGEWOOD CHRISELLA ROAD EAST SAFETY IMPROVEMENTS (SUPPLEMENTAL 3)

INTRODUCTION

The City of Edgewood (AGENCY) desires to services of Gray & Osborne, Inc. (CONSULTANT), a qualified engineering consultant, to assist the AGENCY with the additional right-of-way phase work for the Chrisella Road East Safety Improvements. As such, the CONSULTANT shall provide one appraisal and one additional appraisal review for Tax Lot 302500020, the Collins and Precht parcel.

Our scope of work is more particularly described below.

TASK 13 – APPRAISALS AND APPRAISAL REVIEW

Objective: Perform appraisal and one appraisal review for the following parcel: Tax Lot 302500020 (Collins and Precht).

CONSULTANT Responsibilities

- 13.1 Review the appraisal and the appraisal review and provide project management associated with the administration of this added subconsultant work.

SUBCONSULTANT Responsibilities

- 13.2 Appraisal and Review

Epic will provide coordination services for one appraisal report and one appraisal review for parcel 302500020, Collins and Precht. Appraisal will be prepared by an SH&H Valuation and Consulting, a subconsultant on WSDOT's Approved Appraiser List. Review will be done by John Arney, an in-house appraiser for Epic Land Solutions, also an Approved WSDOT Appraiser Reviewer. Both appraisal and appraisal review will be presented to the City in order to set the Determination of Just Compensation which will set the initial Offer amount. The report will be developed and prepared in conformity with the requirements of the code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

Exhibit D-3: Prime Consultant Cost Computation

Project Name: Chrisella Road East Safety Improvements - Supplement No 3
Contract Name: Fed. Aid # HSIPE-3209007
Consultant: Gray & Osborne, Inc.
Date: Monday, October 31, 2022

Employee	Tani Stafford		David Roman Sanchez		Brian Bollen		Dylan Majejewski		Benny Hayden		Brian Schulkin		Rick Bond		Zack Leibowitz		Ron Albrecht		Jim Dougherty		Brian Sourwine		Myron Basden		Kerri Sidebottom		Totals
Function/Title	Principal/PM		Civil Engr		Civil Engineer		Engineer in Training		Technician		Surveyor		Professional Land Surveyor		Surveyor		Surveyor		Biologist		Principal		Structural Engineer		Civil Engineer		
Employee Rate	\$65.25		\$48.00		\$44.50		\$34.00		\$31.75		\$45.00		\$54.75		\$35.50		\$41.00		\$41.00		\$64.00		\$60.50		\$49.50		
Project Rate	\$205.20		\$150.96		\$139.95		\$106.93		\$99.85		\$141.52		\$172.18		\$111.64		\$128.94		\$128.94		\$201.27		\$190.27		\$155.67		
Task	hrs		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	
13.1- aproject Admin/review of Appraisal Report and Appraisal Review	1.5	\$307.81	0	\$0.00	7.5	\$1,049.61	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,357.42
13.2 Appraisal and Review ** See Subconsultant b	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
Hourly Subtotals	1.5	\$307.81	0	\$0.00	7.5	\$1,049.61	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,357.42
Mgt Res		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
Hourly Totals	1.5	\$307.81	0	\$0.00	7.5	\$1,049.61	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,357.42

Fee	0.300	\$129.49
Overhead	1.8449	\$796.30

Actuals not to exceed Table		
Labor	\$1,357.42	\$431.63
Subconsultants		
Epic Land Services	\$5,801.00	
Direct Expenses	\$4.01	
Total Supplement No 3	\$7,162.43	



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

August 29, 2022

Gray & Osborne, Inc.
1130 Rainier Avenue South, #300
Seattle, WA 98144

Subject: Acceptance FYE 2020 ICR – Audit Office Review

Dear Melissa Drysdale:

Transmitted herewith is the WSDOT Audit Office's memo of "Acceptance" of your firm's FYE 2020 Indirect Cost Rate (ICR) of 184.49% of direct labor (rate includes 0.15% Facilities Capital Cost of Money). This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultantrates@wsdot.wa.gov.

Regards;

A handwritten signature in blue ink, reading "Erik K. Jonson".

ERIK K. JONSON
Contract Services Manager

EKJ:ah

Exhibit E-3: Subconsultant Cost Computation

Project Name: Chrisella Road East Safety Improvements - Supplement No 3
Contract Name Fed. Aid # HSIPE-3209007
Consultant: Gray & Osborne, Inc.
Date: Monday October 31, 2022

Employee													Totals
Function/Title	Principal in Charge		Project Manager		Senior ROW Agent		ROW Agent		Budget & Financial Controls		Project Support		
Employee Rate	\$84.59		\$61.63		\$48.44		\$32.63		\$50.89		\$43.28		
Project Rate	\$236.08		\$172.00		\$135.19		\$91.07		\$142.03		\$120.79		
Task	hrs		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	
1. Appraisal	1	\$236.08	1	\$172.00		\$0.00		\$0.00		\$0.00		\$0.00	\$408.09
2. Appraisal Review		\$0.00	1	\$172.00		\$0.00		\$0.00		\$0.00		\$0.00	\$172.00
Hourly Subtotals	1	\$236.08	2	\$344.01	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$580.09
Mgt Res		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
Hourly Totals	1	\$236.08	2	\$344.01	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$580.09

Fee	0.300
Overhead	1.4909

Actuals not to exceed Table

Labor	\$580.09
Subconsultants	
SH&H - Appraisal	\$3,700.00
John Arney - Appraisal Review	\$1,500.00
Direct Expenses	
Mileage (IRS allowable rate) @ \$.625	\$20.91
Total Epic Land Services	\$5,801.00

\$181.19



**Washington State
Department of Transportation**

Development Division
Contract Services Office
PO Box 47408
Olympia, WA 98504-7408
7345 Linderson Way SW
Tumwater, WA 98501-6504

TTY: 1-800-833-6388
www.wsdot.wa.gov

August 23, 2022

Epic Land Solutions, Inc.
1971 W 190th Street, Suite 200
Torrance, CA 90504

Subject: Acceptance FYE 2021 ICR – CPA Report

Dear Cheryl Sinclair:

We have accepted your firms FYE 2021 Indirect Cost Rate (ICR) of 149.09% (rate includes 0.04% Facilities Capital Cost of Money) based on the “Independent CPA Report,” prepared by D.L. Purvine, CPA, PLLC.

This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

This was not a cognizant review. Any other entity contracting with the firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at **(360) 705-7019** or via email consultantrates@wsdot.wa.gov.

Regards;

ERIK K. JONSON
Contract Services Manager

Aug 23, 2022

EKJ:mya



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: AB22-0649 - Resolution 22-0649, authorizing the Mayor to execute an agreement for Meridian Corridor Landscape Maintenance Services with SS Landscaping Service	Agenda Item #: 5.G
	For Agenda of: 11/22/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. Resolution No. 22-0649 - SS Landscaping Maintenance Contract 2. SS Landscaping Maintenance Contract SS EXECUTED 3. ExA - City of Edgewood Service Proposal (Street Strips, Boulevards, Roundabout) 2022 4. Meridian Landscape Plans 5. Jovita RAB Landscaping	
Approval of Materials: Jeremy Metzler Rachel Pitzel, City Clerk/HR Director 11/17/2022 Dave Gray 11/17/2022 Daryl Eidinger 11/17/2022	Expenditure Required: \$2,355.33 per month
	Amount Budgeted: \$28,263.92 per year
	Timeline: 11/15/2022 SS 11/22/2022 RCM

Summary Statement:

Public Works Staff experienced many challenges in its effort to maintain the landscaping along Meridian Ave E and the Jovita Roundabout in 2022, resulting in many comments and phone calls from citizens. Staff recommends that the City enter into a landscape maintenance agreement with a contractor to better manage this effort going forward. After contacting three landscape maintenance providers, staff recommends proceeding with SS Landscaping Services. Attached for Council's consideration are an authorizing resolution and agreement.

Item History:

N/A

Recommended Action:

MOTION to adopt **AB22-0649** - Resolution 22-0649, authorizing the Mayor to execute an agreement for Meridian Corridor Landscape Maintenance Services with SS Landscaping Service

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 22-0649

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR MERIDIAN CORRIDOR LANDSCAPE MAINTENANCE SERVICES WITH SS LANDSCAPING SERVICES.

WHEREAS, the City has received numerous complaints regarding landscaping maintenance along Meridian Avenue E (State Route 161) and the Jovita / Emerald roundabout, but the Public Works staff has been unable to perform this work satisfactorily due to numerous other obligations and the need to prioritize life safety issues; and

WHEREAS, the City solicited proposals from at least three landscape maintenance providers with the ability to provide landscaping maintenance services; and

WHEREAS, City staff recommends proceeding with SS Landscaping Services to perform routine maintenance along the Meridian corridor; and

WHEREAS, City Council discussed this item at the November 15, 2022 study session and November 22, 2022 regular council meeting, and determined it is in the best interests of the City to enter into an agreement with SS Landscaping Services;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The Mayor is hereby authorized to execute a three-year agreement for landscape maintenance services with SS Landscaping Services, attached hereto as Exhibit A and incorporated herein by this reference, in an annual amount not to exceed \$28,263.92, plus applicable tax.

Section 2. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 22nd DAY OF NOVEMBER, 2022

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

Exhibit A
Landscape Maintenance Services Contract

CITY OF EDGEWOOD LANDSCAPE MAINTENANCE SERVICES AGREEMENT

THIS Agreement is made effective as of the _____ day of _____, 202____, by and between the City of Edgewood, a municipal corporation, organized under the laws of the State of Washington, whose address is:

CITY OF EDGEWOOD, WASHINGTON (hereinafter the "**CITY**")
2224 - 104th Avenue E.
Edgewood, Washington 98372
Contact: Jeremy Privett Phone: 253-952-3299

and SS Landscaping Services, Inc. , a corporation organized under the laws of the State of Washington, doing business at:

SS LANDSCAPING SERVICES, INC. (hereinafter the "**CONTRACTOR**")
10219 Portland Ave E, Ste D
Tacoma, WA 98445
Contact: Michael Watt Phone: 253-380-5633

for personal services in connection with the following Project:

Meridian Corridor Landscape Maintenance

TERMS AND CONDITIONS

1. Services by Contractor.

A. Contractor shall perform the services described in the Scope of Work attached to this Agreement as Exhibit "A." The services performed by the Contractor shall not exceed the Scope of Work without prior written authorization from the City.

B. The City may from time to time require changes or modifications in the Scope of Work. Such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to the Agreement.

2. Schedule of Work.

Contractor shall perform the services described in the scope of work in accordance with the Schedule attached to this contract as Exhibit "A." If delays beyond Contractor's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.

Revised 04/2021

3. **Terms.** This Agreement shall commence on December 1, 2022, ("Commencement Date") and shall terminate on December 31, 2025 unless extended or terminated in writing as provided herein.

4. **Compensation.**

☐ LUMP SUM. Compensation for these services shall be a Lump Sum of \$_____, plus all applicable tax.

☐ TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed \$_____, including all applicable tax, without written authorization and will be based on billing rates and reimbursable expenses attached hereto as Exhibit A.

☐ TIME AND MATERIALS. Compensation for these services shall be on a time and material basis according to the list of billing rates and reimbursable expenses attached hereto as Exhibit "_____."

☒ OTHER. Compensation for these services shall be a monthly payment of \$2,355.33, plus all applicable tax, for a total annual amount of \$28,263.92 (plus tax).

5. **Payment.**

A. Contractor shall maintain time and expense records and provide them to the City monthly after services have been performed, along with monthly invoices in a format acceptable to the City for work performed to the date of the invoice.

B. All invoices shall be paid by City warrant within sixty (60) days of receipt of a proper invoice. If the City objects to all or any portion of any invoice, it shall so notify the Contractor of the same within fifteen (15) days from the date of receipt and shall pay that portion of the invoice not in dispute, and the parties shall immediately make every effort to settle the disputed portion.

C. Contractor shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.

D. If the services rendered do not meet the requirements of the Agreement, Contractor will correct or modify the work to comply with the Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

6. **Discrimination and Compliance with Laws**

A. Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Contractor agrees to comply with all federal, state and municipal laws, rules and regulations that are now effective or become applicable within the terms of this Agreement to the

Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

C. Contractor shall obtain a City of Edgewood business license prior to receipt of written Notice to Proceed.

D. Violation of this Paragraph 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility for further work for City.

7. Relationship of Parties. The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or sub-Contractor of the Contractor shall be or shall be deemed to be the employee, agent, representative or sub-Contractor of the City. In the performance of the work, the Contractor is an independent contractor with the ability to control and direct the performance and details of the work, subject to the City's approval and general right of inspection to secure the satisfactory completion thereof. None of the benefits provided by the City to its employees including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives or sub-Contractors of the Contractor. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and sub-Contractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.

8. Suspension and Termination of Agreement

A. Termination. This Agreement may be terminated by the City at any time upon 10 days' written notice to the Contractor.

B. Rights Upon Termination.

1. *With or Without Cause.* Upon termination for any reason, all finished or unfinished documents, reports, or other material or work of Contractor pursuant to this Agreement shall be submitted to City, and Contractor shall be entitled to just and equitable compensation for any satisfactory work completed prior to the date of termination, not to exceed the total compensation set forth herein. Contractor shall not be entitled to any reallocation of cost, profit or overhead. Contractor shall not in any event be entitled to anticipated profit on work not performed because of such termination. Contractor shall use its best efforts to minimize the compensation payable under this Agreement in the event of such termination. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

2. *Default.* If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, including all increased costs for

completing the work, and all damage sustained, or which may be sustained by the City by reason of such default.

D. Suspension. The City may suspend this Agreement, at its sole discretion. Any reimbursement for expenses incurred due to the suspension shall be limited to the Contractor's reasonable expenses, and shall be subject to verification. The Contractor shall resume performance of services under this Agreement without delay when the suspension period ends.

E. Notice of Termination or Suspension. If delivered to the Contractor in person, termination shall be effective immediately upon the Contractor's receipt of the City's written notice or such date as stated in the City's notice of termination, whichever is later. Notice of suspension shall be given to the Contractor in writing upon one week's advance notice to Contractor. Such notice shall indicate the anticipated period of suspension. Notice may also be delivered to the Contractor at the address set forth in Section 15 herein.

9. Standard of Care. Contractor represents and warrants that it has the requisite training, skill and experience necessary to provide the services under this agreement and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided by Contractor under this agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances.

10. Ownership of Work Product.

A. All data materials, reports, memoranda, and other documents developed under this Agreement whether finished or not shall become the property of City, shall be forwarded to City at its request and may be used by City as it sees fit. Upon termination of this agreement pursuant to paragraph 8 above, all finished or unfinished documents, reports, or other material or work of Contractor pursuant to this Agreement shall be submitted to City.

B. All written information submitted by the City to the Contractor in connection with the services performed by the Contractor under this Agreement will be safeguarded by the Contractor to at least the same extent as the Contractor safeguards like information relating to its own business. If such information is publicly available or is already in Contractor's possession or known to it, or is rightfully obtained by the Contractor from third parties, the Contractor shall bear no responsibility for its disclosure, inadvertent or otherwise.

11. Work Performed at the Contractor's Risk. The Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents and sub-Contractors in the performance of the work hereunder, and shall utilize all protection necessary for that purpose. All work shall be done at the Contractor's own risk, and the Contractor shall be responsible for any loss or damage to materials, tools, or other articles used or held by the Contractor for use in connection with the work.

12. Indemnification. The Contractor shall defend, indemnify and hold the City, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, including all legal costs and attorneys' fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is Subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, agents and Volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONTRACTOR'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE EXPIRATION OR TERMINATION OF THIS AGREEMENT.

13. Insurance. The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. No limitation. The Contractor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance

Contractor shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington and Employer's Liability Insurance.
4. Professional Liability insurance appropriate to the Contractor's profession.

