CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA
January 8, 2019 – 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 December 11, 2018,
   B. Study Session Meeting Minutes of December 8, 2018.
   C. **AB19-001,** a motion Approving December 2018 and January 2019 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 $182,337.85; and Vendor Check Numbers 23609 through 23647 with EFT Payments in the amount of $1,603,475.74. Total distributions submitted for review & authorization in the amount of $1,785,813.59.
   D. **AB19-0440,** a motion to adopt Resolution No. 19-440, authorizing the Mayor to sign a Sanitary Sewer Easement for the Edgewood Heights Apartment project located at the northeast corner of the intersection of Meridian Avenue East (SR 161) and 20th Street East in Edgewood
   E. **AB19-0441,** a motion to adopt Resolution No. 19-0441, relating to the proposed sidewalk project along 24th and Meridian, authorizing the Mayor to execute the Transportation Improvement Board (TIB) Grant Agreement for related design and construction services
   F. **AB19-0442,** a motion to adopt Resolution No. 19-0442, authorizing the execution of a contract with Thomson Reuters for the provision of Computerized Legal Research Services (Westlaw) for use by the City Attorney for a period of thirty-six months at a rate of $250.00 per month

5. **COUNCIL BUSINESS**
   A. **AB19-002,** a motion approving the Office Manager job description

6. **COUNCIL COMMENTS**

7. **ADJOURN**

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.

CITY OF EDGEWOOD
REGULAR COUNCIL MEETING SUMMARY
December 11, 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. Councilmember Lowry led the 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, Councilmember Nate Lowry.
Excused: Councilmember Stephanie Hunter, Councilmember Rosanne Tomyn.
Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community Development Director Darren Groth, Public Works Director Jeremy Metzler, Police Chief Micah Lundborg, Carol Morris, City Attorney.

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

2. PUBLIC HEARING

AB18-058 - Relating to the city's Open Space program, designating property owned by N.C. Talas, LLC, located at 11623 Valley Avenue East, City of Edgewood, as Open Space for property tax purposes under the city and Pierce County's Open Space current use assessment program.

Mayor Eidinger read the rules for the hearing.

Mayor Eidinger opened the public hearing at 7:02pm.

Community Development Director Darren Groth discussed the resolution from Pierce County.

Mayor Eidinger closed the public hearing at 7:06pm

3. AUDIENCE COMMENT

Jason Ramirez – discussed the comment made at the last meeting where a councilmember stereotyped the citizens of Edgewood as "affluent". Mr. Ramirez shared information he gathered on the medium income of surrounding cities and Edgewood.

4. MAYOR'S REPORT

Mayor Eidinger spoke about the following:

- The closing of Jovita Blvd, between 114th and West Valley, Saturday starting at 7am. This will be done to complete maintenance on and around the roadway that would be unsafe if traffic were allowed. The annual maintenance should be completed by mid to late afternoon with traffic restoration about 4pm.
- He met last Thursday with other stakeholders and WSDOT, for an update on the Puget Sound Gateway Program (Hwy 167 and 509). They discussed what had been completed and looked at the opportunity to expedite the project by 2 – 5.5 years and what that would mean for costs, and

the hurdles that moving faster on the project would create. The group agreed that the most realistic approach that they would request would be a 3 year acceleration. Also in their discussion was work to provide new regional trail connections and tolling options.

- Reminder of movie night, Friday at 6:30pm, for the movie "Fred Claus" - he hoped to see folks there.

Public Works Director Metzler briefed on the following:

- Stats on the radar sign installed last week, and the count of 18,000 vehicles in a 24 hr. period, he discussed the maximum speeds collected.

Community Development Director Groth briefed on the following:

- EDAB update, first meeting on Monday, December 17th at 5:30pm.

Assistant City Administrator Gray briefed on the following:

- Discussed working on the hiring process that was reviewed by the Council and have updated with some of the suggestions that Council made.

Chief Lundborg briefed on the following:

- Discussed November statistics.

5. CONSENT AGENDA

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

The following items are presented for Council approval:

A. Study Session Meeting Minutes of November 20, 2018,
B. Regular Council Meeting Minutes of November 27, 2018
C. Study Session Meeting Minutes of December 4, 2018.
D. **AB18-059,** a motion approving December 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 $105,757.51; and Vendor Check Numbers 23584 through 23608 with EFT Payments in the amount of $874,024.82. Total distributions submitted for review & authorization in the amount of $979,782.33.
E. **AB18-060,** a motion to adopt Third Quarter (Q3) Interim Financial Position Reports.

Motion: As Read, **Action:** Approve, **Moved by** Deputy Mayor Tyron Christopherson, **Seconded by** Councilmember John C. West.

Motion passed unanimously (5-0).

6. COUNCIL BUSINESS

A. **AB18-0439,** a motion to adopt Resolution No. 18-0439, Relating to the city's Open Space program, designating property owned by N.C. Talas, LLC, located at 11623 Valley Avenue East, City of Edgewood, as Open Space for property tax purposes under the city and Pierce County's Open Space current use assessment program.

Community Development Director Groth briefed on the agenda item.

Motion: As Read, Action: Approve, Moved by Councilmember John C. West, Seconded by Councilmember Nate Lowry. Motion passed (4-1, Day).

B. AB18-0539, a motion to adopt Ordinance No. 18-0539, adopting the budget and salary schedule for the 2019 fiscal year.

Assistant City Administrator Gray briefed on this agenda item.
Councilmember Creley asked about the Exhibit A Salary Schedule regarding the Officer Manager position and the salary range.

Motion: As Read, **Action:** Approve, **Moved by** Deputy Mayor Tyron Christopherson, **Seconded by** Councilmember Nate Lowry. **Motion passed (3-2, Creley, Day).**

C. AB18-061, a motion confirming the Mayoral recommendation of William Hilton to Position No. 3 of the City of Edgewood Parks and Recreation Advisory Board.

Public Works Director Jeremy Metzler briefed on the agenda item.

Motion: As Read, Action: Approve, Moved by Councilmember Ryan Day, Seconded by Councilmember John C. West. Motion passed unanimously (5-0).

D. AB18-0527, a motion to adopt Ordinance No. 18-0527, relating to Surface Water Management, adopting the 2018 Surface Water Management Plan Update.

Public Works Director Jeremy Metzler briefed on the agenda item.

Motion: As Read, Action: Enter Recess, Moved by Councilmember Ryan Day, Seconded by Councilmember Nate Lowry. Motion passed unanimously (5-0).

E. AB18-0538, a motion to adopt Ordinance No. 18-0538, relating to speeding and traffic enforcement, amending the penalties for violations of the speed limit in the city, and for violations of the speed limits in school zones/crosswalks which are ticketed by police officers and automated traffic safety cameras, amending Edgewood Municipal Code (EMC) sections 10.25.090 and 10.10.100; providing for severability; and establishing an effective date.

Police Chief Micah Lundborg briefed on the agenda item.
Councilmember Lowry asked about school holidays, vacations, etc. if it will recognize that it is not a school zone during those off times. Discussion took place regarding off times.

Motion: As Read, Action: Approve, Moved by Deputy Mayor Tyron Christopherson, Seconded by Councilmember Ryan Day. Motion passed unanimously (5-0).

7. COUNCIL COMMENTS

Mayor Eidinger discussed the Park, and noted the RFP and let Council know that we will be discussing this more at the next study session.

City Attorney discussed the Budget Ordinance and it needing four votes to pass- it needs a majority of the council.

Mayor Eidinger went back to item **AB18-0539**, a motion to adopt Ordinance No. 18-0539, adopting the budget and salary schedule for the 2019 fiscal year.

Originally, the Mayor read this ordinance passed with a 3-2 vote. After discussion under Council Business, it was determined that the Ordinance did not pass it needed a majority of the council as a whole to pass.

Below after discussion, is the action taken on item AB18-0539 under Council Comments:

> **Motion:** As Read, **Action:** Approve, **Moved by** Deputy Mayor Tyron Christopherson, **Seconded by** Councilmember Nate Lowry. **Motion failed (3-2, Creley, Day).**
>
> **Motion:** As read exception of the Office Manager position to be removed from the Salary Schedule, **Action:** Amend, **Moved by** Councilmember Mark Creley, **Seconded by** Councilmember Ryan Day**. Motion failed (3-2, Christopherson, Lowry).**

After discussion with the City Attorney, it was determined Council could suspend the Rules to bring the item back on the table for action.

> **Motion:** To suspend rules to bring back item for Action, **Action:** Approve, **Moved by** Councilmember Nate Lowry, **Seconded by** Deputy Mayor Tyron Christopherson. **Motion passed (5-0).**

Discussion took place regarding the hiring process and the Office Manager Job Description. It was determined that as long as the position was not filled until Council could approve the job description they would move forward on taking action on the Budget that evening.

> **Motion:** As Read, **Action:** Approve, **Moved by** Deputy Mayor Tyron Christopherson, **Seconded by** Councilmember Mark Creley. **Motion passed (5-0).**

8. EXECUTIVE SESSION

There was no executive session.

9.ADJOURN

Mayor Eidinger adjourned the meeting at 7:53pm.

______________________________	______________________________
Rachel Pitzel, City Clerk	Daryl Eidinger, Mayor

CITY OF EDGEWOOD
COUNCIL STUDY SESSION SUMMARY
Tues., December 18, 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, Councilmember Stephanie Hunter, Councilmember Roseanne Tomyn, Councilmember Nate Lowry. **Staff Present**: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community Development Director Darren Groth, Jeremy Metzler Public Works Director, Kristin Moerler, Senior Planner, Carol Morris, City Attorney, Police Chief Micah Lundborg.

2. COUNCIL BUSINESS

A. ***Discussion*** – Development Review

Senior Planner Kristin Moerler discussed growth management and development within the city. She noted to carry out the responsibility of the Community Development team; they perform numerous customer interactions, code interpretations, permitting functions, project reviews, on-site inspections, and multiple other functions on a daily basis. She also discussed the following:

- Number of applications received and issued for November 2018
- Inspections completed for November 2018
- Number of Inspections done by Inspectors for November 2018
- Ground Disturbing Project Activity Map
- All Applications Permit List
- Permit Activity Recap Report
- AHBL's Permit History Summary Memo
- AHBL's Front Desk Work Observations Memo and Activity (counter and phone) spreadsheet

Discussion took place on applications and timeframes. City Attorney Carol Morris asked for a brief three-minute break.

Mayor Eidinger recessed the meeting at 7:11pm

Mayor Eidinger called the meeting back to order at 7:13pm

Council ask a few clarifying questions on the reports in front of them. Discussion took place on the SmartGov portal and interaction with citizens.

