



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tues., September 11, 2018 – 7:00 pm. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Pledge of Allegiance, Roll Call, Additions/Deletions

2. AUDIENCE COMMENT

3. MAYOR'S REPORT

4.  **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 August 28, 2018
- B. Study Session Meeting Minutes of September 4, 2018
- C. **AB18-041**, a motion approving September 2018 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Labor and Industry; IRS 941 ACHs; and AWC Employee Benefit Trust in the amount of \$92,587.53; and Vendor Check Numbers 23447 through 23467 with EFT Payments in the amount of \$276,014.82. Total distributions submitted for review & authorization in the amount of \$368,602.35
- D.  **AB18-0429**, a motion awarding the lowest bid and adopting Resolution No. 18-0429, authorizing the Mayor to sign an agreement with Mike McClung Construction Company for the City Hall Parking Lot expansion in the amount of \$167,595

5. COUNCIL BUSINESS

- A.  **AB18-0530**, a motion to adopt Ordinance No. 18-0530, relating to Business Licenses, incorporating the new model Business License Ordinance required by RCW 35.90.080, adding a new definition of “engaging in business,” eliminating inconsistent definitions, adding a new monetary threshold exemption for certain types of businesses that do not maintain a place of business in the city, eliminating the procedures for suspension of business licenses, eliminating provisions relating to the city’s refusal to issue a business license for a year after revocation, making violations a civil infraction and repeat violations subject to criminal penalties, establishing new procedures for issuance of notices of decisions, notice of hearing of appeals for business license denials and revocations, addressing other business license provisions such as non-transferability, renewals and refunds, repealing Chapter 5.05 and adding a new Chapter 5.05 to the Edgewood Municipal Code
- B.  **AB18-037**, a motion approving the Office Manager job description

6. COUNCIL COMMENTS

7. ADJOURN



CITY OF EDGEWOOD

REGULAR COUNCIL MEETING SUMMARY

Tues., August 28, 2018 – 7:00 p.m. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

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

ROLL CALL

Present: Mayor Daryl Eidinger, Councilmember John C. West, Councilmember Mark Creley, Deputy Mayor Tyron Christopherson, Councilmember Stephanie Hunter, Councilmember Nate Lowry. **Excused:** Councilmember Roseanne Tomy.

Staff Present: Assistant City Administrator Dave Gray, Communications Coordinator Jill S.Herrera, Community Development Director Darren Groth, Police Chief Micah Lundborg, Carol Morris, City Attorney.

Additions/Deletions to the Agenda There were no additions or deletions to the agenda.

1. SWEARING IN OF NEWLY ELECTED COUNCILMEMBERS

Mayor Eidinger administered the Oath of Office for Councilmember Day.

Mayor Eidinger recessed the meeting for pictures at 7:02pm

Councilmember Day took his seat at the dais.

Mayor Eidinger called the meeting back to order at 7:08pm

1. PUBLIC HEARING

AB18-038 - Proposed Ordinance No. 18-0527, relating to Surface Water Management, adopting the 2018 Surface Water Management Plan update.

Mayor Eidinger read the rules for the hearing.

Mayor Eidinger opened the public hearing at 7:10pm.

Mayor Eidinger asked for public comments.

Jackie Masters - Explained two of the projects including, the UIC Wells are still problematic for Mt. View Edgewood Water Company, and they are very much against UIC drilling.

Don Nelson – Agreed that UIC wells don't make any sense, and inquired as to why they're still part of the study.

Jason Ramirez – Read a list of things that can get into UIC Wells, such as chromium, lead, and arsenic. Inquired how the city would fund the FTE's necessary to implement such a project.

Mayor Eidinger closed the public hearing at 7:15pm

AB18-039 - Proposed Ordinance No. 18-0528, adjusting the storm drainage and surface water utility annual service charge for all classifications of service consistent with the Surface Water Management Plan, in order to implement the capital improvement plan budget for the utility, to be effective as of January 1, 2019, adding new definitions, adding additional qualifications on credits for properties utilizing rainwater collection systems, and making other housekeeping changes, amending Edgewood Municipal Code sections 13.10.010, 13.10.020, 12.10.030, 13.10.050, 13.10060, 13.10.070, 13.10.080, repealing section 13.10.040, adding sections 13.10.090, 13.10.100, 13.10.110, 13.10.120, 13.10.130, 13.10.140.

Mayor Eidinger opened the public hearing at 7:16pm

There were no public comments.

Mayor Eidinger closed the public hearing at 7:17pm

2. AUDIENCE COMMENT

Skip Craig – Spoke about an ongoing right-of-way encroachment issue with his neighbor Troy Jackson and his property.

3. MAYOR'S REPORT

Mayor Eidinger spoke about the following:

- He welcomed Councilmember Day, and thanked all of the qualified people who chose to take part in the process.
- Rachel and Dave took part in Human Resource training put on by the WCIA, our insurer. They reviewed recent court cases regarding the hiring processes, and discussed what can legally be asked of applicants.
- The eastbound lane of 114th south of Jovita Blvd., has finally been paved with some final sets of storm water basins that need to be finished up. Also this week, in front of Northwood they will be paving the new section of roadway so expect longer delays Wednesday and Thursday. There will be some work as well, mid-week on Westridge Parkway that will have a lane closure.
- In preparation for Jamie Curbow's planned leave next month, the city brought in some experienced help from AHBL to learn our processes and train for the pending vacancy. This is part of the on-call contracts that you approved earlier.
- The air cleared a little for our outdoor movie night last Friday with a total of 22 people in attendance.
- He noted he will be out of town the week of September 10- 15, but present for the Budget retreat on September 16th.

Chief Lundborg briefed on the following:

- Speeding and electronic device emphasis has resulted in over 100 tickets issued so far in the month of August.

4. 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 August 14, 2018
- B. Special City Council Meeting Minutes of August 21, 2018
- C. Study Session Meeting Minutes of August 21, 2018
- D. **AB18-040** a motion approving August 2018 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Labor and Industry; IRS 941 ACHs; and AWC Employee Benefit Trust in the amount of \$61,047.82; and Vendor Check Numbers 233433 through 233446 with EFT Payments in the amount of \$198,388.25. Total distributions submitted for review & authorization in the amount of \$259,436.07
- E. **AB18-0428**, a motion approving Resolution No. 18-0428, amending the existing purchase card (state sponsored visa) policy to improve internal controls, acknowledge the increasing utilization of “on-line” purchases by municipal governments, and to provide increased transparency to the city council and public

Motion: As Read, **Action:** Approve, **Moved by** Deputy Mayor Tyron Christopherson, **Seconded by** Councilmember Stephanie Hunter. **Motion passed unanimously (6-0)**

5. COUNCIL BUSINESS

- A. **AB18-0526**, a motion to adopt Ordinance No. 18-0526, relating to wireless communications facilities (WCF) and the standards and procedures for permitting, approval, collocation, removal replacement, design, and maintenance of new and existing WCFs to conform to federal law and applicable regulations; establishing an application submittal and approval process; proving for termination of non-conforming structures; repealing section 18.100.110 of the Edgewood Municipal Code (EMC); and adopting a new section 18.100.110 to the Edgewood Municipal Code.

Community Development Director Groth briefed on the agenda item.

Motion: As Read, **Action:** Approve, **Moved by** Councilmember John West, **Seconded by** Councilmember Ryan Day. **Motion passed unanimously (6-0).**

- B. **AB18-0426**, a motion to approving Resolution No. 18-0426, providing the Council’s ratification of the Mayor’s signature on the Purchase and Sale Agreement, attached to the Resolution as Exhibit A.

Mayor Eidinger briefed on this agenda item.

Motion: As Read, **Action:** Approve, **Moved by** Councilmember Stephanie Hunter, **Seconded by** Deputy Mayor Tyron Christopherson. **Motion passed unanimously (6-0).**

- C. **AB18-0529**, a motion to adopt Ordinance No. 18-0529, relating to vacation of streets, alleys, public places or portions thereof, describing the petitioning and public noticing process for a street vacation, requiring an appraisal, listing the factors to be considered by the council in the decision to vacate, describing the procedure for the public hearing, the conditions that may be placed on a vacation, the method of determining compensation for vacations, describing the limitations associated with vacations of waterfront streets, recording of the vacation ordinance, including a process for vacations of streets subject to the non-user statute, repealing section 12.05.015 and adding a new chapter 12.14 to the Edgewood Municipal Code.

Assistant City Administrator Dave Gray briefed on this agenda

Motion: As Read, **Action:** Approve, **Moved by** Councilmember Stephanie Hunter, **Seconded by** Councilmember Nate Lowry. **Motion passed unanimously (6-0).**

- D. **AB18-0427**, a motion to adopt Resolution No. 18-0427 authorizing the mayor to execute a contract with Puget Sound Energy for the sale of 53 existing light standards along meridian to PSE in the amount of \$29,217.70 with a bill of sale, including replacement of 1 damaged light standard, and for PSE to provide lighting services to the city.

Assistant City Administrator Dave Gray briefed on this agenda

Deputy Mayor Christopherson inquired about the city's ability to keep the windmill blades in place or the ability to add flags to them at a later date.

Mayor Eidinger stated he would get an answer to this before signing the contract.

Motion: As Read, **Action:** Approve, **Moved by** Councilmember Nate Lowry, **Seconded by** Councilmember Stephanie Hunter. **Motion passed unanimously (6-0).**

6. COUNCIL COMMENTS

Deputy Mayor Christopherson requested an update on what the Buxton Group sent the city.

7. EXECUTIVE SESSION

Mayor Eidinger asked City Attorney Morris if there was an executive session.

City Attorney Morris stated there would be an Executive Session pursuant to RCW 42.30.110 (1)(i) on pending litigation.

Mayor Eidinger recessed the meeting to Executive Session at 7:46 pm for 10 minutes.

Mayor Eidinger called the meeting back to order at 7:54pm.

8.ADJOURN

Mayor Eidinger adjourned the meeting at 7:55 pm.

Jill Schwerzler-Herrera

Daryl Eidinger, Mayor



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION SUMMARY**

Tues., September 4, 2018 – 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 Councilmember Day led attendees in the Pledge of Allegiance.

ROLL CALL

Present: Mayor Daryl Eidinger, Councilmember John C. West, Councilmember Mark Creley, Councilmember Ryan Day, Deputy Mayor Tyron Christopherson (**late**), Councilmember Roseanne Tomin, Councilmember Nate Lowry. **Excused:** Councilmember Stephanie Hunter.

Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community Development Director Darren Groth, Jeremy Metzler Public Works Director, Police Chief Micah Lundborg.

2. COUNCIL BUSINESS

Deputy Mayor Christopherson entered at 7:01pm.

A. Discussion – Agenda Packet Timeline

Mayor Eidinger asked if Council was okay with the packet distribution being on Friday instead of Thursday. Consensus with Council on the packet being able to be formatted on Thursday with distribution on Fridays at 2pm. Changes will occur in a future study session to the Council Rules and Procedures.

B. Review / Discussion – Office Manager Job Description

Assistant City Administrator Dave Gray briefed Council on this agenda item.

Discussion followed between staff and the Council regarding the pay salary and the “preferred” requirements; discussion took place on hiring process.

Council action: Council recommended staff to place on the agenda as a regular council business item.

C. Discussion – Community Development Review

Community Development Director Darren Groth briefed Council on this agenda item.

Discussion followed between staff and Council regarding Buxton progress, and what the next steps will be; review of the permitting and activity project map, and inspection activities within the city.

D. Review / Discussion – 2018 Estimated Actuals & 2019 Preliminary Revenues

Assistant City Administrator Dave Gray briefed Council on this agenda item and regarding revenues and expenditures.

Discussion followed between staff and the Council, regarding utility tax passage and one-time fees.

E. Review/Discussion - Stormwater Rates

Public Works Director Jeremy Metzler briefed Council on this agenda item, and noted the gap in expenditures. He noted his recommendation is a rate increase. He asked for council’s direction on whether the rates that are redlined on page 40 under 2019 are the desirable rates to use moving forward.

Discussion followed between staff and the Council. Councilmember Creley asked if it was possible to not increase the rates and adjust the capital project list instead. Mr. Metzler noted capital projects were not likely to be done, if there is not a rate increase.

Councilmember West asked about the fluctuations in operating costs, and what that looked like for 2019.

Councilmember Tomin asked about the UIC project and if taking that out, would reduce the rates. Discussion took place about cleaning the water and where it goes.

Motion: Move to extend past 9:00 p.m., **Action:** Approve, **Moved by** Councilmember Roseanne Tomin, **Seconded by** Councilmember Ryan Day. **Motion passed unanimously (6-0).**

Council action: Council recommended staff to move this item to the next study session which would be following the budget retreat to permit council to look at the numbers and come up with an increase that is suitable to fit the city's needs and allow less impact to the citizens.

F. Review/Discussion – Surface Water Management Plan Update

Public Works Director Jeremy Metzler briefed Council and continued the discussion on council's thoughts on UIC projects. Mr. Metzler noted he can bring the report back to Herrera to reconsider that project, and make any necessary changes that council desires.

Discussion followed regarding the summary of alternatives for the Edgewood Bowl from the 1997 Stormwater Management Plan. Mr. Metzler discussed the costs related to the projects today vs. in 1997. Councilmember Day asked if there could be broader options focused in the plan to choose from.

Council action: Council recommended staff to pull the UIC projects from the Stormwater Management Plan and bring them up at a later date. Mr. Metzler noted it will not be in two weeks, but will give an update at the next study session.

G. Discussion – Development Code Strategy

Community Development Director Darren Groth briefed Council on this agenda item and discussed the conflicts within the city's code. He noted staff requested the City Attorney's office to streamline and simplify the EMC. Mr. Groth asked Council what kind of strategy Council would like to see for these changes. For a wholesale change, the timeframe you are looking at would be 6 months.

H. Discussion – Business License Code Amendment

Community Development Director Darren Groth briefed Council on this agenda item and noted this is mandated by the state. He noted the provisions that must be incorporated into the city's business license ordinance are:

1. A definition of "engaging in business within the city;" and
2. A uniform minimum licensing threshold under which a person would be relieved of the requirement to obtain a general business license.

Discussion followed between staff and the Council on section 5.05.040- General Business License Required – Exemption.

Mr. Groth noted the footnote states the minimum amount which the Planning Commission recommends is \$5,000.

Council action: Council recommended staff to stick with the Planning Commission's recommendation of \$5,000.

I. Review/Discussion – City Hall Parking Lot Bid

Asst. City Administrator Gray briefed Council on this agenda item and the bid opening that occurred last Tuesday. He discussed the bids submitted and noted the low bid of \$158,995.

Council action: Council recommended staff to place this item on the consent agenda at the next regular council meeting.

3. OTHER COUNCIL ISSUES

Mayor Eidinger discussed the PSE contract and received consensus from Council to move forward with the signing of the contract, as PSE has agreed the city can keep the windmill blades in place or have the ability to add flags to them at a later date.

4. ADJOURN

Mayor Eidinger adjourned the meeting at 9:47pm.

Rachel Pitzel, City Clerk

Daryl Eidinger, Mayor



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Claims and Payroll for September 2018		Agenda Item #:		AB18-041
		For Agenda of:		September 11, 2018
		Prepared by:		Stephanie Goff
ATTACHMENTS (list): ☒ Claims Register ☒ Voucher Directory				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$0	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0	
City Attorney, Carol Morris	☐	Appropriation Required:	\$0	
City Clerk, Rachel Pitzel	☒	Timeline:		
Community Development Director, Darren Groth	☐			
Public Works, Jeremy Metzler	☐			
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT:				
Approving September 2018 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Labor and Industry; IRS 941 ACHs; and AWC Employee Benefit Trust in the amount of \$92,587.53; and Vendor Check Numbers 23447 through 23467 with EFT Payments in the amount of \$276,014.82. Total distributions submitted for review & authorization in the amount of \$368,602.35				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Staff recommends that the City Council adopt the Claims and Payroll Expenditures as presented under the Consent Agenda.				
ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review				

City of Edgewood 2018

September 11th 2018 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10607 Last Number Issued Previous Authorization			
<u>AWC EFT 8/31/18</u>	AWC Employee Benefit Trust	8/31/2018	\$29,243.03
<u>DCP EFT 8/31/18</u>	Deferred Compensation Program	8/31/2018	\$6,949.76
<u>Direct Deposit Run -</u>	Payroll Vendor	8/31/2018	\$41,109.06
<u>DRS EFT 8/31/18</u>	Dept of Retirement Systems	8/31/2018	\$9,461.26
<u>IRS 941 EFT 8/31/18</u>	IRS 941	8/31/2018	\$5,824.42
Total			\$92,587.53

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
23446 Last Number Issued Previous Authorization			
<u>23447</u>	Alpine Products Inc.	9/11/2018	\$10.73
<u>23448</u>	Bluebeam, Inc.	9/11/2018	\$4,923.52
<u>23449</u>	Century Link	9/11/2018	\$242.42
<u>23450</u>	Cintas Corporation	9/11/2018	\$518.50
<u>23451</u>	City of Sumner	9/11/2018	\$2,908.92
<u>23452</u>	Code Publishing Inc.	9/11/2018	\$2,615.62
<u>23453</u>	Daryl Eidinger	9/11/2018	\$245.39
<u>23454</u>	Department of Ecology	9/11/2018	\$4,088.79
<u>23455</u>	Foster Pepper PLLC	9/11/2018	\$683.66
<u>23456</u>	Gray & Osborne, Inc	9/11/2018	\$11,868.84
<u>23457</u>	Kleinfelder	9/11/2018	\$4,500.00
<u>23458</u>	Morris Law PC	9/11/2018	\$13,961.00
<u>23459</u>	Office Depot	9/11/2018	\$174.80
<u>23460</u>	Pierce County Budget & Finance PW	9/11/2018	\$212,725.06
<u>23461</u>	Puget Sound Regional Council	9/11/2018	\$3,641.00
<u>23462</u>	Rush Residential Inc	9/11/2018	\$1,717.78
<u>23463</u>	Laura Livingston	9/11/2018	\$136.01
<u>23464</u>	Rick Pederson	9/11/2018	\$278.50
<u>23465</u>	TCMS Corp.	9/11/2018	\$5,453.24
<u>23466</u>	The News Tribune	9/11/2018	\$1,431.51
<u>23467</u>	United States Postal Service	9/11/2018	\$1,263.68
<u>EFT Payment 9/6/2018</u>	Comcast	9/11/2018	\$101.33
<u>EFT Payment 9/6/2018</u>	McLendon Hardware-Blue Tarp Credit Services	9/11/2018	\$48.65
<u>EFT Payment 9/6/2018</u>	Mt. View-Edgewood Water Co.	9/11/2018	\$459.42
<u>EFT Payment 9/6/2018</u>	Thyssenkrupp Elevator Corp.	9/11/2018	\$999.63
<u>EFT Payment 9/6/2018</u>	Verizon Wireless	9/11/2018	\$648.65
<u>EFT Payment 9/6/2018</u>	Wells Fargo Vendor Fin Serv	9/11/2018	\$368.17

Total Claims Voucher Distribution	\$276,014.82
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Total Distribution Submitted for Review & Authorization	\$368,602.35
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Authorization Adjustments:	\$ -
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Total Distribution Net of Prior Authorized Adjustments	\$368,602.35
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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

_____ Mayor, Daryl Eidinger

_____ Council Member



Voucher Directory

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Fiscal: : 2018 - September
Council Date: : 2018 - September - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Alpine Products Inc.	23447			2018 - September - 1st Council Meeting	
		TM-179667			
			August Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$10.73
				Volunteer Safety Vest	
		Total TM-179667			\$10.73
	Total 23447				\$10.73
Total Alpine Products Inc.					\$10.73
Bluebeam, Inc.	23448			2018 - September - 1st Council Meeting	
		1196472			
			Bluebeam Revu-Quote B120661		
			501-000-000-591-59-75-02	Security, Communication Upgrades	\$4,923.52
				PO 2018025-Bluebeam Revu-10 Users	
		Total 1196472			\$4,923.52
	Total 23448				\$4,923.52
Total Bluebeam, Inc.					\$4,923.52
Century Link	23449			2018 - September - 1st Council Meeting	
		253-927-2018 680B 8/25-9/25/18			
			8/25-9/25/18 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$123.74
				Elevator Alarm Line	
		Total 253-927-2018 680B 8/25-9/25/18			\$123.74
		253-952-3537 889B 8/22-9/22/18			
			8/22-9/22/18 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$118.68
				Fax and Fire Alarm Line	
		Total 253-952-3537 889B 8/22-9/22/18			\$118.68
	Total 23449				\$242.42
Total Century Link					\$242.42

Vendor	Number	Reference	Account Number	Description	Amount
Cintas Corporation					
	23450		2018 - September - 1st Council Meeting		
		4008358960			
			8/6/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$98.83
			Uniforms		
		Total 4008358960			\$98.83
		4008600891			
			8/13/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$92.04
			Uniforms		
		Total 4008600891			\$92.04
		4008844526			
			8/20/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$95.50
			Uniforms		
		Total 4008844526			\$95.50
		4009070922			
			8/27/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$137.88
			Uniforms		
		Total 4009070922			\$137.88
		4009260658			
			8/31/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	\$94.25
			Uniforms		
		Total 4009260658			\$94.25
	Total 23450				\$518.50
Total Cintas Corporation					\$518.50
City of Sumner					
	23451		2018 - September - 1st Council Meeting		
		03815			
			September Services		
			001-018-000-554-30-51-01	Animal Control Services	\$2,908.92
			Animal Control Svs. for Sept 2018		
		Total 03815			\$2,908.92
	Total 23451				\$2,908.92
Total City of Sumner					\$2,908.92
Code Publishing Inc.					
	23452		2018 - September - 1st Council Meeting		
		61031			
			July Services		
			001-014-000-514-30-41-01	Professional Services	\$2,615.62

Vendor	Number	Reference	Account Number	Description	Amount
				EMC Updates	
		Total 61031			\$2,615.62
	Total 23452				\$2,615.62
Total Code Publishing Inc.					\$2,615.62
Comcast					
	EFT Payment 9/6/2018 11:04:45 AM - 1			2018 - September - 1st Council Meeting	
		8498 35 021 0458551 8/25-9/24/18			
			8/25-9/24/18 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$101.33
				City Hall Internet	
		Total 8498 35 021 0458551 8/25-9/24/18			\$101.33
	Total EFT Payment 9/6/2018 11:04:45 AM - 1				\$101.33
Total Comcast					\$101.33
Daryl Eiding					
	23453			2018 - September - 1st Council Meeting	
		090418-DE			
			Expense Reimbursement		
			001-021-000-521-20-31-05	Supplies-Misc	\$115.55
				Coffee Gift Cards for Officers	
			101-000-000-542-64-31-10	Traffic Control Devices-School Zone Flashers	\$129.84
				Batteries-School Zone Signs	
		Total 090418-DE			\$245.39
	Total 23453				\$245.39
Total Daryl Eiding					\$245.39
Department of Ecology					
	23454			2018 - September - 1st Council Meeting	
		2019-WAR045006			
			FY2019 7/1/18-6/30/19		
			410-000-000-531-38-51-02	Storm Drainage-NPDES Permit Fees-Intergov	\$4,088.79
				Water Quality Program-SW PH 2	
		Total 2019-WAR045006			\$4,088.79
	Total 23454				\$4,088.79
Total Department of Ecology					\$4,088.79

Vendor	Number	Reference	Account Number	Description	Amount
Foster Pepper PLLC	23455			2018 - September - 1st Council Meeting	
		1208246			
			Matter No. 7-July Services		
			001-015-000-515-41-41-01	Legal Services-External	\$683.66
				Rogers Buchanan LID Foreclosure	
		Total 1208246			\$683.66
	Total 23455				\$683.66
Total Foster Pepper PLLC					\$683.66
Gray & Osborne, Inc	23456			2018 - September - 1st Council Meeting	
		1-G&O Prj. 17572.06			
			7/22-8/18 Svcs-Prj 17572.06		
			001-019-000-594-18-63-01	Gen'l Govt-Cap Exp-City Campus Improvements	\$1,340.35
				CH Kitchenette Build-Out	
		Total 1-G&O Prj. 17572.06			\$1,340.35
		3-G&O Prj. 17572.05			
			7/22-8/18 Svcs-Prj 17572.05		
			001-019-000-594-18-63-01	Gen'l Govt-Cap Exp-City Campus Improvements	\$10,158.18
				CH Campus Parking Lot	
		Total 3-G&O Prj. 17572.05			\$10,158.18
		6-G&O Prj. 16463.10			
			7/22-8/18 Svcs-Prj 16463.10		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$370.31
				Rainier Ridge Estates-Gen'l Engineering	
		Total 6-G&O Prj. 16463.10			\$370.31
	Total 23456				\$11,868.84
Total Gray & Osborne, Inc					\$11,868.84
Kleinfelder	23457			2018 - September - 1st Council Meeting	
		001208212			
			7/16-8/12/18 Svcs-Prj 20191461.001A		
			340-000-000-595-10-41-06	Public Works Facility Acquisition	\$4,500.00
				ESA - Parcel 0420102040	
		Total 001208212			\$4,500.00
	Total 23457				\$4,500.00
Total Kleinfelder					\$4,500.00
McLendon Hardware-Blue Tarp Credit Services	EFT Payment 9/6/2018 11:04:45 AM - 2			2018 - September - 1st Council Meeting	
	C69592/3				
			August Purchases		
			101-000-000-542-90-35-01	Admin/Overhead-Small Tools & Minor Equipment	\$6.32