C. Minimum Amounts of Insurance

Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

D. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provision for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

F. Verification of Coverage

Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

G. Notice of Cancellation.

The Contractor shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

H. Failure to Maintain Insurance.

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

I. City Full Availability of Contractor Limits

If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

Revised 04/2021

14. Assigning or Subcontracting. Contractor shall not assign, transfer, subcontract or encumber any rights, duties, or interests accruing from this Agreement without the express prior written consent of the City, which consent may be withheld in the sole discretion of the City.

15. Notice. Any notices required to be given by the City to Contractor or by Contractor to the City shall be in writing and delivered to the parties at the following addresses:

Jeremy Privett, Superintendent
2224 - 104th Avenue E.
Edgewood, WA 98372

Phone: 253-952-3299

Email: privett@cityofedgewood.org

SS Landscaping Services, Inc.
Attn: Michael Watt, Business Dev. Mgr.
10219 Portland Ave E, Ste D
Tacoma, WA 98445

Phone: 253-380-5633

Fax: 253-535-0090

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

16. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the parties agree that they shall undertake reasonable attempts at negotiation and compromise, including, but not limited to, informal negotiation, mediation, or arbitration, prior to instituting any legal proceedings. If the parties are unable to resolve any dispute after such reasonable attempts at negotiation and compromise, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington.

B. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party.

17. General Provisions.

A. Non-waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

B. Modification. No waiver, alteration, modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Contractor.

C. Severability. The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

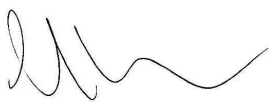
D. Entire Agreement. The written provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, the Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the Exhibits attached hereto, which may or may not have been dated prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth above.

CITY OF EDGEWOOD, WASHINGTON

CONTRACTOR

By: _____
Daryl Eidinger
Mayor

By: _____

Name: Michael Watt

Date: _____

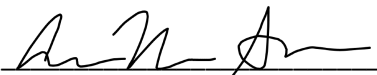
Title: Business Development Manager

Date: November 17, 2022

Attest:

By: _____
Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

By: _____

Ann Marie J. Soto
City Attorney



O: 253-535-2922

10219 PORTLAND AVE E, STE D
TACOMA, WA 98445

F: 253-535-0090

Property Service Agreement

Property: City of Edgewood
2224 104th Ave E
Edgewood, WA 98372

RE: Exterior Landscape Maintenance Services

This Agreement between **City of Edgewood** and SS Landscaping Services Inc. shall commence upon Acceptance of Proposal and shall continue through the anniversary date and then from year to year unless terminated or modified in accordance with the terms hereof:

We hereby propose to furnish labor and materials complete in accordance with the above specifications, for the sum of:

Annual Landscape Maintenance:	\$ 28,263.92 (Plus Tax)
12 Monthly Installments:	\$ 2,355.33 (Plus Tax)
Contract Start Date	

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as outlined above.

Service Agreement Acceptance:

I have read and understand the Property Service Agreement and all attachments, and agree to them as written.

Signature

Print name

Michael Watt

Michael Watt

Date

9/15/2022

Date



O: 253-535-2922

10219 PORTLAND AVE E, STE D
TACOMA, WA 98445

F: 253-535-0090

EXHIBIT "A"

PROPERTY SERVICE AGREEMENT (PSA) TERMS AND CONDITIONS

Terms and Conditions apply to proposed agreement between SS Landscaping and

City of Edgewood

1. **TERM:** The term of this Agreement is One (1) year from the start date listed on page 2 of the Agreement.
2. **CONTINUANCE:** This subcontract will reset each annum from the date of the agreement term(s) if no termination is given. Property Owner remains subject to contractual terms and obligations.
3. **PAYMENT TERMS:** Net 30 days from invoice date. SS Landscaping Services will add a late charge of 1.5% per month on past due account balances. SS Landscaping Services reserves the right to suspend its service under this PSA in the event the account becomes delinquent. Should SS Landscaping Services initiate legal action to collect the account, the Customer agrees to pay all costs of collection, including reasonable attorney fees. Payment via credit cards will be charged a 3% convenience fee.
4. **PRICE INCREASES:** Prices of services provided in the Agreement may be increased should you add property under this Agreement. SSL may elect to increase the price of services under this Agreement after the first year of service, or after any subsequent anniversary date by a percentage not to exceed five percent (5%) of the then-current price. SSL shall not increase its rates on an elective basis more frequently than once per year.
5. **TERMINATION:** This PSA may be canceled upon 30 days written notice by either Party to the other. In the event of cancellation prior to completion of an annual term, for other than cause, the final billing will reflect the difference between the actual budgeted effort expended on the effective date of cancellation and the percentage of the total PSA price previously billed. See Schedule Exhibit "D."
6. **THIRD-PARTY PAYMENT FEES:** All fees added or required for payment processing used by you, will be added to the monthly service fee. This includes but is not limited to Third-Party Management fees, Credit Card fees, Automated Clearing House (ACH) fees, web-based portal fees.
7. **NO ASSIGNMENT:** You shall not have the right to assign this Agreement or agree to the transfer of this Agreement by operation of law or otherwise without the prior written consent of SSL. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and to any permitted successors and assigns.
8. **SCHEDULING:** Schedules provided within this Agreement are approximate for specific dates. Service will be rendered as quantified. SSL reserves the right to change the schedule at its discretion and without notice.
9. **FORCE MAJEURE:** Except for payment of SSL invoices owed by you. If either SSL or you shall be prevented or delayed in any performance or any or all of the provisions of this Agreement, by reason of any labor dispute, industry disturbance, delay in transportation, governmental, regulatory or legal action, an act of God or any cause beyond such parties control, the obligation hereunder of such Party shall be extended for as long as such cause shall be in effect and any delay or loss suffered by the other Party shall not be chargeable in any way to such Party, provided; however, the other Party suffering such cause shall immediately notify the other Party of such inability and shall use reasonable efforts to remedy same with all reasonable dispatch. If any event of force majeure should prevent a party from performing its obligations under this Agreement for a period of ninety (90) consecutive days, the other Party shall have the right to cancel the Agreement upon notice to the other Party unable to perform its obligations.
10. **LIABILITY:** SSL is responsible for direct damages resulting from its negligence or breach of this Agreement. But is not responsible for any indirect, incidental, consequential, punitive, or special damages arising or resulting from the performance or nonperformance of any obligation under this Agreement including, but not limited to, loss of profits or income, regardless of the basis for the claim.
11. **WATERING:** Some of the products SS Landscaping Services uses may include label directions requiring that the landscape be properly watered before and/or after the application or services rendered. If a service rendered to Customer is subject to proper watering for best results, SS Landscaping Services will provide Customer with timely watering instructions, and the Customer then agrees to assume responsibility for watering. If SS Landscaping Services is responsible by PSA for setting automated irrigation system controller(s), SS Landscaping Services will not be held liable for the failure of the system(s) to perform as designed.
12. **INDEMNIFICATION:** SS Landscaping Services, Inc. shall indemnify Customer for any damages, claims or causes of action arising from any negligent acts or omissions on the part of SS Landscaping Services, its employees or agents, unless such damages, claims or causes of actions are due in part to the fault or negligence of Customer. Where any damages, claims, or causes of action are due in part to the fault or negligence of both parties hereto, SS Landscaping Services shall indemnify Customer only for SS Landscaping Services' proportionate share of liability.
13. **MANDATORY ARBITRATION:** Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ('Claim'), arising out of or related to this Agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association ('AAA'), under the AA Commercial or Consumer, as applicable.

Signature

Date

Print Name

EXHIBIT "B"

SCOPE OF LANDSCAPE SERVICES

SECTION 1 - SERVICE DEFINITION

The following specification institutes the standard for grounds maintenance. This standard outlines the methodology and processes of how SS Landscaping Services, here after known as "The Contractor", will maintain this property to assure the highest quality, promoting health of turf and plant material while ensuring a neat and clean appearance.

SECTION 2 - GENERAL CONDITIONS

2.1 *Schedule of Maintenance Tasks:*

The contractor will supply a schedule listing the task to be performed. This list will include the frequency and timing of contracted work throughout the year. This schedule is approximate for specific dates. Service will be rendered as quantified but is subject to weather conditions and may change at the discretion the contractor and without notice.

2.2 *Site Visit Reports*

Our Crew Leader will supply a Checklist informing you of the tasks that were performed for each visit.

2.3 *Contractor Personnel*

- A. The contractor will have an experienced supervisor responsible for the site. This supervisor will have a minimum of three (3) years' experience in landscape services.
- B. The contractor will have only properly trained personnel on site to perform all functions. They will be trained in proper horticultural and mechanical procedures to ensure that all operations are performed safely and effectively.
- C. All contractor personnel will be required to wear a clean company uniform. The supervisory personnel's uniform will be easily distinguished from other personnel. All contractor personnel will be familiar with management regulations and will conduct themselves in a safe, courteous and professional manner while on site. The supervisor will conduct weekly reviews of the crew's appearance and hold weekly safety meetings.

SECTION 3 - SCOPE OF WORK

The contractor will provide all necessary labor, material, equipment, and fully-trained supervisory personnel to properly maintain all developed land areas within the contract limits, including lawns, shrubs, groundcover, landscape trees, vines, perennials and flowers.

SECTION 4 - TURF MANAGEMENT

4.1 *General*

All turf areas covered by this contract will be maintained in a healthy, growing condition throughout the season. The quality of turf will be determined by turf density, color and uniformity.

4.2 *Mowing and Trimming*

- A. Turf will be cut at a height of 2-1/2" to 3-1/2" as conditions dictate, using a rotary-type mower. Blades will be balanced and sharp at all times.
- B. Mowing patterns will be employed to encourage upright growth and permit the recycling of clippings where possible.
- C. Excessive clippings resulting from growth rates exceeding proposed mowing and trimming frequencies will be dispersed or removed after each mowing.
- D. Clippings will be removed from all paved or mulched surfaces after each mowing.
- E. Trimming around trees, fences, poles, walls, irrigation valve boxes and other similar objects is to be accomplished to match height and appearance of surrounding mowed turf growth.

4.3 *Turf Care*

- A. Turf will be fertilized using a professional grade, high quality, and slow release nitrogen and potassium fertilizer, applied at the rate of 1 lbs. of Nitrogen per 1000 square feet. Non-irrigated turf areas will not be fertilized. Organic fertilizer is optional and an additional cost, please let us know if this is desired.
- B. Broadleaf Weed Control - Broadleaf weeds will be controlled by using a three-way combination systemic
- C. Broadleaf grasses, Clover and creeping types weeds will be controlled using a selective post emergent
- D. The frequency will determine overall effectiveness and cost of service. (See Schedule of Tasks for frequency.)

4.4 *Edging*

- A. Perimeter of bed edges, sidewalks, driveways, curbs and other paved surfaces will be edged.
- B. Edging will be performed so as to prevent encroachment of vegetation onto paved surfaces and to provide a clear-cut division line between planter beds, turf, and ground cover.
- C. Edging is to be accomplished in a manner that prevents scalping, rutting, bruising, uneven and rough cutting.
- D. Soft edging, using a string line trimmer, will be performed on the same day that turf is mowed. Care will be taken to avoid damage to any plant materials, structures, and other landscape features.
- E. Hard edging, using a mechanical fixed blade edger will be performed one per month to straighten and reshape.
- F. Debris resulting from edging operations will be removed immediately after the completion of each edging service.

4.5 *FIELD GRASSES*

- A. Field grasses and wild flower mixed, included in the contract, will be mowed to approximately 4 to 6 inches, as conditions dictate, during spring or early summer. No mowing will occur during second growing season unless requested.
- B. Field grasses WILL NOT be fertilized.
- C. All cut materials will be left to mulch (biodegrade on site) unless otherwise agreed upon.
- D. Our Field Supervisors are trained in the recognition, diagnosis and treatment of turf damaging diseases and insects, they will monitor site conditions. The Customer will be notified immediately of an outbreak. Notification will include recommended treatment and potential costs. Treatment will not be performed without prior authorization. Additional work to be completed and billed separately from maintenance contract.

SECTION 5 - SHRUB AND FORMAL HEDGE MANAGEMENT

5.1 *General*

This specification will cover all items of shrub management.

5.2 *Pruning*

- A. Deciduous shrubs will be pruned throughout the season to enhance and maintain their natural form. Selective pruning will include the removal of dead wood, diseased wood, wood that is infested with insects, weak wood that is not productive of bloom, excess suckers-shoots, and irregular growth.
- B. Evergreen shrubs will be pruned throughout the season to enhance and maintain their natural form.
- C. Ornamental shrubs, excluding formal hedges, will be selectively pruned or sheared as desired by the customer. If no direction is given Contractor will perform pruning and shaping in keeping the most uniform appearance and consistency of the overall property.

5.3 *Fertilization*

- A. The fertilization program for ornamental trees, shrubs and ornamental beds will include one application per season.
- B. Fertilizer will be distributed by hand- or hand-held broadcast spreader around the drip-line of the plant.
- C. Fertilizer will be a professional grade, balanced, slow release ornamental fertilizer.

5.4 *Weed Control*

- A. Weeds are to be removed from the beds. Beds are defined as bare ground in a plot in which flowers and/or shrubs are grown. This does not include areas where ground cover plants are growing. Unwanted vegetation growing through groundcover will be trimmed but not removed or sprayed with herbicides. (Unless Specified otherwise)
- B. A selective, pre-emergent weed control labeled for broadleaf and grassy weeds in ornamental beds will be applied two (2) times per year prior to seed germination at the appropriate label rate necessary, to provide weed control.
- C. A non-selective, post-emergent weed control labeled for broadleaf and grassy weeds in ornamental beds will be applied as necessary to provide weed control.
- D. A non-selective, post-emergent weed control labeled for broadleaf and grassy weeds in sidewalk cracks, curbs and parking areas will be applied as necessary to provide weed control.

5.5 *Shrub and Groundcover Disease and Insect Control*

- A. Quality Control personnel trained in the recognition, diagnosis and treatment of plant damaging diseases and insects will monitor site conditions. The Customer will be notified immediately of an outbreak. Notification will include recommended treatment and potential costs. Treatment will not be performed without prior authorization. Additional work to be completed and billed separately from maintenance contract.
- B. Herbicides and fungicides will be applied by a State of Washington "certified" pesticide applicator. Application will be as often as necessary to prevent insect and disease damage to shrubs. Rates and timing will follow manufacture's recommendations.
- C. The principles of integrated pest management will be followed when applicable. The pest management program will introduce the least amount of chemical into the landscape as is necessary to achieve accepted levels of control of pest populations.

SECTION 6 - LANDSCAPE TREE MANAGEMENT

6.1 *General*

This section covers landscape tree management. Landscape trees are defined as trees with a caliper of 8" or less when measured 24" from ground level. The contractor will be responsible for normal maintenance up to 12' as specified below. Landscape and ornamental tree pruning is limited to work that can be reached from the ground with hand pruners, pole saws, or pole clippers.

6.2 *Pruning*

- A. Landscape trees will be pruned to remove over extended, dead, dangerous, broken, crossed or otherwise unsightly branches.
- B. Ornamental trees will be pruned to remove dead or damaged branches and to develop the natural form of the plant. Sucker growth from the base at soil level or below will be removed.
- C. Landscape trees will be pruned throughout the season to remove all dead, damaged and low-hanging branches.

6.3 *Insect and Disease Control*

- A. Quality Control personnel trained in the recognition, diagnosis and treatment of plant damaging diseases and insects will monitor site conditions. The Customer will be notified immediately of an outbreak. Notification will include recommended treatment and potential costs. Treatment will not be performed without prior authorization. Additional work to be completed and billed separately from maintenance contract.

SECTION 7 - *PERENNIAL CARE*

- A. All deciduous perennials, I.E. Lily turf, Mondo grass etc., are to be cut back by March as to allow new growth to develop freely

SECTION 8 - *LEAF REMOVAL*

8.1 *Turf*

- A. Leaves will be removed from lawn areas, walkways, and tree rings in the fall.

8.2 *Ornamental Beds*

- A. Leaves will be removed from all ornamental beds.

8.2 *Disposal*

- A. Provisions may be made for the on-site disposal of leaves with client agreement.