B. ***Discussion*** – Council Strategic Planning Retreat Date

Assistant City Administrator Dave Gray discussed dates for the Special Council Strategic Planning Retreat and listed a few topics that staff thought Council would like to discuss on that day:

- Capital Projects
- Community and Economic Development

- Council 2019 Goals & Objectives
- Engagement & Training Opportunities

Discussion followed between staff and the Council on Roberts Rules and OPMA training occurring on the last meeting of January at a joint meeting for all the boards and commissions.
Council action: Council recommended staff to plan on January 26 at 9am for the Strategic Planning Retreat date.

C. ***Discussion*** – 24th St. E./Meridian Ave. E. Sidewalk Project

Public Works Director Jeremy Metzler briefed Council on the TIB grant agreement and noted he would be bringing this forward to the regular council meeting of January 8 for action.
Discussion followed between staff and the Council.
Council action: Council recommended staff to place on the January 8th Consent Agenda for action.

D. ***Review/Discussion*** – Westlaw (Computerized Legal Research Services)
City Attorney Carol Morris briefed Council on this item, which is a digital legal research library that will enable assist in her being able to perform her job.
Council action: Council recommended staff to place on the January 8th Consent Agenda

E. ***Review/Discussion*** – Edgewood Heights Phase I Sewer Easement

Public Works Director Jeremey Metzler briefed Council on this agenda item and noted the developer has recently requested final inspection of their Phase one installation, including all work completed west of 104th Ave. E. Lakehaven must deem the work substantially complete before the city can allow final building inspections and occupancy of the building served by this sewer. He stated one of the steps necessary for substantial completion is the execution of an Easement for Sewer Facilities. Council action: Council recommended staff to place on the January 8th Consent Agenda

F. ***Review/Discussion*** – Comprehensive Plan Development Agreements

Community Development Director Darren Groth briefed Council on this agenda item.
Discussion took place on delaying this item and not having the public hearing scheduled for January 8 until the agreement be brought to the developers and then Council for review. **Council action:** Council recommended staff to push back to the January 15 study session meeting

G. ***Review/Discussion*** – Comprehensive Plan Amendment

Community Development Director Darren Groth briefed Council on this agenda item, he noted because of the delay with the Developer Agreement, he will be pushing this item to the January 15 study session for review along with the Developer Agreement.
Discussion followed between staff and the Council.
Council action: Council recommended staff to move to the same public hearing date as the development agreement.

H. ***Review/Discussion*** – Office Manager Job Description

Community Development Director Darren Groth asked Council before he presented if the Council wanted to hear the presentation or if they were satisfied with the materials provided and if they had any questions. Council consensus was that they had a few questions, which consisted of education requirements under preferred or required in the job description, and salary comparisons.
Discussion followed between staff and the Council.
Council action: Council recommended staff to bring to the January 8 regular council meeting for action.

3. OTHER COUNCIL ISSUES

Mayor Eidinger noted the cancellation of the December 25 and January 1 meetings due to the holidays.

Councilmember West discussed council decorum and being respectful.

4. ADJOURN

Mayor Eidinger adjourned the meeting at 8:39pm.

______________________________ ______________________________
Rachel Pitzel, City Clerk Daryl Eidinger, Mayor

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City Of Edgewood
Council Agenda Summary Sheet

SUBJECT: Claims and Payroll for December 2018 and January 2019	**Agenda Bill No.:**	**AB19-001**
	For Agenda of:	**January 8, 2019**
	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	☒		
Police Chief, Micah Lundborg	☒		

Fiscal Note/Consideration: N/A

SUMMARY STATEMENT:
Approving December 2018 and January 2019 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 $182,337.85; and Vendor Check Numbers 23609 through 23647 with EFT Payments in the amount of $1,603,475.74. Total distributions submitted for review & authorization in the amount of $1,785,813.59.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A

RECOMMENDED ACTION:
MOTION to adopt the Claims and Payroll Expenditures as presented under the Consent Agenda.

ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt
2) Forward to future study session for further discussion.

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Number	Name	Print Date	Amount
US Bank	**PAYROLL ACCOUNT DISTRIBUTION**		
10607	**Last Number Issued Previous Authorization**		
AWC EFT 12/31/18	AWC Employee Benefit Trust	12/31/2018	$32,284.43
DCP EFT 12/14/18	Deferred Compensation Program	12/14/2018	$8,707.71
DCP EFT 12/31/18	Deferred Compensation Program	12/31/2018	$8,540.33
Direct Deposit Run -	Payroll Vendor	12/14/2018	$47,741.01
Direct Deposit Run -	Payroll Vendor	12/31/2018	$47,421.99
DRS EFT 12/14/18	Dept of Retirement Systems	12/14/2018	$11,627.25
DRS EFT 12/31/18	Dept of Retirement Systems	12/31/2018	$11,549.71
IRS 941 EFT 12/14/18	IRS 941	12/14/2018	$7,272.92
IRS 941 EFT 12/31/18	IRS 941	12/31/2018	$7,192.50
		Total	**$182,337.85**

Number	Name	Print Date	Amount
	CLAIM VOUCHER ACCOUNT DISTRIBUTION		
23608	**Last Number Issued Previous Authorization**		
23609	Les Schwab Tire Center	12/21/2018	$208.77
23610	Office Depot	12/21/2018	$98.31
23611	Petty Cash Custodian	12/21/2018	$228.97
23612	The News Tribune	12/21/2018	$1,625.75
23613	Pierce Transit	1/2/2019	$3,350.00
23614	AHBL	1/8/2019	$19,947.21
23615	Amazon Capital Services	1/8/2019	$95.82
23616	Association of WA Cities	1/8/2019	$50.00
23617	Bob's Property Solutions, Inc.	1/8/2019	$1,923.25
23618	Cintas Corporation	1/8/2019	$556.76
23619	Daily Journal of Commerce	1/8/2019	$144.90
23620	Darel Roa	1/8/2019	$250.03
23621	Daryl Eidinger	1/8/2019	$187.48
23622	Fife Milton Edgewood Chamber of Commerce	1/8/2019	$25.00
23623	Gray & Osborne, Inc	1/8/2019	$34,775.80
23624	Herrera Environmental Consultants, Inc.	1/8/2019	$5,073.50
23625	Kyocera Document Solutions NW	1/8/2019	$1,014.83
23626	National Barricade Co., LLC	1/8/2019	$1,540.00
23627	Office Depot	1/8/2019	$144.91
23628	Pierce County Budget & Finance Court	1/8/2019	$4,500.00
23629	Pierce County Budget & Finance PW	1/8/2019	$397,196.81
23630	Pierce County Budget & Finance Sheriff	1/8/2019	$3,582.20
23631	Raedeke Associates, Inc.	1/8/2019	$5,069.03
23632	Carol Morris	1/8/2019	$297.34
23633	Sandi Phillips	1/8/2019	$111.76
23634	Bowers III, Howard E.	1/8/2019	$179.85
23635	Rick Pederson	1/8/2019	$258.88
23636	State Auditor's Office	1/8/2019	$3,538.47
23637	Transpo Group	1/8/2019	$10,441.25
23638	WAPRO	1/8/2019	$100.00
23639	Xtreme Graphics	1/8/2019	$39.35
23640	A & R Services dba Angela Rojo	1/8/2019	$835.00
23641	Association of WA Cities	1/8/2019	$13,648.00
23642	Century Link	1/8/2019	$119.23
23643	PCCFOA	1/8/2019	$50.00
23644	Vision Municipal Solutions, LLC	1/8/2019	$4,292.47
23645	WA Assoc. of Building Officials	1/8/2019	$95.00

23646	Wa. Cities Insurance Authority	1/8/2019	$75,917.00
23647	WAPRO	1/8/2019	$25.00
Direct Pay Payment	Public Finance Inc.	1/8/2019	$1,268.85
Direct Pay Payment	Northwest Landscape Services	12/21/2018	$826.74
EFT Payment 1/3/2019	Comcast Business	1/8/2019	$1,293.21
EFT Payment 1/3/2019	McLendon Hardware-Blue Tarp Credit Services	1/8/2019	$27.31
EFT Payment 1/3/2019	Mt. View-Edgewood Water Co.	1/8/2019	$294.87
EFT Payment 1/3/2019	O'Reilly Auto Parts	1/8/2019	$61.61
EFT Payment 1/3/2019	Pitney Bowes Global Financial Services	1/8/2019	$213.48
EFT Payment 1/3/2019	Shell	1/8/2019	$892.60
EFT Payment 1/3/2019	US Bank Corporate Payment System	1/8/2019	$4,355.62
EFT Payment 1/3/2019	Comcast	1/8/2019	$101.33
EFT Payment 1/3/2019	Department of Labor & Industries	1/8/2019	$129.00
EFT Payment 1/3/2019	Verizon Wireless	1/8/2019	$752.09
EFT Payment 1/3/2019	Wells Fargo Financial Leasing	1/8/2019	$85.93
EFT Payment 1/3/2019	Wells Fargo Vendor Fin Serv	1/8/2019	$368.17
EFT Payment 1/3/2019	US Dept of Agriculture (USDA)	1/8/2019	$1,001,241.00
EFT Payment 1/3/2019	US Bank ACH/EFT	1/8/2019	$26.00
Total Claims Voucher Distribution			**$1,603,475.74**
Total Distribution Submitted for Review & Authorization			$1,785,813.59
Authorization Adjustments:			**$ -**
Total Distribution Net of Prior Authorized Adjustments			**$1,785,813.59**

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

_______________________________Accounting Manager, Stephanie Goff

____________________________________Mayor, Daryl Eidinger ____________________________________Council Member

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Voucher Directory

Fiscal: : 2018 - December
Council Date: : 2018 - December - Special Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Les Schwab Tire Center					
	23609			2018 - December - Special Council Meeting	
		42700192572			
			November Services		
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$208.77
				2004 Bucket Truck-Battery	
		Total 42700192572			$208.77
	Total 23609				$208.77
Total Les Schwab Tire Center					$208.77
Northwest Landscape Services					
	Direct Pay Payment 12/21/2018 11:20:22 AM - 1			2018 - December - Special Council Meeting	
		RC000056218			
			December Services		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	$826.74
		Total RC000056218			$826.74
	Total Direct Pay Payment 12/21/2018 11:20:22 AM - 1				$826.74
Total Northwest Landscape Services					$826.74
Office Depot					
	23610			2018 - December - Special Council Meeting	
		243525691001			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$33.93
				Clorox Cleaning Wipes	
		Total 243525691001			$33.93
		243525880001			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$64.38
				Pens	
		Total 243525880001			$64.38
	Total 23610				$98.31
Total Office Depot					$98.31