Vendor	Number	Reference	Account Number	Description	Amount
				Socket Drives	
		Total C69592/3			\$6.32
		C77897/3			
			August Purchases		
			101-000-000-542-90-35-01	Admin/Overhead-Small Tools & Minor Equipment	\$21.17
				Leather Gloves, Wasp Killer, Orange Marking Paint	
			410-000-000-531-38-31-01	Operational Supplies	\$21.16
				Leather Gloves, Wasp Killer, Orange Marking Paint	
		Total C77897/3			\$42.33
		Total EFT Payment 9/6/2018 11:04:45 AM - 2			\$48.65
Total McLendon Hardware-Blue Tarp Credit Services					\$48.65
Morris Law PC					
	23458			2018 - September - 1st Council Meeting	
		090318-MOR			
			August Services		
			001-015-000-515-41-41-01	Legal Services-External	\$13,961.00
		Total 090318-MOR			\$13,961.00
	Total 23458				\$13,961.00
Total Morris Law PC					\$13,961.00
Mt. View-Edgewood Water Co.					
	EFT Payment 9/6/2018 11:04:45 AM - 3			2018 - September - 1st Council Meeting	
		15690-3401 6/11-8/10/18 Corr			
			6/11-8/10/18 Corrected Inv		
			001-018-000-518-30-47-02	Water	\$25.91
				Nelson Farm	
		Total 15690-3401 6/11-8/10/18 Corr			\$25.91
		19143-3401 6/11-8/10/18 Corr			
			6/11-8/10/18 Corrected Inv		
			001-018-000-518-30-47-02	Water	\$1.32
				118th Ave E	
		Total 19143-3401 6/11-8/10/18 Corr			\$1.32
		2-3401 6/11-8/10/18 Corr			
			6/11-8/10/18 Corrected Inv		
			001-018-000-518-30-47-02	Water	\$432.19
				Edgemont Park	
		Total 2-3401 6/11-8/10/18 Corr			\$432.19
		Total EFT Payment 9/6/2018 11:04:45 AM - 3			\$459.42
Total Mt. View-Edgewood Water Co.					\$459.42

Vendor	Number	Reference	Account Number	Description	Amount
Office Depot	23459			2018 - September - 1st Council Meeting	
		185060880001			
			August Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$93.95
				Folders, Wireless Keyboard	
		Total 185060880001			\$93.95
		190538398001			
			August Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$80.85
				Pens, TP	
		Total 190538398001			\$80.85
	Total 23459				\$174.80
Total Office Depot					\$174.80
Pierce County Budget & Finance PW	23460			2018 - September - 1st Council Meeting	
		CI-255589			
			Jan-Jul Services		
			101-000-000-542-30-41-10	Roadway-Prof Svcs-Intergov Contract	\$175.71
				May 2018	
			101-000-000-542-30-41-10	Roadway-Prof Svcs-Intergov Contract	\$7,620.87
				Jul 2018	
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	\$423.61
				Jun 2018	
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	\$483.85
				May 2018	
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	\$759.95
				Jan 2018	
			101-000-000-542-70-41-04	Roadside-ROW Veg Maint (Intergov)	\$1,755.15
				Jun 2018	
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$1,956.83
				May 2018	
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$19,589.60
				Jul 2018	
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$11,968.91
				Jun 2018	
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	\$228.63
				Feb 2018	
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	\$1,202.82
				Jan 2018	
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	\$390.10
				Jun 2018	
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	\$44,106.57
				Mar 2018	

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-531-38-41-10 Apr 2018	Storm Drainage-Ditch Maint	\$27,767.52
			410-000-000-531-38-41-10 Jan 2018	Storm Drainage-Ditch Maint	\$10,734.09
			410-000-000-531-38-41-10 Feb 2018	Storm Drainage-Ditch Maint	\$15,714.06
			410-000-000-531-38-41-10 Jul 2018	Storm Drainage-Ditch Maint	\$12,634.68
			410-000-000-531-38-41-12 Jun 2018	Storm Drainage-Drain Maint	\$3,650.24
			410-000-000-531-38-41-12 Jan 2018	Storm Drainage-Drain Maint	\$759.96
			410-000-000-531-38-41-13 Jul 2018	Storm Drainage-Structure Maint	\$20,451.22
			410-000-000-531-38-41-13 Jul 2018	Storm Drainage-Structure Maint	\$7,431.39
			410-000-000-531-38-41-13 Feb 2018	Storm Drainage-Structure Maint	\$18,899.72
			410-000-000-531-38-41-13 Jan 2018	Storm Drainage-Structure Maint	\$4,019.58
		Total CI-255589			\$212,725.06
	Total 23460				\$212,725.06
Total Pierce County Budget & Finance PW					\$212,725.06
Puget Sound Regional Council					
	23461			2018 - September - 1st Council Meeting	
		2019027			
			2019 Membership Dues		
			001-018-000-518-90-49-52 2019 Dues	Puget Sound Regional Council	\$3,641.00
		Total 2019027			\$3,641.00
	Total 23461				\$3,641.00
Total Puget Sound Regional Council					\$3,641.00
Refunds/Reimbursements Vendor					
	23462			2018 - September - 1st Council Meeting	
		081318-Rush		Rush Residential Inc	
			Refund Permit 18-1315		
			001-000-000-345-83-00-01 Caldwell Crest Lot 10-Application Withdrawn	Plan Review & Inspection Fees & Services	\$1,517.78
			001-000-000-345-89-00-02 Caldwell Crest Lot 10-Application Withdrawn	SW Engineering/Plan Review Fees	\$200.00
		Total 081318-Rush			\$1,717.78
	Total 23462				\$1,717.78

Vendor	Number	Reference	Account Number	Description	Amount
	23463			2018 - September - 1st Council Meeting	
		083118-LL		Laura Livingston	
			Dup fees pd-Permit 18-1327		
			001-000-000-345-83-00-01	Plan Review & Inspection Fees & Services	\$136.01
				Dup pmt-Plan Review Fees-Permit 18-1327	
		Total 083118-LL			\$136.01
	Total 23463				\$136.01
Total Refunds/Reimbursements Vendor					\$1,853.79
Rick Pederson					
	23464			2018 - September - 1st Council Meeting	
		083118-RP			
			August Mileage Reimbursement		
			101-000-000-542-90-43-03	Admin/Overhead-Mileage Reimbursement	\$139.25
			410-000-000-531-38-43-03	Mileage Reimbursement	\$139.25
		Total 083118-RP			\$278.50
	Total 23464				\$278.50
Total Rick Pederson					\$278.50
TCMS Corp.					
	23465			2018 - September - 1st Council Meeting	
		132			
			8/1-10/31/18 Maint #G6477		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$5,453.24
				8/1-10/31/18 Contract Maintenance	
		Total 132			\$5,453.24
	Total 23465				\$5,453.24
Total TCMS Corp.					\$5,453.24
The News Tribune					
	23466			2018 - September - 1st Council Meeting	
		255556 7/2-8/5/18			
			7/2-8/5/18 Services		
			001-014-000-511-30-41-02	Legal Publications	\$957.85
				Legal Notice	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$473.66
				Legal Notice	
		Total 255556 7/2-8/5/18			\$1,431.51
	Total 23466				\$1,431.51
Total The News Tribune					\$1,431.51

Vendor	Number	Reference	Account Number	Description	Amount
Thyssenkrupp Elevator Corp.					
		EFT Payment 9/6/2018 11:04:45 AM - 4		2018 - September - 1st Council Meeting	
		3004118709			
			9/1-11/30/18 Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$999.63
				Elevator Maint Contract 9/1-11/30/18	
		Total 3004118709			\$999.63
		Total EFT Payment 9/6/2018 11:04:45 AM - 4			\$999.63
		Total Thyssenkrupp Elevator Corp.			\$999.63
United States Postal Service					
	23467			2018 - September - 1st Council Meeting	
		082418-USPS			
			Edgewood Fall Magazine		
			001-018-000-518-20-42-02	Postage	\$1,263.68
				Fall Magazine Postage	
		Total 082418-USPS			\$1,263.68
	Total 23467				\$1,263.68
	Total United States Postal Service				\$1,263.68
Verizon Wireless					
		EFT Payment 9/6/2018 11:04:45 AM - 5		2018 - September - 1st Council Meeting	
		9813414019			
			8/24-9/23/18 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$648.65
		Total 9813414019			\$648.65
	Total EFT Payment 9/6/2018 11:04:45 AM - 5				\$648.65
	Total Verizon Wireless				\$648.65
Wells Fargo Vendor Fin Serv					
		EFT Payment 9/6/2018 11:04:45 AM - 6		2018 - September - 1st Council Meeting	
		68687766			
			October Lease Payment		
			001-018-000-518-30-45-06	Copier Lease	\$368.17
				Kyocera Copier	
		Total 68687766			\$368.17
	Total EFT Payment 9/6/2018 11:04:45 AM - 6				\$368.17
	Total Wells Fargo Vendor Fin Serv				\$368.17
Grand Total		Vendor Count	26		\$276,014.82



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: City Hall Parking Lot Expansion Contract Award in the amount of \$167,595		Agenda Item #: 18-0429	
		For Agenda of: September 11, 2018	
		Prepared by: Dave Gray / Jeremy Metzler	
ATTACHMENTS (list): ☒ Construction Plans ☒ "Review of Bids" Letter by Grey & Osborne dated August 29, 2018 ☒ Proposal Package from Mike McClung Construction Co. ☒ Resolution 18-0429 ☒ Agreement and Bond Forms (Unsigned)			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$167,595
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$210,000
City Attorney, Carol Morris	☒	Appropriation Required:	NA
City Clerk, Rachel Pitzel	☒	Timeline: 9/11 for Council action, followed by contract execution and Notice to Proceed	
Community Development Director, Darren Groth	☐		
Public Works, Jeremy Metzler	☒		
Fiscal Note/Consideration: The low bidder total for the Original & Addendum Work is \$167,595. The Engineer's Estimate was \$197,000.			
SUMMARY STATEMENT: The City tasked Gray & Osborne with compiling a bid packet for the parking lot expansion at City Hall. On August 28 th at 2PM Tani Stafford together with the Mayor and Staff held the bid opening, wherein six (6) bids were reviewed. As summarized in Gray & Osborne's August 29 th letter (attached), Mike McClung Construction Company of Buckley was the lowest qualified bidder. Gray & Osborne has conducted the background reference investigation that includes checks with the State for outstanding L & I liens, debarment and other governmental work performed and has submitted said letter recommending Council accept the bid. Also included herewith are the proposed construction plans, the proposal submitted by Mike McClung Construction Co., the proposed agreement and bond forms (as presented in the bid materials), and a resolution authorizing the Mayor to execute the attached agreement.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: A motion awarding the lowest bid and adopting Resolution No. 18-0429, authorizing the Mayor to sign an agreement with Mike McClung Construction Company for the City Hall Parking Lot expansion in the amount of \$167,595			
ALTERNATIVES TO RECOMMENDED ACTION: Request the Mayor return the matter to a future Study Session			

CITY OF EDGEWOOD

PIERCE COUNTY



WASHINGTON

CITY HALL CAMPUS PARKING LOT

CITY OFFICIALS

Daryl Eiding

MAYOR

Mark L. Creley

Luke Meyers

Tyron Christopherson

Rosanne Tomin

John C. West

Stephanie (Shook) Hunter

Nate Lowry

CITY COUNCIL

Rachel Pitzel, CMC

CITY CLERK

Jeremy Metzler, PE

Public Works Director



ABBREVIATIONS

AVE	AVENUE
AC	ASBESTOS CEMENT PIPE
ADJ	ADJUST
ALT	ALTERNATE
ALUM	ALUMINUM
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE
AP	ANGLE POINT
ASPH	ASPHALT
ASTM	AMERICAN SOCIETY OF TESTING AND MATERIALS
ASSY	ASSEMBLY
BF	BLIND FLANGE
BLDG	BUILDING
BLK	BLOCK
BO	BLOW OFF
BOP	BEGINNING OF PROJECT
BVCE	BEGIN VERTICAL CURVE ELEVATION
BVCS	BEGIN VERTICAL CURVE STATION
CTR	CENTER
CAP	CORRUGATED ALUMINUM PIPE
CB	CATCH BASIN
CI	CAST IRON
CL	CENTER LINE
CLR	CLEARANCE
CMP	CORRUGATED METAL PIPE
CO	CLEANOUT
CONC	CONCRETE
C	CONDUIT
CONN	CONNECTION
CONT	CONTINUOUS
CPEP	CORRUGATED POLYETHYLENE PIPE
CPLG	COUPLING
CY	CUBIC YARD
CONT	CONTINUED
CL	CLASS
CF	CUBIC FEET
CFS	CUBIC FEET PER SECOND
DC	DEGREE OF CURVATURE
DI	DUCTILE IRON
DIA	DIAMETER
DOT	DEPARTMENT OF TRANSPORTATION
DIM	DIMENSION
DWGS	DRAWING(S)
D	DRAIN
E	EAST
EA	EACH
EL	ELEVATION
ELEC	ELECTRICAL
EOA	EDGE OF ASPHALT
EOP	END OF PROJECT
EVCE	END VERTICAL CURVE ELEVATION
EVCS	END VERTICAL CURVE STATION
EXIST	EXISTING
FIG	FIGURE
FIN	FINISHED
FL	FLANGE
FT	FEET
GA	GAUGE
GALV	GALVANIZED
GI	GALVANIZED IRON
GV	GATE VALVE
HDPE	HIGH DENSITY POLYETHYLENE PIPE
ID	INSIDE DIAMETER
IE	INVERT ELEVATION
INV	INVERT
IN	INCH
L	LENGTH
LB	POUND
LF	LINEAR FEET
LT	LEFT
MAX	MAXIMUM
MFR	MANUFACTURER
MH	MANHOLE
MIN	MINIMUM
MJ	MECHANICAL JOINT
MISC	MISCELLANEOUS
N	NORTH
NO	NUMBER
NTS	NOT TO SCALE
OC	ON CENTER
OD	OUTSIDE DIAMETER
PI	POINT OF INTERSECTION
PP	POWER POLE
PVI	POINT OF VERTICAL INTERSECTION
PE	PLAIN END
PERF	PERFORATED
PVC	POLYVINYL CHLORIDE
PVMT	PAVEMENT
PVT	POINT OF VERTICAL TANGENT
PC	POINT OF CURVATURE
PT	POINT OF TANGENCY
QTY	QUANTITY
RET	RETAINING
RR	RAILROAD
R	RADIUS
RT	RIGHT
RED	REDUCER
REINF	REINFORCE
REQD	REQUIRED
R/W	RIGHT-OF-WAY
SL	SLOPE
S	SOUTH
SCH	SCHEDULE
SF	SQUARE FEET
SHT	SHEET
SPECS	SPECIFICATIONS
SQ	SQUARE
STA	STATION
STD	STANDARD
TB	THRUST BLOCK
TC	TOP OF CURB
TEL	TELEPHONE
TESC	TEMPORARY EROSION AND SEDIMENT CONTROL
THRD	THREADED
THRU	THROUGH
TYP	TYPICAL
VERT	VERTICAL
W	WEST
WSDOT	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
W/	WITH
W/O	WITHOUT

SYMBOL LEGEND

EXISTING	PROPOSED	DESCRIPTION
SURFACE FEATURES		
		CURB (TYPE AS NOTED)
		CURB & GUTTER
		ASPHALT PAVEMENT
		GRAVEL SURFACING
		CEMENT CONCRETE SIDEWALK
SURVEY		
		CENTERLINE OF PRIVATE ROAD EASEMENT
		CENTERLINE OF CONSTRUCTION
		PERMANENT EASEMENT LINE
		CONTOUR LINE
		DITCH CENTERLINE/THALWEG
		CONTROL POINT
		MONUMENT (IN CASE)
		MONUMENT (SURFACE)
		BENCH MARK
		SOIL BORING/TEST PIT
UTILITIES		
		SANITARY SEWER MAIN (SIZE AS NOTED)
		STORM DRAIN (SIZE AS NOTED)
		UNDERGROUND POWER/ILLUMINATION
		CULVERT (SIZE & TYPE AS NOTED)
		UNDERGROUND COMMUNICATION
		STRAW WATTLE
		CB INSERT
		HIGH VISIBILITY SILT FENCE
		CULVERT OUTLET PROTECTION

SANITARY/STORM SEWER SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		CATCH BASIN TYPE 2
		STORM DRAIN CATCH BASIN, CONCRETE INLET, OR YARD/AREA DRAIN
		SANITARY SEWER MANHOLE
		BIORETENTION CELLS

GAS/POWER/TELEPHONE SYMBOLS

EXISTING	PROPOSED	DESCRIPTION
		LIGHT POLE
		UTILITY POLE ANCHOR
		UTILITY PEDESTAL
		TELEPHONE VAULT (SIZE VARIES)

SURFACE FEATURES/LANDSCAPING

EXISTING	PROPOSED	DESCRIPTION
		SIGN
		BUILDING
		SHRUB
		EDGE OF VEGETATION

INDEX

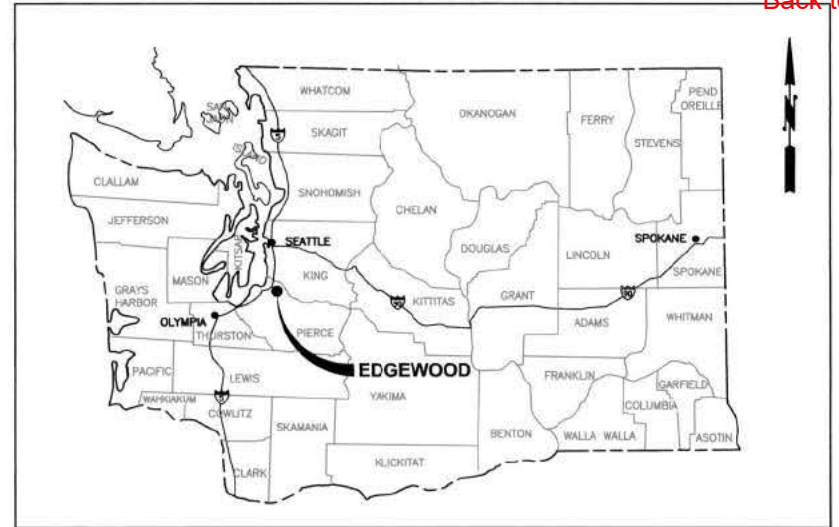
SHEET NO.	DESCRIPTION
01	VICINITY AND LOCATION MAPS, SYMBOL LEGEND, INDEX AND ABBREVIATIONS
02	SURVEY CONTROL
03	ACCESS ROAD PLAN & PROFILE
04	BIORETENTION POND PLAN AND SECTION
05	DRIVEWAY AND PARKING LOT TYPICAL CROSS SECTION
06-12	DETAILS
13	BIORETENTION POND TYPICAL SECTION
14	LANDSCAPE NOTES AND DETAILS
15	CHANNELIZATION PLAN AND DETAILS

GENERAL NOTES:

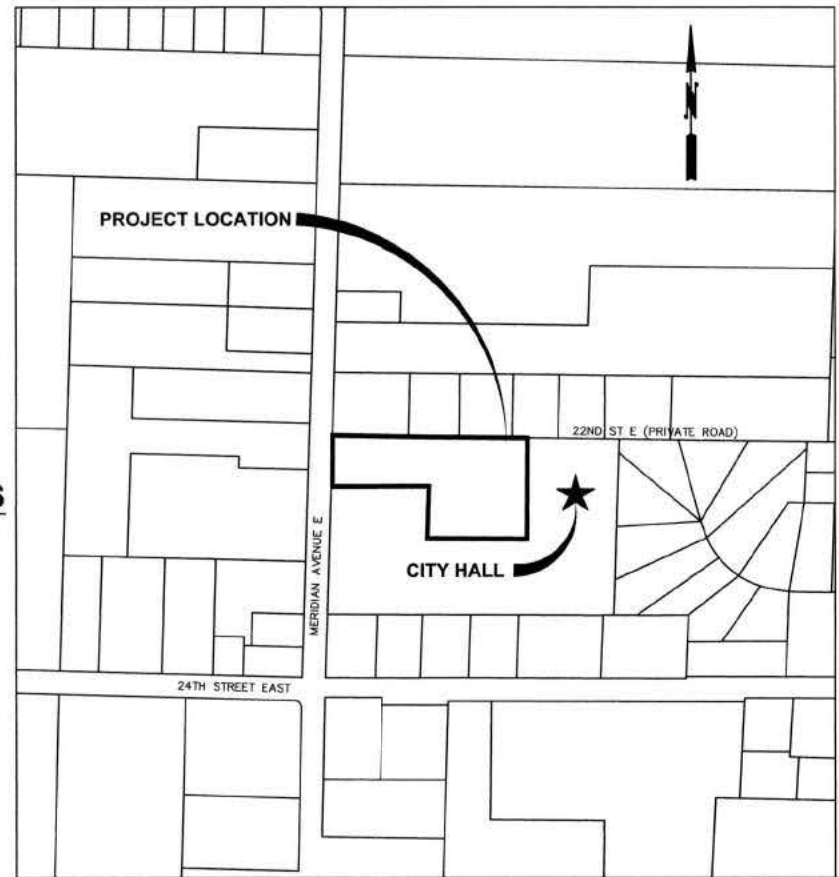
- ALL MATERIALS AND WORKMANSHIP SHALL BE FURNISHED AND SUPPLIED IN ACCORDANCE WITH THE 2018 WASHINGTON STATE DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION AND THESE CONTRACT DOCUMENTS UNLESS OTHERWISE SPECIFICALLY NOTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO CONTACT AND COORDINATE WITH ALL UTILITY COMPANIES IN ORDER TO ASSURE THAT ALL LINES, PIPES, POLES AND OTHER APPURTENANCES ARE PROPERLY LOCATED, SECURED, AND/OR PROTECTED. BURIED UTILITIES (WHERE KNOWN) ARE SHOWN IN THEIR APPROXIMATE LOCATION. THE CONTRACTOR SHALL HAVE UTILITIES VERIFIED ON THE GROUND PRIOR TO ANY CONSTRUCTION. NOTIFY THE UNDERGROUND UTILITIES LOCATE CENTER: CALL #811.
- THE CONTRACTOR SHALL HAVE A COPY OF THESE PLANS, ANY ADDENDA, CHANGE ORDERS AND THE CONTRACT SPECIFICATIONS ON THE JOB SITE WHENEVER CONSTRUCTION IS IN PROGRESS.
- THE CONTRACTOR SHALL PROMPTLY NOTIFY THE ENGINEER IN THE EVENT OR DISCOVERY OF UNSUITABLE SOILS OR HIGH GROUND WATER CONDITIONS OR DISCREPANCIES FROM THE PLANS.
- WHEREVER PLANS REFER TO "SAWCUT" OF ASPHALT CONCRETE PAVEMENT OR OIL MAT, OR CONCRETE SURFACE, THE CONTRACTOR SHALL PERFORM A "NEAT LINE CUT" PER SPECIFICATIONS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC CONTROL IN ACCORDANCE WITH MUTCD. PRIOR TO DISTURPTION OF ANY TRAFFIC, TRAFFIC CONTROL PLANS SHALL BE PREPARED AND SUBMITTED TO THE TOWN FOR APPROVAL. NO WORK SHALL COMMENCE UNTIL ALL APPROVED TRAFFIC CONTROL IS IN PLACE.
- PROTECTION OF THE ENVIRONMENT:** NO CONSTRUCTION RELATED ACTIVITY SHALL CONTRIBUTE TO THE DEGRADATION OF THE ENVIRONMENT, ALLOW MATERIAL TO ENTER SURFACE OR GROUND WATERS, OR ALLOW PARTICULATE EMISSIONS TO THE ATMOSPHERE, WHICH EXCEED STATE OR FEDERAL STANDARDS. ANY ACTIONS THAT POTENTIALLY ALLOW A DISCHARGE TO STATE WATERS MUST HAVE PRIOR APPROVAL OF THE WASHINGTON STATE DEPARTMENT OF ECOLOGY.