SECTION 9 - *POLICING*

- A. The contractor will remove all litter and debris from common area turf, curb lines, ornamental beds and tree rings each visit. Trash removal from parking and non-landscaped areas is not included unless specified.

SECTION 10 - *IRRIGATION MANAGEMENT PROGRAM*

10.1 *General (Irrigation for individuall houses within the HOA is not included)*

Contractor to turn on irrigation system functions for seasonal operation during spring.

1. Turn on point of connection for irrigation main water source.
2. Inspect and charge irrigation main water line.
3. Inspect and charge individual irrigation zones.
4. Inspect and test irrigation timers to insure proper functioning.
5. Adjust irrigation sprinkler heads as necessary to insure full coverage as the system is designed.
6. Any failures or repairs necessary for irrigation system to function properly are to be documented and submitted to the owner with associated repair costs.
7. Any damages caused to the irrigation system during the course of routine landscape maintenance are to be repaired by the contractor at no charge to the owner.
8. Annual inspection and certification of Double Detector Check Valve is not included. Contractor will facilitate this upon request.
9. Coring of sprinkler heads is not included unless specified.

10.2 *Seasonal Monitoring*

Contractor to adjust irrigation during the season to insure proper operation.

1. Unless noted otherwise, monitoring is observational only. Watering times are based on plant condition and weather patterns. SSL personnel are typically onsite once per week. The Owner has the responsibility to observe and notify us if they see irregularities in the system or the plant life.
2. Enhanced monitoring is avialble upon request. This would include a monthly check of all measuring devices, valves, nozzle heads, surface pipeline, and other mechanical parts to ensure the system are operating as designed.

10.3 *Winterization*

Contractor to winterize the irrigation system during fall. (Between the months of October and November)

1. Contractor to turn off all major components of irrigation system.
2. The irrigation system will be charged with compressed air to remove majority of irrigation water in lines.
3. Contractor to notify owner that winterization process is completed.

SS Landscaping Services SINCE 78

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EXHIBIT "C"

SPECIFIC SCHEDULE OF MONTHLY MAINTENANCE TASKS

SCHEDULE FOR: <i>City of Edgewood</i>	FREQUENCY PER MONTH												SUM
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Site Visits:	2	2	4	4	5	4	4	4	5	4	4	2	44
TURF AREAS													
Mow - 21" Mower	0	0	4	4	5	4	4	4	5	4	1	0	35
Mow - 48"/52"/61"	0	0	4	4	5	4	4	4	5	4	1	0	35
Soft and Hard Edging	0	0	4	4	5	4	4	4	5	4	1	0	35
Fertilize Turf	0	0	1	0	0	0	1	0	0	0	1	0	3
Post Emerge Weed Control	0	0	0	1	1	1	1	0	0	0	0	0	4
Sweep/Blow Walks	2	2	4	4	5	4	4	4	5	4	2	2	42
Dolomite and Lime Treatments	0	0	0	0	0	0	0	0	0	0	0	0	0
BED AREAS													
Bed Maintenance/Weed/Rake	1	1	1	1	1	1	1	1	1	1	1	1	12
Pre Emerge Weed Control	0	0	1	0	0	0	0	0	0	1	0	0	2
Post Emerge Weed Control	0	0	0	0	1	1	1	0	1	0	0	0	4
Fertilize Ground Cover	0	0	0	0	0	0	0	0	0	1	0	0	1
Fertilize Trees	0	0	0	0	0	0	0	0	0	1	0	0	1
Fertilize Shrubs	0	0	0	0	0	0	0	0	0	1	0	0	1
Leaf Removal	0	0	0	0	0	0	0	0	0	4	4	1	9
PRUNING *100% = ENTIRE PROPERTY*													
Prune Shrubs/Hedges	50%	0	0	0	30%	30%	30%	30%	30%	0	0	0	2
Trim Ground Cover	50%	0	0	0	30%	30%	30%	30%	30%	0	0	0	2
Prune Trees	50%	0	0	0	30%	30%	30%	30%	30%	0	0	0	2
Cut back Perennials	0	0	0	0	0	0	0	0	0	0	0	0	0
Prune Ornamentals	0	0	0	0	0	0	0	0	0	0	0	0	0
GENERAL ACTIVITIES													
Activate Irrigation	0	0	0	1	0	0	0	0	0	0	0	0	1
Monitor Irrigation	0	0	0	0	1	1	1	1	1	0	0	0	5
Deactivate Irrigation	0	0	0	0	0	0	0	0	0	1	0	0	1
Annual Backflow Testing	0	0	0	0	0	0	0	0	0	0	0	0	0
Litter Pickup	2	2	4	4	5	4	4	4	5	4	2	2	42
Monthly Inspection	1	1	1	1	1	1	1	1	1	1	1	1	12
Bark Mulch	0	0	0	0	0	0	0	0	0	0	0	0	0
Shrub Growth Regulator	0	0	0	1	0	0	0	0	0	0	0	0	1
Tree Growth Regulator	0	0	0	0	0	0	0	0	0	0	0	0	0
Intall New Ornamental Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Field Mow	0	0	0	0	0	0	0	0	0	0	0	0	0
TBD	0	0	0	0	0	0	0	0	0	0	0	0	0
TBD	0	0	0	0	0	0	0	0	0	0	0	0	0

NOTE: The Percentage numbers shown under pruning reflect the approximate amount of pruning that may be performed within those months.100% indicates all plants.

NOTE: This schedule is approximate for specific dates. Service will be rendered as quantified, but may be subject to conditions outside our control. SS Landscaping Services, Inc. reserves the right to change the schedule at its discretion and without notice.

SS Landscaping Services SINCE 78

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EXHIBIT "D"

MONTHLY AMORTIZED COSTS

Month	Actual Monthly Cost	Monthly Fee(Averaged)	Monthly Difference
January	\$2,306.31	\$2,355.33	\$49.01
February	\$574.16	\$2,355.33	\$1,781.17
March	\$2,103.85	\$2,355.33	\$251.48
April	\$4,397.41	\$2,355.33	-\$2,042.08
May	\$2,899.97	\$2,355.33	-\$544.64
June	\$2,564.52	\$2,355.33	-\$209.20
July	\$2,564.52	\$2,355.33	-\$209.20
August	\$2,479.78	\$2,355.33	-\$124.46
September	\$2,899.97	\$2,355.33	-\$544.64
October	\$3,435.24	\$2,355.33	-\$1,079.92
November	\$1,310.77	\$2,355.33	\$1,044.55
December	\$727.40	\$2,355.33	\$1,627.93

The monthly fee is amortized over twelve months. Termination by the Customer, prior to completion of a full term, will result in an assessment of a Contract Closing fee based on this schedule. This may result in a fee or a reimbursement. This schedule will reset after the completion of each service year.

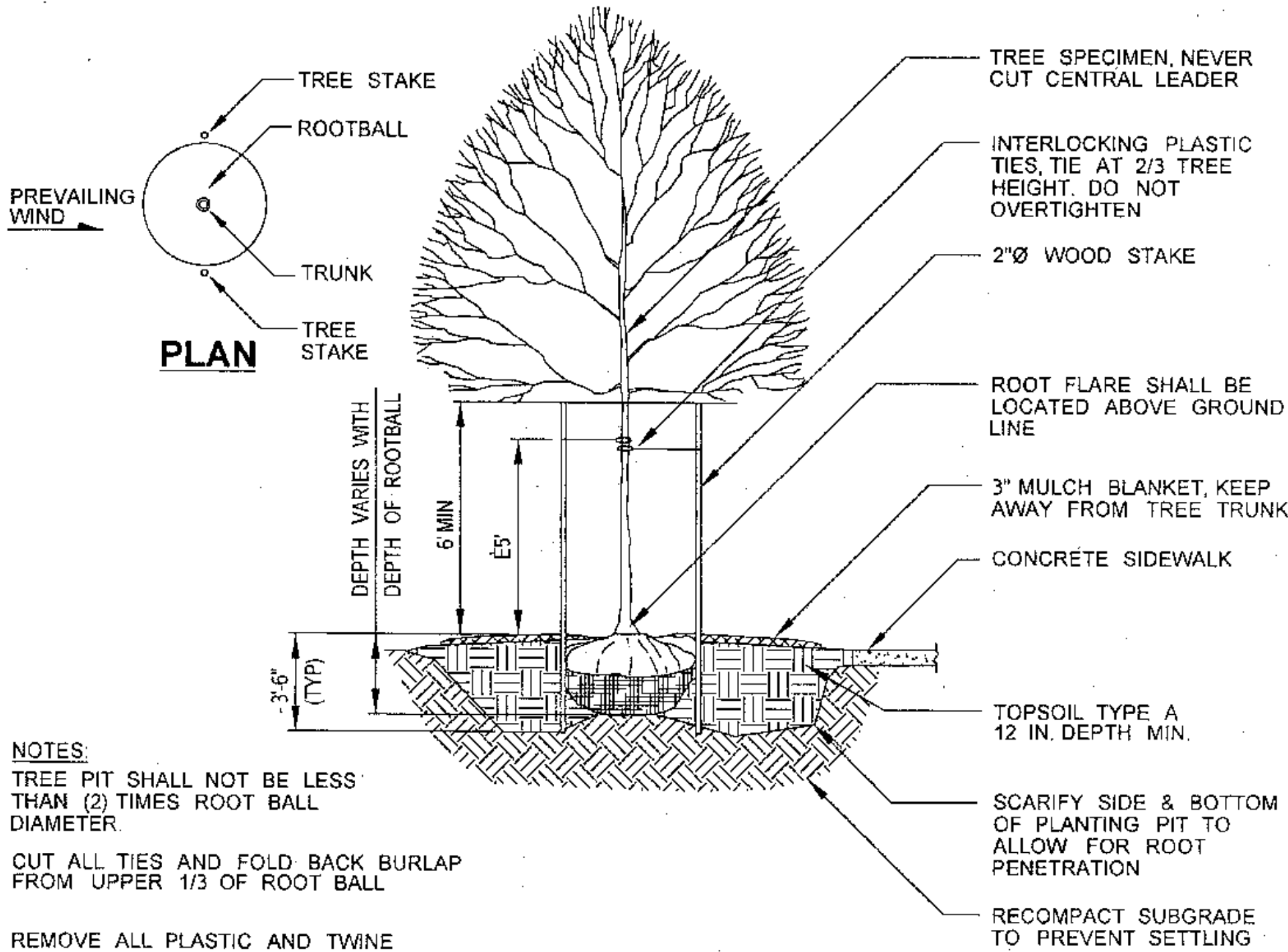
Example 1:	Service starts;	January	\$49.01	After two months customer decides that SSL is not a good fit. Customer sends SSL a written notice giving 30 days notice to terminate service. SSL would provide a credit based on the example to the left.
		February	\$1,781.17	
	End Service	March	\$251.48	
	Credit to Customer		\$2,081.66	

Example 2:	Service starts;	March	\$251.48	After five months customer decides that SSL is not a good fit. Customer sends SSL a written notice giving 30 days notice to terminate service. Customer would owe SSL a final billing based on the example to the left.
		April	-\$2,042.08	
		May	-\$544.64	
		June	-\$209.20	
		July	-\$209.20	
	End Service	August	-\$124.46	
	Owed to SSL		-\$2,878.10	

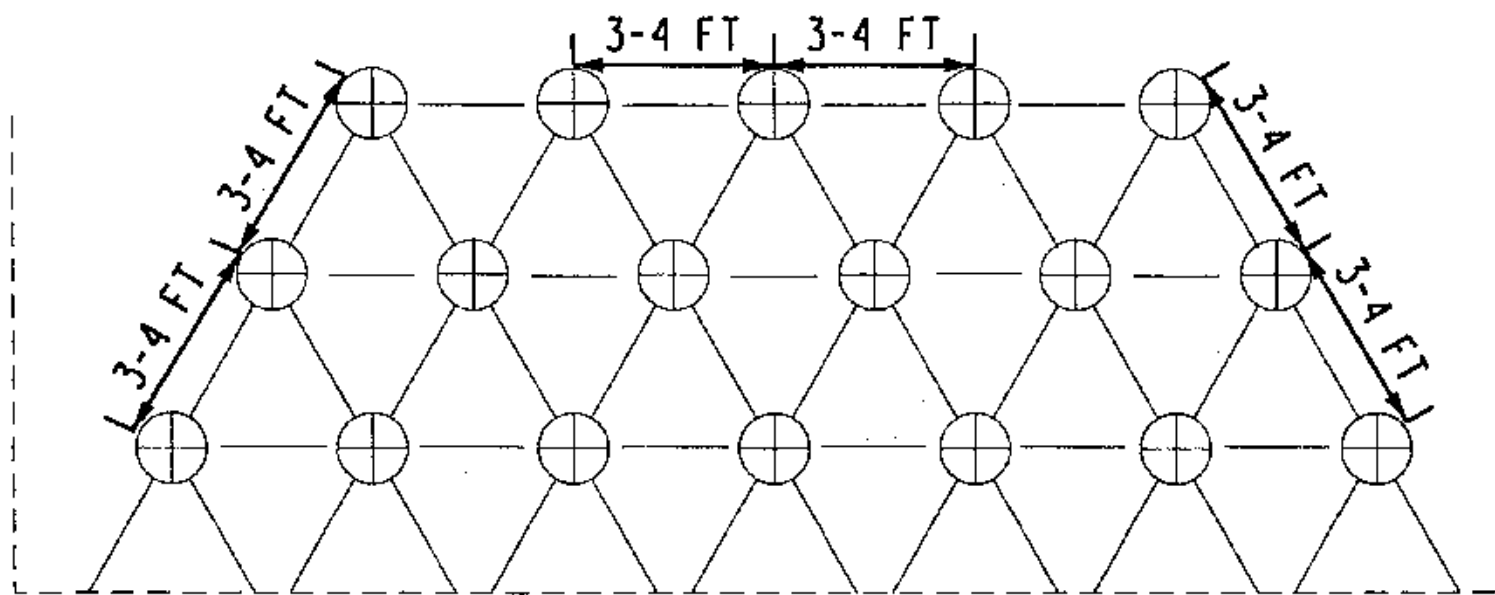
	SYMBOL	BOTANICAL NAME	COMMON NAME	QTY	SIZE	REMARKS
STREET TREES	T1	ACER RUBRUM 'SCARSEN'	SCARLET SENTINEL MAPLE	56	2 1/2" CAL. 12'-14' HT.	B & B
	T2	ULMUS WILSONIANA 'PROSPECTOR'	PROSPECTOR ELM	28	2 1/2" CAL. 12'-14' HT.	B & B
	T3	ZELKOVA SERRATA 'GREENVASE'	GREENVASE ZELKOVA	10	2 1/2" CAL. 12'-14' HT.	B & B
ACCENT TREES	T5	ACER GRISEUM	PAPERBARK MAPLE	6	7'-8' HT.	B&B, 3-5 CANES MIN.
	T6	AMELANCHIER CANADENSIS 'PRINCE WILLIAM'	CANADIAN SERVICEBERRY	3	7'-8' HT.	B&B, 3-5 CANES MIN.
	T7	PRUNUS X YEDOENSIS	YOSHINO FLOWERING CHERRY	10	2 1/2" CAL. 10'-12' HT.	B & B
MEDIUM SHRUBS	S1	EUONYMUS FORTUNEI 'MOONSHADOW'	EVERGREEN EUONYMUS	73	15"-18" HT.	CONT. FULL & BUSHY
	S2	HEBE 'WIRI BLUSH'	NCN	76	15"-18" HT.	CONT. FULL & BUSHY
	S3	RHODODENDRON 'NORTHERN LIGHTS'	DECIDUOUS AZALEA	143	15"-18" HT.	CONT. FULL & BUSHY
	S4	VIBURNUM OPULUS 'COMPACTUM'	DWARF EUROPEAN CRANBERRY BUSH	138	15"-18" HT.	CONT. FULL & BUSHY
SMALL/ MEDIUM SHRUBS	S5	CHAENOMELES 'CAMEO'	FLOWERING QUINCE	174	15"-18" HT.	CONT. FULL & BUSHY
	S6	ESCALLONIA 'COMPAKTA'	NCN	156	15"-18" HT.	CONT. FULL & BUSHY
	S7	FOTHERGILLA GARDENII	DWARF FOTHERGILLA	90	2 GAL. CONT.	CONT. FULL & BUSHY
	S8	HELICTROTRICHON SEMPERVIRENS	BLUE OAT GRASS	121	1 GAL. CONT.	CONT. FULL & BUSHY
	S9	KALMIA LATIFOLIA 'ELF'	DWARF MOUNTAIN LAUREL	195	2 GAL. CONT.	CONT. FULL & BUSHY
SMALL SHRUBS	S10	BERBERIS THUNBERGII 'KOBOLD'	KOBOLD JAPANESE BARBERRY	365	2 GAL. CONT.	CONT. FULL & BUSHY
	S11	CORNUS SERICEA 'KELSEY'	DWARF REDTWIG DOGWOOD	364	2 GAL. CONT.	CONT. FULL & BUSHY
	S12	NANDINA DOMESTICA 'WOODS DWARF'	DWARF HEAVENLY BAMBOO	343	2 GAL. CONT.	CONT. FULL & BUSHY
	S13	PENNISETUM ALOPECUROIDES 'LITTLE BUNNY'	DWARF FOUNTAIN GRASS	359	1 GAL. CONT.	CONT. FULL & BUSHY
	S14	POTENTILLA 'RED ACE'	SHRUBBY CINQUEFOIL	202	1 GAL. CONT.	CONT. FULL & BUSHY
GROUND COVER	GC1	ARCTOSTAPHYLOS UVA-URSI 'VANCOUVER JADE'	KINNIKINNICK	647	1 GAL. CONT.	24" O.C. TRI. SP. TYP.
	GC2	COTONEASTER DAMMERI 'EICHHOLZ'	OAKWOOD COTONEASTER	778	1 GAL. CONT.	24" O.C. TRI. SP. TYP.
	GC3	FRAGARIA CHILOENSIS 'LIPSTICK'	BEACH STRAWBERRY	882	1 GAL. CONT.	24" O.C. TRI. SP. TYP.
	GC4	RUBUS CALYCINOIDES	CREeping BRAMBLE	254	1 GAL. CONT.	24" O.C. TRI. SP. TYP.
PERENNIALS - ALTERNATE PLANT TYPES AND INSTALL IN GROUPS OF 5 EACH	P1	ACHILLEA MILLEFOLIUM 'PAPRIKA'	PAPRIKA COMMON YARROW	430	1 GAL. CONT.	12" O.C. TRI. SP. TYP.
		HEMEROCALLIS 'LITTLE MISS SUNSHINE'	DAYLILIES	430	1 GAL. CONT.	12" O.C. TRI. SP. TYP.
		STOKESIA LAEVIS 'BLUE DANUBE'	BLUE CORNFLOWER ASTER	430	1 GAL. CONT.	12" O.C. TRI. SP. TYP.
	P2	ASTER 'WINSTON CHURCHILL'	NCN	317	1 GAL. CONT.	12" O.C. TRI. SP. TYP.
		COREOPSIS VERTICILLATA 'ZAGREB'	ZAGREB THREADLEAF COREOPSIS	317	1 GAL. CONT.	12" O.C. TRI. SP. TYP.
		SALVIA NEMOROSA 'OSTFRIESLAND'	SAGE	317	1 GAL. CONT.	12" O.C. TRI. SP. TYP.