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Vendor	Number	Reference	Account Number	Description	Amount
Petty Cash Custodian					
	23611			**2018 - December - Special Council Meeting**	
		122118-PCC			
			Replenish Petty Cash		
			001-014-000-514-20-43-04	Meals Expense	$36.09
				PCCFOA Meeting-Pitzel,Goff,Schwerzler-Herrera	
			001-058-000-558-50-31-01	Office & Operational Supplies	$17.47
				Tape Measure-G.Mehr	
			001-058-000-558-50-43-01	Training/Travel Costs	$20.00
				ICC Meeting-D.Mundy	
			001-058-000-558-50-43-01	Training/Travel Costs	$20.00
				ICC Meeting-G.Mehr	
			001-076-000-576-80-31-02	Recreation Activities & Events	$35.41
				Tree Lighting Snacks/Supplies-L.Howard (PRAB)	
			001-076-000-576-80-31-02	Recreation Activities & Events	$100.00
				Tree Lighting Event Santa-Mayor	
		Total 122118-PCC			**$228.97**
	Total 23611				**$228.97**
Total Petty Cash Custodian					**$228.97**
The News Tribune					
	23612			**2018 - December - Special Council Meeting**	
		255556 11/5-12/2/18			
			11/5/18-12/2/18 Services		
			001-014-000-511-30-41-02	Legal Publications	$1,184.25
				Legal Notice	
			001-058-000-558-60-41-08	Legal Notices/Publications	$441.50
				Legal Notice	
		Total 255556 11/5-12/2/18			**$1,625.75**
	Total 23612				**$1,625.75**
Total The News Tribune					**$1,625.75**
Grand Total		**Vendor Count**	**5**		**$2,988.54**

Voucher Directory

Fiscal: : 2018 - December
Council Date: : 2018 - December - Period 13-1

Vendor	Number	Reference	Account Number	Description	Amount
AHBL					
	23614			**2018 - December - Period 13-1**	
		110771			
			Nov Svcs-Prj 2180349.32		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	$14,830.00
				On-Site Staffing	
		Total 110771			**$14,830.00**
		110830			
			Nov Svcs-Prj 2180349.31		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	$5,117.21
				Comp Plan Amend Review	
		Total 110830			**$5,117.21**
	Total 23614				**$19,947.21**
Total AHBL					**$19,947.21**
Amazon Capital Services					
	23615			**2018 - December - Period 13-1**	
		1TW3-7NCY-DY74			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$52.52
				Kleenex, Wall Sign Holder	
		Total 1TW3-7NCY-DY74			**$52.52**
		1XCT-XHP4-N1YT			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$43.30
				Letter Opener, Scissors, Drawer Organizer, Post-It Notes, Utility Knife	
		Total 1XCT-XHP4-N1YT			**$43.30**
	Total 23615				**$95.82**
Total Amazon Capital Services					**$95.82**
Association of WA Cities					
	23616			**2018 - December - Period 13-1**	
		66347			
			2018 Regional Meeting		
			001-013-000-513-10-43-01	Travel/Training Costs	$50.00

Vendor	Number	Reference	Account Number	Description	Amount
				Regional Meeting-University Place	
		Total 66347			**$50.00**
	Total 23616				**$50.00**
Total Association of WA Cities					**$50.00**
Bob's Property Solutions, Inc.					
	23617			**2018 - December - Period 13-1**	
		122718-BOB			
			Danger Trees-Nelson Nature Park		
			001-076-000-576-80-41-01	Professional Services	$1,923.25
				Remove Danger Trees-Nature Park	
		Total 122718-BOB			**$1,923.25**
	Total 23617				**$1,923.25**
Total Bob's Property Solutions, Inc.					**$1,923.25**
Cintas Corporation					
	23618			**2018 - December - Period 13-1**	
		4013037014			
			12/3/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	$113.38
				Uniforms	
		Total 4013037014			**$113.38**
		4013370723			
			12/10/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	$113.38
				Uniforms	
		Total 4013370723			**$113.38**
		4013672001			
			12/14/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	$110.00
				Uniforms	
		Total 4013672001			**$110.00**
		4014008492			
			12/21/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	$110.00
				Uniforms	
		Total 4014008492			**$110.00**
		4014341169			
			12/28/18 Weekly Service		
			001-018-000-518-30-41-01	Professional Services	$110.00

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Vendor	Number	Reference	Account Number	Description	Amount
				Uniforms	
		Total 4014341169			**$110.00**
	Total 23618				**$556.76**
Total Cintas Corporation					**$556.76**
Comcast Business					
	EFT Payment 1/3/2019 2:08:08 PM - 1			**2018 - December - Period 13-1**	
		73797971			
			12/15/18-1/14/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	$1,293.21
				City Hall Phones	
		Total 73797971			**$1,293.21**
	Total EFT Payment 1/3/2019 2:08:08 PM - 1				**$1,293.21**
Total Comcast Business					**$1,293.21**
Daily Journal of Commerce					
	23619			**2018 - December - Period 13-1**	
		3343230			
			December Services		
			001-014-000-511-30-41-02	Legal Publications	$144.90
				RFQ's - 36th & Meridian Park	
		Total 3343230			**$144.90**
	Total 23619				**$144.90**
Total Daily Journal of Commerce					**$144.90**
Darel Roa					
	23620			**2018 - December - Period 13-1**	
		20180091			
			November Services		
			001-011-000-511-60-41-01	Professional Services	$250.03
				Update City Council Photos	
		Total 20180091			**$250.03**
	Total 23620				**$250.03**
Total Darel Roa					**$250.03**

Vendor	Number	Reference	Account Number	Description	Amount
Daryl Eidinger					
	23621			**2018 - December - Period 13-1**	
		121018-DE			
			December Mileage Reimbursement		
			001-013-000-513-10-43-01	Travel/Training Costs	$187.48
				Mileage Reimbursement	
		Total 121018-DE			**$187.48**
	Total 23621				**$187.48**
Total Daryl Eidinger					**$187.48**
Fife Milton Edgewood Chamber of Commerce					
	23622			**2018 - December - Period 13-1**	
		2227			
			Chamber Luncheon-D.Eidinger		
			001-013-000-513-10-43-04	Meals Expense	$25.00
				Chamber Luncheon	
		Total 2227			**$25.00**
	Total 23622				**$25.00**
Total Fife Milton Edgewood Chamber of Commerce					**$25.00**
Gray & Osborne, Inc					
	23623			**2018 - December - Period 13-1**	
		1-G&O Prj 17572.07			
			11/11-12/8/18 CH Kitchenette Build Out CM		
			001-019-000-594-18-63-01	Gen'l Govt-Cap Exp-City Campus Improvements	$1,883.70
				City Hall Kitchenette Build Out-Construction Mgmt	
		Total 1-G&O Prj 17572.07			**$1,883.70**
		1-G&O Prj 18626.02			
			11/11-12/8/18 Wetlands Delineation Topo Survey		
			410-000-000-531-38-41-01	Professional Service	$9,888.20
				Wetlands Delineation Topo Survey	
		Total 1-G&O Prj 18626.02			**$9,888.20**
		2-G&O Prj 18626.00			
			11/11-12/8/18 On-Call Engineering Svcs		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	$162.61
				Viewpointe Wall Conf Call	
		Total 2-G&O Prj 18626.00			**$162.61**
		3-G&O Prj 18626.01			
			11/11-12/8/18 56th St E Stormwater Improvements		
			410-000-000-594-31-64-64	Infrastructure Spot Improvement	$4,790.75
				56th St E Stormwater Improvements	
		Total 3-G&O Prj 18626.01			**$4,790.75**
		7-G&O Prj 17572.04			
			11/11-12/8/18 Pavement Preservation		
			340-000-000-595-30-63-03	Improvements - Other	$14,764.11

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Vendor	Number	Reference	Account Number	Description	Amount
				Edgewood Dr & Sumner Hts Dr Pavement Preservation	
		Total 7-G&O Prj 17572.04			**$14,764.11**
		7-G&O Prj 17572.05			
			11/11-12/8/18 CH Campus Parking Lot		
			001-019-000-594-18-63-01	Gen'l Govt-Cap Exp-City Campus Improvements	$3,286.43
				City Hall Campus Parking Lot	
		Total 7-G&O Prj 17572.05			**$3,286.43**
	Total 23623				**$34,775.80**
Total Gray & Osborne, Inc					**$34,775.80**
Herrera Environmental Consultants, Inc.					
	23624			**2018 - December - Period 13-1**	
		43527			
			Nov Svcs-Prj 17-06504-002		
			410-000-000-531-38-41-02	Prof. Service-Plan Update	$5,073.50
				Stormwater Plan Completion	
		Total 43527			**$5,073.50**
	Total 23624				**$5,073.50**
Total Herrera Environmental Consultants, Inc.					**$5,073.50**
Kyocera Document Solutions NW					
	23625			**2018 - December - Period 13-1**	
		55T1049534			
			9/19-12/18/18 Services		
			001-018-000-518-30-45-06	Copier Lease	$1,014.83
				Kyocera Copy Charges	
		Total 55T1049534			**$1,014.83**
	Total 23625				**$1,014.83**
Total Kyocera Document Solutions NW					**$1,014.83**
McLendon Hardware-Blue Tarp Credit Services					
	EFT Payment 1/3/2019 2:08:08 PM - 2			**2018 - December - Period 13-1**	
		D74945/3			
			December Credit Memo		
			001-018-000-518-20-31-01	Office & Operational Supplies	($2.19)
				Pikstik Telescopic Reacher	
		Total D74945/3			**($2.19)**
		X01101/3			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$29.50
				Pikstik Telescopic Reacher	
		Total X01101/3			**$29.50**
	Total EFT Payment 1/3/2019 2:08:08 PM - 2				**$27.31**
Total McLendon Hardware-Blue Tarp Credit Services					**$27.31**