EROSION/SEDIMENTATION CONTROL NOTES

- CONTRACTOR SHALL SUBMIT TEMPORARY WATER POLLUTION/EROSION CONTROL PLAN PER THE CONTRACT SPECIFICATIONS. THESE TESC PLANS ARE NOT INTENDED TO BE COMPLETE. THE CONTRACTOR SHALL PROTECT JOVITA CREEK AND THE STREAMS ABUTTING THE PROJECT.
- ALL LIMITS OF CLEARING AND AREAS OF VEGETATION PRESERVATION SHALL BE OBSERVED DURING CONSTRUCTION.
- ALL REQUIRED SEDIMENTATION/EROSION CONTROL FACILITIES MUST BE IN OPERATION PRIOR TO LAND CLEARING AND/OR OTHER CONSTRUCTION TO ENSURE THAT SEDIMENT LOADED WATER DOES NOT ENTER THE NATURAL DRAINAGE SYSTEM. ALL EROSION AND SEDIMENT FACILITIES SHALL BE MAINTAINED IN A SATISFACTORY CONDITION UNTIL SUCH TIME THAT CLEARING AND /OR CONSTRUCTION IS COMPLETED AND THE POTENTIAL FOR ON-SITE EROSION HAS PASSED. THE IMPLEMENTATION, MAINTENANCE, REPLACEMENT AND ADDITIONS TO EROSION/SEDIMENTATION CONTROL SYSTEMS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- THE EROSION AND SEDIMENTATION CONTROL SYSTEMS DEPICTED ON THIS DRAWING ARE INTENDED TO BE MINIMUM REQUIREMENTS TO MEET ANTICIPATED SITE CONDITIONS. AS CONSTRUCTION PROGRESSES AND AS UNEXPECTED OR SEASONAL CONDITIONS DICTATE, THE CONTRACTOR SHOULD ANTICIPATE THAT MORE EROSION AND SEDIMENTATION CONTROL FACILITIES WILL BE NECESSARY TO ENSURE COMPLETE SILTATION CONTROL ON THE PROPOSED SITE. DURING THE COURSE OF CONSTRUCTION, IT SHALL BE THE OBLIGATION AND RESPONSIBILITY OF THE CONTRACTOR TO ADDRESS ANY NEW CONDITIONS THAT MAY BE CREATED BY HIS ACTIVITIES AND TO PROVIDE ADDITIONAL FACILITIES, OVER AND ABOVE THE MINIMUM REQUIREMENTS, AS MAY BE NEEDED TO PROTECT ADJACENT PROPERTIES AND THE WATER QUALITY OF THE RECEIVING DRAINAGE SYSTEM.
- AT NO TIME SHALL MORE THAN ONE FOOT OF SEDIMENT BE ALLOWED TO ACCUMULATE WITHIN A CATCH BASIN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING AND DISPOSING OF THE SEDIMENT. ALL CATCH BASINS, CONVEYANCE LINES AND DITCHES SHALL BE CLEANED PRIOR TO PAVING.
- THE CONTRACTOR SHALL REMOVE MATERIAL DROPPED, WASHED OR TRACKED FROM VEHICLES ONTO THE CITY RIGHT-OF-WAY EASEMENT OR INTO THE EXISTING STORM DRAINAGE SYSTEM. DEBRIS SHALL NOT BE WASHED INTO THE STORM DRAINAGE SYSTEM.
- TEMPORARY EROSION CONTROL FACILITIES SHALL BE INSPECTED WEEKLY AND MAINTAINED WITHIN 24 HOURS FOLLOWING A STORM EVENT. SEDIMENT SHALL BE REMOVED TO INSURE THE FACILITIES WILL FUNCTION PROPERLY. THE FACILITIES SHALL BE SATISFACTORILY MAINTAINED UNTIL CONSTRUCTION IS COMPLETED AND THE POTENTIAL FOR ON-SITE EROSION HAS PASSED. ALL STORM DRAIN INLETS MADE OPERABLE DURING CONSTRUCTION SHALL BE PROTECTED SO THAT
- STORMWATER RUNOFF SHALL NOT ENTER THE CONVEYANCE SYSTEM WITHOUT FIRST BEING FILTERED OR OTHERWISE TREATED TO REMOVE SEDIMENT.



VICINITY MAP
NOT TO SCALE



LOCATION MAP
NOT TO SCALE



[Back to Agenda](#)

Gray & Osborne, Inc.
CONSULTING ENGINEERS
701 DEXTER AVENUE NORTH SUITE 200
SEATTLE, WASHINGTON 98109 • (206) 284-0860

DATE: AUG 2018	SCALE: AS NOTED	TWTS	B/B	TLS
DRAWN:	CHECKED:	APPROVED:		

DATE	APPD
REVISION	No.



CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

VICINITY AND LOCATION MAPS, SYMBOL LEGEND,
INDEX AND ABBREVIATIONS

SHEET: **01**
OF: **16**

JOB NO.: 17572.05
DWG: LEG

L:\EDGEWOOD\17572 2017 ON-CALL ENGINEERING\05 - CITY HALL CAMPUS PARKING\01 DESIGN\PLANS\SET\DWG\SURV.DWG

MERIDIAN AVE E

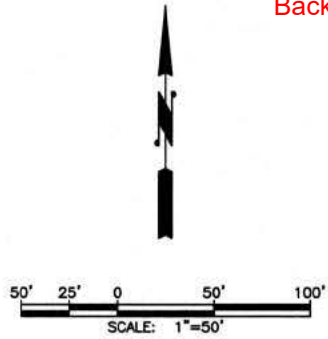
22ND ST E

24TH ST E

CITY HALL

CITY OF EDGEWOOD - CITY HALL CAMPUS TOPO JOB NUMBER - #16463.08				
Horizontal Datum: NAD83/11 WSPCS S. ZONE, GRID NORTH MODIFIED GROUND COORDINATES SCALED TO GROUND AT POINT #4 USING AVG CGF OF 0.99996477565				
Vertical Datum: NAVD88 HOLDING WSDOT "GP27161-52"				
POINT	NORTHING	EASTING	ELEV.	DESCRIPTION
2	701387.78	1194869.55	343.30	SFM=FOUND SURFACE MONUMENT, 3 1/4" BRASS DISC W/ PUNCH. "WSDOT WBR 38016 OLYMPIC REGION" INTX 16TH ST E & MERIDIAN AVE E (SR 161).
3	698752.61	1196202.75	366.22	SFM, 3" BRASS DISC W/ PUNCH "PIERCE COUNTY PUBLIC WORKS" INTX OF 24TH ST E & 106TH AVE E.
4	698761.98	1194789.92	373.86	SFM, 3 1/4" BRASS DISC, NO PUNCH (SET ON NW CORNER OF "B" IN "WBR") "WSDOT WBR 38016 OLYMPIC REGION" INTX OF 24TH ST E & MERIDIAN AVE E.
100	698778.03	1195477.16	398.32	SSN=SET LARGE MAG NAIL, @ NW CORNER CITY HALL ENTRANCE OFF 24TH ST E (SE CORNER OF PROPERTY). IN CENTER OF WEST SEAM, TOP OF ADA RAMP.
101	699098.39	1195353.19	415.15	SSHT=SET HUB W/ MEDIUM MAG NAIL, TOP OF HILL S OF CITY HALL ENTRANCE ON E SIDE OF BLDG. -45° DUE E OF 8" FIR TREE.
102	699030.04	1195131.42	392.06	SSHT, S SIDE OF CITY CAMPUS PROPERTY IN CENTER OF SMALL GRASSY TRIANGLE BETWEEN GRAVEL ACCESS ROADS.
103	699372.09	1194851.07	380.70	SSN, ALONG 22ND ST E, S OF "SPEED LIMIT 25 MPH" SIGN, 1.0' S OF N SIDEWALK EDGE IN SIDEWALK SEAM.

CITY HALL DRIVEWAY - CONSTRUCTION CENTERLINE ALIGNMENT												
SEGMENT	BEGIN STATION	BEGIN NORTHING	BEGIN EASTING	END STATION	END NORTHING	END EASTING	DISTANCE	BEARING	RADIUS	TANGENT	CURVE LENGTH	DELTA
L1	10+00.00	699,412.00	1,195,060.44	10+86.06	699,325.94	1,195,059.92	86.06	S0°20'43"W				
C1	10+86.06	699,325.94	1,195,059.92	11+45.26	699,287.72	1,195,097.20			38.00	37.51	59.20	89°15'28"
L2	11+45.26	699,287.72	1,195,097.20	11+55.50	699,287.52	1,195,107.43	10.24	S88°54'45"E				
C2	11+55.50	699,287.52	1,195,107.43	11+76.56	699,283.59	1,195,128.02			62.00	10.63	21.06	19°27'31"
L3	11+76.56	699,283.59	1,195,128.02	12+75.00	699,249.04	1,195,220.20	98.44	S69°27'15"E				



[Back to Agenda](#)



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CONSULTING ENGINEERS

701 DEXTER AVENUE NORTH, SUITE 200
SEATTLE, WASHINGTON 98109 • (206) 284-0860

DATE: AUG 2018	SCALE: AS NOTED	TWTS	BIB	TLS
DRAWN:	CHECKED:	APPROVED:		

No.	REVISION	DATE	APPD



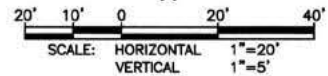
CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

SURVEY CONTROL

SHEET: 02
OF: 16

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DWG. NO.: SURV

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- ① INLET PROTECTION INSERTS SHALL BE INSTALLED IN EXISTING STRUCTURES AND IN THE NEW DRAINAGE STRUCTURES AS THEY ARE CONSTRUCTED, PER DETAIL SHEET 6.
- ② INSTALL STRAW WATTLE WITH BACK UP SUPPORT PER DETAIL SHEET 6.
- ③ INSTALL HIGH VISIBILITY FENCE WITH BACK UP SUPPORT PER DETAIL SHEET 7.

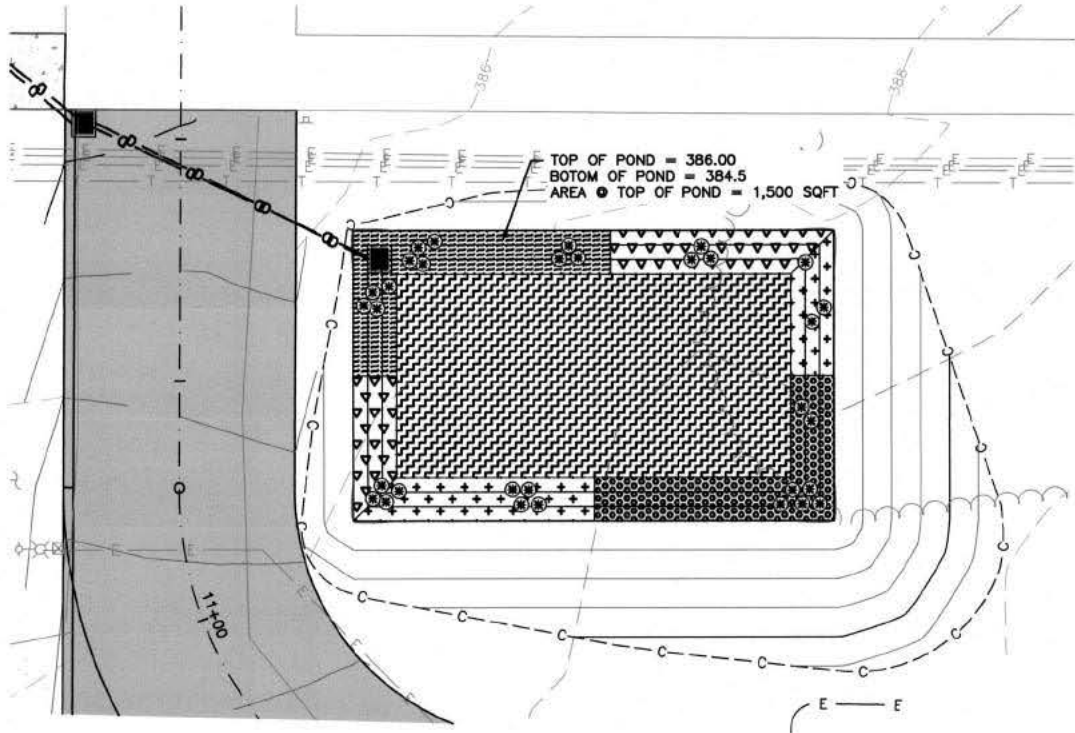
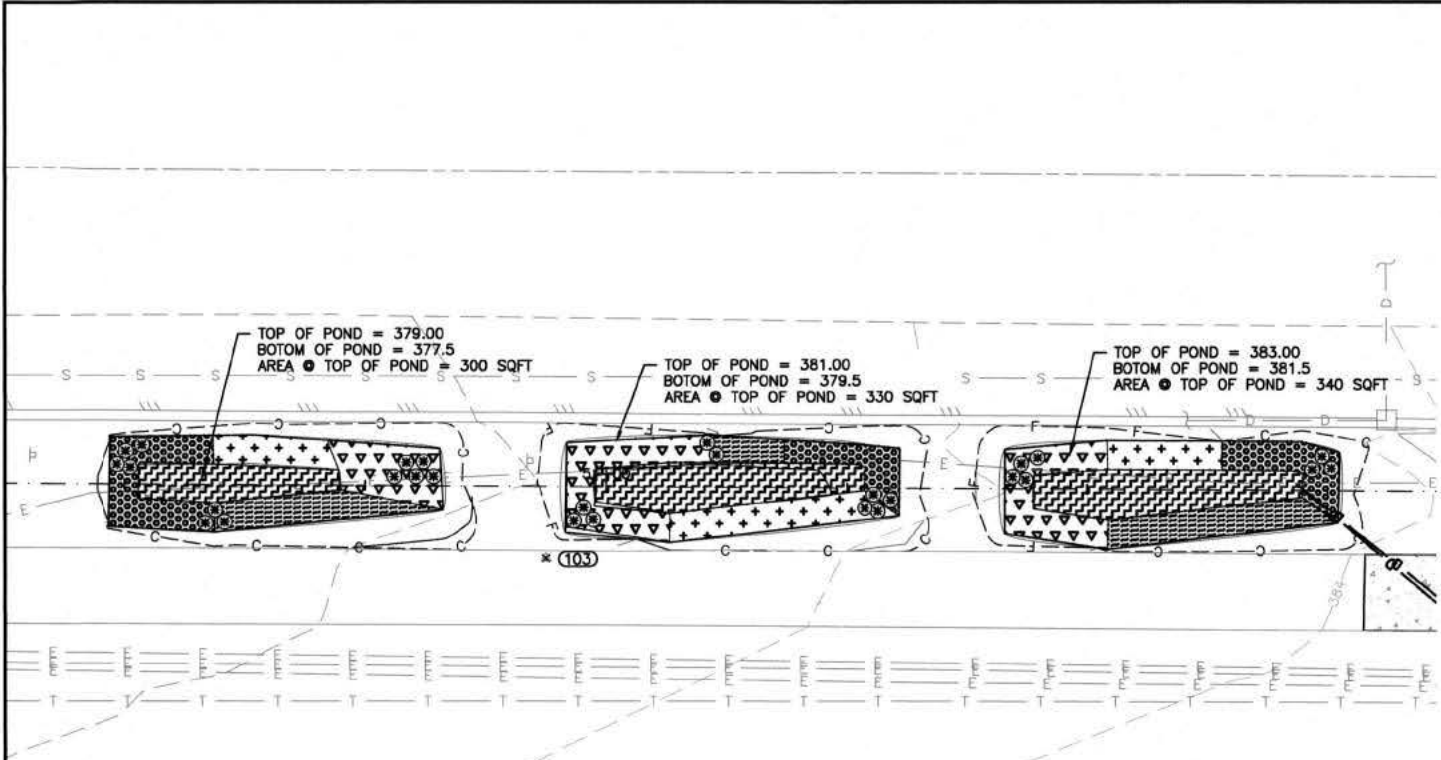
DATE: AUG 2018	SCALE: AS NOTED	DRAWN: TWT	CHECKED: BJB	APPROVED: TJS
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DATE	APPD
REVISION	No.



CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT
BIORETENTION POND PLAN AND SECTION

SHEET: 04	JOB NO.: 17572.05
OF: 16	DWG. NO.: BIORETENTION



PLANT SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	QTY.	REMARKS									
SHRUBS AND PERENNIALS														
	GERANIUM MACRORRHIZUM	CRANESBILL	1 GAL.	80	ALL PLANTS TO BE HEALTHY, FULL, AND BUSHY, 24" O.C.									
	HELICOTRICHON SEMPERVIRENS	BLUE OAT GRASS	1 GAL.	75	24" O.C.									
	LIRIOPE SPICATA 'BIG BLUE'	LILYTURF	1 GAL.	80	24" O.C.									
	SPIRAEA JAPONICA 'WALBUMA'	MAGIC CARPET SPIREA	1 GAL.	90	24" O.C.									
	VERBASCUM 'JACKIE'	HYBRID DWARF MULLIEN	1 GAL.	60	PLANT AS SHOWN ON PLANS									
ALL NON-EMERGENT AREAS														
LOW PROFILE WILDFLOWER SEED MIX SOLD AS PROTIME 460 BY PRO TIME LAWN SEED, PORTLAND, OR APPLICATION RATE: 10 LBS PER ACRE														
OR														
KNEE HIGH/LOW PROFILE WILDFLOWER SEED MIX SOLD BY SUNMARK SEEDS CO., PORTLAND, OR APPLICATION RATE: 10 LBS PER ACRE														
EMERGENTS														
	JUNCUS ENSIFOLIUS	DAGGER-LEAVED RUSH	10 C.J. IN. PLUG	600	PLANT PLUGS 12" O.C., PLANT IN GROUPINGS OF 10-30 OF SAME SPECIES. APPLY SEED MIX UNIFORMLY OVER EMERGENT AREAS WITH PLUGS. APPROX. 650 SF									
	SCIRPUS MICROCARPUS	SMALL-FRUITED BULRUSH	10 C.J. IN. PLUG	600										
	CUSTOM EMERGENT SEED MIX AVAILABLE FROM SUNMARK SEEDS CO., PORTLAND, OR APPLICATION RATE: 22 LBS PER ACRE													
<table><tr><th>SPECIES</th><th>%BY WEIGHT</th></tr><tr><td>SCIRPUS MICROCARPUS</td><td>25%</td></tr><tr><td>JUNCUS EFFUSUS</td><td>25%</td></tr><tr><td>JUNCUS ENSIFOLIUS</td><td>25%</td></tr><tr><td>JUNCUS TENUIS</td><td>25%</td></tr></table>						SPECIES	%BY WEIGHT	SCIRPUS MICROCARPUS	25%	JUNCUS EFFUSUS	25%	JUNCUS ENSIFOLIUS	25%	JUNCUS TENUIS
SPECIES	%BY WEIGHT													
SCIRPUS MICROCARPUS	25%													
JUNCUS EFFUSUS	25%													
JUNCUS ENSIFOLIUS	25%													
JUNCUS TENUIS	25%													

MAINTENANCE NOTES:

- ALL PLANTING SHALL BE 24" OR SMALLER AT MATURITY, AREA SHOULD NOT BE MOWED.
- IF MOWING IS TO OCCUR, MOWER HEIGHT SHALL BE SET NO LOWER THAN 24" FROM THE STREET LEVEL TO ENSURE PLANT ROOTS ARE NOT DAMAGED.





Gray & Osborne, Inc.
CONSULTING ENGINEERS
701 DECKER AVENUE NORTH, SUITE 200
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DATE: AUG 2018	SCALE: AS NOTED	DRAWN: TWTS	CHECKED: BJB	APPROVED: TLS
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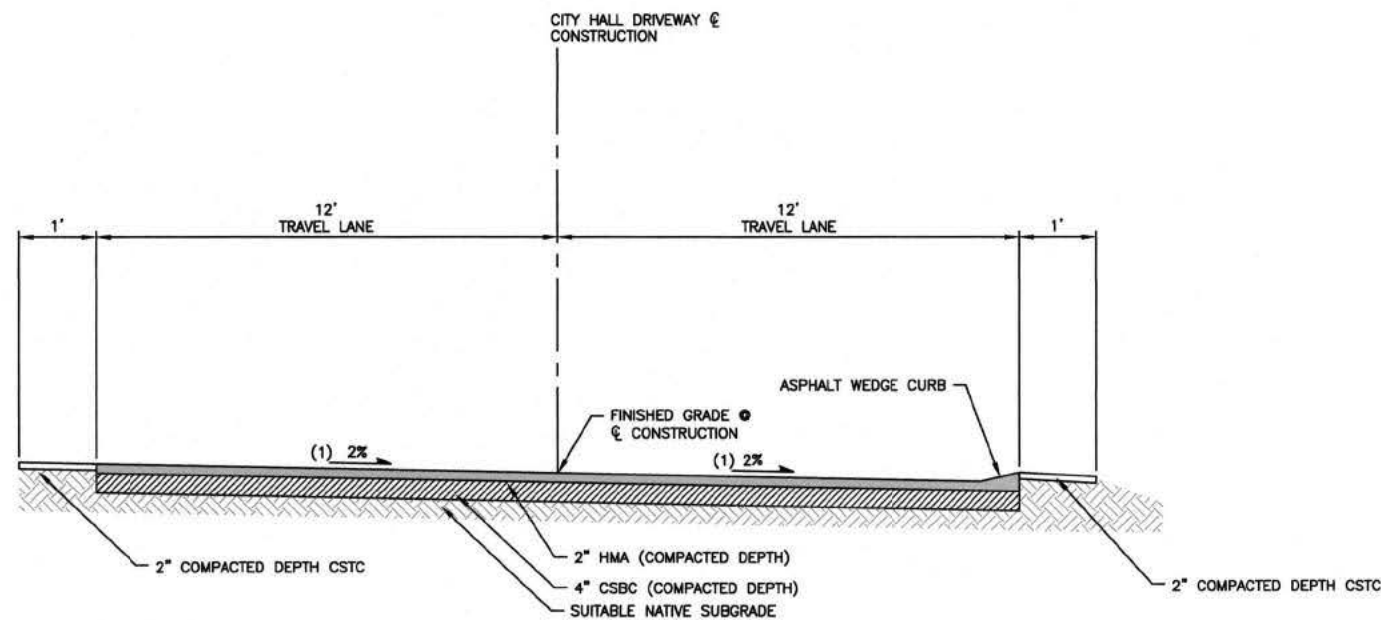
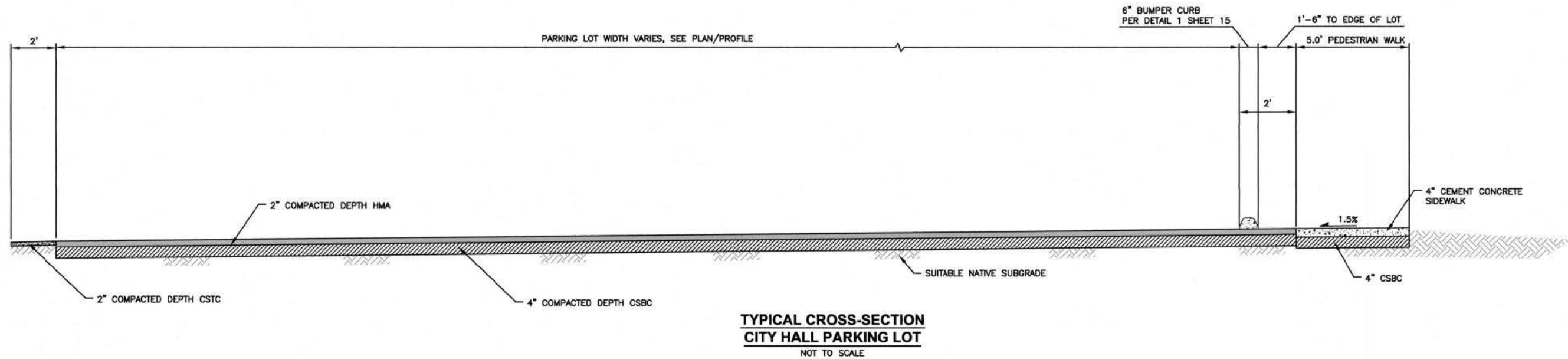
DATE	APPROVED
REVISION	No.



CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

DRIVEWAY AND PARKING LOT
TYPICAL CROSS SECTION

SHEET: 05	OF: 16
JOB NO.: 17572.05	
XSEC	



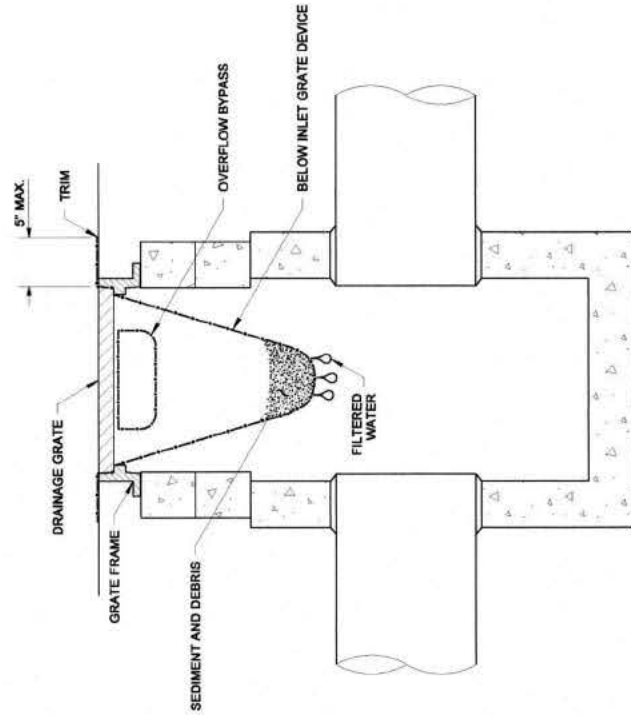
- NOTES:
1. SLOPE VARIES SEE ELEVATION PLAN/PROFILE SHEETS



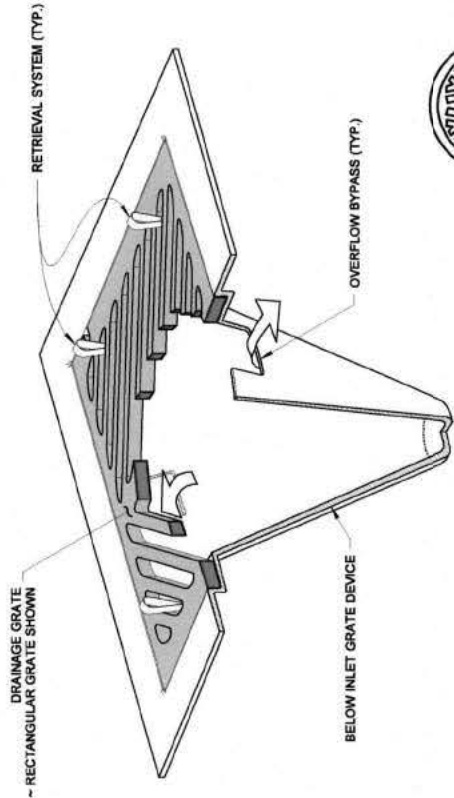
DRAWN BY: LISA CYFORD

NOTES

1. Size the Below Inlet Grate Device (BIGD) for the storm water structure it will service.
2. The BIGD shall have a built-in high-flow relief system (overflow bypass).
3. The retrieval system must allow removal of the BIGD without spilling the collected material.
4. Perform maintenance in accordance with Standard Specification 8-01.3(15).



SECTION VIEW
NOT TO SCALE

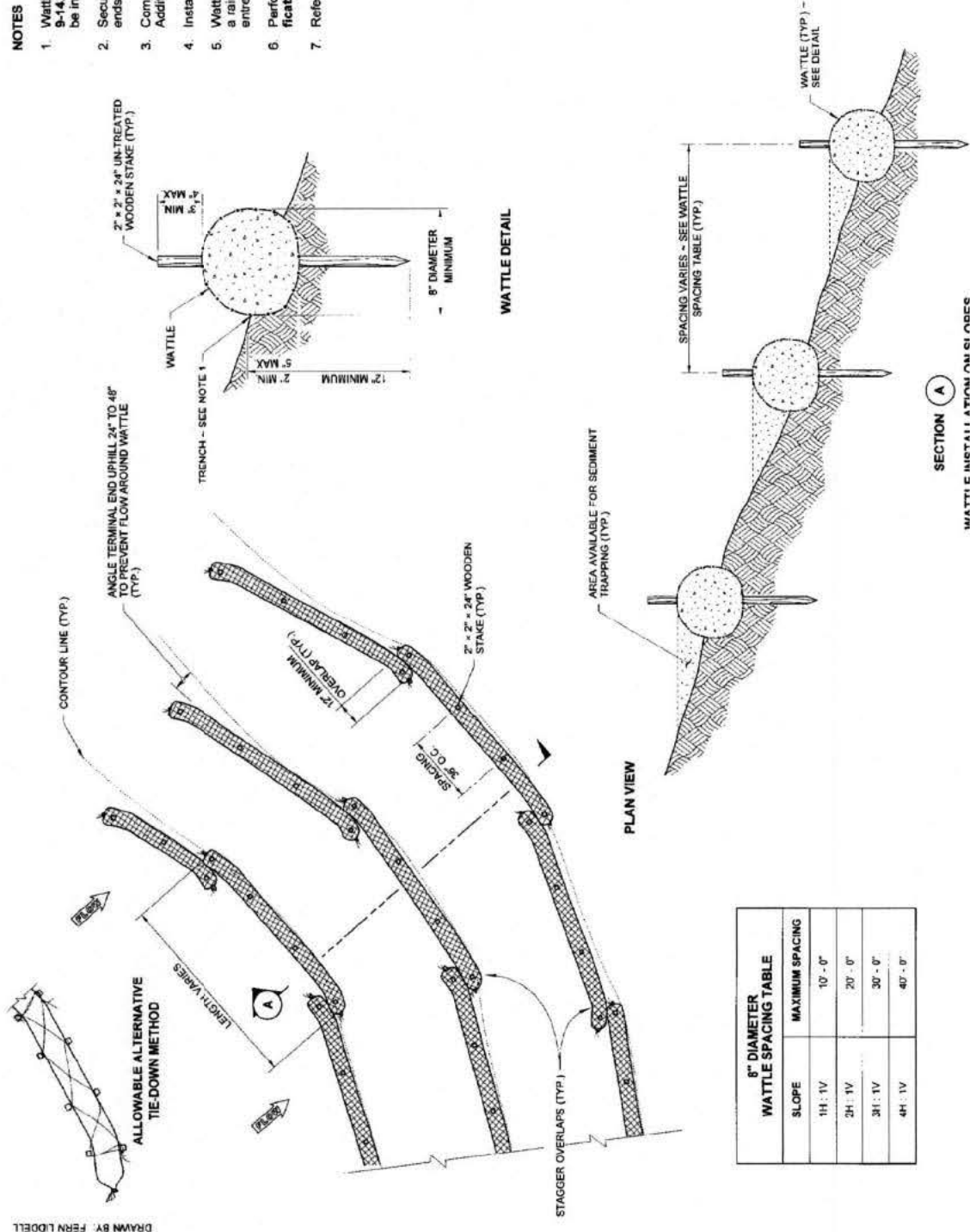


ISOMETRIC VIEW



**STORM DRAIN
INLET PROTECTION**
STANDARD PLAN I-40.20-00
SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION
Pasco Bakotich III 09-20-07
STATE DESIGN ENGINEER
Washington State Department of Transportation



8" DIAMETER WATTLE SPACING TABLE	
SLOPE	MAXIMUM SPACING
1H: 1V	10' - 0"
2H: 1V	20' - 0"
3H: 1V	30' - 0"
4H: 1V	40' - 0"

0 1" 2"
TWO INCHES AT FULL SCALE
IF NOT, SCALE ACCORDINGLY

[Back to Agenda](#)



CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

SHEET: **06**
OF: **16**
JOB NO.: 17572.05
DWG NO.: 17572.05-06
DETAILS

DATE: AUG 2018
SCALE: AS NOTED
DRAWN: TWS
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APPROVED: TLS

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DATE: AUG 2018	SCALE: AS NOTED	DRAWN: TWTS	CHECKED: BJB	APPROVED: TLS
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	DATE	APPD
	REVISION	
No.		

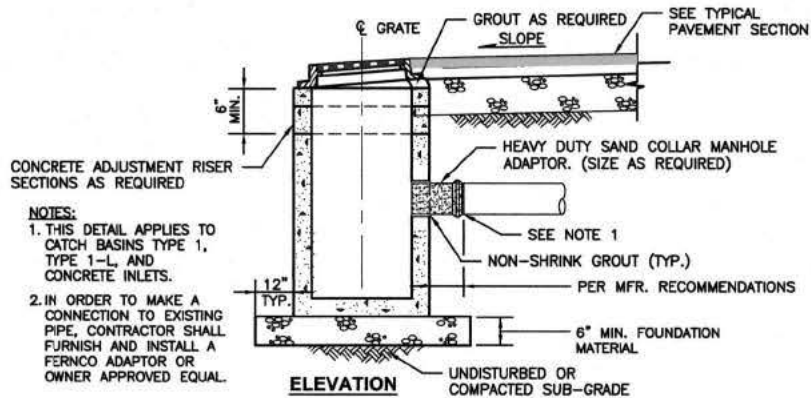


CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

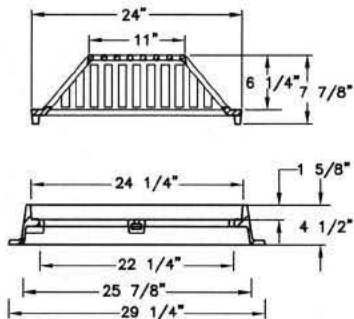
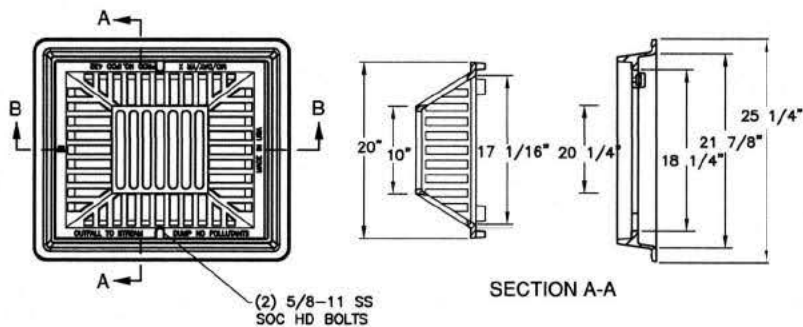
DETAILS

SHEET: 08
OF: 16

DR. NO.: 17572.05
DWG. NO.: 17572.05
SHEET: 08 OF 16
CITY HALL CAMPUS PARKING LOT
DETAILS

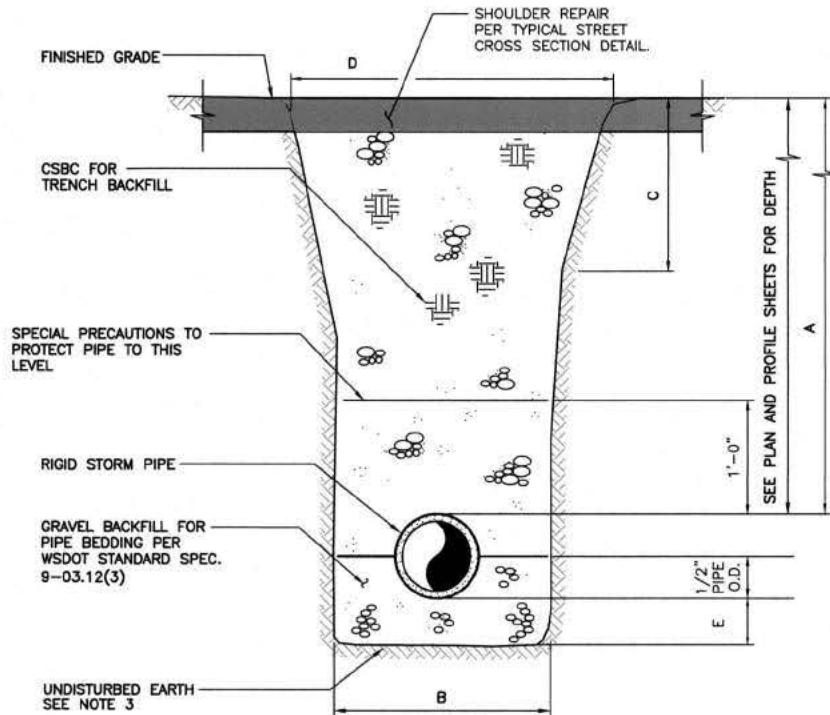


TYPICAL TYPE 1 CATCH BASIN INSTALLATION DETAIL
NOT TO SCALE



SECTION B-B

BEEHIVE GRATE
NOT TO SCALE



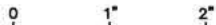
- NOTES:
- BACKFILL COMPACTION SHALL CONFORM TO WSDOT STANDARDS
 - KEEP TRENCH BOTTOM COMPACTED WITH UNIFORM GRADE. A BELL JOINT SHALL BE REQUIRED AT EACH JOINT FOR PROPER SUPPORT. NO TEMPORARY SUPPORTS, I.E. BLOCKS, WILL BE ALLOWED TO SUPPORT PIPE. TRENCH BOTTOM SHALL BE TO GRADE PRIOR TO PIPE INSTALLATION.
 - REMOVE UNSUITABLE MATERIAL BELOW PIPE AS REQUIRED. BACKFILL VOID WITH IMPORTED GRANULAR MATERIAL OR SUITABLE NATIVE MATERIAL AS DIRECTED.

DUCTILE IRON STORM PIPE IS DEFINED AS RIGID PIPE IN THIS CONTRACT.

RIGID STORM PIPE TRENCH SECTION
NOT TO SCALE

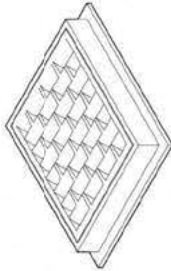
6" OR 8" DIAMETER PIPE					
A	6" OR LESS	8'	10'	12'	14'
B	2.5'	5.0'			
C	1.5'	1.5'	1.75'	2.25'	2.75'
D	5.5'	8.0'	8.5'	9.5'	10.5'
E	4"				

TRENCH SECTION PAYMENT LIMITS
NOT TO SCALE

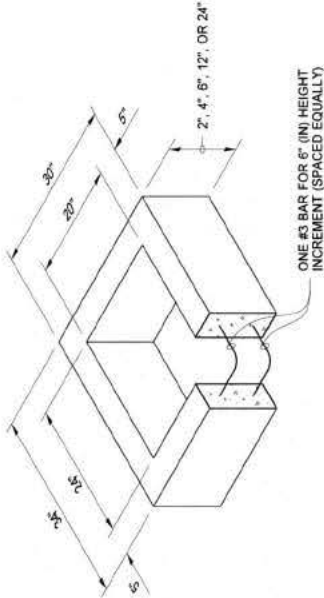


TWO INCHES AT FULL SCALE
IF NOT, SCALE ACCORDINGLY

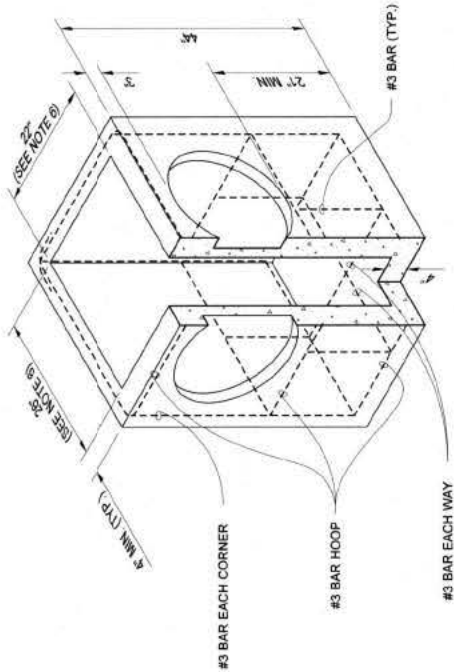
DRAWN BY: LISA CYFORD



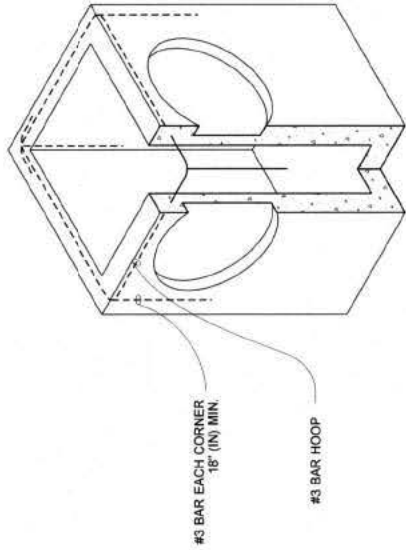
FRAME AND VANED GRATE



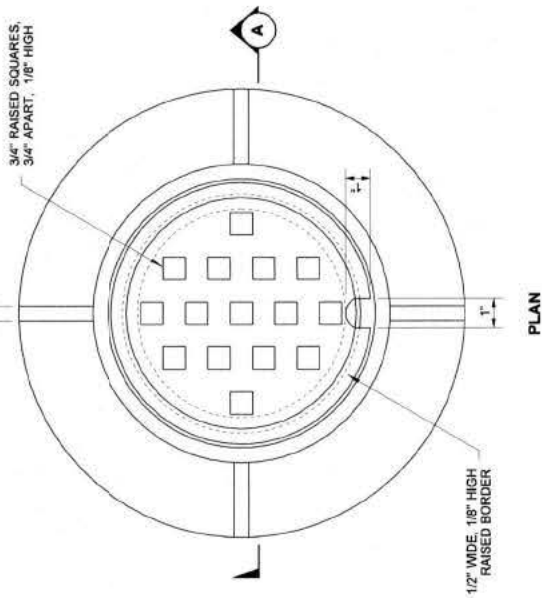
RECTANGULAR ADJUSTMENT SECTION



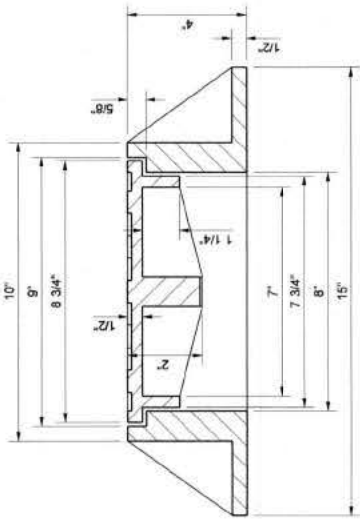
PRECAST BASE SECTION



ALTERNATIVE PRECAST BASE SECTION



PLAN



SECTION A

CAST IRON RING AND COVER



ONE INCHES AT FULL SCALE
IF NOT, SCALE ACCORDING TO
REGULAR SYMBOL MEANING
Page 3 of 74

PIPE ALLOWANCES	
PIPE MATERIAL	MAXIMUM INSIDE DIAMETER (INCHES)
REINFORCED OR PLAIN CONCRETE	12"
ALL METAL PIPE	15"
CPSSP ★ (STD. SPEC. SECT. 9-05.20)	12"
SOLID WALL PVC (STD. SPEC. SECT. 9-05.12(1))	15"
PROFILE WALL PVC (STD. SPEC. SECT. 9-05.12(2))	15"

★ CORRUGATED POLYETHYLENE STORM SEWER PIPE

- NOTES**
- As acceptable alternatives to the rebar shown in the **PRECAST BASE SECTION**, fibers (placed according to the Standard Specifications), or wire mesh having a minimum area of 0.12 square inches per foot shall be used with the minimum required rebar shown in the **ALTERNATIVE PRECAST BASE SECTION**. Wire mesh shall not be placed in the knockouts.
 - The knockout diameter shall not be greater than 20" (in). Knockouts shall have a wall thickness of 2" (in) minimum to 2.5" (in) maximum. Provide a 1.5" (in) minimum gap between the knockout wall and the outside of the pipe. After the pipe is installed, fill the gap with joint mortar in accordance with **Standard Specification Section 9-04.3**.
 - The maximum depth from the finished grade to the lowest pipe invert shall be 5' (ft).
 - The frame and grate may be installed with the flange down, or integrally cast into the adjustment section with flange up.
 - The Precast Base Section may have a rounded floor, and the walls may be sloped at a rate of 1 : 24 or steeper.
 - The opening shall be measured at the top of the **Precast Base Section**.
 - All pickup holes shall be grouted full after the basin has been placed.



Julie Heilman
Heilman, Julie
Jan 25 2017 2:53 PM
cdg

CATCH BASIN TYPE 1

STANDARD PLAN B-5.20-02

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

Carpetner, Jeff
Jan 25 2017 4:48 AM

STATE DESIGN ENGINEER

Washington State Department of Transportation



EXPIRES JULY 1, 2007

FOR SANITARY SEWER USE

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(MOD) 8 INCH SEWER CLEAN-OUT

STANDARD PLAN B-85.40-00

SHEET 1 OF 1 SHEET

APPROVED FOR PUBLICATION

Harold J. Peterfeso
Jan 25 2017 4:48 AM

STATE DESIGN ENGINEER

Washington State Department of Transportation



SHEET: **09**
OF: **16**

CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

DETAILS



DATE: AUG 2018
SCALE: AS NOTED
DRAWN: TWTS
CHECKED: BLB
APPROVED: TLS

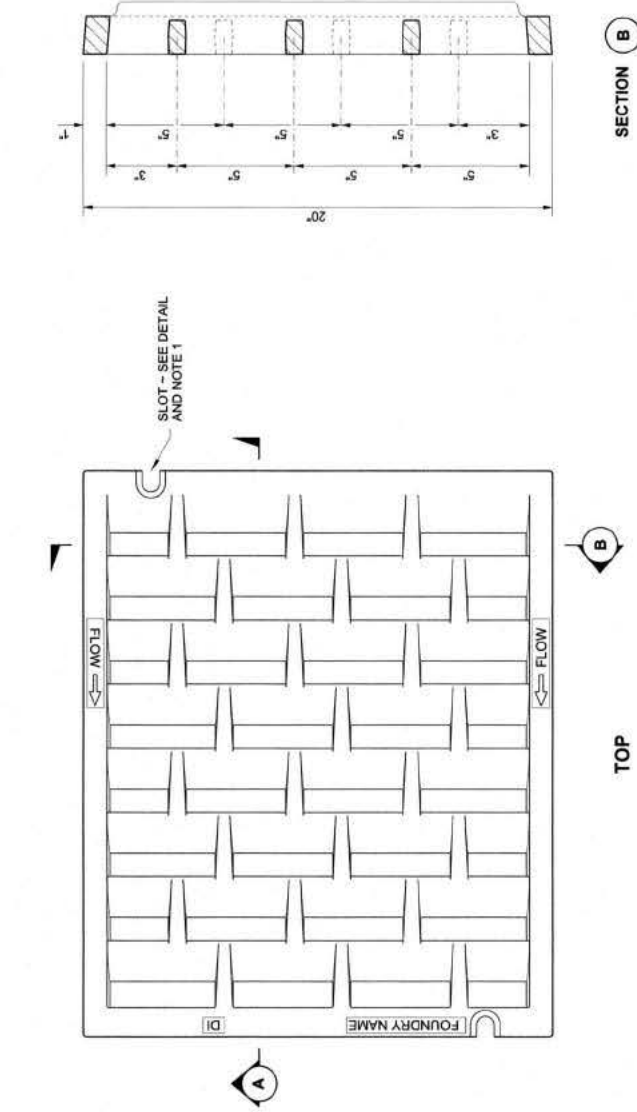
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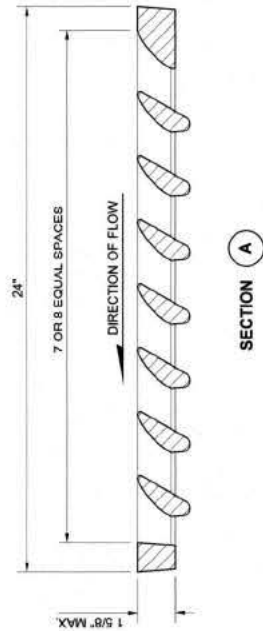
JOB NO: 17572.05
BWS: DETAILS

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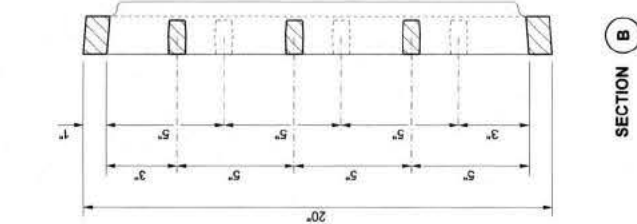




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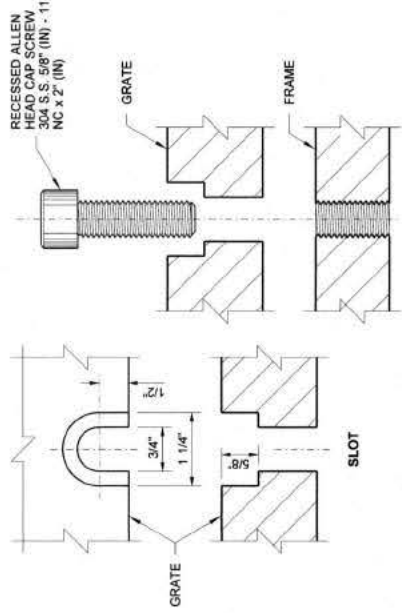
SECTION A-A



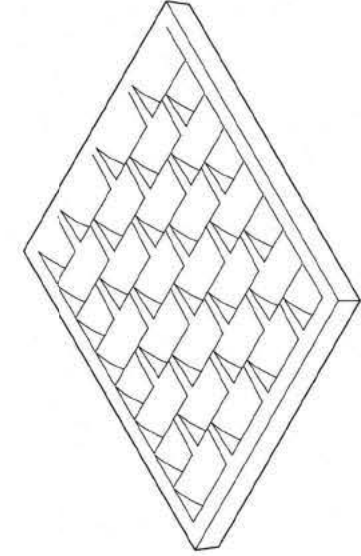
SECTION B-B

NOTES

1. Bolt-down capability is required on all frames, grates, and covers, unless specified otherwise in the Contract. Provide 2 holes in the frame that are vertically aligned with the grate or cover slots. The frame shall accept the 304 Stainless Steel (S.S.) 5/8" (in) - 11 NC x 2" (in) Allen head cap screw by being tapped, or other approved mechanism. Location of bolt-down holes varies by manufacturer.
2. Refer to **Standard Specification Section 9-05.15(2)** for additional requirements.
3. For frame details, see **Standard Plan B-30.10**.