GENERAL LANDSCAPE NOTES:

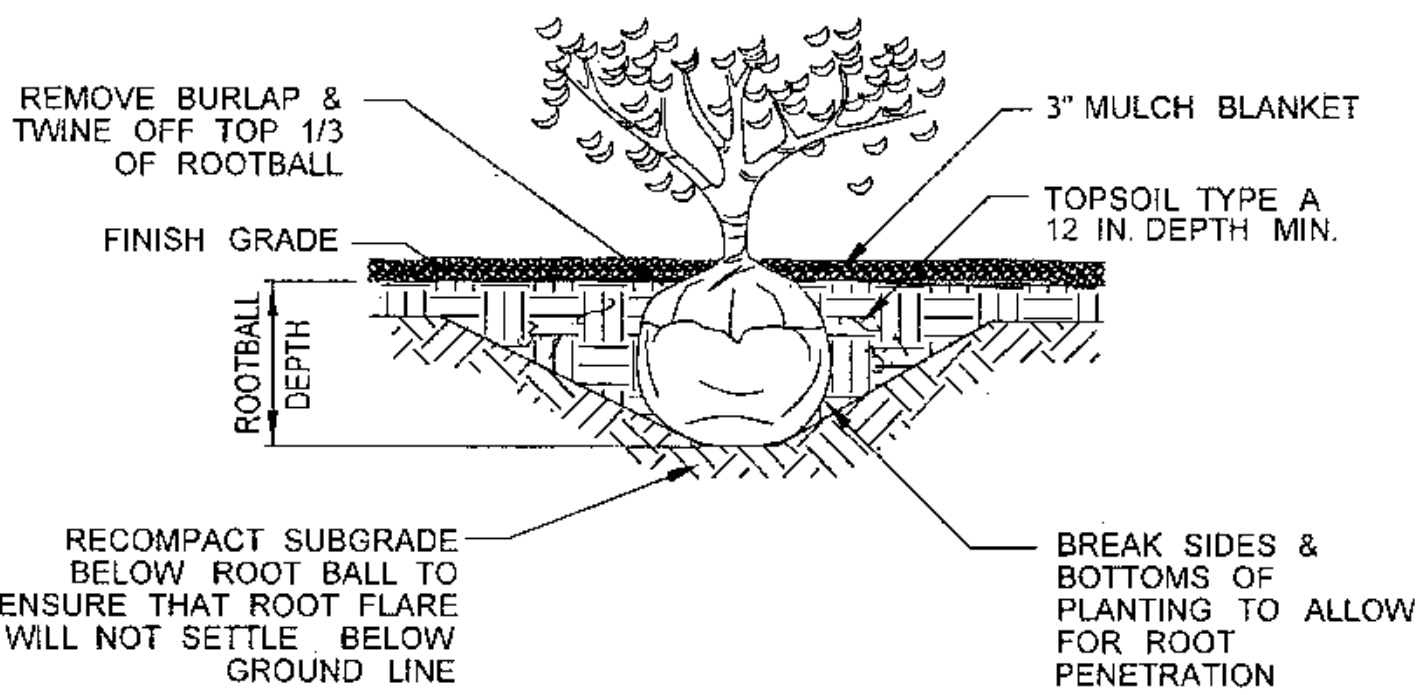
1. ALL PLANT MATERIAL SPECIFICATIONS FOR SIZE AND CONDITION ARE MINIMUM REQUIREMENTS. SPECIFICATIONS ARE IN ACCORDANCE WITH THE 'AMERICAN STANDARD FOR NURSERY STOCK' MOST CURRENT EDITION. IF A CONFLICT OCCURS BETWEEN THESE SPECIFICATIONS AND THE "A.S.N.S.", THESE SPECIFICATIONS SHALL APPLY.
2. MATERIAL SHALL BE TAGGED WITH THE APPROPRIATE IDENTIFICATION AT THE TIME OF DELIVERY TO THE PROJECT SITE.
3. DO NOT SUBSTITUTE SPECIES WITHOUT APPROVAL OF THE ENGINEER.
4. ALL PLANT MATERIAL SHALL BE NURSERY GROWN.
5. PROPERTY RESTORATION TO BE COMPLETED AS DIRECTED BY THE PROJECT ENGINEER.
6. PRUNE OVERHANGING BRANCHES TO 7' HT. TYP. AS PER ACCEPTED HORTICULTURAL PRACTICES.
7. SEE SPECIFICATIONS AND SPECIAL PROVISIONS FOR DETAILS RELATING TO IMPLEMENTATION OF THIS PLAN.



TYPICAL TREE PLANTING DETAIL



STANDARD PLANTING LAYOUT



SHRUB/GROUND COVER PLANTING DETAIL

ABBREVIATIONS:

B&B	BALLED & BURLAP
C.Y.	CUBIC YARDS
CAL.	CALIPER
CONT.	CONTAINER
GAL.	GALLONS
HT.	HEIGHT
MAX.	MAXIMUM
MIN.	MINIMUM
NCN	NO COMMON NAME
O.C.	ON CENTER
SP.	SPACING
TRI.	TRIANGULAR
TYP.	TYPICAL

GENERAL NOTE:
STREETSCAPE PLANTING AND LANDSCAPE WORK ITEMS SHOWN ON SHEETS PP1 THROUGH PP14 SHALL BE INCLUDED IN THE PROPOSAL ALTERNATE A2 BID. SEE SPECIAL PROVISION "CUMULATIVE ALTERNATES BIDDING".

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TIME	10:52:29 AM
DATE	12/27/2010
PLOTTED BY	FrettsL
DESIGNED BY	E. MARTENSON
ENTERED BY	L. FRETTS
CHECKED BY	E. WINKLEY
PROJ. ENGR.	B. ELLIOT
REGIONAL ADM.	K. DAYTON
REVISION	
DATE	
BY	
REGION NO.	10
STATE	WASH
FED. AID PROJ. NO.	CM-0161 (029)
JOB NUMBER	11C516
CONTRACT NO.	8199
LOCATION NO.	XL2431



STATE OF WASHINGTON
REGISTERED LANDSCAPE ARCHITECT
EDWARD J. WINKLEY
CERTIFICATE NO. 985

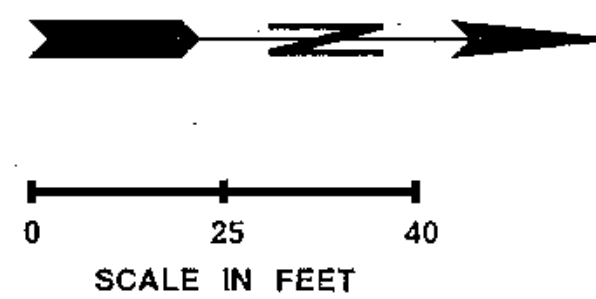
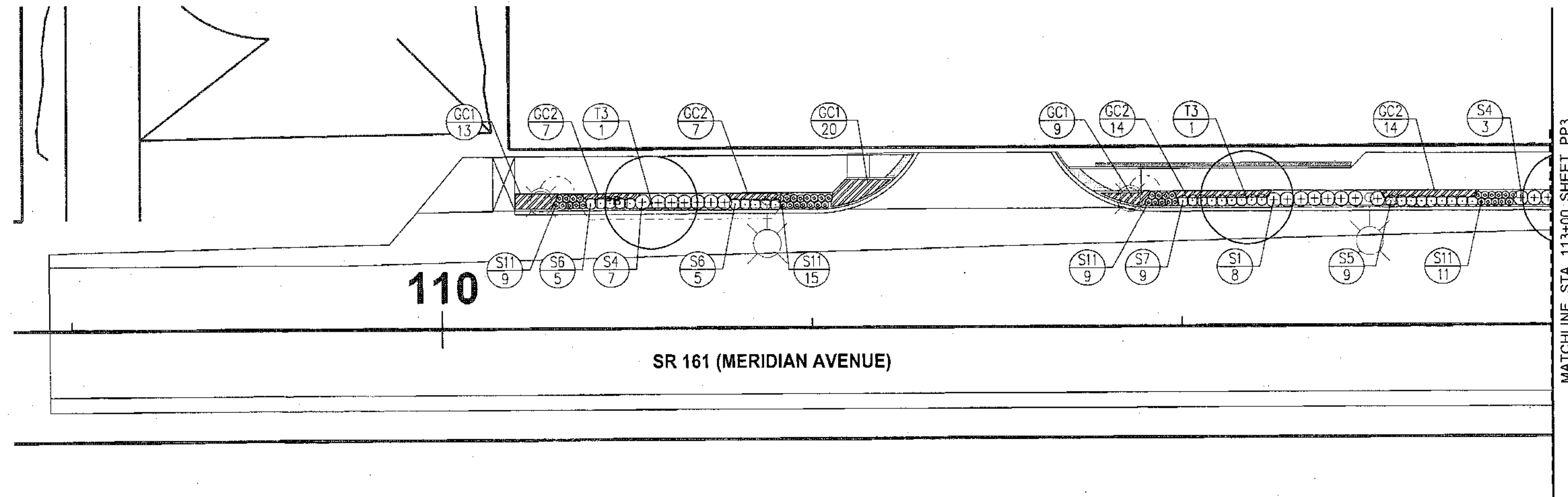


Washington State
Department of Transportation

SR161
24TH ST. E. TO MILTON WAY
WIDENING

STREETSCAPE PLANTING PLAN

Plot 1
PLAN REF NO. PP1
SHEET 278 OF 533 SHEETS

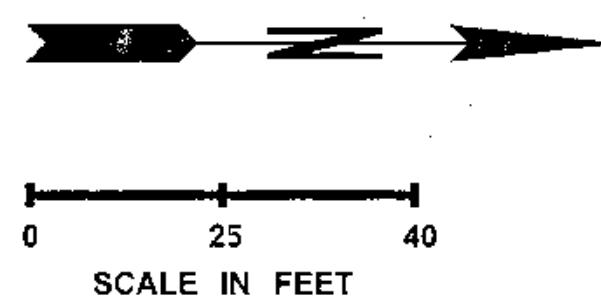
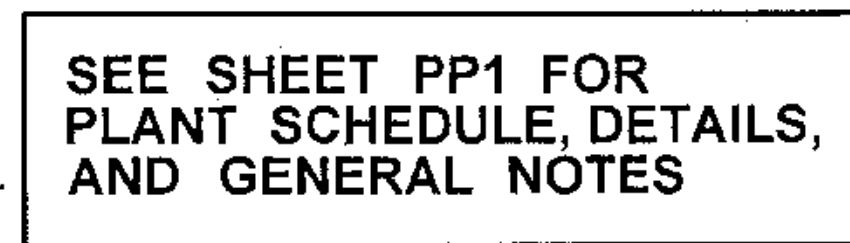


SEE SHEET PP1 FOR
PLANT SCHEDULE, DETAILS,
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FILE NAME L:\161\24th St E to Milton Way - Widening\XL 243\CAD\PS&ESheets\SR161LS.SH.KPG.dgn				REGION NO. 10		STATE WASH		FED.AID PROJ.NO.						SR161 24TH ST. E. TO MILTON WAY WIDENING		Plot 2	
TIME 10:52:31 AM		DATE 12/27/2010		JOB NUMBER 11C516		CONTRACT NO. 8199		LOCATION NO. XL2431								PLAN REF NO. PP2	
DESIGNED BY E. MARTENSON		ENTERED BY L. FRETTS		CHECKED BY E. WINKLEY		PROJ. ENGR. B. ELLIOT		REGIONAL ADM. K. DAYTON		REVISION		DATE		BY		SHEET 279 OF 533 SHEETS	