Vendor	Number	Reference	Account Number	Description	Amount
Mt. View-Edgewood Water Co.					
	EFT Payment 1/3/2019 2:08:08 PM - 3			**2018 - December - Period 13-1**	
		15690-3401 10/11-12/10/18			
			10/11-12/10/18 Service		
			001-018-000-518-30-47-02	Water	$72.62
				Nelson Farm	
		Total 15690-3401 10/11-12/10/18			**$72.62**
		19143-3401 10/11-12/10/18			
			10/11-12/10/18 Service		
			001-018-000-518-30-47-02	Water	$57.05
				118th Ave E	
		Total 19143-3401 10/11-12/10/18			**$57.05**
		2-3401-10/11-12/10/18			
			10/11-12/10/18 Service		
			001-018-000-518-30-47-02	Water	$165.20
				Edgemont Park	
		Total 2-3401-10/11-12/10/18			**$165.20**
	Total EFT Payment 1/3/2019 2:08:08 PM - 3				**$294.87**
Total Mt. View-Edgewood Water Co.					**$294.87**
National Barricade Co., LLC					
	23626			**2018 - December - Period 13-1**	
		599611			
			December Rentals		
			101-000-000-542-30-31-01	Roadway-Operational Supplies	$1,540.00
				Variable Message Signs-Jovita Closure 12/15/18	
		Total 599611			**$1,540.00**
	Total 23626				**$1,540.00**
Total National Barricade Co., LLC					**$1,540.00**
Office Depot					
	23627			**2018 - December - Period 13-1**	
		246634201001			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$144.91
				Post It Notes-Paper Towels	
		Total 246634201001			**$144.91**
	Total 23627				**$144.91**
Total Office Depot					**$144.91**
O'Reilly Auto Parts					
	EFT Payment 1/3/2019 2:08:08 PM - 4			**2018 - December - Period 13-1**	
		3725223390			
			November Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles	$26.13

Vendor	Number	Reference	Account Number	Description	Amount
				Full Size Chevy PU-Motor Oil, Snowbrush	
		Total 3725223390			**$26.13**
		3725225130			
			December Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles	$18.56
				Chevy 2500-Motor Oil, Blinkers/Taillight Bulbs	
		Total 3725225130			**$18.56**
		3725227277			
			December Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles	$16.92
				Snow Plow-Wiper & Washer Fluid	
		Total 3725227277			**$16.92**
	Total EFT Payment 1/3/2019 2:08:08 PM - 4				**$61.61**
Total O'Reilly Auto Parts					**$61.61**
Pierce County Budget & Finance Court					
	23628			**2018 - December - Period 13-1**	
		CI-261420			
			4th Qtr 2018 Services		
			001-018-000-512-50-51-01	Court Services	$4,500.00
				4th Qtr 2018	
		Total CI-261420			**$4,500.00**
	Total 23628				**$4,500.00**
Total Pierce County Budget & Finance Court					**$4,500.00**
Pierce County Budget & Finance PW					
	23629			**2018 - December - Period 13-1**	
		CI-261530			
			August-November Services		
			101-000-000-542-30-41-10	Roadway-Prof Svcs-Intergov Contract	$67,314.32
				Oct Services	
			101-000-000-542-30-41-10	Roadway-Prof Svcs-Intergov Contract	$20,801.35
				Sept Services	
			101-000-000-542-30-41-10	Roadway-Prof Svcs-Intergov Contract	$131,195.39
				Aug Services	
			101-000-000-542-30-41-10	Roadway-Prof Svcs-Intergov Contract	$1,340.63
				Nov Services	
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	$969.55
				Nov Services	
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	$2,739.19
				Oct Services	
			101-000-000-542-64-41-19	Traffic Control Devices-Guardrails	$385.56
				Aug Services	
			101-000-000-542-64-41-19	Traffic Control Devices-Guardrails	$243.98
				Nov Services	

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Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-542-70-41-04	Roadside-ROW Veg Maint (Intergov)	$8,056.59
			Sept Services		
			410-000-000-531-38-41-04	Storm Drainage-Ponds Maint	$2,399.51
			Nov Services		
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	$10,727.85
			Oct Services		
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	$1,026.71
			Aug Services		
			410-000-000-531-38-41-07	Storm Drainage-Polution Control	$112.47
			Sept Services		
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	$23,799.89
			Nov Services		
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	$11,525.23
			Sept Services		
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	$34,706.33
			Aug Services		
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	$43,168.36
			Oct Services		
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	$149.58
			Sept Services		
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	$6,003.04
			Nov Services		
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	$849.95
			Aug Services		
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	$2,739.19
			Oct Services		
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	$4,447.40
			Nov Services		
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	$18,755.73
			Sept Services		
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	$3,739.01
			Oct Services		
		Total CI-261530			**$397,196.81**
	Total 23629				**$397,196.81**
Total Pierce County Budget & Finance PW					**$397,196.81**
Pierce County Budget & Finance Sheriff					
	23630		**2018 - December - Period 13-1**		
		CI-261391			
			November OT Services		
			001-021-000-521-20-51-02	Police Overtime	$3,528.30
		Total CI-261391			**$3,528.30**

Vendor	Number	Reference	Account Number	Description	Amount
		CI-261795			
			November Jail Services		
			001-021-000-523-60-51-01	Jail Services	$53.90
		Total CI-261795			**$53.90**
	Total 23630				**$3,582.20**
Total Pierce County Budget & Finance Sheriff					**$3,582.20**
Pitney Bowes Global Financial Services					
	EFT Payment 1/3/2019 2:08:08 PM - 5			**2018 - December - Period 13-1**	
		3307615366			
			001-018-000-518-20-45-03	Postage Meter Lease 9/30/18-12/29/18	$213.48
		Total 3307615366			**$213.48**
	Total EFT Payment 1/3/2019 2:08:08 PM - 5				**$213.48**
Total Pitney Bowes Global Financial Services					**$213.48**
Raedeke Associates, Inc.					
	23631			**2018 - December - Period 13-1**	
		57698			
			November Services		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv Mickelson Wetland Review	$1,402.70
			410-000-000-531-38-41-01	Professional Service Greene Lake Chalet Property Violation	$843.00
			410-000-000-531-38-41-01	Professional Service Conservation Futures Wetland Delineation	$2,823.33
		Total 57698			**$5,069.03**
	Total 23631				**$5,069.03**
Total Raedeke Associates, Inc.					**$5,069.03**
Refunds/Reimbursements Vendor					
	23632			**2018 - December - Period 13-1**	
		121218-CM		**Carol Morris**	
			Westlaw Legal Reimbursement		
			001-014-000-514-30-44-01	Legal Publication Westlaw Computerized Legal Research	$297.34
		Total 121218-CM			**$297.34**
	Total 23632				**$297.34**
	23633			**2018 - December - Period 13-1**	
		122018-SP		**Sandi Phillips**	
			Postage Reimbursement		
			001-021-000-521-20-42-02	Postage	$111.76
		Total 122018-SP			**$111.76**
	Total 23633				**$111.76**

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Vendor	Number	Reference	Account Number	Description	Amount
	23634		**2018 - December - Period 13-1**		
		122618-HB		**Howard E. Bowers III**	
			Mileage Reimbursement		
			001-076-000-576-80-43-01	Travel/Training Costs	$179.85
			CPSI Recertification-Bremerton		
		Total 122618-HB			**$179.85**
	Total 23634				**$179.85**
Total Refunds/Reimbursements Vendor					**$588.95**
Rick Pederson					
	23635		**2018 - December - Period 13-1**		
		123118-RP			
			December Mileage Reimbursement		
			101-000-000-542-90-43-03	Admin/Overhead-Mileage Reimbursement	$129.44
			410-000-000-531-38-43-03	Mileage Reimbursement	$129.44
		Total 123118-RP			**$258.88**
	Total 23635				**$258.88**
Total Rick Pederson					**$258.88**
Shell					
	EFT Payment 1/3/2019 2:08:08 PM - 6		**2018 - December - Period 13-1**		
		8000093974812			
			November Statement		
			001-018-000-518-30-32-01	Fuel	$892.60
		Total 8000093974812			**$892.60**
	Total EFT Payment 1/3/2019 2:08:08 PM - 6				**$892.60**
Total Shell					**$892.60**
State Auditor's Office					
	23636		**2018 - December - Period 13-1**		
		L128528			
			Audit No. 41770		
			001-019-000-514-23-41-01	State Auditor	$3,538.47
			2016-2017 Audit		
		Total L128528			**$3,538.47**
	Total 23636				**$3,538.47**
Total State Auditor's Office					**$3,538.47**
Transpo Group					
	23637		**2018 - December - Period 13-1**		
		22622			
			Prj 1.17286.00 Monte Vista Sign Warrants		
			340-000-000-595-10-63-01	Capital Improvements-Engineering	$170.00
			TO #12-Monte Vista Sign Warrants		
		Total 22622			**$170.00**

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Vendor	Number	Reference	Account Number	Description	Amount
		22674 Transpo			
			Prj 1.18149.00 Meridian Apts Concurrency Review		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	$3,787.50
				Meridian Apts 18-1333 Concurrency Review	
		Total 22674 Transpo			**$3,787.50**
		22675			
			Prj 1.18149.00 Parallel Road Analysis		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	$6,483.75
				TO #1-Parallel Road Needs Analysis	
		Total 22675			**$6,483.75**
	Total 23637				**$10,441.25**
Total Transpo Group					**$10,441.25**
US Bank ACH/EFT					
	EFT Payment 1/3/2019 2:07:38 PM - 1			**2018 - December - Period 13-1**	
		113018-USBank			
			Nov 2018 Safekeeping Fees		
			001-014-000-514-20-42-05	Bank & Bond Fees	$26.00
				Safekeeping Fees	
		Total 113018-USBank			**$26.00**
	Total EFT Payment 1/3/2019 2:07:38 PM - 1				**$26.00**
Total US Bank ACH/EFT					**$26.00**
US Bank Corporate Payment System					
	EFT Payment 1/3/2019 2:08:08 PM - 7			**2018 - December - Period 13-1**	
		112618-USBank			
			November Statement		
			001-013-000-513-10-49-01	Memberships	$50.00
				D.Groth-ICSC-Dues-Mayor	
			001-014-000-514-20-43-04	Meals Expense	$50.00
				S.Goff-PSFOA-Meeting-D.Gray,S.Goff	
			001-014-000-514-20-49-01	Memberships	$50.00
				D.Groth-ICSC-Dues-D.Gray	
			001-018-000-518-20-31-01	Office & Operational Supplies	$110.00
				D.Eidinger-USA Light-Fluorescent Tube Lights	
			001-018-000-518-20-31-01	Office & Operational Supplies	$3.29
				K.Moerler-Amazon-Reimb on Rec#5550	
			001-018-000-518-20-31-01	Office & Operational Supplies	$67.88
				D.Eidinger-1000Bulbs-Light Bulbs	
			001-018-000-518-20-31-01	Office & Operational Supplies	$166.80
				S.Goff-Amazon-Desk Calendars, File Folders	
			001-018-000-518-20-31-01	Office & Operational Supplies	$36.63
				J.Herrera-Amazon-Lightbulbs	
			001-018-000-518-20-31-01	Office & Operational Supplies	$20.69
				D.Eidinger-Lowes-Light Bulbs	