BOLT-DOWN DETAILS
SEE NOTE 1



ISOMETRIC



Julie Helman
Professional Engineer
Jan 25 2017 3:00 PM

**RECTANGULAR
VANED GRATE**

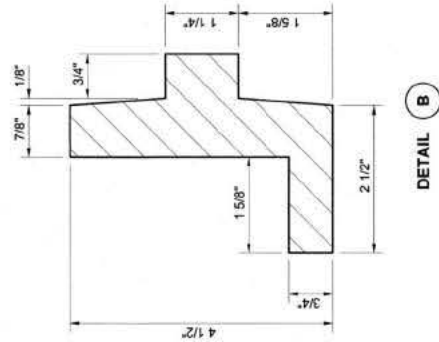
STANDARD PLAN B-30.30-02

SHEET 1 OF 1 SHEET

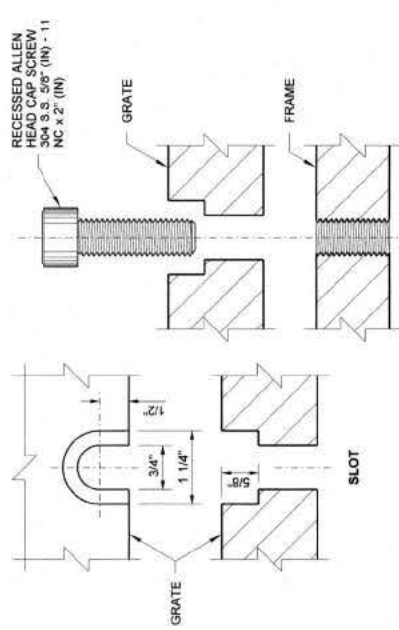


NOTES

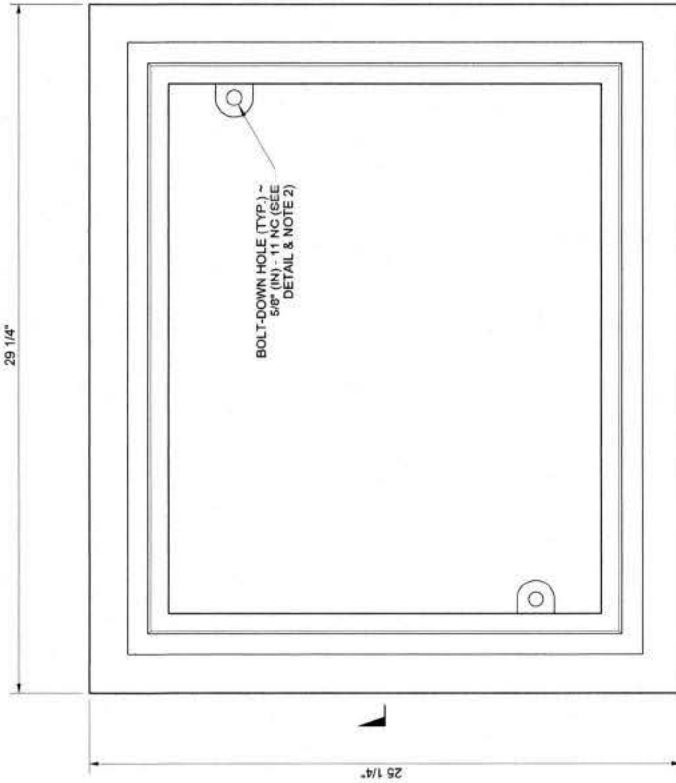
1. This frame is designed to accommodate 20" (in) x 24" (in) grates or covers as shown on **Standard Plans B-30.20, B-30.30, B-30.40, and B-30.50**.
2. Bolt-down capability is required on all frames, grates, and covers, unless specified otherwise in the Contract. Provide 2 holes in the frame that are vertically aligned with the grate or cover slots. The frame shall accept the 304 Stainless Steel (S.S.) 5/8" (in) - 11 NC x 2" (in) Allen head cap screw by being tapped, or other approved mechanism. Location of bolt-down holes varies by manufacturer.
3. Refer to **Standard Specification Section 9-05.15(2)** for additional requirements.



DETAIL B

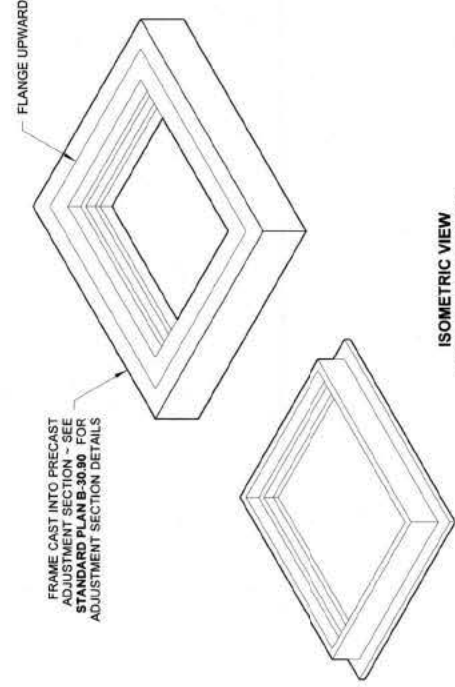


BOLT-DOWN DETAILS
SEE NOTE 2



TOP

DRAWN BY: FERN LIDDELL



ISOMETRIC VIEW
SHOWING THE VARIATIONS

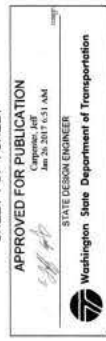


Julie Helman
Professional Engineer
Jan 25 2017 2:59 PM

**RECTANGULAR FRAME
(REVERSIBLE)**

STANDARD PLAN B-30.10-02

SHEET 1 OF 1 SHEET



No.	REVISION	DATE	APPROVED

DATE: AUG 2018	SCALE: AS NOTED	DRAWN: TWTS	CHECKED: BJB	APPROVED: TLS
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DATE: AUG 2018	SCALE: AS NOTED	DRAWN: TWTS	CHECKED: BJB	APPROVED: TLS
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DATE	APPD
REVISION	No.

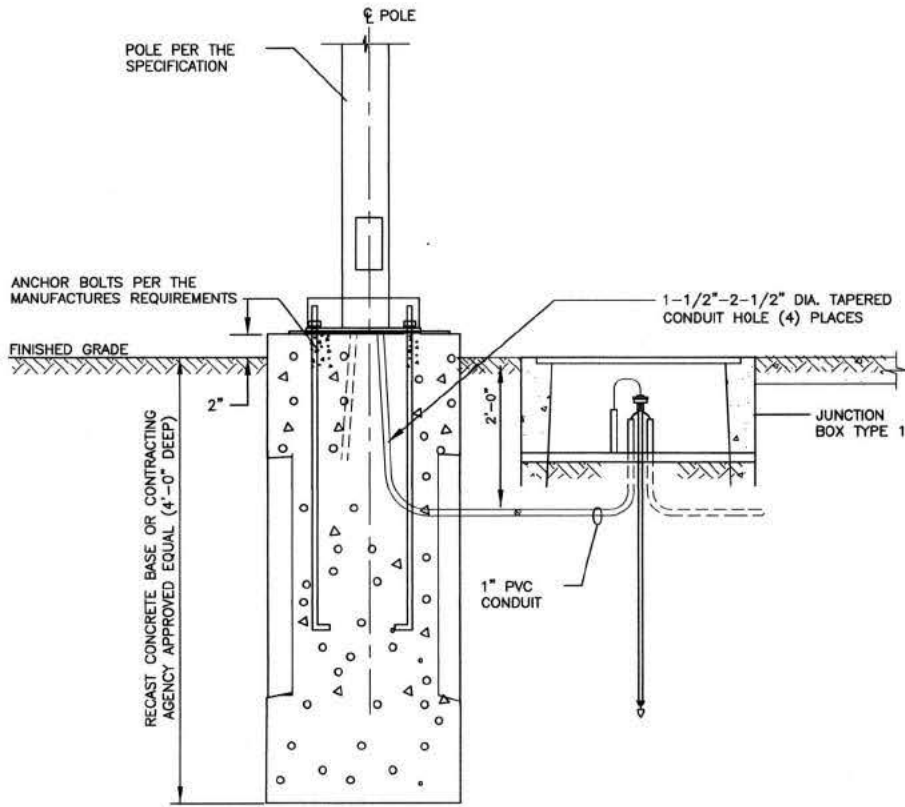


CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

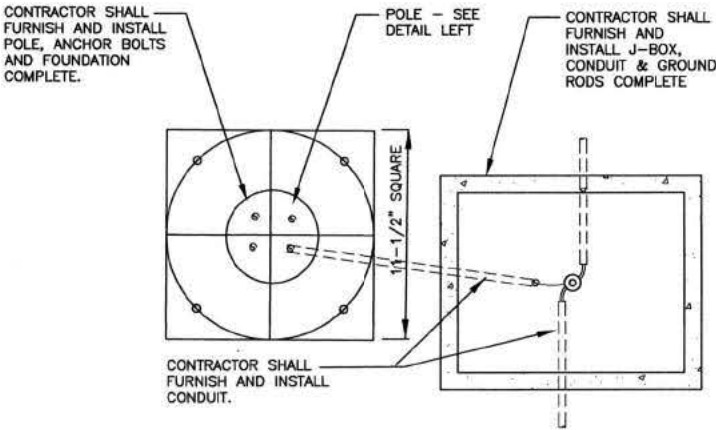
DETAILS

SHEET: 11
OF: 16

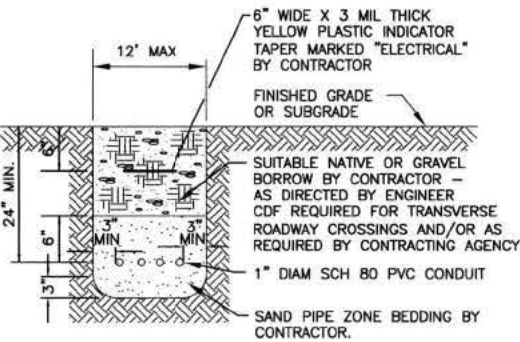
JOB NO.: 17572.05
DWG: DETAILS



LUMINAIRE POLE BASE DETAIL
NOT TO SCALE

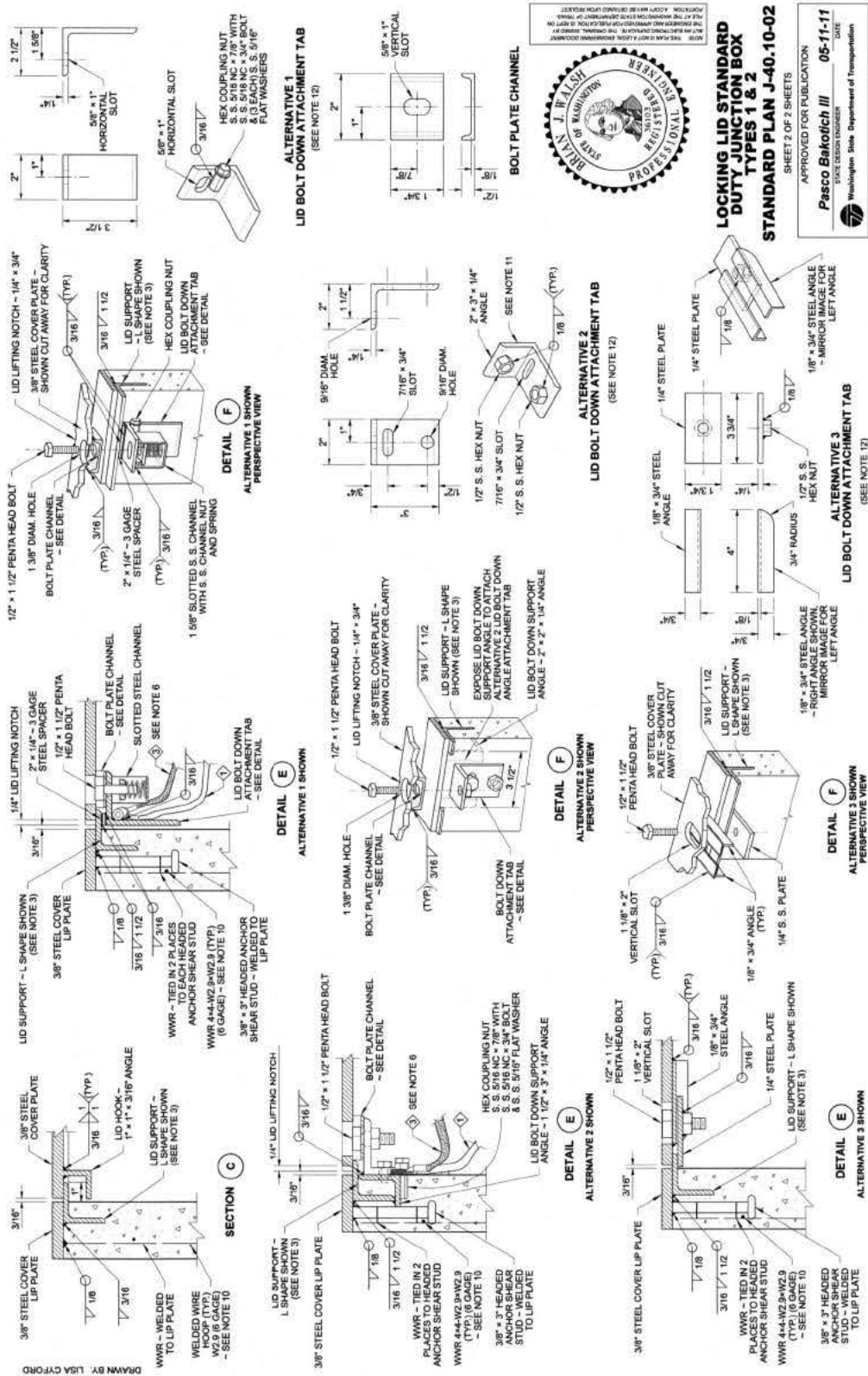
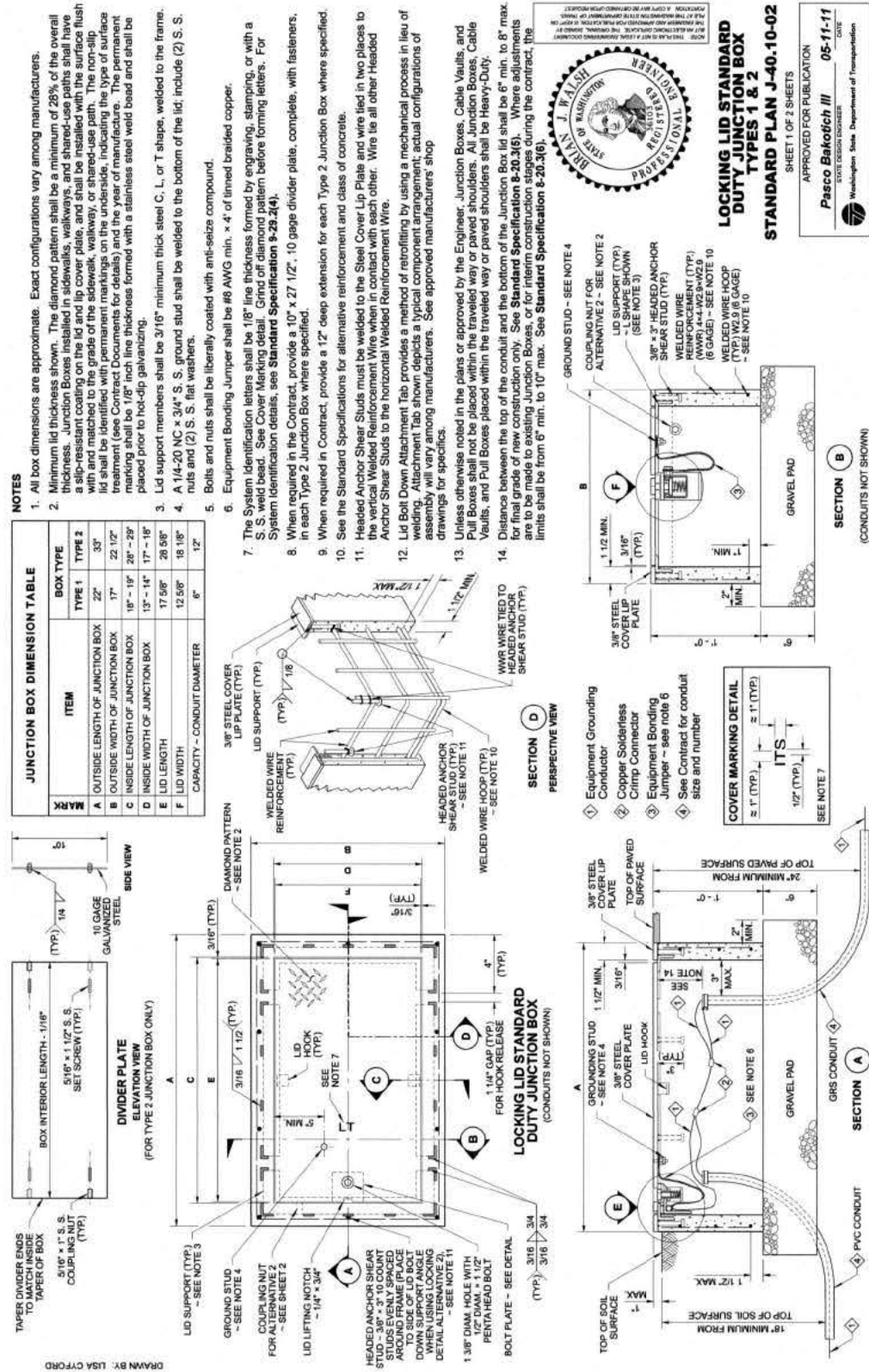


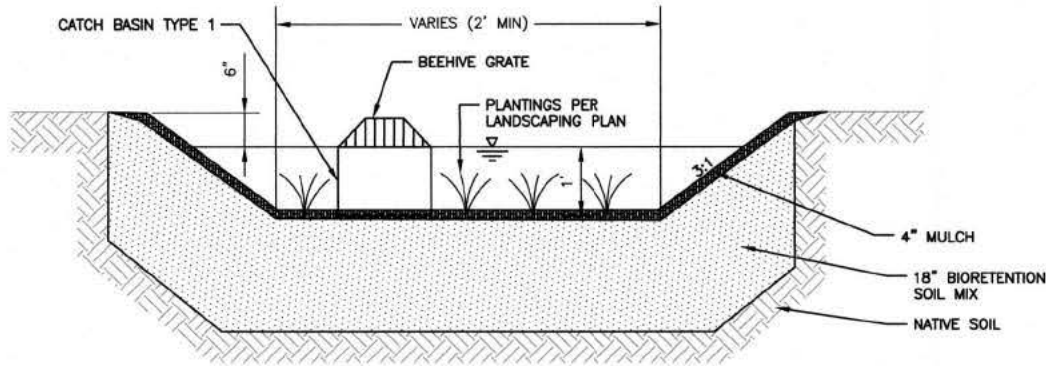
LUMINAIRE POLE LAYOUT DETAIL
NOT TO SCALE



TYPICAL ILLUMINATION
TRENCH SECTION
NOT TO SCALE







- NOTES:
1. PLANTING PLAN MAY BE MODIFIED MEETING THE RECOMMENDATIONS FOR BIORETENTION PLANTINGS IN THE LOW IMPACT DEVELOPMENT TECHNICAL MANUAL FOR PUGET SOUND.
 2. SCARIFY SUBGRADE 3" MIN. BEFORE BIORETENTION SOIL INSTALLATION.

BIORETENTION FACILITY CROSS SECTION
NOT TO SCALE

- GENERAL PLANTING NOTES AND SEQUENCE:
- NOTES
1. PLANT INSTALLATION SHALL OCCUR DURING FROST-FREE PERIODS ONLY. TO ENSURE SURVIVAL, PLANTS SHALL BE PLANTED BETWEEN SEPTEMBER 15TH AND APRIL 15, PRIOR TO HOT, DRY WEATHER. DO NOT PLANT WHEN GROUND IS FROZEN, SNOW-COVERED OR MUDDY. PLANTS MAY ONLY BE INSTALLED DURING HOT WEATHER IF THE CONTRACTOR AGREES TO IRRIGATION OF THE ENTIRE PLANTING AREA, DELIVERING AT LEAST 2" OF WATER PER WEEK FROM JUNE 1 THROUGH SEPTEMBER 15TH.
 2. SEED APPLICATION: ONCE SOIL PREPARATION IS COMPLETE, SEED INSTALLATION SHALL BE PERFORMED DURING THE FOLLOWING TIME PERIODS FOR BEST SURVIVAL:
 - 2.1. MARCH 1 THROUGH APRIL 15
 - 2.2. SEPTEMBER 1 THROUGH OCTOBER 15
 3. SEEDED AREAS MUST RECEIVE ADEQUATE MOISTURE FOR 21 CONSECUTIVE DAYS IMMEDIATELY FOLLOWING SEEDING TO ENSURE GERMINATION.
- SEQUENCE
1. PROCURE PLANTS AND SEED MIXES IN LEGEND AND ENSURE THAT MATERIAL MEETS THE MINIMUM REQUIREMENTS OUTLINED IN THE PLANT LEGEND, PLANTING DETAILS, AND SPECIFICATIONS.
 2. BEFORE PLANTING, CONTRACTOR SHALL ENSURE ALL INVASIVE WEEDS WITHIN THE PROJECT AREA ARE REMOVED, AND SOILS ARE NOT COMPACTED. IF SOILS HAVE BEEN COMPACTED, THE CONTRACTOR SHALL LOOSEN THEM TO THE FULL 18" DEPTH.
 3. CONTRACTOR SHALL ENSURE THAT NO ADVERSE DRAINAGE CONDITIONS EXIST THAT MAY AFFECT PROPER PLANT GROWTH AND ESTABLISHMENT.
 4. REFER TO CIVIL PLANS TO ENSURE SITE PREPARATION AND TESC MEASURES ARE ADDRESSED.
 5. LAYOUT PLANT MATERIAL PER PLAN FOR INSPECTION BY THE AUTHORIZED REPRESENTATIVE. PLANT OR SEED SUBSTITUTIONS WILL NOT BE ALLOWED WITHOUT APPROVAL BY THE AUTHORIZED REPRESENTATIVE.
 6. INSTALL PLANTS PER PLANTING DETAILS AND SPECIFICATIONS.
 7. WATER EACH PLANT THOROUGHLY TO REMOVE AIR POCKETS AFTER INSTALLATION.
 8. BROADCAST SEED IN AREAS PER PLAN. ENSURE MOIST CONDITIONS FOR 21 CONSECUTIVE DAYS.
- THE CONTRACTOR SHALL MAINTAIN ALL PLANT AND SEED MATERIAL UNTIL FINAL INSPECTION AND APPROVAL ALL PLANTINGS, SEED COVERAGE, AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR FOLLOWING FINAL OWNER ACCEPTANCE.



Gray & Osborne, Inc.
CONSULTING ENGINEERS
701 DEXTER AVENUE NORTH, SUITE 200
SEATTLE, WASHINGTON 98109 • (206) 264-0860

DATE: AUG 2018	SCALE: AS NOTED	DRAWN: TWT	CHECKED: BJB	APPROVED: TLS
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	DATE	APPRO
	REVISION	
No.		



CITY OF EDGEWOOD
PIERCE COUNTY
CITY HALL CAMPUS PARKING LOT

BIORETENTION POND TYPICAL SECTION

SHEET: 13	OF: 16
JOB NO. 17572.05	
LANDSCAPE	



PLANT INSTALLATION SPECIFICATIONS

GENERAL NOTES

QUALITY ASSURANCE

1. PLANTS SHALL MEET OR EXCEED THE SPECIFICATIONS OF FEDERAL, STATE, AND LOCAL LAWS REQUIRING INSPECTION FOR PLANT DISEASE AND INSECT CONTROL.
2. PLANTS SHALL BE HEALTHY, VIGOROUS, AND WELL-FORMED, WITH WELL DEVELOPED, FIBROUS ROOT SYSTEMS, FREE FROM DEAD BRANCHES OR ROOTS. PLANTS SHALL BE FREE FROM DAMAGE CAUSED BY TEMPERATURE EXTREMES, LACK OR EXCESS OF MOISTURE, INSECTS, DISEASE, AND MECHANICAL INJURY. PLANTS IN LEAF SHALL BE WELL FOLIATED AND OF GOOD COLOR. PLANTS SHALL BE HABITUATED TO THE OUTDOOR ENVIRONMENTAL CONDITIONS INTO WHICH THEY WILL BE PLANTED (HARDENED-OFF).
3. SEED MIX STANDARDS: ALL SEED OF THE TYPE SPECIFIED SHALL CONFORM TO THE STANDARDS FOR "CERTIFIED" GRADE SEED OR BETTER AS OUTLINED BY THE STATE OF WASHINGTON DEPARTMENT OF AGRICULTURE "RULES FOR SEED CERTIFICATION", LATEST EDITION.
4. NOMENCLATURE: PLANT NAMES SHALL CONFORM TO FLORA OF THE PACIFIC NORTHWEST BY HITCHCOCK AND CRONQUIST, UNIVERSITY OF WASHINGTON PRESS, 1973 AND/OR TO A FIELD GUIDE TO THE COMMON WETLAND PLANTS OF WESTERN WASHINGTON & NORTHWESTERN OREGON, ED. SARAH SPEAR COOKE, SEATTLE AUDUBON SOCIETY, 1997.