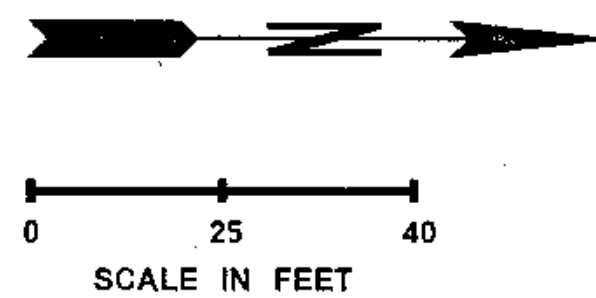
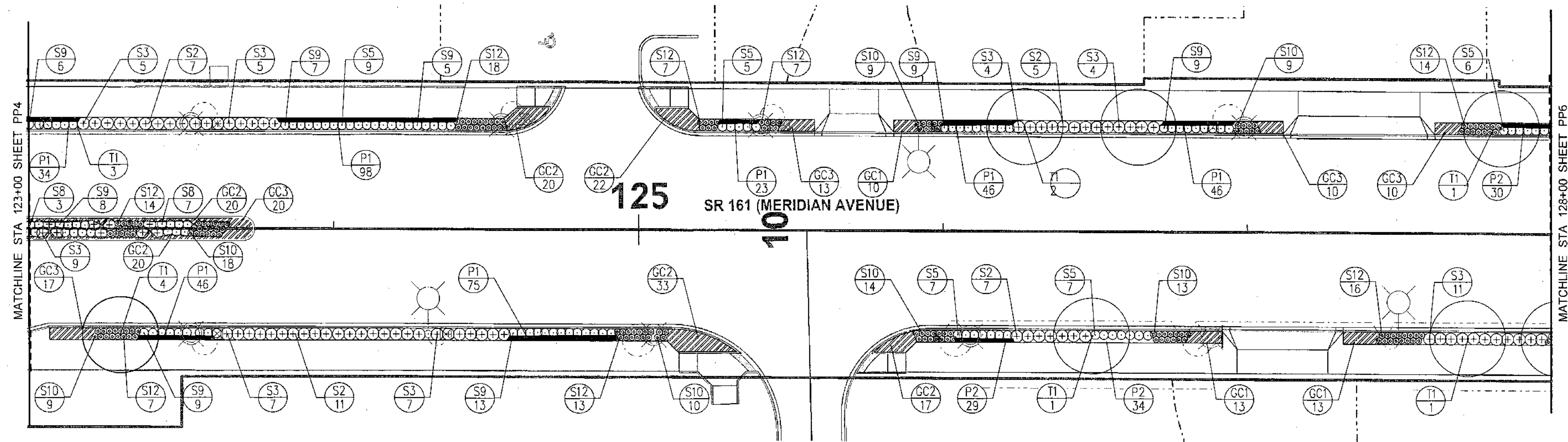


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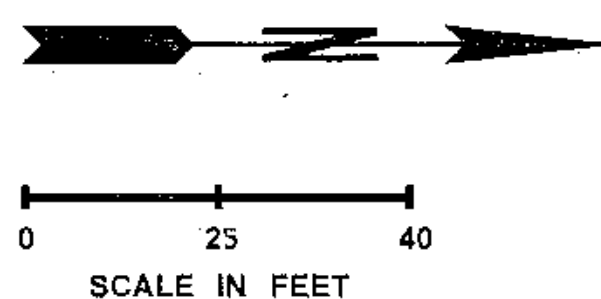
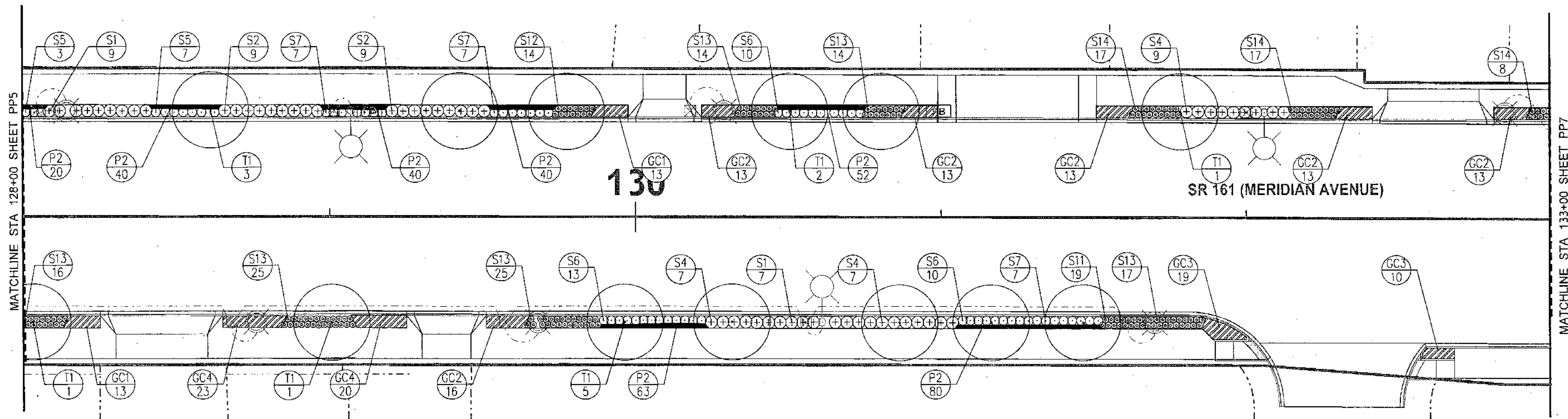
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FILE NAME L:\N6\24th St E to Milton Way - Widening\XL 243\CAD\PS&ESheets\SR161LS.SH.KPG.dgn										 STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT EDWARD J. WINKLEY CERTIFICATE NO. 985  P.E. STAMP BOX 12/27/10 DATE										 Washington State Department of Transportation										SR161 24TH ST. E. TO MILTON WAY WIDENING STREETSCAPE PLANTING PLAN										Plot 5					
TIME 10:52:34 AM								REGION NO. 10																																STATE WASH		FED.AID PROJ.NO.		PLAN REF NO PP5	
DATE 12/27/2010																																								JOB NUMBER 11C516				SHEET 282 OF 533 SHEETS	
PLOTTED BY FrettsL																																								CONTRACT NO. 8199		LOCATION NO. XL2431			
DESIGNED BY E. MARTENSON																																													
ENTERED BY L. FRETTS																																													
CHECKED BY E. WINKLEY																																													
PROJ. ENGR. B. ELLIOT																																													
REGIONAL ADM. K. DAYTON																																													
REVISION										DATE		BY																																	



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AND GENERAL NOTES

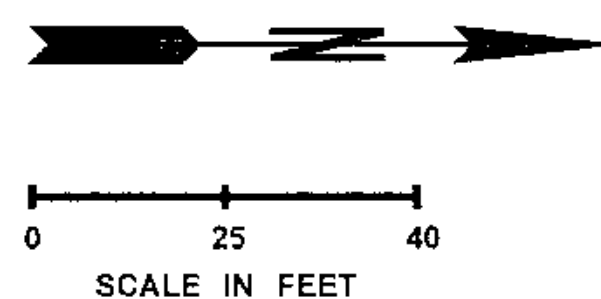
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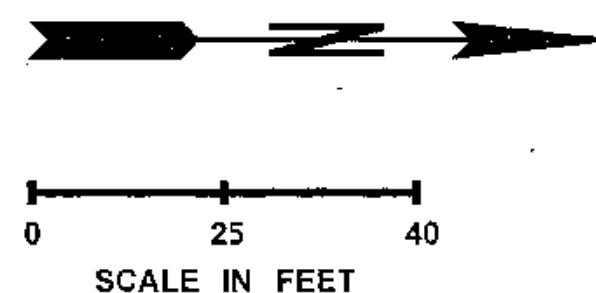
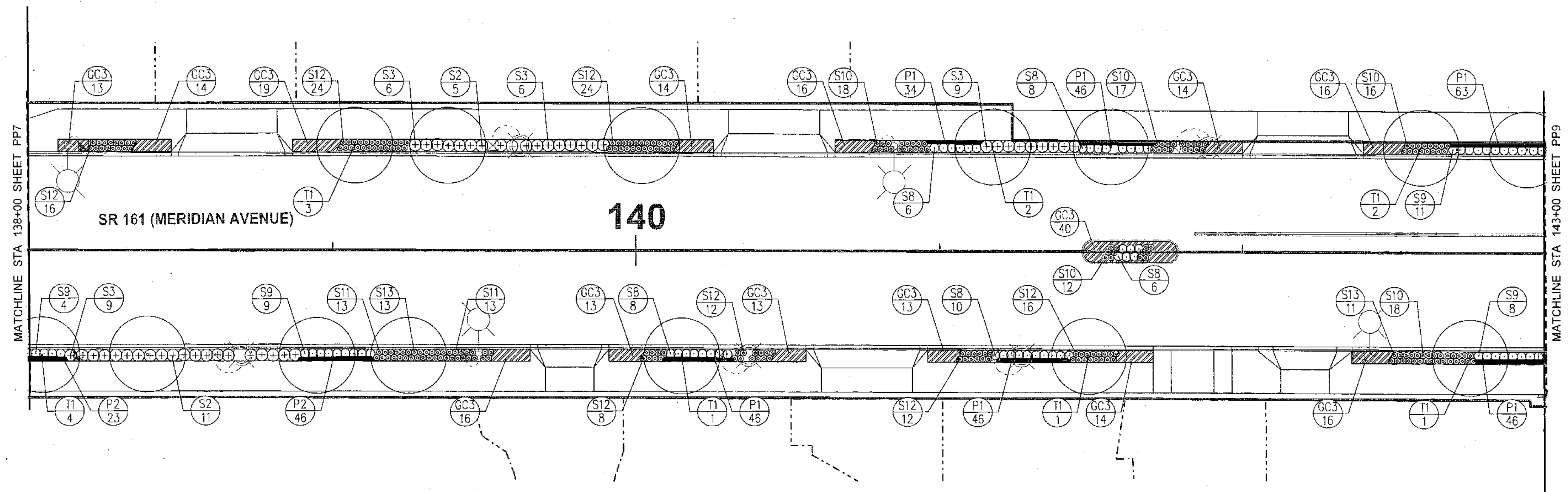
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TIME 10:52:36 AM DATE 12/27/2010 PLOTTED BY FrettsL DESIGNED BY E. MARTENSON ENTERED BY L. FRETTS CHECKED BY E. WINKLEY PROJ. ENGR. B. ELLIOT REGIONAL ADM. K. DAYTON				JOB NUMBER 11C516 CONTRACT NO. 8199		LOCATION NO. XL2431						SHEET 283 OF 533 SHEETS			
REVISION				DATE		BY		P.E. STAMP BOX		DATE 12/27/10		STREETSCAPE PLANTING PLAN			



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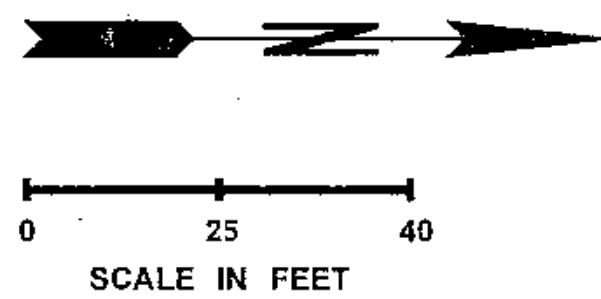
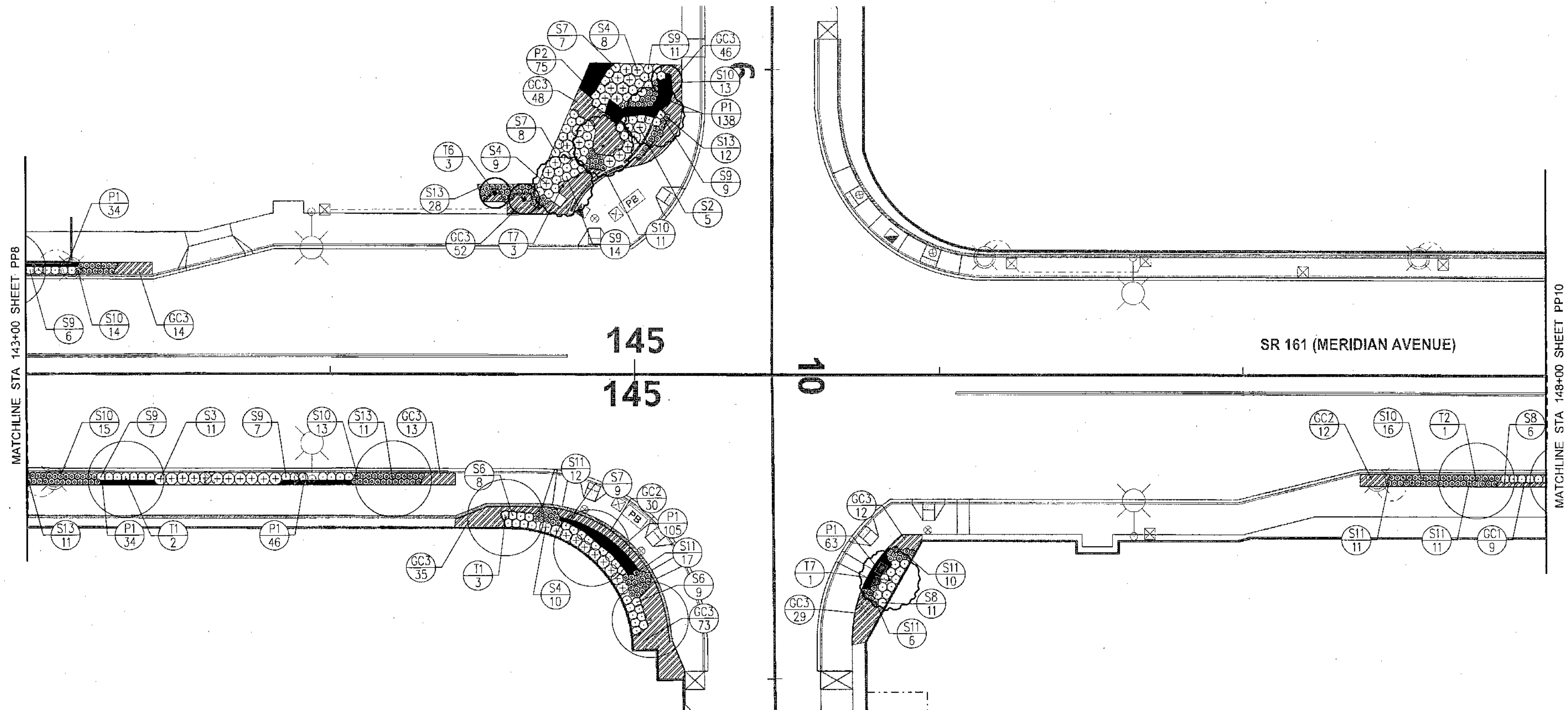


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FILE NAME: L:\161\24th St E to Milton Way - Widening\XL 243\CAD\PS&ESheets\SR161LS.SH.KPG.dgn				REGION NO. 10		STATE WASH		FED.AID PROJ.NO.		 STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT EDWARD J. WINKLEY CERTIFICATE NO. 985		 Washington State Department of Transportation		SR161 24TH ST. E. TO MILTON WAY WIDENING STREETScape PLANTING PLAN		Plot 8	
TIME: 10:52:38 AM		DATE: 12/27/2010		JOB NUMBER: 11C516		LOCATION NO. XL2431		PLAN REF NO. PP8									
PLOTTED BY: FrettsL				CONTRACT NO. 8199										SHEET 285 OF 533 SHEETS			
DESIGNED BY: E. MARTENSON																	
ENTERED BY: L. FRETTS																	
CHECKED BY: E. WINKLEY																	
PROJ. ENGR. B. ELLIOT																	
REGIONAL ADM. K. DAYTON																	