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Vendor	Number	Reference	Account Number	Description	Amount
			001-018-000-518-20-31-01	Office & Operational Supplies	$92.93
			S.Goff-DS Services-City Hall Water Delivery		
			001-018-000-518-20-31-01	Office & Operational Supplies	$50.67
			S.Goff-Costco-Kitchen Supplies		
			001-018-000-518-20-31-01	Office & Operational Supplies	$48.03
			D.Eidinger-Lowes-Extension Cords		
			001-018-000-518-20-31-01	Office & Operational Supplies	$5.48
			T.Garvin-O'Reilly Auto-Armour All Wipes		
			001-018-000-518-20-31-01	Office & Operational Supplies	$109.19
			D.Eidinger-Costco-Xmas Lights		
			001-018-000-518-20-31-01	Office & Operational Supplies	$43.40
			J.Herrera-Amazon-Plans File Folder		
			001-018-000-518-20-31-01	Office & Operational Supplies	$17.56
			D.Eidinger-Lowes-Misc Supplies		
			001-018-000-518-20-31-01	Office & Operational Supplies	$1.00
			J.Herrera-Canva-Website Layout Fee		
			001-018-000-518-20-41-01	Professional Service	$325.00
			R.Pitzel-APWA-Sr Engineer Job Posting		
			001-018-000-518-20-41-01	Professional Service	$200.00
			J.Herrera-APAWA-Job Postings-Assoc Planner, Code Compliance Specialist		
			001-018-000-518-20-41-01	Professional Service	$100.00
			J.Herrera-APA-Job Postings-Assoc Planner, Code Compliance Specialist		
			001-018-000-518-20-41-01	Professional Service	$175.00
			J.Herrera-SGR-Job Postings-Assoc Planner, Code Compliance Specialist		
			001-018-000-518-20-41-01	Professional Service	$495.00
			R.Pitzel-ASCE-Sr Engineer Job Posting		
			001-018-000-518-20-43-04	Employee Meals	$55.00
			J.Metzler-Red Robin-AWPA Training-Meals		
			001-018-000-518-20-43-04	Employee Meals	$20.87
			J.Metzler-KFC-AWPA Training-Meals		
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$5.00
			T.Garvin-Tahoma Market-Car Wash		
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$5.00
			D.Mundyu-Tahoma Market-Car Wash		
			001-021-000-521-10-49-01	Dues & Memberships	$150.00
			S.Goff-IACP-Police Membership Dues		
			001-058-000-558-50-31-01	Office & Operational Supplies	$91.70
			D.Mundy-IAPMO-Building Calculators		
			001-058-000-558-50-31-01	Office & Operational Supplies	$242.64
			C.McVay-IAPMO-Training Manual & Study Guide		
			001-058-000-558-50-31-01	Office & Operational Supplies	$34.04
			J.Herrera-Amazon-Boot Covers for Inspections		
			001-058-000-558-50-43-01	Training/Travel Costs	$209.00
			C.McVay-ICC-Mech Inspector Exam		
			001-058-000-558-60-49-01	Memberships	$200.00
			D.Groth-ICMA-Dues		

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Vendor	Number	Reference	Account Number	Description	Amount
			001-058-000-558-60-49-01	Memberships	$100.00
				D.Groth-ICSC-Dues	
			001-076-000-576-80-31-01	Operational Supplies	$248.45
				H.Bowers-Red Wing-Work Boots	
			001-076-000-576-80-35-01	Small Tools/Minor Equipment	$76.99
				H.Bowers-Harbor Freight-Multi Purpose Vise	
			001-076-000-576-80-35-01	Small Tools/Minor Equipment	$698.38
				H.Bowers-Northern Tool-Tow Behind Sprayers	
		Total 112618-USBank			**$4,355.62**
	Total EFT Payment 1/3/2019 2:08:08 PM - 7				**$4,355.62**
Total US Bank Corporate Payment System					**$4,355.62**
US Dept of Agriculture (USDA)					
	EFT Payment 1/3/2019 2:05:54 PM - 1			**2018 - December - Period 13-1**	
		120118-USDA			
			LID Bond 5 & 6 BondPayments		
			411-000-000-591-35-73-01	USDA-RD LID Principal Payments	$575,139.80
				LID Bond 5 & 6	
			411-000-000-592-35-83-03	USDA/RD Loan Interest Payment	$426,101.20
				LID Bond 5 & 6	
		Total 120118-USDA			**$1,001,241.00**
	Total EFT Payment 1/3/2019 2:05:54 PM - 1				**$1,001,241.00**
Total US Dept of Agriculture (USDA)					**$1,001,241.00**
WAPRO					
	23638			**2018 - December - Period 13-1**	
		1761			
			Application Fee-J.Schwerzler-Herrera		
			001-014-000-514-20-49-01	Memberships	$100.00
				J.Schwerzler-Herrera Certification Fee	
		Total 1761			**$100.00**
	Total 23638				**$100.00**
Total WAPRO					**$100.00**
Xtreme Graphics					
	23639			**2018 - December - Period 13-1**	
		18-2249			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$39.35
				COE Vinyl Decals	
		Total 18-2249			**$39.35**
	Total 23639				**$39.35**
Total Xtreme Graphics					**$39.35**
Grand Total		**Vendor Count**	**33**		**$1,499,450.13**

Voucher Directory

Fiscal: : 2019 - January
Council Date: : 2019 - January - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
A & R Services dba Angela Rojo					
	23640			**2019 - January - 1st Council Meeting**	
		464			
			January Services		
			001-018-000-518-30-41-01	Professional Services	$835.00
				Monthly Janitorial Svs. for Jan 2019	
		Total 464			**$835.00**
	Total 23640				**$835.00**
Total A & R Services dba Angela Rojo					**$835.00**
Association of WA Cities					
	23641			**2019 - January - 1st Council Meeting**	
		67024			
			2019 City Membership		
			001-018-000-518-90-49-53	AWC Dues	$7,713.00
		Total 67024			**$7,713.00**
		67269			
			2019 Drug/Alcohol Consortium Membership		
			001-018-000-518-90-49-53	AWC Dues	$235.00
				Drug/Alcohol Consortium Membership	
		Total 67269			**$235.00**
		67955			
			GIS Consortium Tier 2 Renewal		
			001-018-000-518-85-49-03	Computer Subscriptions	$5,700.00
				GIS Consortium Tier 2	
		Total 67955			**$5,700.00**
	Total 23641				**$13,648.00**
Total Association of WA Cities					**$13,648.00**
Century Link					
	23642			**2019 - January - 1st Council Meeting**	
		253-952-3537 889B 12/22-1/22/19			
			12/22/18-1/22/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	$119.23

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Vendor	Number	Reference	Account Number	Description	Amount
				Elevator Alarm Line	
		Total 253-952-3537 889B 12/22-1/22/19			**$119.23**
	Total 23642				**$119.23**
Total Century Link					**$119.23**
Comcast					
	EFT Payment 1/3/2019 2:14:37 PM - 1			**2019 - January - 1st Council Meeting**	
		8498 35 021 0458551 12/25-1/24/19			
			12/25/18-1/24/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	$101.33
				City Hall Internet	
		Total 8498 35 021 0458551 12/25-1/24/19			**$101.33**
	Total EFT Payment 1/3/2019 2:14:37 PM - 1				**$101.33**
Total Comcast					**$101.33**
Department of Labor & Industries					
	EFT Payment 1/3/2019 2:14:37 PM - 2			**2019 - January - 1st Council Meeting**	
		237056			
			2019 Elevator Operating Certificate		
			001-018-000-518-30-45-07	Operating Permits	$129.00
		Total 237056			**$129.00**
	Total EFT Payment 1/3/2019 2:14:37 PM - 2				**$129.00**
Total Department of Labor & Industries					**$129.00**
PCCFOA					
	23643			**2019 - January - 1st Council Meeting**	
		010119-PCCFOA			
			2019 Dues		
			001-014-000-514-20-49-01	Memberships	$50.00
		Total 010119-PCCFOA			**$50.00**
	Total 23643				**$50.00**
Total PCCFOA					**$50.00**

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Vendor	Number	Reference	Account Number	Description	Amount
Pierce Transit					
	23613			**2019 - January - 1st Council Meeting**	
		010219-PT			
			2004 Chevy Silverado		
			501-000-000-591-59-75-03	City Equipment	$3,350.00
				2004 Chevy Silverado VIN#1GCEC14V24Z303209	
		Total 010219-PT			**$3,350.00**
	Total 23613				**$3,350.00**
Total Pierce Transit					**$3,350.00**
Public Finance Inc.					
	Direct Pay Payment 1/3/2019 2:14:53 PM - 1			**2019 - January - 1st Council Meeting**	
		0002129			
			1st Qtr 2019 Services		
			411-000-000-535-10-41-01	Professional Services	$1,268.85
				1st Qtr 2019 LID Admin Services	
		Total 0002129			**$1,268.85**
	Total Direct Pay Payment 1/3/2019 2:14:53 PM - 1				**$1,268.85**
Total Public Finance Inc.					**$1,268.85**
Verizon Wireless					
	EFT Payment 1/3/2019 2:14:37 PM - 3			**2019 - January - 1st Council Meeting**	
		9820970413			
			12/24/18-1/23/19 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	$752.09
		Total 9820970413			**$752.09**
	Total EFT Payment 1/3/2019 2:14:37 PM - 3				**$752.09**
Total Verizon Wireless					**$752.09**
Vision Municipal Solutions, LLC					
	23644			**2019 - January - 1st Council Meeting**	
		09-6511			
			2019 Support/Maintenance		
			001-014-000-518-80-49-03	Computer Subscriptions	$4,292.47
				2019 Support/Maintenance	
		Total 09-6511			**$4,292.47**
	Total 23644				**$4,292.47**
Total Vision Municipal Solutions, LLC					**$4,292.47**