DEFINITIONS

1. PLANTS/PLANT MATERIALS. PLANTS AND PLANT MATERIALS SHALL INCLUDE ANY LIVE PLANT MATERIAL USED ON THE PROJECT. THIS INCLUDES BUT IS NOT LIMITED TO CONTAINER GROWN, B&B OR BARERoot PLANTS; LIVE STAKES AND FASCINES (WATTLES); TUBERS, CORMS, BULBS, ETC.; SPRIGS, PLUGS, AND LINERS.
2. CONTAINER GROWN. CONTAINER GROWN PLANTS ARE THOSE WHOSE ROOTBALLS ARE ENCLOSED IN A POT OR BAG IN WHICH THAT PLANT GREW.

SUBSTITUTIONS

1. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN SPECIFIED MATERIALS IN ADVANCE IF SPECIAL GROWING, MARKETING OR OTHER ARRANGEMENTS MUST BE MADE IN ORDER TO SUPPLY SPECIFIED MATERIALS.
2. SUBSTITUTION OF PLANT OR SEED MATERIALS NOT ON THE PROJECT LIST WILL NOT BE PERMITTED UNLESS AUTHORIZED IN WRITING BY THE AUTHORIZED REPRESENTATIVE.
3. IF PROOF IS SUBMITTED THAT ANY PLANT OR SEED MATERIAL SPECIFIED IS NOT OBTAINABLE, A PROPOSAL WILL BE CONSIDERED FOR USE OF THE NEAREST EQUIVALENT SIZE OR ALTERNATIVE SPECIES, WITH CORRESPONDING ADJUSTMENT OF CONTRACT PRICE.
4. SUCH PROOF WILL BE SUBSTANTIATED AND SUBMITTED IN WRITING TO THE CONSULTANT AT LEAST 30 DAYS PRIOR TO START OF WORK UNDER THIS SECTION.

INSPECTION

1. PLANTS AND SEEDS SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE AUTHORIZED REPRESENTATIVE FOR CONFORMANCE TO SPECIFICATIONS, EITHER AT TIME OF DELIVERY ON-SITE OR AT THE GROWER'S NURSERY. APPROVAL OF PLANT MATERIALS AT ANY TIME SHALL NOT IMPAIR THE SUBSEQUENT RIGHT OF INSPECTION AND REJECTION DURING PROGRESS OF THE WORK.
2. PLANTS OR SEEDS INSPECTED ON SITE AND REJECTED FOR NOT MEETING SPECIFICATIONS MUST BE REMOVED IMMEDIATELY FROM SITE OR RED-TAGGED AND REMOVED AS SOON AS POSSIBLE.
3. THE AUTHORIZED REPRESENTATIVE MAY ELECT TO INSPECT PLANT OR SEED MATERIALS AT THE PLACE OF GROWTH. AFTER INSPECTION AND ACCEPTANCE, THE AUTHORIZED REPRESENTATIVE MAY REQUIRE THE INSPECTED PLANTS OR SEEDS BE LABELED AND RESERVED FOR THE PROJECT. SUBSTITUTION OF THESE PLANTS OR SEEDS WITH OTHER INDIVIDUALS, EVEN OF THE SAME SPECIES AND SIZE, IS UNACCEPTABLE.

MEASUREMENT OF PLANTS

1. PLANTS SHALL CONFORM TO SIZES SPECIFIED UNLESS SUBSTITUTIONS ARE MADE AS OUTLINED IN THIS CONTRACT.
2. HEIGHT AND SPREAD DIMENSIONS SPECIFIED REFER TO MAIN BODY OF PLANT AND NOT BRANCH OR ROOT TIP TO TIP. PLANT DIMENSIONS SHALL BE MEASURED WHEN THEIR BRANCHES OR ROOTS ARE IN THEIR NORMAL POSITION.
3. WHERE A RANGE OF SIZE IS GIVEN, NO PLANT SHALL BE LESS THAN THE MINIMUM SIZE AND AT LEAST 50% OF THE PLANTS SHALL BE AS LARGE AS THE MEDIAN OF THE SIZE RANGE. (EXAMPLE: IF THE SIZE RANGE IS 12" TO 18", AT LEAST 50% OF PLANTS MUST BE 15" TALL.).

SUBMITTALS

PROPOSED PLANT AND SEED SOURCES

1. WITHIN 45 DAYS AFTER AWARD OF THE CONTRACT, SUBMIT A COMPLETE LIST OF PLANT AND SEED MATERIALS PROPOSED TO BE PROVIDED DEMONSTRATING CONFORMANCE WITH THE REQUIREMENTS SPECIFIED. INCLUDE THE NAMES AND ADDRESSES OF ALL GROWERS AND NURSERIES.

PRODUCT CERTIFICATES

1. PLANT MATERIALS LIST - SUBMIT DOCUMENTATION TO CONSULTANT AT LEAST 10 DAYS PRIOR TO START OF WORK UNDER THIS SECTION THAT PLANT MATERIALS HAVE BEEN ORDERED. ARRANGE PROCEDURE FOR INSPECTION OF PLANT MATERIAL WITH CONSULTANT AT TIME OF SUBMISSION.
2. SEEDS - SUBMIT DUPLICATE COPIES OF A STATEMENT SIGNED BY THE VENDOR CERTIFYING THAT EACH LOT OF SEED HAS BEEN TESTED BY A RECOGNIZED SEED TESTING LABORATORY WITHIN SIX MONTHS BEFORE THE DATE OF DELIVERY ON THE PROJECT.
3. ALL SEED VENDORS MUST HAVE A BUSINESS LICENSE ISSUED BY THE WASHINGTON STATE DEPARTMENT OF LICENSING WITH A "SEED DEALER" ENDORSEMENT. FURNISH COPIES OF THE APPLICABLE LICENSES AND ENDORSEMENTS.
4. HAVE COPIES OF VENDOR'S OR GROWERS' INVOICES OR PACKING SLIPS FOR ALL PLANTS ON SITE DURING INSTALLATION. INVOICE OR PACKING SLIP SHOULD LIST SPECIES BY SCIENTIFIC NAME, QUANTITY, AND DATE DELIVERED (AND GENETIC ORIGIN IF THAT INFORMATION WAS PREVIOUSLY REQUESTED).

DELIVERY, HANDLING, & STORAGE

NOTIFICATION

CONTRACTOR MUST NOTIFY CONSULTANT 48 HOURS OR MORE IN ADVANCE OF DELIVERIES SO THAT CONSULTANT MAY ARRANGE FOR INSPECTION.

PLANT MATERIALS

1. TRANSPORTATION - DURING SHIPPING, PLANTS SHALL BE PACKED TO PROVIDE PROTECTION AGAINST CLIMATE EXTREMES, BREAKAGE AND DRYING. PROPER VENTILATION AND PREVENTION OF DAMAGE TO BARK, BRANCHES, AND ROOT SYSTEMS MUST BE ENSURED. SEED MATERIAL WHICH HAS BECOME WET, MOLDY, OR OTHERWISE DAMAGED IN TRANSIT OR STORAGE WILL NOT BE ACCEPTED.
2. SCHEDULING AND STORAGE - PLANTS AND SEEDS SHALL BE DELIVERED AS CLOSE TO PLANTING AS POSSIBLE. PLANTS IN STORAGE MUST BE PROTECTED AGAINST ANY CONDITION THAT IS DETRIMENTAL TO THEIR CONTINUED HEALTH AND VIGOR.
3. HANDLING - PLANT MATERIALS SHALL NOT BE HANDLED BY THE TRUNK, LIMBS, OR FOLIAGE BUT ONLY BY THE CONTAINER, BALL, BOX, OR OTHER PROTECTIVE STRUCTURE, EXCEPT BARERoot PLANTS SHALL BE KEPT IN BUNDLES UNTIL PLANTING AND THEN HANDLED CAREFULLY BY THE TRUNK OR STEM.
4. LABELS - PLANTS AND SEEDS SHALL HAVE DURABLE, LEGIBLE LABELS STATING CORRECT SCIENTIFIC NAME AND SIZE. TEN PERCENT OF CONTAINER GROWN PLANTS IN INDIVIDUAL POTS SHALL BE LABELED. PLANTS SUPPLIED IN FLATS, RACKS, BOXES, BAGS, OR BUNDLES SHALL HAVE ONE LABEL PER GROUP.

WARRANTY

PLANT AND SEED WARRANTY

PLANTS AND SEED MUST BE GUARANTEED TO BE TRUE TO SCIENTIFIC NAME AND SPECIFIED SIZE, AND TO BE HEALTHY AND CAPABLE OF VIGOROUS GROWTH.

REPLACEMENT

1. PLANTS NOT FOUND MEETING ALL OF THE REQUIRED CONDITIONS MUST BE REMOVED FROM SITE AND REPLACED IMMEDIATELY AT THE CONSULTANT'S DISCRETION.
2. PLANTS NOT SURVIVING AFTER ONE YEAR TO BE REPLACED.
3. ACCEPTANCE OF SEED PLANTING AS SPECIFIED SHALL BE BASED ON A UNIFORM STAND OF SEEDLINGS AT THE TIME OF FINAL INSPECTION. AREAS THAT ARE BARE OR HAVE A POOR STAND OF SEEDLINGS THROUGH ANY CAUSE BEFORE FINAL INSPECTION, SHALL BE RESEEDED AS SPECIFIED AT NO ADDITIONAL COST TO THE OWNER.

PLANT AND SEED MATERIAL

GENERAL

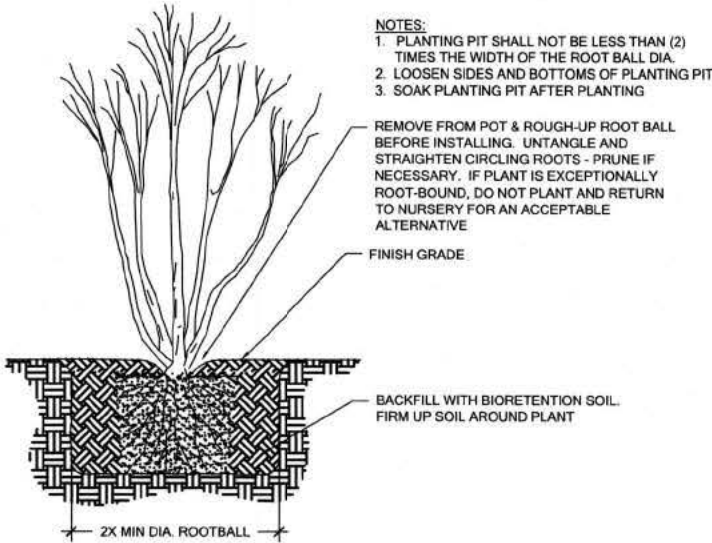
1. PLANTS AND SEEDS SHALL BE NURSERY GROWN IN ACCORDANCE WITH GOOD HORTICULTURAL PRACTICES UNDER CLIMATIC CONDITIONS SIMILAR TO OR MORE SEVERE THAN THOSE OF THE PROJECT SITE.
2. PLANTS AND SEEDS SHALL BE TRUE TO SPECIES AND VARIETY OR SUBSPECIES. NO CULTIVARS OR NAMED VARIETIES SHALL BE USED UNLESS SPECIFIED AS SUCH.

QUANTITIES

SEE PLANT LIST ON ACCOMPANYING PLANS AND PLANT SCHEDULES.

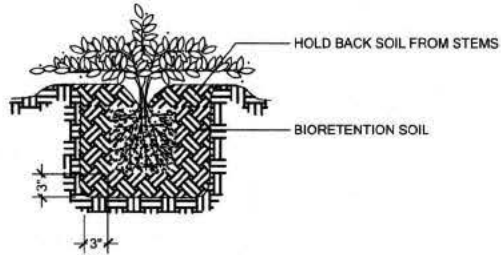
ROOT TREATMENT

1. CONTAINER GROWN PLANTS (INCLUDES PLUGS): PLANT ROOT BALLS MUST HOLD TOGETHER WHEN THE PLANT IS REMOVED FROM THE POT, EXCEPT THAT A SMALL AMOUNT OF LOOSE SOIL MAY BE ON THE TOP OF THE ROOTBALL.
2. PLANTS MUST NOT BE ROOT-BOUND; THERE MUST BE NO CIRCLING ROOTS PRESENT IN ANY PLANT INSPECTED.
3. ROOTBALLS THAT HAVE CRACKED OR BROKEN WHEN REMOVED FROM THE CONTAINER SHALL BE REJECTED.



1 SHRUB PLANTING Scale: NTS

- NOTES:
1. PLANT GROUNDcover/PERENNIAL AT SPECIFIED DISTANCE ON-CENTER (O.C.) USING TRIANGULAR SPACING, TYP.
 2. LOOSEN SIDES AND BOTTOM OF PLANTING PIT AND REMOVE DEBRIS
 3. LOOSEN ROOTBOUND PLANTS BEFORE INSTALLING
 4. SOAK PIT BEFORE AND AFTER INSTALLING PLANT

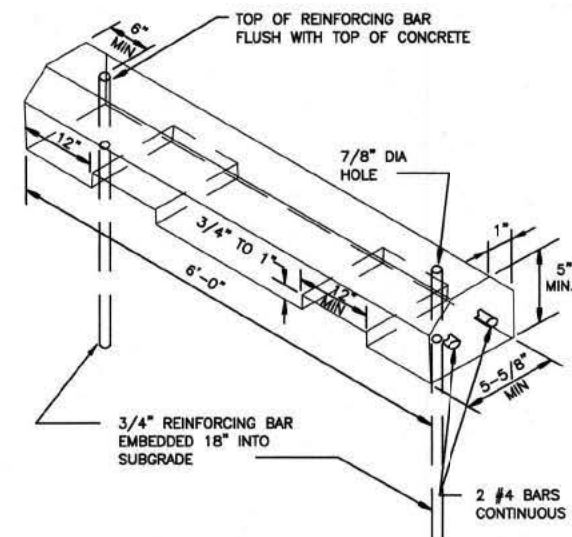
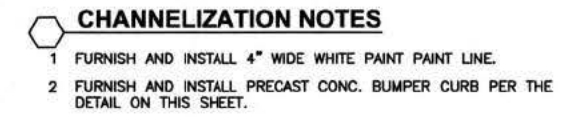


2 GROUNDcover/PERENNIAL PLANTING Scale: NTS



PLANT INSTALLATION DETAILS AND NOTES

SCALE AS NOTED



DATE: AUG 2018
SCALE: AS NOTED
DRAWN: TWTS
CHECKED: BJB
APPROVED: TLS

No.	REVISION	DATE	APPRO



**CITY OF EDGEWOOD
PIERCE COUNTY WASHINGTON
CITY HALL CAMPUS PARKING LOT**

SHEET: 15
OF: 16
B NO.: 17572.05
G: CHAN



August 29, 2018

Mr. Jeremy Metzler, P.E.
Public Works Director
City of Edgewood
2224 104th Avenue East
Edgewood, Washington 98372

SUBJECT: REVIEW OF BIDS, CITY HALL CAMPUS PARKING LOT
CITY OF EDGEWOOD, KING COUNTY, WASHINGTON
G&O #17572.05

Dear Mr. Metzler:

On August 29, 2018, the City of Edgewood received six bids for the City Hall Campus Parking Lot. The bids ranged from \$167,595.00 to \$260,750.50. The Engineer's Estimate was \$197,555.00. Each proposal was checked for correctness of extensions of the prices per unit and the total price. Two corrections were made; however, these corrections did not change the position of the low bidder. We have provided a bid summary with this letter. The bid documents include two schedules of work. The Base Bid schedule of work includes the parking lot, driveway, walkway, street light, and bioretention ponds. The Additive Schedule includes additional paving in front of the barn. The bidders and their respective bid amounts, including sales tax where applicable, are as follows:

Bidder	Base Bid	Additive	Total
1. Mike McClung Construction Co. (Buckley, WA)	\$158,995.00	\$8,600.00	\$167,595.00
2. Active Construction, Inc. (Tacoma, WA)	\$177,620.00	\$10,568.00	\$188,188.00
Engineer's Estimate	\$184,580.00	\$12,975.00	\$197,555.00
3. Northwest Cascade, Inc. (Puyallup, WA)	\$195,422.00	\$12,280.00	\$207,702.00
4. Miles Resources, LLC (Puyallup, WA)	\$231,402.00	\$11,837.75	\$243,239.75
5. R.W. Scott Construction Co. (Auburn, WA)	\$231,610.00	\$14,200.00	\$245,810.00
6. Pro Grade Enterprises, Inc. (Maple Valley, WA)	\$247,084.00	\$13,666.50	\$260,750.50

The low responsive bidder, Mike McClung Construction Company of Buckley, Washington, is currently a Washington State registered and licensed contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the low bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the low bidder, Mike McClung Construction Company of



Mr. Jeremy Metzler, P.E.
August 29, 2018
Page 2

Buckley, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist is attached for the City's file.

Based on our evaluation, we recommend that either the Base Bid or the Total Bid (Base Bid and Additive) be awarded to the lowest responsive, responsible bidder:

Mike McClung Construction Company
P.O. Box 1189
Buckley, Washington 98321

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

Tani Stafford, P.E.

TLS/hh
Encl.

CITY HALL CAMPUS PARKING LOT

PROPOSAL

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

The undersigned has examined the Work site(s), local conditions, the Contract, and all applicable laws and regulations covering the Work. The following unit and lump sum prices are tendered as an offer to perform the Work in accordance with all of the requirements set forth in the Contract and all applicable laws and regulations.

As required by the Contract, a postal money order, certified check, cashier's check or Proposal bond made payable to the Owner is attached hereto. If this Proposal is accepted and the undersigned fail(s) or refuse(s) to enter into a contract and furnish the required performance bond, labor and material payment bond, special guarantee bonds (if required), required insurance and all other required documentation, the undersigned will forfeit to the Owner an amount equal to five percent of the Proposal amount.

After the date and hour set for submitting the Proposals, no bidder may withdraw its Proposal, unless the Award of the contract is delayed for a period exceeding 60 consecutive calendar days.

The undersigned agrees that in the event it is Awarded the contract for the Work, it shall employ only Contractors and Subcontractors that are duly licensed by the State of Washington and remain so at all times they are in any way involved with the Work.

The undersigned agrees that the Owner reserves the right to reject any or all Proposals and to waive any minor irregularities and informalities in any Proposal.

The undersigned agrees that the Owner reserves the right to Award the Contract to the lowest responsible, responsive bidder whose Proposal is in the best interest of the Owner.

PROPOSAL - Continued**BASE BID:**

<u>NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1.	Minor Changes (1-04.4(1))	1 CALC	\$5,000.00	\$5,000.00
2.	SPCC Plan (1-07.15(1))	1 LS	\$ <u>500.00</u>	\$ <u>500.00</u>
3.	Mobilization, Cleanup and Demobilization (1-09.7)	1 LS	\$ <u>15,000.00</u>	\$ <u>15,000.00</u>
4.	Clearing and Grubbing (2-01.5)	1 LS	\$ <u>12,000.00</u>	\$ <u>12,000.00</u>
5.	Excavation, Embankment and Grading for Roadway (2-03.5)	600 CY	\$ <u>30.00</u>	\$ <u>18,000.00</u>
6.	Unsuitable Foundation Excavation, Incl. Haul (2-03.5)	20 CY	\$ <u>50.00</u>	\$ <u>1,000.00</u>
7.	Locate Existing Utilities (2-09.5)	1 LS	\$ <u>2,200.00</u>	\$ <u>2,200.00</u>
8.	Crushed Surfacing Top Course (4-04.5)	40 TN	\$ <u>50.00</u>	\$ <u>2,000.00</u>
9.	Crushed Surfacing Base Course (4-04.5)	200 TN	\$ <u>35.00</u>	\$ <u>7,000.00</u>
10.	Commercial HMA (5-04.5)	105 TN	\$ <u>140.00</u>	\$ <u>14,700.00</u>
11.	Compaction Price Adjustment (5-04.5)	1 CALC	\$0.00	\$0.00
12.	DI Storm Sewer Pipe, 8 In. Diam. (Incl. Bedding) (7-04.5)	60 LF	\$ <u>75.00</u>	\$ <u>4,500.00</u>
13.	Catch Basin, Type 1 (7-05.5)	2 EA	\$ <u>2,000.00</u>	\$ <u>4,000.00</u>
14.	Adjust Cleanout/Furnish Casting (7-05.5)	23 EA	\$ <u>450.00</u>	\$ <u>10,350.00</u>
15.	Trench Excavation Safety Systems (7-08.5)	1 LS	\$ <u>250.00</u>	\$ <u>250.00</u>
16.	Erosion/Water Pollution Control (8-01.5)	1 LS	\$ <u>6,500.00</u>	\$ <u>6,500.00</u>

PROPOSAL - Continued

<u>NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
17.	Seeding, Fertilizing and Mulching (8-01.5)	400 SY	\$ <u>5.00</u>	\$ <u>2,000.00</u>
18.	Topsoil, Type A (8-02.5)	30 CY	\$ <u>45.00</u>	\$ <u>1,350.00</u>
19.	Bioretention Soil, 18 In. Depth (8-02.5)	140 CY	\$ <u>45.00</u>	\$ <u>6,300.00</u>
20.	Wood Strand Mulch, 4 In. Depth (8-02.5)	40 CY	\$ <u>45.00</u>	\$ <u>1,800.00</u>
21.	PSIPE Plantings (8-02.5)	1 LS	\$ <u>20,000.00</u>	\$ <u>20,000.00</u>
22.	Precast Parking Curb (8-07.5)	8 EA	\$ <u>60.00</u>	\$ <u>480.00</u>
23.	Cement Conc. Sidewalk (8-14.5)	100 SY	\$ <u>75.00</u>	\$ <u>7,500.00</u>
24.	Quarry Spalls (8-15.5)	5 TN	\$ <u>60.00</u>	\$ <u>300.00</u>
25.	Illumination System, Complete (8-20.5)	1 LS	\$ <u>15,500.00</u>	\$ <u>15,500.00</u>
26.	Paint Line (8-22.5)	170 LF	\$ <u>4.50</u>	\$ <u>765.00</u>
Subtotal, Base Bid:.....			\$	<u>158,995.00</u>
Washington State Sales Tax (0% Per W.S. Revenue Rule No. 171):...			\$	<u>0.00</u>
TOTAL CONSTRUCTION COST, BASE BID:.....			\$	<u>158,995.00</u>

PROPOSAL - Continued**ADDITIVE: PAVE BARN FRONTAGE**

<u>NO.</u>	<u>ITEM</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
100.	Excavation, Embankment and Grading for Roadway (2-03.5)	45 CY	\$ <u>30.00</u>	\$ <u>1,350.00</u>
101.	Unsuitable Foundation Excavation, Incl. Haul (2-03.5)	5 CY	\$ <u>50.00</u>	\$ <u>250.00</u>
102.	Crushed Surfacing Base Course (4-04.5)	60 TN	\$ <u>35.00</u>	\$ <u>2,100.00</u>
103.	Commercial HMA (5-04.5)	35 TN	\$ <u>140.00</u>	\$ <u>4,900.00</u>
Subtotal, Additive:			\$ <u>8,600.00</u>	
Washington State Sales Tax (0% Per W.S. Revenue Rule No. 171):...			\$	<u>0.00</u>
TOTAL CONSTRUCTION COST, ADDITIVE:			\$	<u>8,600.00</u>

BID SUMMARY

1. TOTAL CONSTRUCTION COST
(BASE BID forwarded from page P-3): \$ 158,995.00
2. TOTAL CONSTRUCTION COST
(ADDITIVE forwarded from above): \$ 8,600.00
3. TOTAL CONSTRUCTION COST
(BASE BID AND ADDITIVE) \$ 167,595.00

Note: A bid must be received on all items.

PROPOSAL - Continued

STATEMENT OF BIDDER'S QUALIFICATIONS

Name of Firm: Mike McClung Construction Co.