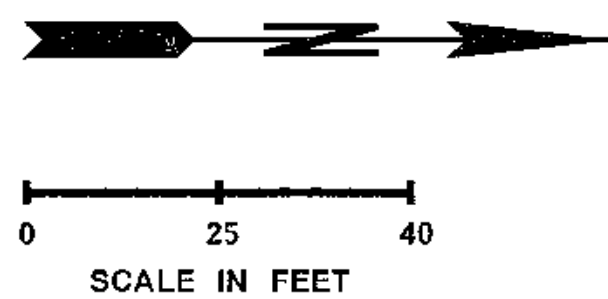
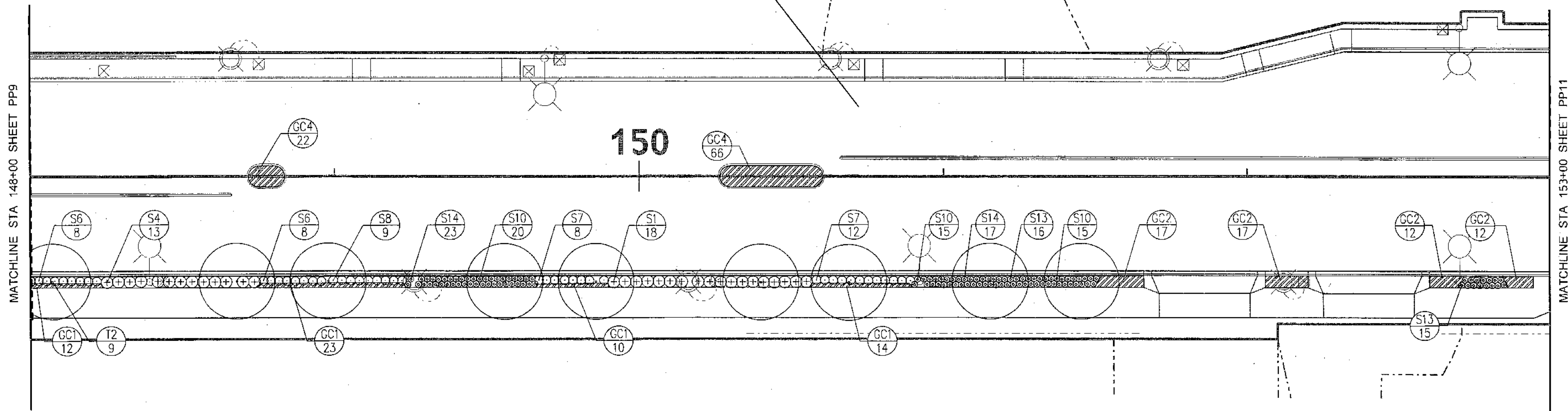
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FILE NAME L:\161\24th St E to Milton Way - Widening\XL 243\CAD\PS&ESheets\SR161LS.SH.KPG.dgn				FED.AID PROJ.NO.		 STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT EDWARD J. WINKLEY CERTIFICATE NO. 985	 Washington State Department of Transportation	SR161 24TH ST. E. TO MILTON WAY WIDENING		Plot 9
TIME 10:52:39 AM	DATE 12/27/2010	PLOTTED BY FrettsL	DESIGNED BY E. MARTENSON	ENTERED BY L. FRETTS	CHECKED BY E. WINKLEY	PROJ. ENGR. B. ELLIOT	REGIONAL ADM. K. DAYTON	PLAN REF NO		PP9
REVISION				DATE	BY	SHEET		286		OF
								533		SHEETS

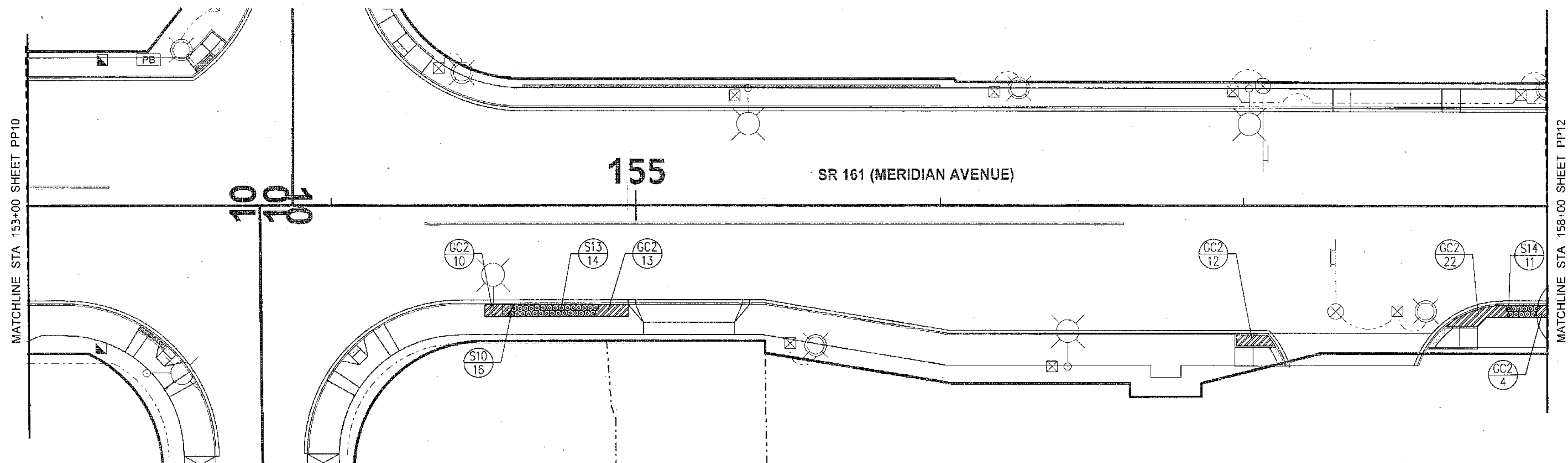


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FILE NAME L:\161\24th St E to Milton Way - Widening\XL 243\CAD\PS&ESheets\SR161\LS.SH.KPG.dgn										 STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT EDWARD J. WINKLEY CERTIFICATE NO. 985  12/27/10 DATE P.E. STAMP BOX										 Washington State Department of Transportation										SR161 24TH ST. E. TO MILTON WAY WIDENING										Plot 10 PLAN REF NO PP10																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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PLANT SCHEDULE, DETAILS,
AND GENERAL NOTES

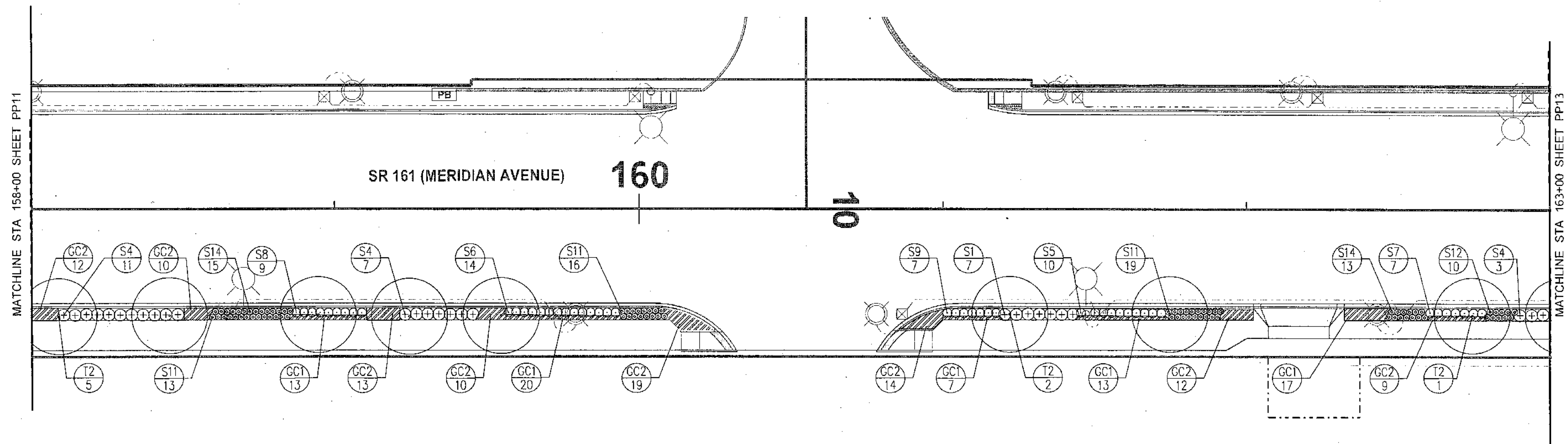
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SEE SHEET PP1 FOR
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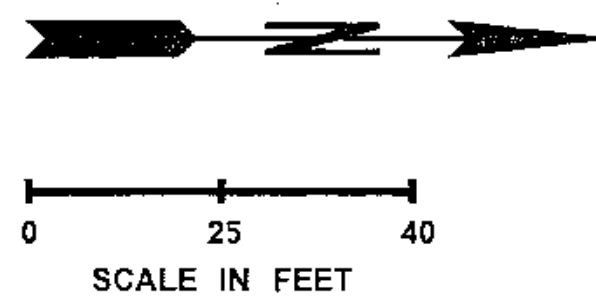
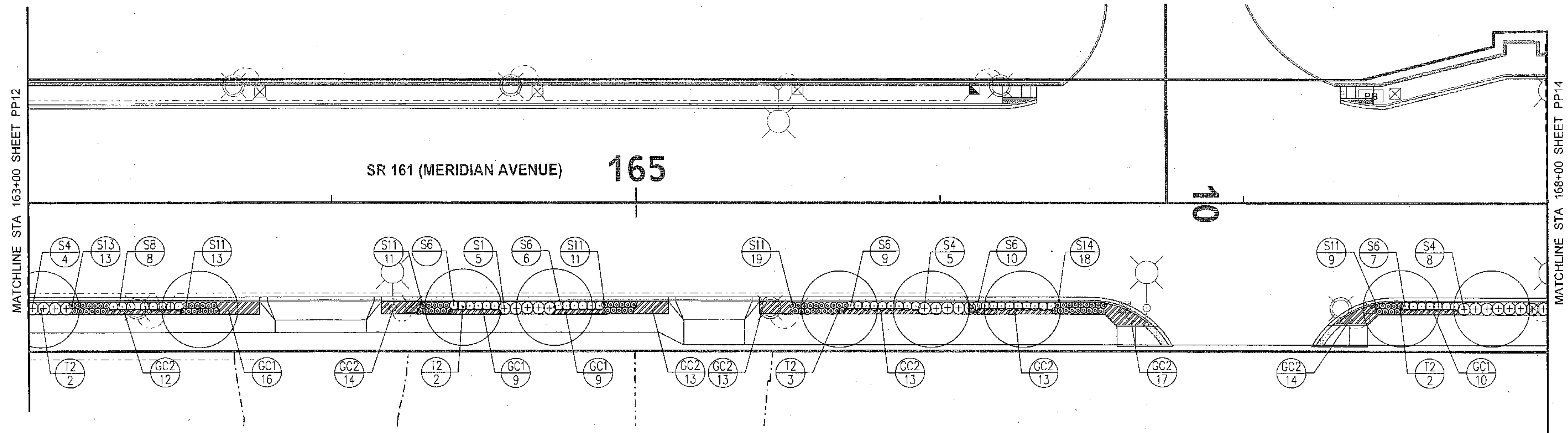
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FILE NAME L:\161\24th St E to Milton Way - Widening\XL 2431\CA0\PS&ESheets\SR161LS.SH.KPG.dgn				REGION NO. 10 STATE WASH		FED.AID PROJ.NO. CM-0161 (029)		 STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT EDWARD J. WINKLEY CERTIFICATE NO. 985		 Washington State Department of Transportation		SR161 24TH ST. E. TO MILTON WAY WIDENING		Plot 12
TIME 10:52:42 AM	DATE 12/27/2010	DESIGNED BY E. MARTENSON	ENTERED BY L. FRETTS	CHECKED BY E. WINKLEY	PROJ. ENGR. B. ELLIOT	REGIONAL ADM. K. DAYTON	CONTRACT NO. 8199					LOCATION NO. XL2431	REVISION	DATE



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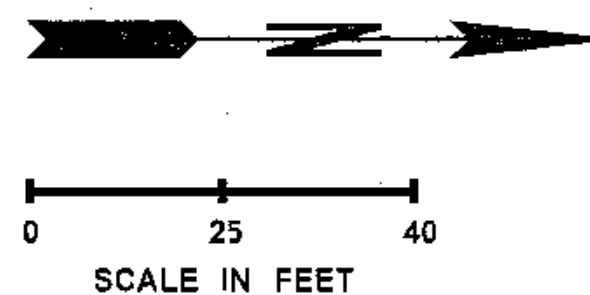
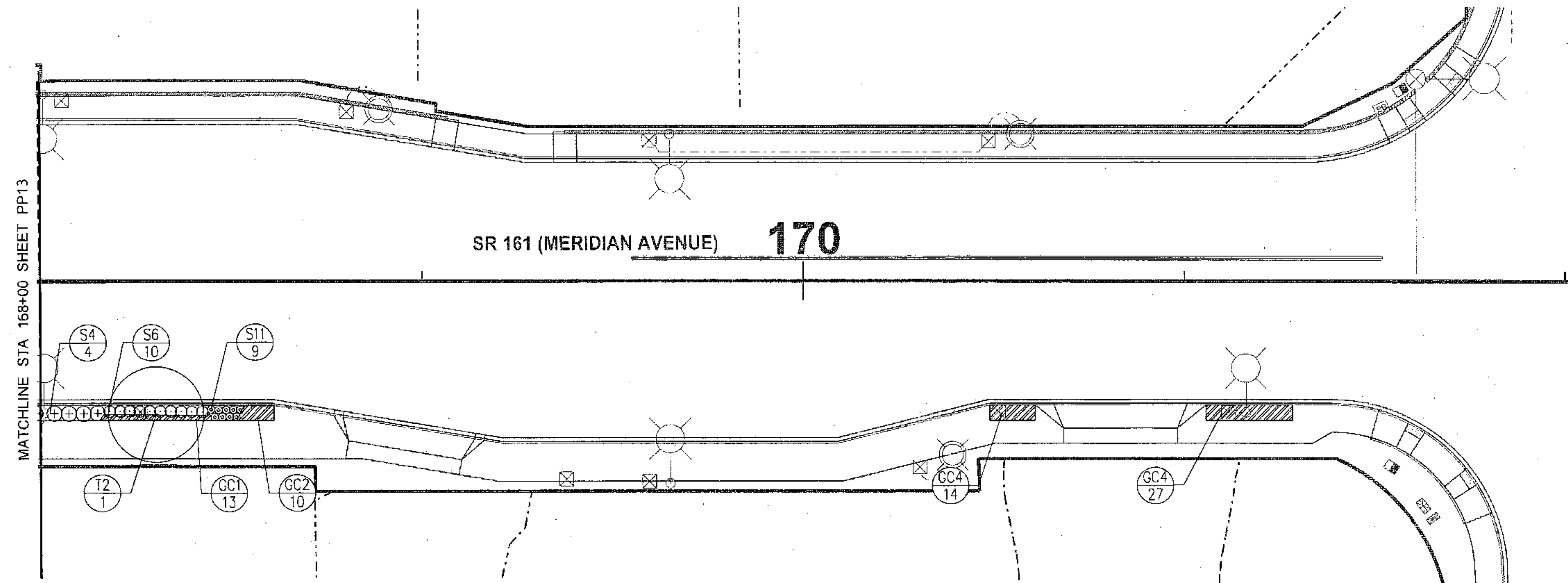
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AND GENERAL NOTES

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FILE NAME L:\161\24th St E to Milton Way - Widening\XL 243\CAD\PS&ESheets\SR161LS.SH.KPG.dgn				REGION NO. 10 STATE WASH		FED.AID PROJ.NO.		STATE OF WASHINGTON REGISTERED LANDSCAPE ARCHITECT EDWARD J. WINKLEY CERTIFICATE NO. 985		Washington State Department of Transportation		SR161 24TH ST. E. TO MILTON WAY WIDENING		Plot 13
TIME 10:52:43 AM	DATE 12/27/2010	PLOTTED BY FrettsL	DESIGNED BY E. MARTENSON	ENTERED BY L. FRETTS	CHECKED BY E. WINKLEY	PROJ. ENGR. B. ELLIOT	REGIONAL ADM. K. DAYTON					REVISION	DATE	BY
												SHEET 290 OF 533 SHEETS		