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Vendor	Number	Reference	Account Number	Description	Amount
WA Assoc. of Building Officials					
	23645			**2019 - January - 1st Council Meeting**	
		WABO2019			
			2019 Dues		
			001-058-000-558-50-49-01	Memberships	$95.00
		Total WABO2019			**$95.00**
	Total 23645				**$95.00**
Total WA Assoc. of Building Officials					**$95.00**
Wa. Cities Insurance Authority					
	23646			**2019 - January - 1st Council Meeting**	
		14307			
			2019 Insurance Premium		
			001-018-000-518-90-46-50	WCIA Insurance Premium	$75,917.00
		Total 14307			**$75,917.00**
	Total 23646				**$75,917.00**
Total Wa. Cities Insurance Authority					**$75,917.00**
WAPRO					
	23647			**2019 - January - 1st Council Meeting**	
		1748			
			2019 Membership Dues		
			001-014-000-514-20-49-01	Memberships	$25.00
		Total 1748			**$25.00**
	Total 23647				**$25.00**
Total WAPRO					**$25.00**
Wells Fargo Financial Leasing					
	EFT Payment 1/3/2019 2:14:37 PM - 4			**2019 - January - 1st Council Meeting**	
		5005625948			
			Lexmark Printers		
			001-018-000-518-30-45-06	Copier Lease	$85.93
			Lexmark Printers		
		Total 5005625948			**$85.93**
	Total EFT Payment 1/3/2019 2:14:37 PM - 4				**$85.93**
Total Wells Fargo Financial Leasing					**$85.93**
Wells Fargo Vendor Fin Serv					
	EFT Payment 1/3/2019 2:14:37 PM - 5			**2019 - January - 1st Council Meeting**	
		69127825			
			Kyocera Copier		
			001-018-000-518-30-45-06	Copier Lease	$368.17

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Vendor	Number	Reference	Account Number	Description	Amount
				Kyocera Copier	
		Total 69127825			**$368.17**
	Total EFT Payment 1/3/2019 2:14:37 PM - 5				**$368.17**
Total Wells Fargo Vendor Fin Serv					**$368.17**
Grand Total		**Vendor Count**	**15**		**$101,037.07**

City Of Edgewood
Council Agenda Summary Sheet

SUBJECT: Edgewood Heights Apartments – Phase 1 Sanitary Sewer Easement	**Agenda Item #:**	**AB19-0440**
	For Agenda of:	**January 8, 2019**
	Prepared by:	**Jeremy Metzler**

ATTACHMENTS (list): ☒ Resolution No. 19-0440
☒ Easement for Sewer Facilities

Approval of Materials:			
Mayor, Daryl Eidinger	☒	**Expenditure Required:**	N/A
Asst. City Administrator, Dave Gray	☒	**Amount Budgeted:**	N/A
City Attorney, Carol Morris	☒	**Appropriation Required:**	N/A
City Clerk, Rachel Pitzel	☒	**Timeline:** Council Consideration – 1/8/2019	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☒		
Police Chief, Micah Lundborg	☒		

Fiscal Note/Consideration:
All costs associated with developer sewer extensions are coordinated between the developer and the City's sanitary sewer service provider, Lakehaven Water & Sewer District.

SUMMARY STATEMENT:
The Edgewood Heights Apartment project is located north of the City Hall campus, at the northeast corner of the intersection of Meridian Ave E (SR-161) and 20th St E. The developer prepared and submitted sanitary sewer construction plans to the City's sewer service provider, Lakehaven Water & Sewer District, for review in early 2017. These plans were approved for construction on August 1, 2017. The developer has been constructing the approved sanitary sewer in accordance with said plans and specifications under the inspection purview of Lakehaven.

The developer has recently requested final inspection of their Phase One installation, including all work completed west of 104th Ave E. Lakehaven must deem the work substantially complete before the City can allow final building inspections and occupancy of the buildings served by this sewer.

One of the steps necessary for substantial completion is the execution of an Easement for Sewer Facilities. Lakehaven has coordinated with the developer on executing the City's standard sanitary sewer easement form. Staff has reviewed the legal description and map exhibit prepared by the developer and finds them to be consistent with the approved sewer plans. Because an easement is an interest in land, the City Council is required to accept and approve the easement before it can be recorded against the property. The attached resolution will confirm said acceptance and approval, authorizing the Mayor to execute the easement as required.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A

RECOMMENDED ACTION:
MOTION to adopt Resolution No. 19-0440, authorizing the Mayor to execute the Easement for Sewer Facilities

ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt
2) Forward to future study session for further discussion.

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RESOLUTION NO. 19-0440

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A SANITARY SEWER EASEMENT FOR THE EDGEWOOD HEIGHTS APARTMENT PROJECT LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF MERIDIAN AVE. E. (SR-161) AND 20TH STREET EAST IN EDGEWOOD

WHEREAS, the City has delegated its authority to inspect sanitary sewer construction in the Edgewood Heights Apartment Project to Lakehaven Water and Sewer District; and

WHEREAS, according to Lakehaven Water and Sewer District, the developer of the Edgewood Heights Apartment Project has constructed the sanitary sewer in accordance with the approved plans; and

WHEREAS, the developer has requested final inspection of the sanitary sewer installation, and Lakehaven must determine that the work is substantially complete before the City can allow final building inspections and occupancy of the buildings; and

WHEREAS, one of the steps in the determination that the work is substantially complete is the City's acceptance and approval of the easement for the sanitary sewer facilities; and

WHEREAS, the property owner has submitted the attached easement for acceptance and approval by the City Council; and

WHEREAS, the Council considered this Resolution during its meeting of January 8, 2018;

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

Section 1. The City Council authorizes the Mayor to sign the Edgewood Heights Sanitary Sewer Easement, Exhibit A, which is attached hereto and incorporated herein by this reference.

Section 2. Effective Date. This Resolution will take effect upon passage.

PASSED THIS 8TH DAY OF JANUARY, 2019.

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, City Clerk

EASEMENT FOR SEWER FACILITIES

THIS EASEMENT FOR SEWER FACILITIES ("Easement") is hereby entered into this ______ day of ____________________, ____________ ("the "Effective Date") by and between the City of Edgewood, a municipal corporation of Pierce County, Washington, hereinafter termed "Grantee" and **EDGEWOOD HEIGHTS, LLC**, hereinafter termed "Grantor".

WITNESSETH:

Grantor, for and in consideration of TEN AND NO/100 ($10.00) DOLLARS, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby conveys to the Grantee:

A perpetual, non-exclusive easement for sewer facilities, including without limitation sewer mains, conveyance pipes, laterals, cleanouts, pumps and manholes, and all appurtenances related thereto (collectively, "Grantee's Facilities"), under, through, over and across the real property described in Exhibit "A" attached hereto and incorporated herein by reference (hereinafter, the "Property"). The location of said easement upon the Property (hereinafter, "Easement Area") shall be as described in Exhibit "B", and as depicted in Exhibit "C", both of which are attached hereto and incorporated herein by reference.

Grantor and Grantee hereby covenant and agree to the following terms, provisions and conditions:

1. ***Right of Access and Use.*** Grantee and its agents, contractors, designees or assigns shall have the right at such time as Grantee deems necessary, to install, construct, repair, replace, reconstruct, operate and maintain Grantee's facilities within the Easement Area, and to enter upon the Property for such purposes, without incurring any legal obligation or liability therefore. Except for emergent situations, Grantee shall reasonably endeavor to provide 24 hours written or verbal notice to Grantor prior to such entry. Grantee's rights hereunder shall expressly include without limitation the right, but not the requirement, to improve and maintain the surface of Easement Area as deemed necessary in Grantee's sole discretion to reasonably accommodate vehicular access to Grantee's Facilities. Grantee's rights hereunder shall be exercised in a manner that prevents unnecessary destruction or unreasonable disturbance of existing private improvements upon the Property, except as provided hereunder.

2. ***Noninterference.*** Grantee's access to and across the Easement Area shall be unrestricted. Grantor shall avoid and prevent interference with and/or obstruction of the Easement Area and Grantee's Facilities as follows:

A. Grantor shall not construct, plant or install, or allow to be constructed, planted or installed, any building, wall, fence, tree, rockery or structure of any kind within the Easement Area unless approved in writing by Grantee.

B. Grantor shall not deposit, or allow to be deposited, any fill material within the Easement Area.

EASEMENT FOR SEWER FACILITIES

C. Grantor shall not dig, tunnel or excavate, or allow any digging, tunneling or excavation, within three feet (3') of Grantee's Facilities, and Grantor shall ensure that the ground surface within the Easement Area is maintained at the level and grade approximately extant at the time Grantee's Facilities were installed, except for minor, temporary disturbances not affecting Grantee's Facilities.

D. Grantor shall not construct or install, or allow to be constructed or installed, any water or sewer facilities or appurtenance, other than Grantee's Facilities, within or proximate to the Easement Area without Grantee's prior written authorization. If authorized by Grantee, any such facilities shall comply with all applicable regulatory standards, including without limitation the then-current edition of the "Criteria for Sewage Works Design" published by the Washington Department of Ecology.

E. Grantor shall not construct or install, or allow to be constructed or installed, any other utility facilities or appurtenances of any kind, including without limitation any utility service connections, within three feet (3'), measured horizontally for parallel alignments, or within six inches (6"), measured vertically for crossing or perpendicular alignments, of any portion of Grantee's Facilities.

F. Grantor shall not in any manner block, restrict or impede, or allow to be blocked, restricted or impeded, Grantee's access to or use of the Easement Area.

G. Grantor shall not convey to any third party any easement, license or other interest or right of use involving the Easement Area that would impair, interfere with or limit the easement rights granted herein.

3. ***Maintenance; Removal of Encroachments and Obstructions.*** The Easement Area shall be maintained by Grantee in accordance with applicable local regulatory standards. In the event of any encroachment, obstruction or interference of or upon the Easement Area or Grantee's Facilities, Grantee may require removal and/or termination thereof, and the same shall be accomplished promptly at Grantor's expense. Alternatively, Grantee may take such action as deemed necessary in Grantee's reasonable discretion to accomplish such removal and/or termination, and may charge to Grantor all expenses incurred therefor. Grantee's failure to require removal or termination of any encroachment, obstruction or interference shall neither constitute a waiver of Grantee's rights nor preclude any other remedy available to Grantee.

4. ***Site Remediation.*** Any existing improvements upon the Property that neither encroach upon, nor conflict with, the rights conveyed to Grantee hereunder that may be disturbed or destroyed by Grantee's Facilities, or Grantee's activities related thereto, shall be replaced, repaired, or otherwise restored as reasonably practicable, to the pre-event condition by and at Grantee's expense.

5. ***Warranty of Title.*** Grantor represents and warrants that Grantor is the lawful owner of the Property, that the rights and privileges set forth herein do not breach or otherwise violate the legal rights of any third-party, and that Grantor is fully authorized to executed and grant this Easement.