Address: PO Box 1189, Buckley, WA 98321

Telephone No. 360-761-7695 Fax No. 360-761-7529

Contact Person for this Project: Kelson McClung

E-mail: bids@mcclungconstruction.com

Number of years the Contractor has been engaged in the construction business under the present firm name, as indicated above:

16 years

Gross dollar amount of work currently under contract: 500,000

Gross dollar amount of contracts currently not completed: 250,000

General character of work performed by firm: See Attached

List of five major projects of a similar nature which have been completed by the Contractor within the last five years and the gross dollar amount of each project, together with the Owner's name and telephone number, and the Engineer's name:

Project Name	Amount	Owner	Phone	Engineer's Name
See Attached				

PROPOSAL - Continued

List five major pieces of equipment which are anticipated to be used on this project by the Contractor and note which items are owned by the Contractor and which are to be leased or rented from others:

See Attached

Bank Reference: Columbia Bank - Enumclaw - Brian Bullard - 360-284-5968

How many general superintendents or other responsible employees in a supervisory position do you have at this time, and how long have they been with the firm?

4, 14 years each

Identify who will be the general superintendent and/or project superintendent on this project. Also, list the number of years each person identified has been with firm.

Tim McClung - 14 years

Have you changed bonding companies within the last three years? NO

If so, why?

Have you ever been a party to a lawsuit or an arbitration proceeding in any way relating to a construction project? No

Identify the proceeding and parties and describe the claims asserted by all parties.

What was the disposition of the case?

Do you have any outstanding payments due to the Department of Revenue? No

If yes, explain.

Bidder agrees that the Owner shall have the right to obtain credit reports.

Yes

No

PROPOSAL - Continued

WORK TO BE COMPLETED BY BIDDER

List the Work and the dollar amount thereof that the Contractor will complete with its forces, if awarded the contract.

Work to be Performed	Dollar Amount
ALL EXCEPT PAVING TRAFFIC CONTROL	\$135,000

PROPOSED SUBCONTRACTORS (Per RCW 39.30.060)

For Proposals exceeding one million dollars, indicate who (either the Contractor submitting this bid or a subcontractor) will be completing the work for each of the three categories listed below. Information shall include their Washington State Department of Licensing Contractor's Registration No. This information shall be provided with the Proposal or within one hour after the published Proposal submittal time in accordance with RCW 39.30.060.

Work to be Performed	Subcontractor or Prime (Name and Registration Number)
Heating, Ventilation and Air Conditioning N/A	N/A
Plumbing N/A	N/A
Electrical N/A	N/A

PROPOSAL - ContinuedADDENDA RECEIVED

Addendum No.	Date Received	Name of Recipient
1	8/22/18	Kelson McClung
2	8/23/18	Kelson McClung

NOTE: Bidder shall acknowledge receipt of all addenda. Bidder is responsible for verifying the actual number of addenda issued prior to submitting a Proposal.

Subject to any extensions of the Contract time granted under the Contract, the undersigned agrees to substantially complete the Work required under this Contract within 20 working days (the Substantial Completion Date) and to physically complete the Work required under this contract within 30 working days (the Physical Completion Date) from when Contract Time begins.

The undersigned has reviewed and fully understands the provisions in the Contract regarding liquidated damages and agrees that liquidated damages shall be \$500.00 per day for each and every working day beyond the Contract time allowed for substantial completion until the Substantial Completion Date is achieved and \$500.00 for each and every working day required beyond the Contract Time for physical completion until the Physical Completion Date is achieved.

The undersigned is, and will remain in, full compliance with all Washington State administrative agency requirements including, but not limited to registration requirements of Washington State Department of Labor & Industries for contractors, including but not limited to requirements for bond, proof of insurance and annual registration fee. The undersigned's Washington State:

Dept. of Labor and Industries Workman's Compensation Account No. is 032,783-00 ;
 Dept. of Licensing Contractor's Registration No. is MIKEMCC981KB ;
 Unified Business Identifier Number is 602-201-004 ;
 Excise Tax Registration Number is 602201004 ; and
 Employment Security Account Number is 000-195526-00 0 .

The undersigned has reviewed all insurance requirements contained in the Contract and has verified the availability of and the undersigned's eligibility for all required insurance. The undersigned verifies that the cost for all required insurance, has been included in this Proposal.

In relation to claims related in whole or in part to workplace injuries to employees, the undersigned waives any immunity granted under the State Industrial Insurance Law, RCW Title 51. This waiver has been specially negotiated by the parties, which is acknowledged by the undersigned in signing this Proposal.

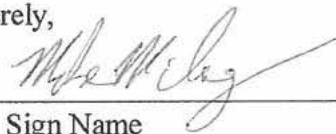
By signing the proposal, the undersigned declares, under penalty of perjury under the laws of the United States and the State of Washington, that the following statements are true and correct:

PROPOSAL - Continued

1. That the undersigned person(s) or entity(ies) has(have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this Proposal is submitted.
2. The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (August 14, 2018), that the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

The undersigned agrees that the Owner is authorized to obtain information from all references included herein.

Sincerely,



Sign Name

8/28/2018

Date

By: Mike McClung - President
Print Name, Title

Buckley, WA

Location Executed (City, State)

Mike McClung Construction Co.

Print Company Name

Amount of Proposal deposit: \$ _____ Check No. _____,

or Proposal bond in the amount of \$ 5% of bid _____

_____, issued through Ohio Casualty Insurance Company
Name of Bank/Bonding Company

located at 1001 4th Ave Ste 3700 Seattle, WA 98154
Mailing Address

253-310-4040 - Michelle Newberg - Propel Insurance
Telephone Number of Bank/Bonding Company

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we Mike McClung Construction
Company
of Buckley, WA as principal, and the The Ohio Casualty Insurance
Company

a corporation duly organized under the laws of the state of New Hampshire,
and authorized to do business in the State of
Washington, as surety, are held and firmly bound unto the **CITY OF EDGEWOOD** in the full
and penal sum of five percent of the total amount of the bid proposal of said principal for the
work hereinafter described, for the payment of which, well and truly to be made, we bind our
heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith
submitting his or its sealed proposal for the following construction project, to wit:

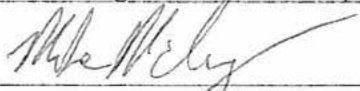
CITY HALL CAMPUS PARKING LOT

said bid and proposal, by reference thereto, being made a part hereof.

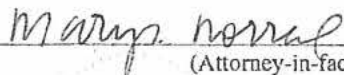
NOW, THEREFORE, If the said proposal bid by said principal be accepted, and the
contract be awarded to said principal, and if said principal shall duly make and enter into and
execute said Contract and shall furnish bond as required by the **CITY OF EDGEWOOD** within
a period of 10 days from and after said award, exclusive of the day of such award, then this
obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be
signed and sealed this 28th day of August, 2018.

Mike McClung Construction Company


(Principal)

The Ohio Casualty Insurance Company

(Surety)

(Attorney-in-fact) Mary S. Norrell

PB-1

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Back to Agenda

Certificate No. 8145151

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Heather L. Allen; James B. Binder; Brandon K. Bush; Peter J. Comfort; Carley Espiritu; Jacob T. Haddock; Diane M. Harding; Brent E. Heilesen; Kyle J. Howat; Cynthia L. Jay; Aliceon A. Keltner; Christopher Kinyon; Jamie L. Marques; Mary S. Norrell; Jon J. Oja; Annelies M. Richie; Karen C. Swanson; Eric A. Zimmerman

all of the city of Tacoma, state of WA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 5th day of July, 2018.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 5th day of July, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS – Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 29th day of August, 2018.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

Mike McClung Construction – General Character of Work Performed

Stream channel restoration , bank protection structures, engineered log jams, low/high flow bypass diversions, clearing and grubbing, structure and obstruction removal, grading, highway, road, street, runway, box culverts, storm, sewer, water, earth retention systems, anchored retaining walls, embankment, bioswale, gabion construction, riprap installation, concrete & steel bridge construction/erection, earthwork, dump trucking (gravel, sand, soil), equipment rental (operated).

NAICS CODES

238910 - Excavating, earthmoving, site prep, land clearing

237310 - Grading, highway, road, street and airport runway

237110 - Sewer main, pipe and connection, construction

237110 - Storm sewer construction

237110 - Utility line (i.e., sewer, water), construction

237110 - Water main and line construction

237310 - Highway construction

237310 - Road construction

237310 - Street construction

237990 - Channel construction

237990 - Cribbing (i.e., shore protection), construction

237990 - Earth retention system construction

237990 - Embankment construction

237990 - Gabion construction

237990 - Retaining walls, anchored (e.g., with piles, soil nails, tieback anchors), construction

237990 - Riprap installation

237990 - Trail construction

484220 - Dump trucking (e.g., gravel, sand, top soil)

MMC WORK HISTORY

Amount	Project Name	Date Completed	Owner	Owner's Representative	Phone Number
\$ 140,512.00	1st Ave S at 216th St Improvements	4/24/2018	City of Normandy Park	Leigh Nelson	206-284-0860
\$ 162,416.00	Community Center Parking Lot	3/22/2018	City of Maple Valley	Tom Bowen	206-391-8160
\$ 56,169.00	Seabeck	11/28/2017	HCSEG	Mendy Harlow	360-275-3575 *23
\$ 39,975.00	Pratt Bar Bridge	10/23/2017	Mnts to Sound Greenway Trust	Mackenzie Dolstad	206-503-0683
\$ 65,000.00	8.1 Mile Bridge	9/19/2017	Weyerhaeuser	Chance Yeckley	360-355-0333
\$ 112,000.00	229th Drive SE Culvert Repair	9/11/2017	King County	Ben Roark	206-477-3029
\$ 50,000.00	Clay City Bridge	8/30/2017	MKFT Timberland, LLC.	Steve Faulkner	253-569-8244
\$ 209,838.00	Panther Lake Culvert Replacement	7/31/2017	Kitsap County	Terell Hansen	360-271-5661
\$ 456,536.00	Granite Creek Parking Lot	6/30/2017	DNR	Laura Cooper	253-740-0008
\$ 140,000.00	SR 7 Ohop Drainage	11/22/2016	WSDOT	Geoff Soderquist	360-570-6766
\$ 77,300.00	Darlin Creek Fish Passage	10/21/2016	Capitol Land Trust	Pat Powers	360-701-8433
\$ 300,000.00	Moga Back-Channel Restoration	10/13/2016	Snohomish Conservation District	Kristin Marshall	425-377-7017
\$ 96,000.00	Koski FFFPP Bridge Project	10/10/2016	Mason Conservation District	Rich Geiger	360-427-9436
\$ 525,000.00	Hospital Creek Bridge	9/13/2016	Weyerhaeuser	Nick Oniskey	360-628-2228
\$ 278,575.00	Green River Road Slide Repair	8/26/2016	King County Roads	Jeff McCarthy	206-423-1086
\$ 220,500.00	Lake Sammamish Lakeshore Restoration	3/3/2016	Mnts to Sound Greenway Trust	Tor Bell	206-849-4331
\$ 365,000.00	3 Road Bridge	11/12/2015	Hancock Forest Management	Nate Hayden	253-271-3132
\$ 737,500.00	SE May Valley Rd Slide Repair	8/24/2015	King County Roads	Jeff McCarthy	206-423-1086
\$ 355,500.00	Driscoll Fish Passage	8/12/2015	Snohomish Conservation District	Ryan Williams	425-377-7002
\$ 90,000.00	Lucas Creek Fish Culvert	7/30/2015	Weyerhaeuser	Nick Oniskey	360-628-2228
\$ 224,000.00	Newport Creek Fish Passage	7/7/2015	City of Bellevue	Aaron Thress	206-450-2319
\$ 72,250.00	Clark's Creek Weir	5/28/2015	Puyallup Tribe	Paul Tappel	425-478-7766
\$ 198,000.00	Homan Flats Elk Forage Field Construction	5/9/2015	Tacoma Power	Bret Forrester	206-406-9779
\$ 864,000.00	Lake Tapps Flume	4/1/2015	Cascade Water Alliance	Thomas Magnan	253-255-3932
\$ 705,000.00	Eschbach Park	3/1/2014	Yakima County	Matt Pietrusiewicz	509-945-4957
\$ 311,000.00	ELJ & Stream Restoration Project	10/20/2013	Puyallup Tribe	Blake Smith	253-405-4913
\$ 395,500.00	25 Road Mainline Construction	10/5/2013	Hancock Forest Management	Nate Hayden	253-271-3132
\$ 277,000.00	ELJ & Stream Restoration Project	9/30/2013	SPSSEG	Kristin Williamson	360-412-0808
\$ 528,000.00	Carbon River Project	8/25/2011	National Park Service	Eric Walkinshaw	360-569-6713
\$ 300,000.00	https://www.nps.gov/mora/learn/photos	8/25/2011			
\$ 300,000.00	311 Road Pipe (90' Long, 52' deep cut, larg	6/2/2011	Hancock Forest Management	Stephan Dillion	253-208-4342
\$ 500,250.00	Upper Puyallup River Bridge	6/12/2010	Hancock Forest Management	Steve Faulkner	253-569-8244



Owned Equipment

2018	Kenworth	Tractor	Truck	owned
1997	Kenworth	Tractor	Truck	owned
1988	Mack	Dump	Truck	owned
1974	Kenworth	Dump	Truck	owned
2009	Randco	Fire Tanker	Truck	owned
2018	Trailking	Lowbow	Trailer	owned
2017	Trailking	SideDump	Trailer	owned
2004	Trailmax	Tilt Bed	Trailer	owned
1994	Beall	Pup Trailer	Trailer	owned
2001	Big Tex	Fire Trailer	Trailer	owned
2006	Eagle	Landscape	Trailer	owned
2017	Wells Cargo	Cargo	Trailer	owned
1994	Caterpillar	D4H	Dozer	owned
2001	Caterpillar	D6R	Dozer	owned
2012	Dynapac	CA3620	Roller	owned
2012	John Deere	JD250	Haul Truck	owned
1995	Caterpillar	416B	Backhoe	owned
2012	John Deere	35D	Mini Excavator	owned
2006	Kobelco	SK160LC	Excavator	owned
2014	Hitachi	z210	Excavator	owned
2008	Volvo	EC240CL Exc	Excavator	owned
2006	Hitachi	ZX270-3 Exc	Excavator	owned
2007	Volvo	EC290CLC	Excavator	owned
1998	Caterpillar	330BL	Excavator	owned
2006	AerWay	Harrow #83830	Air Compressor	owned
1998	Suzuki	LTF4WDXW	Quad	owned

RESOLUTION NO. 18-0429

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AWARDED THE CONTRACT FOR THE CITY HALL PARKING LOT EXPANSION TO MIKE MCCLUNG CONSTRUCTION COMPANY IN THE AMOUNT OF \$167,595

WHEREAS, the City Council determined that the City Hall Parking Lot should be expanded in order to accommodate a lease of a portion of City Hall to the Fire District; and

WHEREAS, the City has approved plans prepared by Gray and Osborne for the expansion of the City Hall Parking Lot, and an the Engineer's Estimate for such work was \$197,000; and

WHEREAS, the City utilized a competitive bidding process combined with the MRSC small works roster to obtain bids for the work;

WHEREAS, after six bids were opened, the City staff determined that the three lowest responsible bidders were Mike McClung Construction Co. (Buckley, WA) in the amount of \$167,595.00; Active Construction, Inc. (Tacoma, WA) in the amount of \$188,188.00; and Northwest Cascade, Inc. (Puyallup, WA) in the amount of \$207,702.00; and

WHEREAS, Gray and Osborne and the Public Works Director analyzed the bids and recommended that Mike McClung Construction Company be awarded the contract as the lowest responsible bidder, based on its bid of \$167,595;

WHEREAS, the City Council considered the recommendation of Gray and Osborne and the Public Works Director during its regular Council meeting of September 11, 2018; and voted to authorize the Mayor to sign the contract as described above;

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 the contract between the City of Edgewood and Mike McClung Construction Company in the amount of \$167,595 for the City Hall Parking Lot Expansion, which is attached hereto as Exhibit A.

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

ADOPTED this 11TH DAY OF SEPTEMBER, 2018

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk

Exhibit A
Agreement and Bond Forms

AGREEMENT

THIS AGREEMENT is entered into by and between the **CITY OF EDGEWOOD** (hereinafter called the Owner) and **MIKE MCCLUNG CONSTRUCTION COMPANY** (hereinafter called the Contractor).

The Owner and the Contractor agree as follows:

ARTICLE 1. WORK.

This project consists of construction of a paved parking lot, storm improvements, and a sidewalk connection between the west side of the City Hall building and 22nd Street East. The project also includes excavation, grading, illumination, surface restoration, landscaping, and channelization.

ARTICLE 2. CONTRACT TIME.

The Contractor shall substantially complete the Work required by the Contract within **20** working days (the Substantial Completion Date) and physically complete the Work within **40** working days (the Physical Completion Date).

ARTICLE 3. LIQUIDATED DAMAGES.

The Owner and the Contractor recognize that time is of the essence and that the Owner will suffer financial loss if the Work is not completed within the time, plus any extensions thereof, allowed in accordance with the Contract. They also recognize the inconvenience, expense, and difficulties involved in a legal proceeding to prove the actual loss suffered by the Owner if the Work is not completed within the time allowed in the Contract. Accordingly, the Owner and the Contractor agree that as liquidated damages for delay, and not as a penalty, the Contractor shall pay the Owner **\$500.00** per day for each working day beyond the Substantial Completion Date that the Contractor achieves substantial completion of the Work and **\$500.00** for each working day beyond the Physical Completion Date that the Contractor achieves physical completion of the Work.

ARTICLE 4. CONTRACT PRICE.

The Owner shall pay the Contractor the amount(s) set forth in the Proposal (in United States dollars) for completion of the Work in accordance with the Contract.

ARTICLE 5. CONTRACT.

The Contract, which comprises the entire agreement between the Owner and the Contractor concerning the Work, consists of the following:

- This Agreement;
- The Contractor's Proposal including the bid, bid schedule(s), information required of bidder, Proposal bond, and all required certificates and affidavits;
- The Performance Bond and the Public Works Payment Bond;
- The Contract Provisions, including 2018 WSDOT Standard Specification as referenced;
- The Plans (or drawings) consisting of **A COVER SHEET AND 16 PLAN** sheets, as listed in the index on Sheet **01** of the Plans;
- Addenda numbers **1 THROUGH 2**, inclusive; and
- Change Orders issued after the effective date of this Agreement.

There are no Contract Documents other than those listed in this Article 5. The Contract may be amended only in writing by Change Order as provided in the Contract.

ARTICLE 6. MISCELLANEOUS.

For purpose of defending any work place injury claims by employees of the Contractor and Subcontractors, the Contractor waives any immunity granted under the State Industrial Insurance Law, RCW Title 51. This waiver has been specifically negotiated between the parties and is hereby acknowledged by the Contractor.
 _____ (Contractor's initials)

The Contractor shall not assign any rights under or interests in the Contract, including but not limited to rights to payment, without the prior written consent of the Owner. Unless specifically stated in a written consent to an assignment, no assignment will release or discharge the Contractor-assignor from any duty or responsibility under the Contract.

The Contract is binding upon the Owner and the Contractor, and their respective partners, successors, assigns and legal representatives.

IN WITNESS WHEREOF, Owner and Contractor have caused this Agreement to be executed the day and year indicated below.

CITY OF EDGEWOOD

**MIKE MCCLUNG CONSTRUCTION
COMPANY**

License No. MIKEMCC981KB

By _____

By _____

Date _____

Title _____

Attest _____

Name and Address for giving notices (print)

**PERFORMANCE BOND
to CITY OF EDGEWOOD, WA**

Bond No. _____

The **CITY OF EDGEWOOD**, Washington, (City) has awarded to **MIKE MCCLUNG CONSTRUCTION COMPANY** (Principal), a contract for the construction of the project designated as City Hall Campus Parking Lot in Edgewood, Washington (Contract), and said Principal is required to furnish a bond for performance of all obligations under the Contract.

The Principal, and _____ (Surety), a corporation, organized under the laws of the State of _____ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the City, in the sum of **ONE HUNDRED SIXTY-SEVEN FIVE HUNDRED NINETY-FIVE AND 00/100 US Dollars (\$167,595.00)** Total Contract Amount, subject to the provisions herein.

This statutory performance bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall well and faithfully perform all of the Principal's obligations under the Contract and fulfill all the terms and conditions of all duly authorized modifications, additions, and changes to said Contract that may hereafter be made, at the time and in the manner therein specified; and if such performance obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

PRINCIPAL**SURETY**

Principal Signature _____

Date _____

Surety Signature _____

Date _____

Printed Name _____

Printed Name _____

Title _____

Title _____

Name, address, and telephone of local office/agent of Surety Company is:

Approved as to form:

City Attorney, City of Edgewood

Date

PUBLIC WORKS PAYMENT BOND
to CITY OF EDGEWOOD, WA

Bond No. _____

The **CITY OF EDGEWOOD**, Washington, (City) has awarded to **MIKE MCCLUNG CONSTRUCTION COMPANY** (Principal), a contract for the construction of the project designated as City Hall Campus Parking Lot in Edgewood, Washington (Contract), and said Principal is required under the terms of that Contract to furnish a payment bond in accord with Title 39.08 Revised Code of Washington (RCW) and (where applicable) 60.28 RCW.

The Principal, and _____ (Surety), a corporation organized under the laws of the State of _____ and licensed to do business in the State of Washington as surety and named in the current list of "Surety Companies Acceptable in Federal Bonds" as published in the Federal Register by the Audit Staff Bureau of Accounts, U.S. Treasury Dept., are jointly and severally held and firmly bound to the City, in the sum of **ONE HUNDRED SIXTY-SEVEN FIVE HUNDRED NINETY-FIVE AND 00/100 US Dollars (\$167,595.00)** Total Contract Amount, subject to the provisions herein.

This statutory payment bond shall become null and void, if and when the Principal, its heirs, executors, administrators, successors, or assigns shall pay all persons in accordance with RCW Titles 39.08 and 39.12 including all workers, laborers, mechanics, subcontractors, and materialmen, and all persons who shall supply such contractor or subcontractor with provisions and supplies for the carrying on of such work; and if such payment obligations have not been fulfilled, this bond shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation.

This bond may be executed in two (2) original counterparts, and shall be signed by the parties' duly authorized officers. This bond will only be accepted if it is accompanied by a fully executed and original power of attorney for the officer executing on behalf of the surety.

PRINCIPAL**SURETY**

Principal Signature _____

Date _____

Surety Signature _____

Date _____

Printed Name _____

Printed Name _____

Title _____

Title _____

Name, address, and telephone of local office/agent of Surety Company is:

Approved as to form:

City Attorney, City of Edgewood

Date



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Business license code amendment.		Agenda Item #:		AB18-530
		For Agenda of:		September 11, 2018
		Prepared by:		Darren Groth
ATTACHMENTS (list): ☒ Ordinance with Attachments				
Review of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u> \$0 </u>	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u> \$0 </u>	
City Attorney, Carol Morris	☒	Appropriation Required:	<u> \$0 </u>	
City Clerk, Rachel Pitzel	☒	Timeline: N/A		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒	BARS:		
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT:				
The City requires a general business license of every person engaging in business activities within the City of Edgewood. The City “partners” with the Washington State Department of Revenue’s Business Licensing System (BLS) under the procedure set forth in chapter 19.02 RCW for issuance and renewal of such licenses. In 2017, the Washington State Legislature adopted new laws requiring that the cities partnering with BLS form a committee and create a model ordinance establishing general business licensing requirements. Edgewood must adopt the mandatory provisions of the model ordinance by October 17, 2018. The following provisions must be incorporated into the City’s business license ordinance: 1. A definition of “engaging in business within the city;” and 2. A uniform minimum licensing threshold under which a person would be relieved of the requirement to obtain a general business license. The current Edgewood Municipal Code (EMC) Chapter 5.05 has been substantially revised to make it easier to read and to incorporate the new changes required by law. A draft of the proposed revisions to EMC Chapter 5.05 is attached.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: A motion to adopt Ordinance No. 18-0530, relating to Business Licenses, incorporating the new model Business License Ordinance required by RCW 35.90.080, adding a new definition of “engaging in business,” eliminating inconsistent definitions, adding a new monetary threshold exemption for certain types of businesses that do not maintain a place of business in the city, eliminating the procedures for suspension of business licenses, eliminating provisions relating to the city’s refusal to issue a business license for a year after revocation, making violations a civil infraction and repeat violations subject to criminal penalties, establishing new procedures for issuance of notices of decisions, notice of hearing of appeals for business license denials and revocations, addressing other business license provisions such as non-transferability, renewals and refunds, repealing Chapter 5.05 and adding a new Chapter 5.05 to the Edgewood Municipal Code				

ORDINANCE NO. 18-0530

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO BUSINESS LICENSES, INCORPORATING THE NEW MODEL BUSINESS LICENSE ORDINANCE REQUIRED BY RCW 35.90.080, ADDING A NEW DEFINITION OF “ENGAGING IN BUSINESS,” ELIMINATING INCONSISTENT DEFINITIONS, ADDING A NEW MONETARY THRESHOLD EXEMPTION FOR CERTAIN TYPES OF BUSINESSES THAT DO NOT MAINTAIN A PLACE OF BUSINESS IN THE CITY, ELIMINATING THE PROCEDURES FOR SUSPENSION OF BUSINESS LICENSES, ELIMINATING PROVISIONS RELATING TO THE CITY’S REFUSAL TO ISSUE A BUSINESS LICENSE FOR A YEAR AFTER REVOCATION, MAKING VIOLATIONS A CIVIL INFRACTION AND REPEAT VIOLATIONS SUBJECT TO CRIMINAL PENALTIES, ESTABLISHING NEW PROCEDURES FOR ISSUANCE OF NOTICES OF DECISIONS, NOTICE OF HEARING OF APPEALS FOR BUSINESS LICENSE DENIALS AND REVOCATIONS, ADDRESSING OTHER BUSINESS LICENSE PROVISIONS SUCH AS NON-TRANSFERABILITY, RENEWALS AND REFUNDS, REPEALING CHAPTER 5.05 AND ADDING A NEW CHAPTER 5.05 TO THE EDGEWOOD MUNICIPAL CODE, ADDING SEVERABILITY AND AN EFFECTIVE DATE

WHEREAS, the City of Edgewood requires that every person or entity engaging in business activities within the City obtain a general business license; and

WHEREAS, the City partners with the Washington State Department of Revenue’s Business Licensing System (BLS) under the procedures set forth in chapter 19.02 RCW for the issuance and renewal of business licenses; and

WHEREAS, in 2017, the Washington State Legislature adopted a law requiring that a committee be formed in order to develop a model business licensing ordinance, so that certain definitions and threshold requirements are uniform in all cities partnering with BLS; and

WHEREAS, the City is required to adopt these new definitions and threshold requirements on or before October 17, 2018 (RCW 35.90.090); and

WHEREAS, as part of the process to revise Chapter 5.05 (the City’s Business Licensing and Regulations), the City has decided to update other provisions, including the elimination of the process for suspension, combining provisions relating to the criteria for denial and revocation of business licenses, combining the process for appeals of denials and revocation, etc.; and

WHEREAS, the City’s SEPA Official issued a determination that this Ordinance was categorically exempt under WAC 197-11-800(19)(a); and

WHEREAS, the City Council considered a draft of this Ordinance during its study session on September 4, 2018; and

WHEREAS, the City Council considered this Ordinance during a regular meeting on September 11, 2018;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Chapter 5.05 of the Edgewood Municipal Code (EMC) is hereby repealed.