SEE SHEET PP1 FOR
PLANT SCHEDULE, DETAILS,
AND GENERAL NOTES

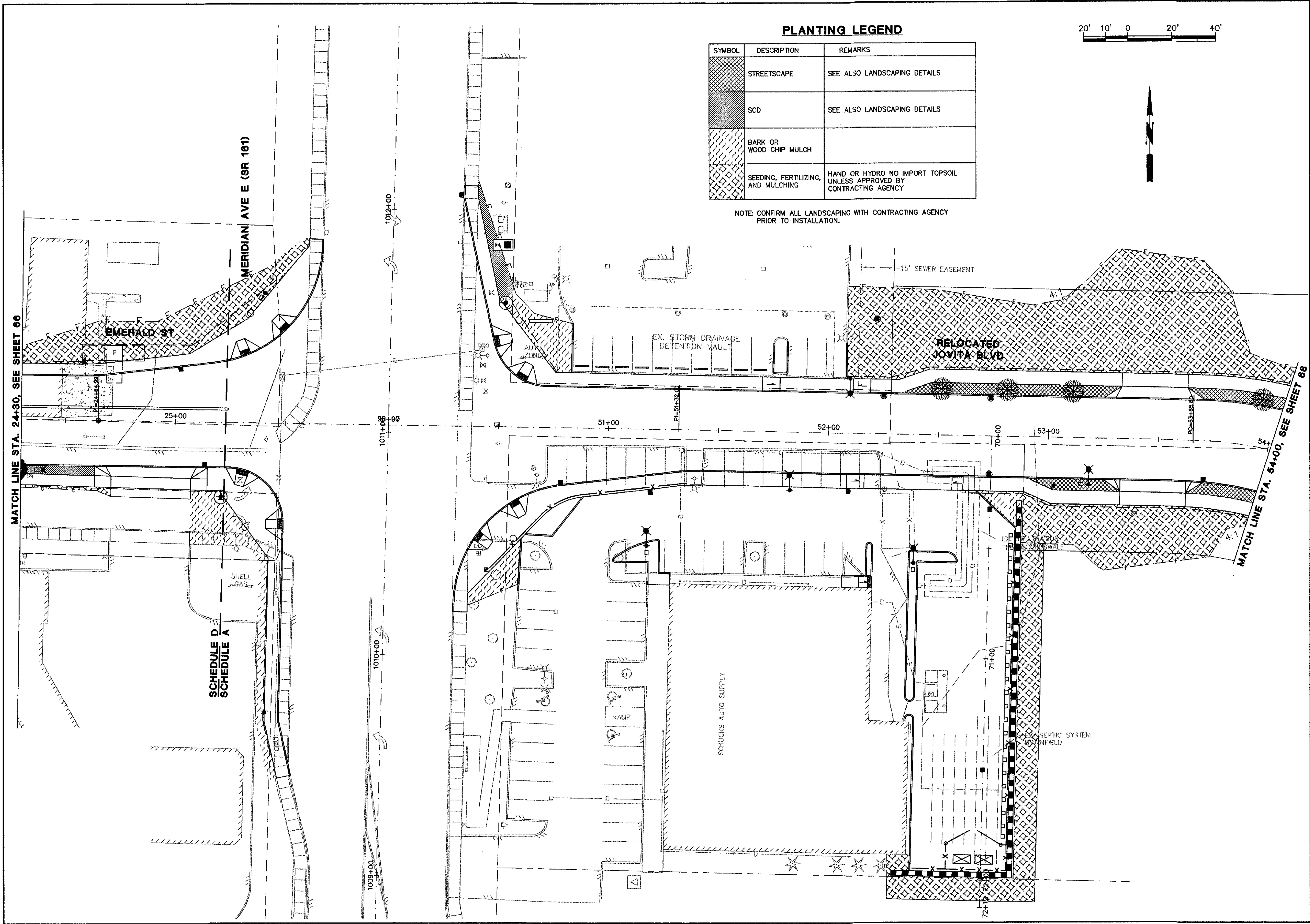
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TIME 10:52:44 AM						REGION NO. STATE		FED.AID PROJ.NO.																						PLAN REF NO	
DATE 12/27/2010						10 WASH		CM-0161 (029)																						PP14	
PLOTTED BY FrettsL						JOB NUMBER 11C516																								SHEET 291	
DESIGNED BY E. MARTENSON						CONTRACT NO. 8199		LOCATION NO. XL2431																						OF 533	
ENTERED BY L. FRETTS										DATE																					
CHECKED BY E. WINKLEY										P.E. STAMP BOX																					
PROJ. ENGR. B. ELLIOT																															
REGIONAL ADM. K. DAYTON																															
		REVISION		DATE		BY																									



PLANTING LEGEND		
SYMBOL	DESCRIPTION	REMARKS
[Hatched Box]	STREETSCAPE	SEE ALSO LANDSCAPING DETAILS
[Hatched Box]	SOD	SEE ALSO LANDSCAPING DETAILS
[Hatched Box]	BARK OR WOOD CHIP MULCH	
[Hatched Box]	SEEDING, FERTILIZING, AND MULCHING	HAND OR HYDRO NO IMPORT TOPSOIL UNLESS APPROVED BY CONTRACTING AGENCY

NOTE: CONFIRM ALL LANDSCAPING WITH CONTRACTING AGENCY PRIOR TO INSTALLATION.



Gray & Osborne, Inc.
CONSULTING ENGINEERS
701 DESTER AVENUE NORTH, SUITE 200
SEATTLE, WASHINGTON 98109 • (206) 294-0860

DATE: JUNE 2012
SCALE: 1" = 20'
DRAWN: B.D.C.
CHECKED: B.L.S.
APPROVED: T.J.O.

No.	REVISION	DATE	APPD

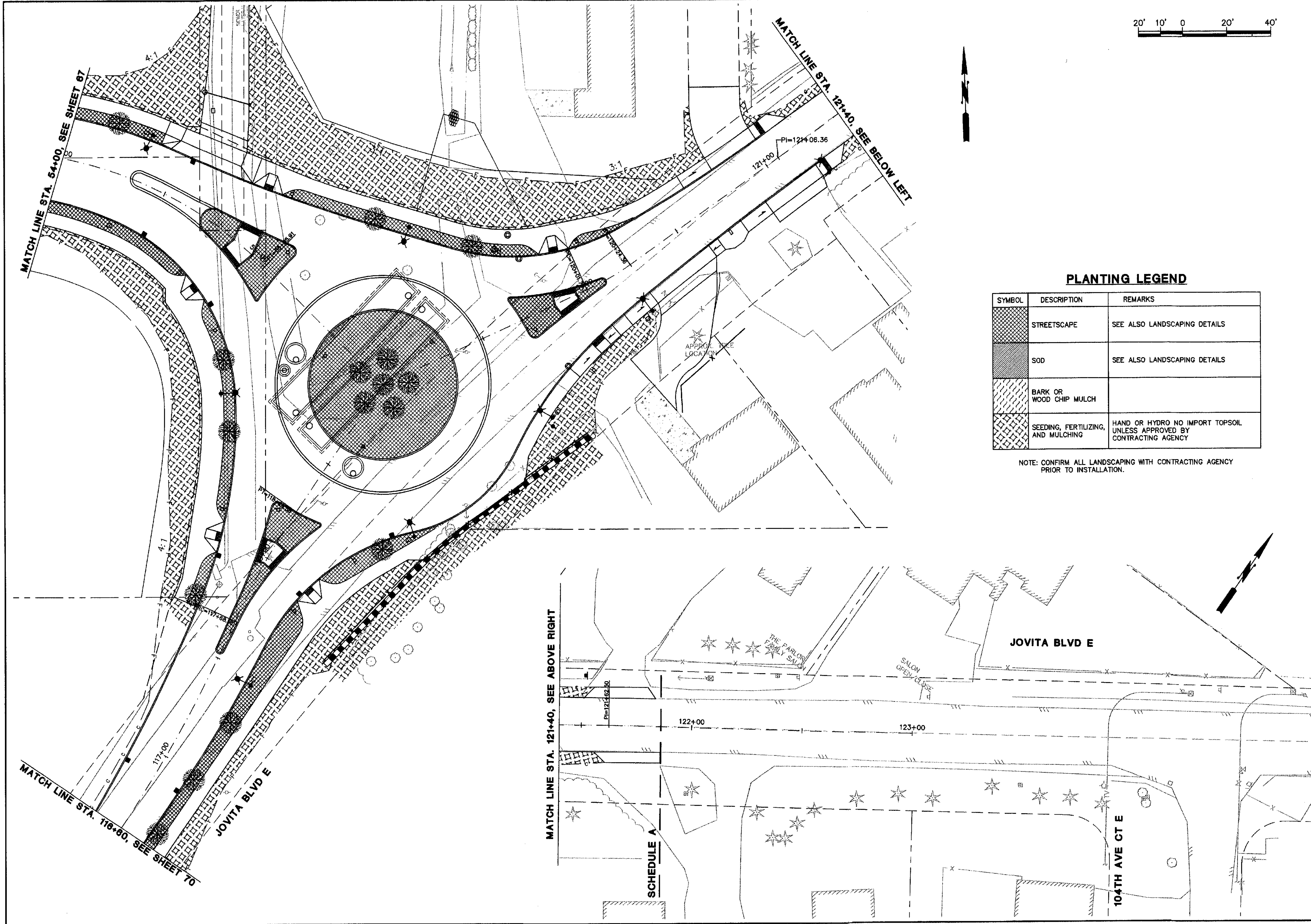


CITY OF EDGEWOOD
CITY OF MILTON
PIERCE/KING COUNTY WASHINGTON
JOVITA BOULEVARD
REALIGNMENT PROJECT
ROADSIDE PLANTING PLAN

SHEET: **67**
OF: **72**

JOB NO.: 11568
DWG: LAND3

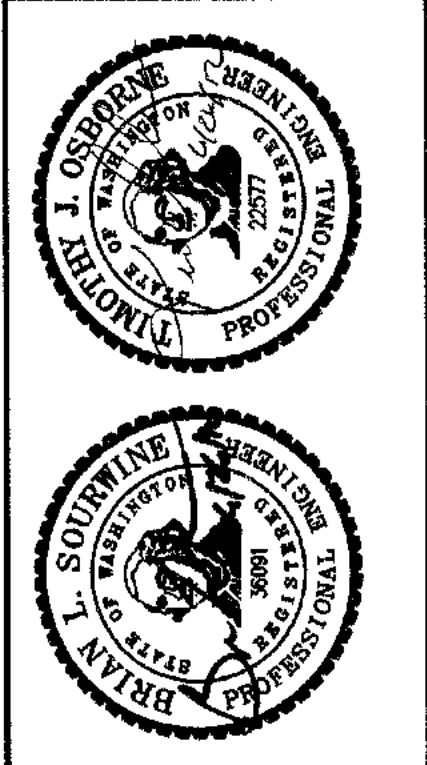
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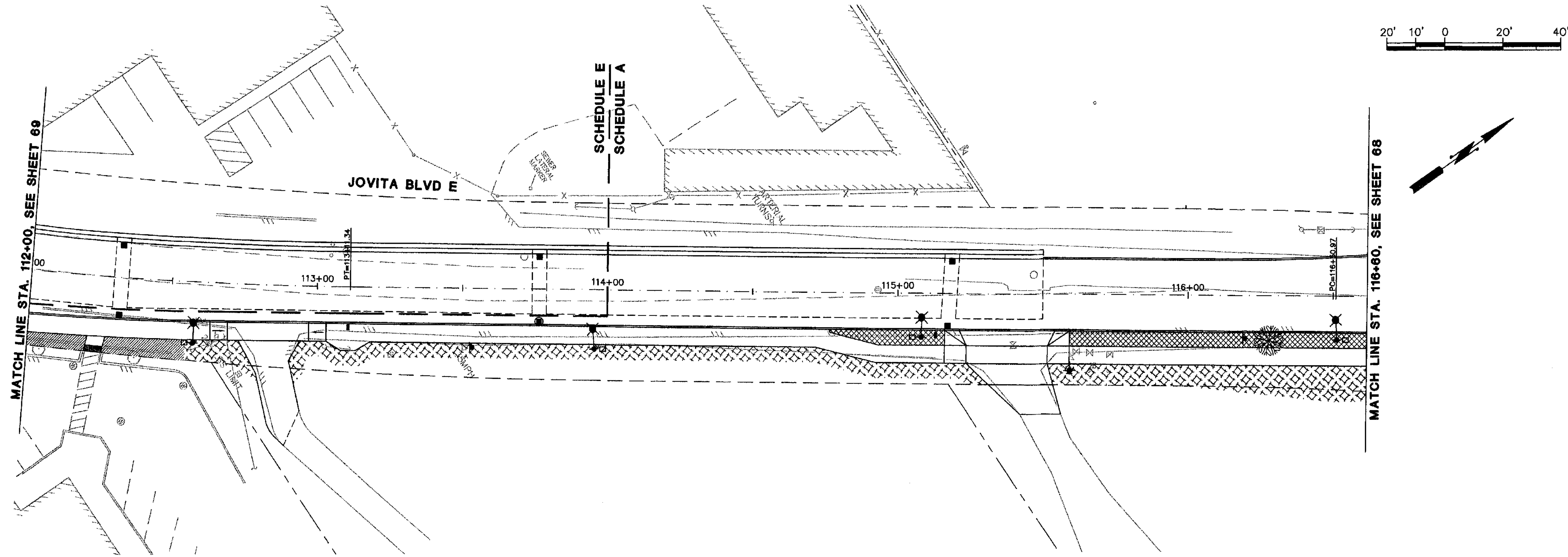
DATE: JUNE 2012	SCALE: 1" = 20'	DRAWN: B.D.C.	CHECKED: B.L.S.	APPROVED: T.J.O.
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No.	REVISION	DATE	APPD



CITY OF EDGEWOOD
CITY OF MILTON
 PIERCE/KING COUNTY WASHINGTON
JOVITA BOULEVARD
REALIGNMENT PROJECT
 ROADSIDE PLANTING PLAN

SHEET: 68
OF: 72
JOB NO.: 11568
DWG: LAND4



PLANTING LEGEND

SYMBOL	DESCRIPTION	REMARKS
	STREETSCAPE	SEE ALSO LANDSCAPING DETAILS
	SOD	SEE ALSO LANDSCAPING DETAILS
	BARK OR WOOD CHIP MULCH	
	SEEDING, FERTILIZING, AND MULCHING	HAND OR HYDRO NO IMPORT TOPSOIL UNLESS APPROVED BY CONTRACTING AGENCY

NOTE: CONFIRM ALL LANDSCAPING WITH CONTRACTING AGENCY PRIOR TO INSTALLATION.