6. ***Indemnification.*** Grantee shall indemnify and hold harmless Grantor from and against any and all claims, losses, costs, suits and causes of action, including attorneys' fees, for any injury, damage, loss of expense arising out of or otherwise resulting from Grantee's use of the Easement Area. Grantor shall indemnify and hold harmless Grantee from and against any and all claims, losses, costs, suits and causes of action, including attorneys' fees, for any injury, damage, loss or expense arising out of or otherwise resulting from any breach or violation by Grantor hereunder. Each party's obligations under this section shall apply only to the extent such injury, damage, loss or expense is proximately caused by the negligence or willful misconduct of that party or the party's agents or invitees.

7. ***Dispute Resolution.*** This Easement shall be governed by the laws of the State of Washington. The exclusive venue for any litigation arising out of this Easement shall be the Superior Court for Pierce County, Washington. The substantially prevailing party in any such litigation shall be entitled to its reasonable attorneys' fees from the nonprevailing party.

8. ***Binding Effect; Modification.*** This Easement, and each of the terms, provisions, conditions and covenants set forth herein shall run with the land and be binding upon and apply to the benefit of the parties hereto and their respective successors, agents, designees or assigns. This Easement may be modified only by a recorded, written instrument mutually executed by the parties hereto or their respective successors or assigns.

9. ***Side Sewers.*** Grantee shall have the right to issue permits to third parties to operate and maintain side sewers within the Easement Area.

10. ***No Third-Party Beneficiary.*** The rights, duties and obligations set forth in this Easement are for the exclusive benefit of the signatory parties and their respective successors, agents, designees or assigns, and may only be enforced thereby. Nothing herein shall be construed as vesting any rights for or in any third-party.

11. ***City Council Approval.*** This Easement is contingent upon acceptance and approval by the Edgewood City Council. It is expressly acknowledged and understood by the parties that the terms and provisions hereof shall not become binding upon Grantee unless and until such acceptance and approval has occurred.

EASEMENT FOR SEWER FACILITIES

Date: ______________________

EDGEWOOD HEIGHTS, LLC

By ______________________

Its m Gm BGr

Accepted and Approved

CITY OF EDGEWOOD

By: ______________________

Date: ______________________

Attest

By: ______________________

Date: ______________________

STATE OF Washington)
ss:
County of King)

I certify that I know or have satisfactory evidence that Cary Falk is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the member ______________________ of EDGEWOOD HEIGHTS LLC to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: Novembe 20-2018

____
(*Signature*)
Notary Public D. L. Saner
Title Notary
My appointment expires 3-16-19

Notary Public
State of Washington
D L Saner
Commission Expires 03-16-19

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For recording in the State of Washington, the Notarial Seal must be fully legible and cannot intrude into document margins. Please affix seal in the space provided.

EASEMENT FOR SEWER FACILITIES

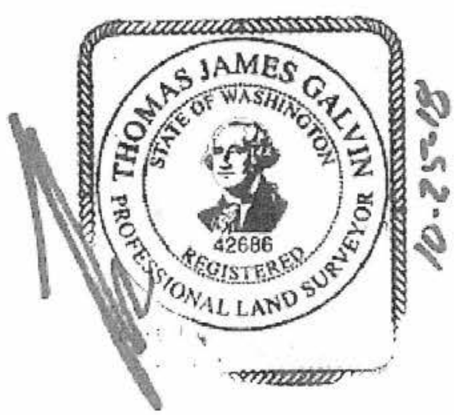
EXHIBIT "A"
LEGAL DESCRIPTION
PROPERTY
PIERCE COUNTY TAX PARCEL NUMBER 0420106034

LOT 1 OR CITY OF EDGEWOOD SHORT PLAT NO. 5212, RECORDED WITH THE PIERCE COUNTY AUDITOR, RECORDING NUMBER 201705045005

EASEMENT FOR SEWER FACILITIES

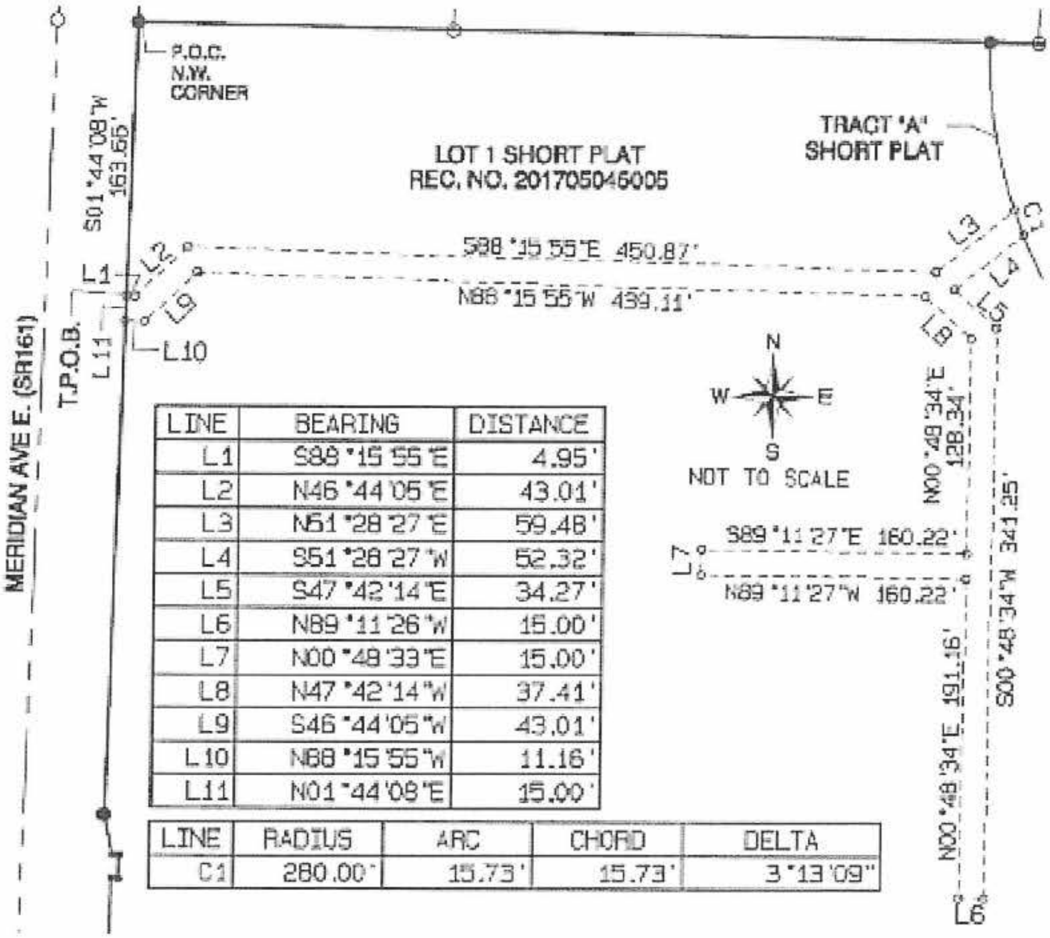
EXHIBIT "B"
LEGAL DESCRIPTION
EASEMENT

COMMENCING AT THE NORTHWEST CORNER OF LOT 1, CITY OF EDGEWOOD SHORT PLAT NO. 5212, RECORDING NO. 201705045005, RECORDS OF THE PIERCE COUNTY AUDITOR,
LOCATED IN THE NW ¼ AND THE NE ¼ OF THE NW ¼ OF SECTION 10, TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE W.M, ON THE EAST MARGIN OF MERIDIAN AVE E (SR161);
THENCE SOUTH 01°44'08" WEST, ALONG SAID EAST MARGIN, AND WEST LINE OF SAID LOT 1, A DISTANCE OF 163.66 FEET, TO THE TRUE POINT OF BEGINNING:
THENCE SOUTH 88°15'55" EAST, LEAVING SAID EAST MARGIN, AND SAID WEST LINE, A DISTANCE OF 4.95 FEET;
THENCE NORTH 46°44'05" EAST, A DISTANCE OF 43.01 FEET;
THENCE SOUTH 88°15'55" EAST, A DISTANCE OF 450.87 FEET;
THENCE NORTH 51°42'29" EAST, A DISTANCE OF 59.48 FEET, TO THE WEST LINE OF TRACT "A" OF SAID SHORT PLAT, AND TO A POINT OF CUSP ON A CURVE CONCAVE TO THE EAST HAVING A RADIUS OF 280.00 FEET AND A CENTRAL ANGLE OF 3°13'09" AND BEING SUBTENDED BY A CHORD WHICH BEARS SOUTH 20°59'56" EAST 15.73 FEET; THENCE SOUTHERLY AND SOUTHEASTERLY ALONG SAID CURVE, AND WEST LINE OF SAID TRACT "A", A DISTANCE OF 15.73 FEET;
THENCE SOUTH 51°28'27" WEST, LEAVING SAID WEST LINE, A DISTANCE OF 52.32 FEET;
THENCE SOUTH 47°42'14" EAST, A DISTANCE OF 34.27 FEET;
THENCE SOUTH 00°48'34" WEST, A DISTANCE OF 341.25 FEET;
THENCE NORTH 89°11'26" WEST, A DISTANCE OF 15.00 FEET;
THENCE NORTH 00°48'34" EAST, A DISTANCE OF 191.16 FEET;
THENCE NORTH 89°11'27" WEST, A DISTANCE OF 160.22 FEET;
THENCE NORTH 00°48'33" EAST, A DISTANCE OF 15.00 FEET;
THENCE SOUTH 89°11'27" EAST, A DISTANCE OF 160.22 FEET;
THENCE NORTH 00°48'34" EAST, A DISTANCE OF 128.34 FEET;
THENCE NORTH 47°42'14" WEST, A DISTANCE OF 37.41 FEET;
THENCE NORTH 88°15'55" WEST, A DISTANCE OF 439.11 FEET;
THENCE SOUTH 46°44'05" WEST, A DISTANCE OF 43.01 FEET;
THENCE NORTH88°15'55" WEST, A DISTANCE OF 11.16 FEET, TO THE EAST MARGIN OF SAID MERIDIAN AVE E, AND THE WEST LINE OF SAID LOT 1;
THENCE NORTH 01°44'08" EAST, ALONG SAID EAST MARGIN AND SAID WEST LINE ADISTANCE OF 15.00 FEET TO THE TRUE POINT OF BEGINNING.