Section 2. A new Chapter 5.05 of the EMC is hereby adopted, as set forth in Attachment A, which is attached hereto and incorporated herein by this reference.

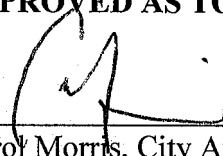
ADOPTED BY THE CITY COUNCIL ON THE 11TH DAY OF SEPTEMBER, 2018.

Daryl Eiding, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

APPROVED AS TO FORM:



Carol Morris, City Attorney

Date of Publication: September 13, 2018

Effective Date: September 18, 2018

Attachment A

Chapter 5.05
GENERAL BUSINESS LICENSE CODE

Sections:

5.05.010	Title
5.05.020	Definitions
5.05.030	Administration and Enforcement
5.05.040	General Business License Required -- Exemption
5.05.050	Separate Business License Required
5.05.060	License Not Transferable
5.05.070	License Posting
5.05.080	Disclaimer of City Liability
5.05.090	Application procedure, License Fee
5.05.100	License Does Not Indicate Legality of Business
5.05.110	License Renewal
5.05.120	Overpayment or Refund of License Fee
5.05.130	Grounds for Denial or Revocation of License
5.05.140	Denial or Revocation of License – Notice and Opportunity to be Heard
5.05.150	Notice of License Denial or Revocation and Scheduling of Hearing
5.05.160	Hearing to Deny or Revoke Business License
5.05.170	Corrective Action Prior to Hearing
5.05.180	Violations and Enforcement – Penalties

5.05.010 Title.

This Chapter of the Edgewood Municipal Code (EMC) shall be known, cited, and referenced as the General Business License Code.

5.05.020 Definitions.

- A. Unless the context clearly requires otherwise, the definitions in this section apply throughout this Chapter. Any word or phrase not contained herein shall be first referenced to EMC Chapter 18.20 for meaning.
1. For any word or term not defined herein, the latest edition of Webster's Dictionary shall be used.
 2. The Director, or their designee, has the final authority to determine the interpretation or usage of terms used in this Chapter.
- B. Additional definitions not contained in EMC Chapter 18.20 that apply to this title are:
1. *Business* – all activities, occupations, pursuits or professions engaged in the City of Edgewood (as the term “engage in” is defined below).
 2. *City Clerk* – the City Clerk for the City or their designee.
 3. *Engage In* or *Engaging In* – The City expressly intends that this definition includes any activity sufficient to establish nexus for the purpose of applying the business license fee under the law and constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted

the original nexus generating contact or subsequent contacts. This definition is satisfied through any of the activities described in paragraphs a-e below.

- a. Commencing, conducting or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
- b. This section sets forth examples of activities that constitute engaging in business in the City and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of “engaging in business” in the above paragraph. If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.
- c. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
 - i. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property or real property permanently or temporarily located in the City.
 - ii. Owning, renting, leasing, using or maintaining an office, place of business, or other establishment in the City.
 - iii. Soliciting sales.
 - iv. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - v. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - vi. Installing, constructing or supervising installation or construction of, real or tangible personal property.
 - vii. Soliciting, negotiating, or approving franchises, licenses or other similar agreements.
 - viii. Collecting current or delinquent accounts.
 - ix. Picking up and transporting tangible personal property, solid waste, construction debris or excavated materials.
 - x. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying and real estate services including the listing of homes and managing real property.
 - xi. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
 - xii. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

- xiii. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
- xiv. Investigating, resolving, or otherwise assisting in resolving customer complaints.
- xv. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
- xvi. Delivering goods in vehicles owned, rented, leased, used or maintained by the person or another acting on its behalf.
- d. If a person, or its employee, agent, representative, independent contractor, broker, or another person acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
 - i. Meeting with suppliers of goods and services as a customer.
 - ii. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - iii. Attending meetings, such as board meetings, retreats, seminars and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 - iv. Renting tangible or intangible property as a customer when the property is not used in the City.
 - v. Attending, but not participating in a "trade show" or "multiple vendor events." Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.
 - vi. Conducting advertising through the mail.
 - vii. Soliciting sales by phone from a location outside the City.
- e. A seller located outside the City merely delivering goods into the City by means of a common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in subsection (4).
- 4. *Licensee* – any business or business enterprise that applies for or is granted a business license. The term "licensee" shall also mean the person who submits a business license for approval, the owner or operator of a business or business enterprise, and any corporation, partnership, nonprofit or organization which owns or operates the business or business enterprise.

5.05.030 Administration and Enforcement.

- A. The City Clerk shall have general charge of, and supervision over, the administration and enforcement of this Chapter.
- B. The City Clerk may call upon other City departments to aid in the enforcement of this Chapter.

- C. The licensee shall, upon reasonable request, provide or allow the City Clerk to inspect relevant documentation for verification of the information provided by the licensee on the business license application.

5.05.040 General Business License Required - Exemption.

- A. It is unlawful for anyone to engage in business in the City without having first obtained a general business license for the current calendar year or unexpired portion thereof and paid the fees prescribed in this Chapter.
- B. To the extent set forth in this Section, the following persons and businesses shall be exempt from the registration, license, and license fee requirements as outlined below.
 - 1. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the City is equal to or less than \$5,000 and who does not maintain a place of business within the City shall be exempt from the general business license requirements in this Chapter.
 - 2. The exemption does not apply to regulatory license requirements, activities that require a specialized permit, or occupancy requirements required by the City.

5.05.050 Separate Business License Required.

- A. A separate license shall be obtained for each business enterprise within the City and each license shall authorize the licensee to carry on, pursue or conduct business only at that enterprise.
- B. A separate license shall not be required for a facility determined by the City Clerk to be an accessory facility to a business for which a license is issued.
- C. When the location of a business changes, the licensee shall return the license to the City Clerk and a new license shall be issued for the new place of business free of charge, as long as no grounds exist for denial or revocation of the license, as set forth in Section 5.05.130.

5.05.060 License Not Transferable.

- A. No license issued under the provisions of this Chapter shall be transferable or assignable.
- B. In the event that ownership of a business changes, the license shall be returned to the City Clerk and a new license applied for.

5.05.070 License Posting

All licenses issued pursuant to this Chapter shall be posted in a conspicuous place at each business enterprise.

5.05.080 Disclaimer of City Liability.

- A. Issuance of a license pursuant to this Chapter does not constitute the creation of any duty by the City to indemnify the licensee for any wrongful acts against the public or any individual, or to guarantee the quality of goods, services, or expertise of a licensee.
- B. The issuance of a license does not shift responsibility from the licensee to the City for proper training, conduct, or equipment of the licensee or his/her agents, employees or representatives.

5.05.090 Application Procedure, Licensee Fee.

- A. The City Council shall, by resolution, establish the fees to be assessed to implement and operate the regulations adopted in this Chapter.
- B. Applicants shall provide all necessary information to the City in the City's business license application form, which shall be accompanied by a receipt from the BLS showing payment of the required fee. A new business license shall be required annually. If the application for a new license is made within six (6) months of the date fixed for expiration, the fee shall be on-half the annual fee.

5.05.100 License Does Not Indicate the Legality of Business.

- A. The issuance of a license pursuant to this Chapter shall not be evidence of the legality of a business or indicate that the business is conducted in conformity with any laws or regulations of the City, the State of Washington or the United States.
- B. The issuance of a business license shall not prevent the City, the State of Washington or the United States from taking any action relating to the conduct of the business or the licensee, including but not limited to, action to revoke the license or deny an application for a future license, an action to cause the cessation of the business, or any enforcement action described in this Chapter.

5.05.110 License Renewal.

- A. A business license shall expire at the end of the calendar year for which it is issued.
- B. The City Clerk may mail the forms for application for a new business license to business enterprises in the City to the last address provided to the City Clerk by the licensee. Failure of the business to receive any such form shall not excuse the business from securing the required license or from paying the license fee when due.
- C. Failure to obtain a new business license for each subsequent calendar year shall subject the licensee to the penalties set forth in Section 5.05.180, in addition to the required license fee.
- D. Business licenses shall be obtained by January 1st of each subsequent calendar year that the person or business continues to engage in business within the City.

5.05.120 Overpayment or Refund of License Fee.

Whenever a business makes an overpayment, and within two (2) years after the date of such overpayment, makes an application for a refund or credit for the overpayment, the claim shall be considered by the City Clerk, and if approved, shall be repaid by the City.

5.05.130 Grounds for Denial or Revocation of License.

- A. In addition to other actions or penalties provided by law, the City may deny or revoke any license applied for or issued pursuant to this Chapter for any of the following reasons:
 - 1. The license application contains an omission or misrepresentation of material fact.
 - 2. The license was procured by fraud.
 - 3. The license is used, or is intended to be used, for a business materially different from that applied for.
 - 4. The licensee or business fails to pay the licensing fee applicable to such license.
 - 5. The licensee or business violates any of the requirements of this Chapter.
 - 6. The business engages in, or the licensee seeks a license to engage in, an unlawful business or activity.

7. The business operates in a manner that constitutes a nuisance pursuant to common law or the ordinances and codes of the City of Edgewood or the statutes of the State of Washington;
 8. The licensee is not eighteen (18) years of age or older at the time the license is applied for.
 9. The licensee or the business has had a similar license denied or revoked and has not corrected the basis for the denial or revocation.
- B. The issuance of a license that could have been denied pursuant to Subsection A of this Section shall not prohibit the City from taking action to revoke the license at a later date, and it shall at all times remain the exclusive responsibility of the licensee to ensure that the business complies with the requirements of this Chapter.

5.05.140. Denial or revocation of a license – Notice and opportunity to be heard.

In accordance with EMC Sections 5.05.150 through 5.05.180, a licensee shall have an opportunity to be heard subsequent to the denial of a business license, or prior to the revocation of an existing license.

5.05.150. Notice of license denial or revocation and scheduling of hearing.

- A. *Denial of license.* Any action to deny a license applied for or issued shall be commenced by the City Clerk's notice of the denial. A notice issued under this subsection shall substantially comply with the following:
1. The notice shall be delivered, by first class mail or by personal service, to the business license applicant or the holder of the business license as set forth in the most recent business license application.
 2. The notice shall describe the basis for the denial.
 3. The notice shall describe the corrective action, if any, that may be taken to eliminate the basis for denial.
 4. The notice shall specify the deadline for the applicant to submit an appeal to the hearing examiner, in order to request an appeal hearing to contest the denial. If an appeal is filed, the appeal hearing shall be scheduled not less than fourteen (14) but not more than sixty (60) days after the date the notice is delivered in accordance with this Subsection A.
 5. The notice shall provide that if the licensee fails to appear on the date specified in the notice, the appeal of the denial is waived.
- B. *Revocation of license.* Any action to revoke an issued license shall be commenced by a notice of the revocation. A notice issued under this subsection shall substantially comply with the following:
1. The notice shall be delivered, by first class mail or personal service, to the holder of the business license as set forth in the most recent business license application or business license issued.
 2. The notice shall describe the basis for the revocation.
 3. The notice shall describe the corrective action, if any, that may be taken to eliminate the basis for the revocation.
 4. The notice shall specify the deadline for the applicant to submit an appeal to the hearing examiner, in order to request an appeal hearing to contest the revocation. If an appeal is filed, the appeal hearing shall be scheduled not less than fourteen (14) but not more than sixty (60) days after the date the notice is delivered in accordance with this Subsection A.

5. The notice shall provide that if the holder of the business license fails to appear on the date specified in the notice, default judgment shall be entered, and the license shall be revoked on the failure to appear.
- C. *Operation during Appeal.* When a license application has been denied or revoked and during the pendency of any appeal on the denial or revocation, the applicant/licensee shall not engage in the business for which the license was denied or revoked unless or until the license issues pursuant to the hearing examiner's order or court judgment.

5.05.160 Hearing to deny or revoke business license.

- A. *Parties to hearing.* The parties to a hearing provided pursuant to this Chapter shall be the City and the licensee (and/or legal counsel for the two parties).
- B. *Date for hearing.* Hearings shall be scheduled to occur no less than fourteen (14) but not more than sixty (60) days after the date the notice of denial or revocation is delivered in accordance with EMC Section 5.05.150; provided that additional hearings may be held after sixty (60) days as determined by the hearing examiner. The hearing examiner shall have discretion to grant continuances and reschedule hearings in the interest of the parties and justice.
- C. *Prehearing conferences.* The hearing examiner may, in the examiner's discretion, or at the request of either party, hold a prehearing conference to schedule additional hearings, order discovery, and to make other appropriate pretrial determinations. A prehearing conference may be held by telephone.
- D. *Hearing process.* The parties to the hearing, or legal counsel for the parties, may call witnesses and present evidence and rebuttal evidence subject to the following:
 1. The City shall have the burden of proving, by a preponderance of the evidence, that there are sufficient grounds for the denial or revocation of the license pursuant to EMC Section 5.05.130. (Violations subject to civil infraction or criminal penalties shall be enforced in Pierce County Municipal Court. (See, EMC 5.05.180.)
 2. The parties shall be responsible for securing the appearance of any witnesses they may call. Neither the City nor the hearing examiner shall have the burden of securing any witnesses on behalf of the licensee.
 3. Formal rules of evidence shall not apply. The hearing examiner may allow hearsay evidence and may permit the admission of evidence without proof of the chain of custody of evidence. Notes, reports, summaries, notices, photographs, or other materials prepared by the parties may be admitted into evidence if requested, without satisfaction of formal rules of evidence. Notwithstanding the admission of evidence, the hearing examiner shall determine the proper weight to be assigned to any evidence admitted.
- E. *Default Judgment.* If the licensee fails to appear on the hearing date specified in the notice, or at any other hearing set by the hearing examiner, the right to a hearing shall be forfeit, and default judgment shall be entered, and the license shall be denied or revoked.

5.05.170 Authority of hearing examiner – Order – Appeal.

- A. *Authority.* The hearing examiner shall have the authority to determine whether or not there are sufficient grounds for the denial or revocation of the business license, pursuant to EMC Section 5.05.130.
- B. *Order.* The hearing examiner shall issue a written order that sets forth a procedural summary of the hearing, his or her findings of fact and conclusions of law, and his or her

determination. In the event of a default judgment, the written order shall set forth whether notice was properly issued, the facts regarding the failure of the licensee to appear, and a determination of default in the event notice was proper. The written order shall be delivered to the parties by first class mail, deposited in the mail no more than twenty-one (21) days following the conclusion of the hearing. The order of the hearing examiner shall become effective on the third day following placement of the order in the mail.

- C. *Appeal*. An appeal of the order of the hearing examiner must be filed with the superior court within twenty-one days of the effective date of the order.

5.05.180 Corrective action prior to hearing.

In the event the licensee takes corrective action and the grounds for the denial or revocation are abated, and such corrective action and abatement occurs prior to the date set for hearing, the hearing shall be cancelled, and the license shall be issued or re-issued.

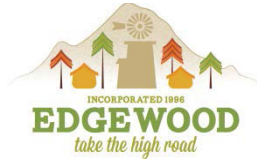
5.05.190 Violations and Enforcement – Penalties.

- A. Any violation of any provision of this Chapter may be enforced as provided in this Section.
- B. Each separate date, or portion thereof, during which any violation occurs shall constitute a separate violation.
- C. Enforcement
 - 1. *Civil Infraction*. A business, licensee or person who violates any provision of this Chapter commits a Class 1 civil infraction as set forth in RCW 7.80.120(1)(a). An infraction issued pursuant to this Section shall be issued by the Mayor, or designee, filed in the Pierce County District Court (PCDC) and processed in the same manner as other infractions. If a business, licensee, or person cited for failure to obtain a business license appears before the PCDC and provides written evidence that he or she obtained a business license prior to adjudication of the infraction, the monetary penalty shall be reduced to \$100 and the court may assess court administrative costs of \$25.00. The court administrative costs shall be in lieu of the statutory assessments referenced in RCW 7.80.120.
 - 2. *Criminal violation*. A person who knowingly violates a provision of this Chapter, or commits a repeat violation of this Chapter, is guilty of a misdemeanor, punishable by up to the maximum penalty established in RCW 9A.20.021(3). For purposes of this section, *repeat violation* means either a prior committed finding by the PCDC of an infraction issued under this Chapter, or a committed finding by the hearing examiner of a violation of this Chapter by the same business, licensee or person within a five year period.
 - 3. *Injunction*. In addition to or as an alternative to any other enforcement or penalty provided for in this Chapter, and because a violation constitutes an actual injury to the community, the City may seek injunctive relief or other equitable relief to prevent any activity in violation of this Chapter.
 - 4. *Collections*. Any license fee or penalty due, unpaid and delinquent under this Chapter shall constitute a debt to the City. The City may, pursuant to RCW Section 19.16.500, use a collection agency to collect unpaid license fees or penalties, or it may seek collection by court proceedings, which remedies shall be in addition to all other remedies.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Office Manager Job Description		Agenda Item #:		AB18-037
		For Agenda of:		September 11, 2018
		Prepared by:		Dave Gray
ATTACHMENTS (list): ☒ Office Manager Job Description				
Approval of Materials:				
Mayor, Daryl Eiding	☒	Expenditure Required:	\$0	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0	
City Attorney, Carol Morris	☒	Appropriation Required:	\$0	
City Clerk, Rachel Pitzel	☒	Timeline August 7: Study Session; August 14: Regular Council Meeting; August 21: Study Session; August 28: Regular Council Mtg. September 4th Study Session: September 11th Regular Council Meeting.		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒			
Fiscal Note/Consideration:				
Approval of this Job Description does not require an additional financial commitment to the 2018 Budget.				
SUMMARY STATEMENT:				
While interviewing to fill our plans examiner/inspector position, staff interviewed an individual that, while not picked for the position, had the potential to help the City address a number of other administrative needs (Swiss cheese holes) for permit coordinator back-up, code enforcement management, addressing, grant and contract management, as well as back up the plans examiner/inspector position. The City Council approved funding for a second plans examiner/inspector position. The individual was hired with the understanding the job description in all likelihood would change within the first year of employment, as the Mayor identified the full scope of the administrative need (where the Swiss Cheese holes were). The individual was not successful in their role and was released shortly into the probationary period. Staff, under the Mayor's direction crafted the Office Manager's Job Description rewrite, to better address filling the aforementioned needs, as well as provide a greater scope of administrative function back-ups as well as primary task clerical ongoing and project management needs. This position will not back up the plans examiner/inspector function, which will occur by backfilling from the Building Official or up filling from the Inspector Intern position. The original Office Manager position was combined with HR Director and was a Director level position. The City has chosen a new path for HR (City Clerk/HR Director) and converted the Office Manager position to a mid-management level. In addition, the position needs assessment identified a strong desire to attach one position to all city project tracking, monitoring and execution <u>status reporting</u> to provide staff, leadership, Mayor and the Council, a comprehensive picture of the City workload. These functions were included in old job descriptions (Admin Coordinator) in place prior to the recession layoffs in 2009, where the City maintained 18 full time positions. This position is proposed to be at the same pay scale as the Accounting Manager (Range FT-17-08).				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:				
RECOMMENDED ACTION: Move to approve the revised Office Manager job description.				
ALTERNATIVES TO RECOMMENDED ACTION:				
1) Do not adopt 2) Forward to Study Session for further review				



CITY OF EDGEWOOD

OFFICE MANAGER - Job Description

Department: Administration

Salary Range: \$4,844-\$6,403/mo.

Opening Date:

Closing Date: Open until Filled

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

GENERAL SCOPE OF WORK:

The Office Manager is responsible for managing and overseeing the City of Edgewood's day-to-day office activities by providing adequate support to City staff, ensuring high levels of organizational efficiency, and providing effective communication. This position may come in contact with sensitive and confidential information that may be of critical or strategic nature. The Office Manager is responsible for intra-office communication protocols, administrative procedures, inventory control, office staff supervision, project management, and task delegation, and is the primary backup for the Permit Coordinator. This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall. Work is often performed independently, with a high degree of discretion; however, the position serves at the direction of the City Clerk.

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 functions.

1. Manages office services by ensuring office operations and procedures are organized; correspondence is controlled; filing systems are designed; supply requisitions are reviewed and approved; and that clerical functions are properly assigned and monitored.
2. Maintains office efficiency by carrying out planning and execution of equipment procurement, layouts, and office systems.
3. Develops and implements office policies by setting up procedures and standards to guide the operation of the office; ensures that results are measured against standards, while making necessary changes along the way.
4. Assigns project tasks to other staff members, as necessary, and monitors the performance of each assigned task.
5. Reviews and analyzes special projects and keeps the City's executive team properly informed.
6. Ensures top performance of office staff by providing adequate coaching and guidance.

7. Attends educational workshops, reviews industry publications, joins professional associations, and builds networks with fellow professionals in order to remain updated of technical and professional knowledge and responsibilities.
8. Participates actively in the planning and execution of City events.
9. Develops standards to enhance operational procedures.
10. Manages the City's work flow identified by ILA and the annual work plan with the Contract Information Technology (IT) Department to assess equipment needs and deal with issues quickly to return staff and equipment to full operation.
11. Assists with new employment - onboarding and initiating benefit enrollment.
12. Partners with the Accounting Manager to assist with mailings, purchase orders, and other necessary accounting tasks.
13. Coordinates schedules, appointments, and leaves of absences.
14. Maintains knowledge of Front Counter tasks and standard operating procedures.

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.

Required

- High School diploma, GED, or equivalent.
- Working knowledge of project benchmarking, critical pathing, tracking and reporting.
- Strong administrative skills, with knowledge of modern office and clerical practices and procedures, and skills in the operation of a personal computer, including word processing and permitting software, calculator, ruler, copier, fax machine, and telephone.
- Ability to keep sensitive information confidential
- Ability to plan and execute diverse tasks at the same time without supervision.
- Ability to effectively communicate both orally and in writing.
- Documentation to fulfill the requirements of the Immigration and Nationality Act is mandatory within 3 days of employment.

Preferred

- Bachelor's degree in business, public administration, or other related discipline.
- Three (3) years of office management experience.
- Three (3) years of supervisory experience.

Special Considerations:

The incumbent will be joining an organization with fewer than 20 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. 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. Work is performed in both field and office settings. This position requires ability to transport oneself to a variety of locations, primarily in and around Pierce County.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office and field equipment. The employee is occasionally required to sit, climb stairs or ladders, or balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk and hear. The employee may occasionally be required to lift or move up to 50 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Duties are performed both indoors and outdoors under a variety of weather and environmental conditions, including wind, mud, rain, and snow. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some night meetings may be 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 - AMERICANS WITH DISABILITIES ACT

The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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 and an Equal Opportunity Employer.

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and signed EOCC statement to:

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

Submittals may also be e-mailed to humanresources@cityofedgewood.org.

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.