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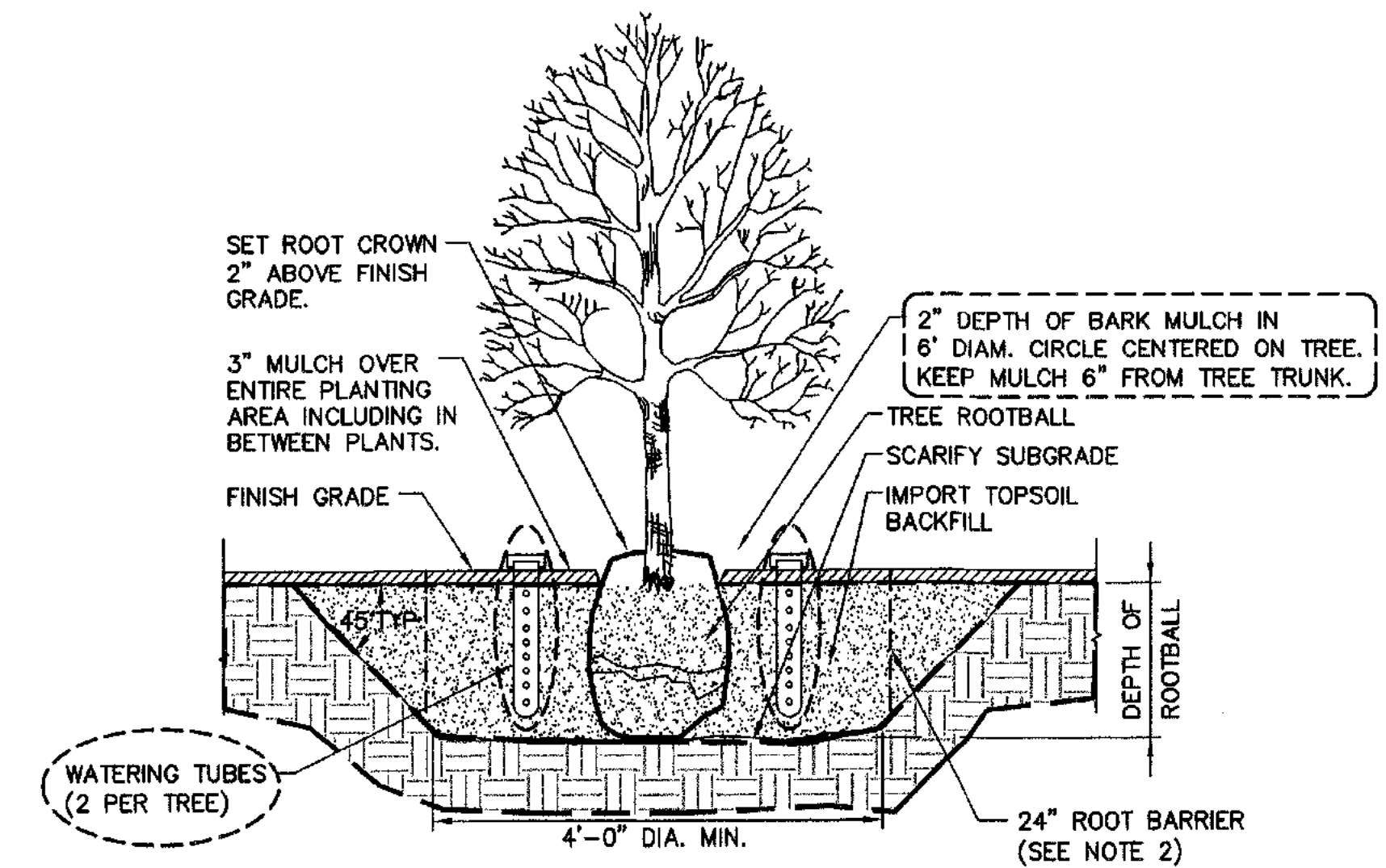
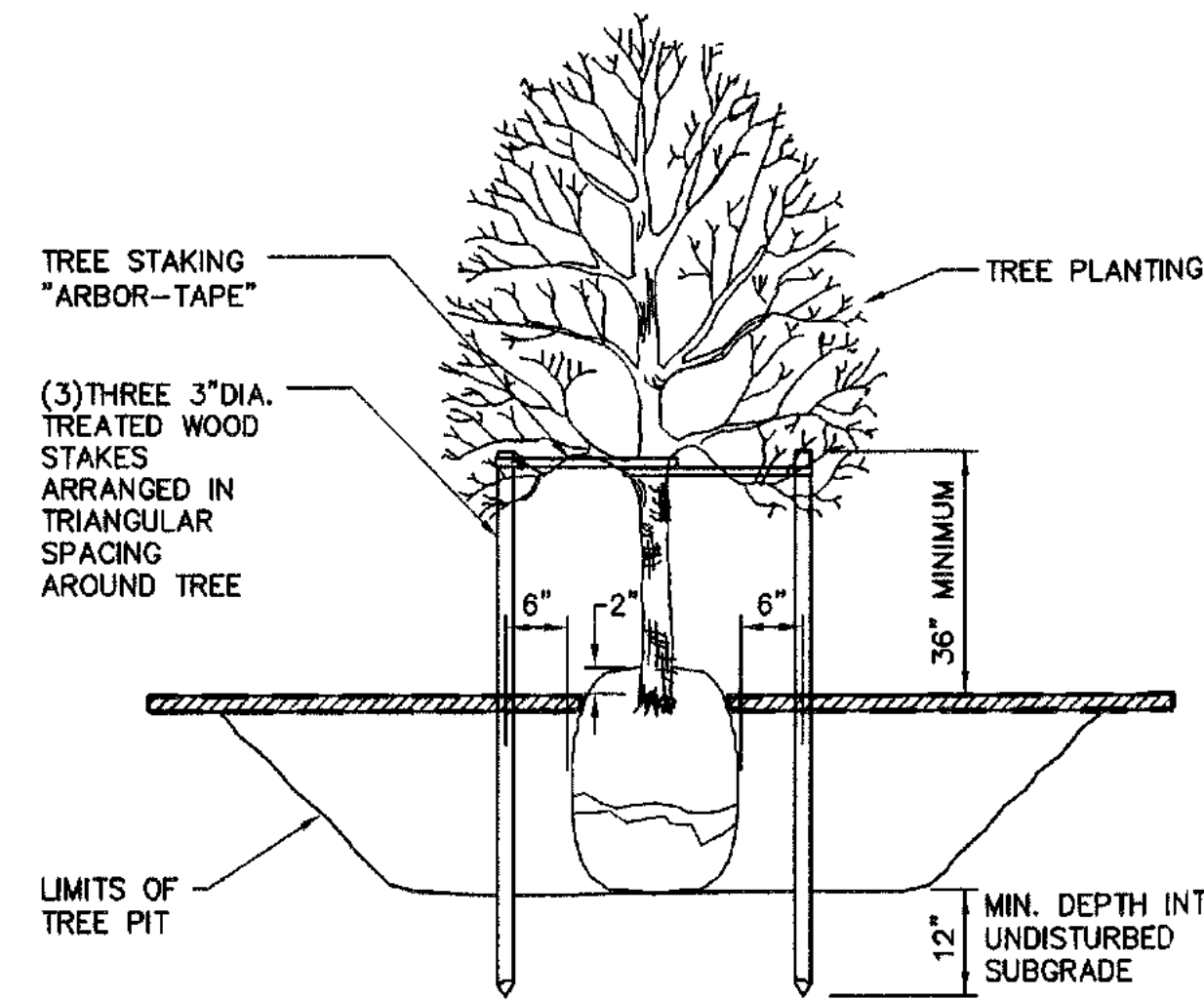
DATE: JUNE 2012
SCALE: 1" = 20'
DRAWN: B.D.C.
CHECKED: B.L.S.
APPROVED: T.J.O.

NO.	REVISION	DATE	APPD



CITY OF EDGEWOOD
CITY OF MILTON
PIERCE/KING COUNTY WASHINGTON
JOVITA BOULEVARD
REALIGNMENT PROJECT
ROADSIDE PLANTING PLAN

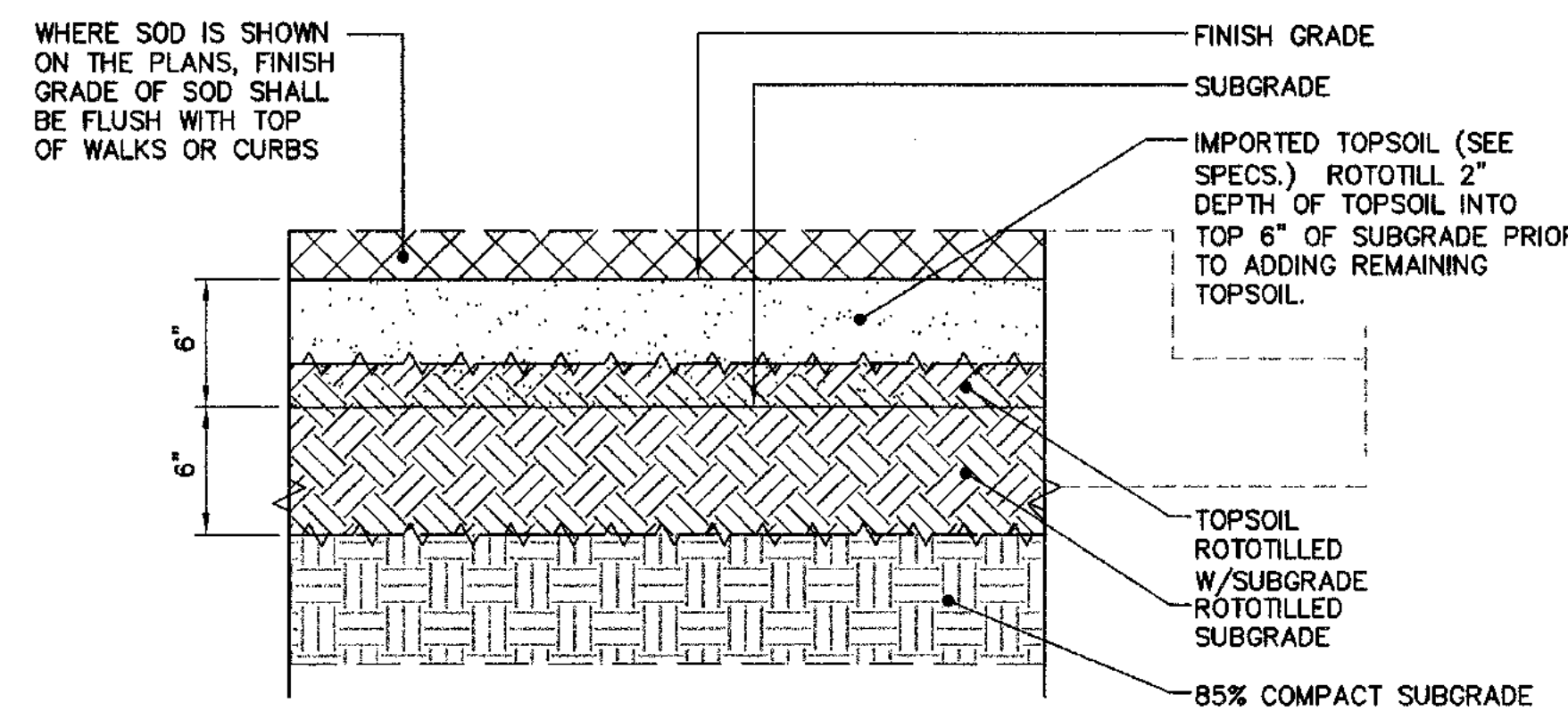
SHEET: **70**
OF: **72**
JOB NO.: 11568
DWG: LAND6



- NOTES:
1. REMOVE BURLAP AND WIRE FROM TOP 1/2 TO 3/4 OF ROOTBALL AFTER PLACEMENT IN HOLE.
 2. ROOT BARRIER SHALL BE SET FLUSH W/ FINISH GRADE.
 3. SEE TREE STAKING DETAIL ST-77
 4. TREE DIAMETER MEASURED 2 FEET ABOVE FINISH GRADE SHALL BE A MINIMUM OF 2 INCHES.
 5. PROVIDE 10-10-10 SLOW RELEASE FERTILIZER PER MANUFACTURES RECOMMENDED RATE FOR TREE SIZE.

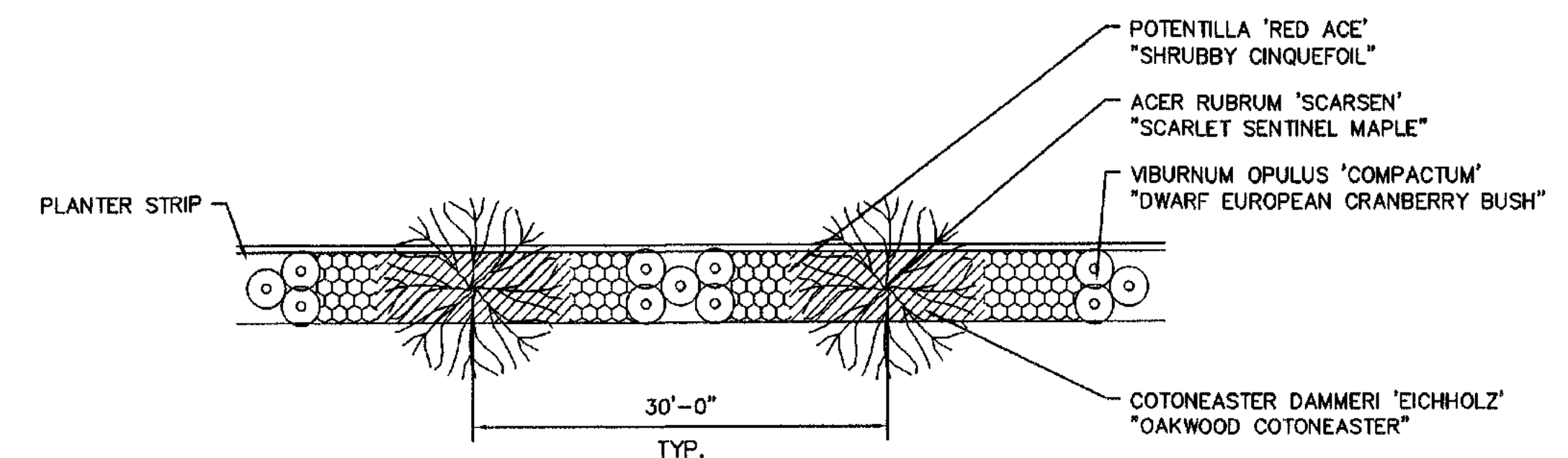
CITY OF MILTON		
TREE STAKING		
REVISION DATE:	SCALE:	DWG. NO.
3/30/07	NONE	ST-77

MODIFIED		
CITY OF MILTON		
DECIDUOUS TREE PLANTING		
REVISION DATE:	SCALE:	DWG. NO.
	NONE	ST-78



- NOTES:
1. THIS DETAIL IS APPLICABLE AT PLANTED AREAS SHOWN ON PLAN.
 2. COMPACT SUBGRADE & TOPSOIL TO 85% DENSITY IN ALL PLANTED AREAS. IF SUBGRADE DENSITY IS GREATER THAN 85% IN PLANTED AREAS CONTRACTOR SHALL PLOW OR "RIP" SUBGRADE TO A TWO FOOT DEPTH.

CITY OF MILTON		
TOPSOIL INSTALLATION		
REVISION DATE:	SCALE:	DWG. NO.
3/30/07	NONE	ST-80



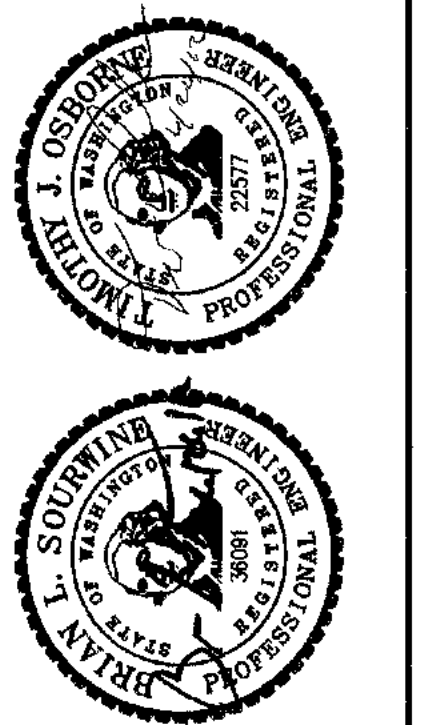
STREETSCAPE
SCALE: 1" = 10'-0"

PLANT LIST

SYMBOL	SCIENTIFIC NAME	COMMON NAME	SIZE	SPACING	COND.	REMARKS
	PRUNUS CERISIFERA	THUNDERCLOUD FLOWERING PLUM	2" CALIPER 10' MIN. HT.	30' TYP.	B & B	
	ACER RUBRUM 'SCARSEN'	SCARLET SENTINEL MAPLE	2 1/2" CAL. 12' MIN. HT.	30' TYP.	B & B	
	VIBURNUM OPULUS 'COMPACTUM'	DWARF EUROPEAN CRANBERRY BUSH	15"-18" HT.	3'-4' O.C.		CONT. FULL & BUSHY
	POTENTILLA 'RED ACE'	SHRUBBY CINQUEFOIL	1 GAL. CONT.	3'-4' O.C.		CONT. FULL & BUSHY
	COTONEASTER DAMMERI 'EICHHOLZ'	OAKWOOD COTONEASTER	1 GAL. CONT.	24" O.C.		TRIANGULAR SPACING, TYP.

DATE: JUNE 2012	SCALE: NOTED	DRAWN: Y.B.P.	CHECKED: B.L.S.	APPROVED: T.J.O.
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NO.	REVISION	DATE	APPD.



CITY OF EDGEWOOD
CITY OF MILTON
PIERCE/KING COUNTY WASHINGTON
JOVITA BOULEVARD
REALIGNMENT PROJECT
PLANTING AND LANDSCAPE DETAILS

SHEET: 71
OF: 72
JOB NO.: 11568
DWG: DTLS-LAND