EASEMENT FOR SEWER FACILITIES

EXHIBIT "C"
EASEMENT DEPICTION



LINE	BEARING	DISTANCE
L1	S88°15'55"E	4.95'
L2	N46°44'05"E	43.01'
L3	N51°28'27"E	59.48'
L4	S51°28'27"W	52.32'
L5	S47°42'14"E	34.27'
L6	N89°11'26"W	15.00'
L7	N00°48'33"E	15.00'
L8	N47°42'14"W	37.41'
L9	S46°44'05"W	43.01'
L10	N88°15'55"W	11.16'
L11	N01°44'08"E	15.00'

LINE	RADIUS	ARC	CHORD	DELTA
C1	280.00'	15.73'	15.73'	3°13'09"

[

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City Of Edgewood
Council Agenda Summary Sheet

SUBJECT: 24th & Meridian Sidewalk Project	**Agenda Item #:**	**AB19-0441**
	For Agenda of:	**January 8, 2019**
	Prepared by:	**Jeremy Metzler**

ATTACHMENTS (list): ☒ Resolution No. 19-0441
☒ TIB Grant Agreement

Approval of Materials:			
Mayor, Daryl Eidinger	☒	**Expenditure Required:**	$571,800 (est. local)
Asst. City Administrator, Dave Gray	☒	**Amount Budgeted:**	$1,321,800 (total)
City Attorney, Carol Morris	☒	**Appropriation Required:**	$571,800 (2019/20)
City Clerk, Rachel Pitzel	☒	**Timeline:** Council Consideration – 1/8/2019	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☒		
Police Chief, Micah Lundborg	☒		

Fiscal Note/Consideration:
Funding for this project is included in the approved 2019 – 2024 CIP and approved 2019 Budget. Transportation Impact Fee revenues can be applied to 20% of all costs associated with design, contract administration, and construction. Remaining costs will be funded by Real Estate Excise Tax (REET) and/or General Fund revenues.

SUMMARY STATEMENT:
Improving pedestrian mobility throughout the City has been identified as a high priority in the City's adopted Comprehensive Plan and Capital Improvement Plan (CIP). Meridian Avenue East (State Route 161) was widened to five lanes by the Washington State Department of Transportation (WSDOT), and that project included installation of 10-foot sidewalks on both sides of the highway from near 8th Street East to just south of 24th Street East. Major intersections along this corridor were also improved, including extension of sidewalks along 24th Street East to the west just beyond the fire station. The Simon's Mill apartment complex was constructed in 2016, located south of the WSDOT project, and its frontage was improved to include a new sidewalk segment. Recent development activity along the north side of 24th Street East has resulted in construction of a new separated pedestrian walkway on the north side of the street, from near 94th Avenue East to the Northwood Elementary School property.

These projects have resulted in short "gap" segments of 24th and Meridian without separated pedestrian facilities. In August 2018, Staff submitted a grant application to the Transportation Improvement Board (TIB) to close these gaps. The application anticipated design beginning in February 2019, construction bid in February 2020, and completion by October 2020. At the November TIB meeting, the City's application was selected for $750,000 in reimbursable grant funding.

Attached is the resolution authorizing execution of the TIB grant agreement (also attached). Before construction can begin, a design needs to be prepared and any needs for right-of-way or easements must be reconciled. Because this work can only be done by an engineer, the City is required to use the procedure established in chapter 39.80 RCW. However, this procedure has already been satisfied as the City has executed on-call consultant contracts in the disciplines necessary to assist with these needs.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A

RECOMMENDED ACTION:
MOTION to adopt Resolution No. 19-0441, authorizing the Mayor to execute the TIB Grant Agreement.

ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt
2) Forward to future study session for further discussion.

RESOLUTION NO. 19-0441

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO THE PROPOSED SIDEWALK PROJECT ALONG 24TH AND MERIDIAN, AUTHORIZING THE MAYOR TO EXECUTE THE TRANSPORTATION IMPROVEMENT BOARD (TIB) GRANT AGREEMENT FOR RELATED DESIGN AND CONSTRUCTION SERVICES

WHEREAS, improving pedestrian mobility throughout the City has been identified as a high priority in the City's Capital Improvement Plan (CIP) for several years; and

WHEREAS, recent capital and private development projects have constructed various segments of separated pedestrian facilities throughout the City; and

WHEREAS, these projects have resulted in short "gap" segments in the vicinity of 24th Street East and Meridian Avenue East; and

WHEREAS, with some preliminary design assistance by the City's on-call consultant Transpo, staff submitted a grant application to the Transportation Improvement Board (TIB) requesting funds to close these gaps; and

WHEREAS, at the November TIB meeting, the City's application was selected for $750,000 in reimbursable grant funding; and

WHEREAS, this Resolution is categorically exempt from SEPA under WAC 197-11-800(19); and

WHEREAS, a project-based SEPA evaluation will be performed during project design; and

WHEREAS, the Council considered this Resolution during its January 8, 2019 regular City Council meeting;

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

Section 1. The City Council authorizes the Mayor to execute the TIB grant agreement attached hereto as Exhibit A and incorporated herein by this reference, for the design and construction work relating to the 24th and Meridian sidewalk project in Edgewood.

Section 2. This Resolution shall become effective upon passage.

PASSED THIS 8TH DAY OF JANUARY, 2019.

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, City Clerk

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Exhibit A

TIB Grant Agreement

City of Edgewood
P-E-201(P03)-1
Meridian Avenue and 24th Street E
100' East of 98th Ave Ct E to 1000' North of 29th St E

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Edgewood
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Meridian Avenue and 24th Street E, 100' East of 98th Ave Ct E to 1000' North of 29th St E (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Edgewood, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

TIB hereby grants funds in the amount of $750,000 for the project specified above, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

a) Project Funding Status Form
b) Bid Authorization Form with plans and engineers estimate
c) Award Updated Cost Estimate
d) Bid Tabulations
e) Contract Completion Updated Cost Estimate with final summary of quantities
f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than $50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.

b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.

c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.

d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

a) RECIPIENT is not making reasonable progress toward correction and compliance.
b) TIB denies the RECIPIENT's request to amend the Project.
c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.

b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.

c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060. If an increase is denied, the recipient shall be liable for costs incurred in excess of the grant amount. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the original ratio between TIB funds and total project costs.

12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.

b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.

c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.

d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.

e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency		Transportation Improvement Board	
Chief Executive Officer	Date	Executive Director	Date
Print Name		Print Name	

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City Of Edgewood
Council Agenda Summary Sheet

SUBJECT: Westlaw (Computerized Legal Research Services)		**Agenda Item #:**	**AB19-0442**
		For Agenda of:	**January 8, 2019**
		Prepared by:	**Carol Morris**
ATTACHMENTS (list): ☒ Resolution 19-0442 ☒ Agreement with Thomson Reuters for Westlaw Services			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	**Expenditure Required:**	
Asst. City Administrator, Dave Gray	☒	**Amount Budgeted:**	
City Attorney, Carol Morris	☒	**Appropriation Required:**	
City Clerk, Rachel Pitzel	☒	**Timeline:** Council Consideration 1/8/19	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☒		
Police Chief, Micah Lundborg	☒		

Fiscal Note/Consideration:

The contract is for 36 months at $250.00 per month. (This corrects an error in the original agenda sheet, which erroneously stated that the contract was for two years.)

Summary:

Every attorney needs to have access to computerized legal research services. While these services are provided by more than one company, Westlaw provides the most comprehensive and easy-to-use service. Westlaw is also integrated into the "key" number system, which is the way your city attorney learned to perform legal research, beginning in 1984. It would be difficult and time consuming for the city attorney to learn a totally new system, but the fact that the other services are substantially less comprehensive is the most important consideration here.

Under RCW 39.04.270, the City is required to follow "competitive negotiation" in order to acquire electronic data processing or services. To the extent that computerized legal research services fits into this category, the process should be waived under RCW 39.04.280 as "clearly and legitimately limited to a single source of supply." As required by RCW 39.04.280, the factual basis for determining that this contract is "sole source" is set forth in the attached Resolution.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A

RECOMMENDED ACTION:

MOTION to adopt Resolution No. 19-0442, authorizing the execution of a contract with Thomson Reuters for the provision of Computerized Legal Research Services (Westlaw) for use by the City Attorney for a period of thirty-six months at a rate of $250.00 per month.

ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt
2) Forward to future study session for further discussion.

RESOLUTION NO. 19-0442

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING THE EXECUTION OF A CONTRACT WITH THOMSON REUTERS FOR THE PROVISION OF COMPUTERIZED LEGAL RESEARCH SERVICES (WESTLAW) FOR USE BY THE CITY ATTORNEY FOR A PERIOD OF THIRTY-SIX MONTHS AT A RATE OF $250. PER MONTH

WHEREAS, the City has recently hired an in-house city attorney; and

WHEREAS, every city attorney needs to use computerized legal research services in order to perform her/his job; and

WHEREAS, while there is at least one other company that provides computerized legal research services, they are very different; and

WHEREAS, the City Attorney has been using Westlaw since 1984 and would experience a learning curve with any other service; and

WHEREAS, the City Attorney has compared Westlaw to these other computerized legal research services in the past, greatly prefers Westlaw;

WHEREAS, as a result, the City Council declares that purchase of this service is clearly and legitimately limited to a single source of supply; and

WHEREAS, the Council considered this Resolution during its January 8, 2019 regular City Council meeting;

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

Section 1. The City Council authorizes the Mayor to execute the contract with Thomson Reuters, attached hereto as Exhibit A and incorporated herein by this reference, to provide computerized legal research services to the City Attorney.

Section 2. This Resolution shall become effective upon passage.

PASSED THIS 8TH DAY OF JANUARY, 2019.

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, City Clerk

Exhibit A

Thomson Reuters Contract

THOMSON REUTERS

Order Form — Order ID: Q-00358496

Contact your representative rick.grant@thomsonreuters.com with any questions. Thank you.

Account Address	Shipping Address	Billing Address
Account #:	Account #:	Account #:
City of Edgewood	City of Edgewood	City of Edgewood
City Attorney	City Attorney	City Attorney
2224 104TH AVE E	2224 104TH AVE E	2224 104TH AVE E
EDGEWOOD WA 98372-1513 US	EDGEWOOD WA 98372-1513 US	EDGEWOOD, WA 98372-1513 US

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", or "I". Subscription terms, if any, follow the ordering grids below.

ProFlex Products
See Attachment for details

Service Material	Product	Monthly Charges	Minimum Term (Months)	Year Over Year Increase During Minimum Term
40757482	WEST PROFLEX	$250.00	36	5%

Minimum Terms

Online/ Practice Solution/Software/ProFlex Products : Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in that calendar month, if any. Your Monthly Charges will continue for the number of complete calendar months listed in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Subscriber ("you" or "I") is also responsible for all Excluded Charges. Excluded Charges are for accessing Westlaw data or a Practice Solutions service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

For Window Products: Monthly Charges begin on the date we process your order and will continue for the number of complete calendar months in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Monthly Charges are due regardless of the level of your usage. Transactional usage charges that exceed the Monthly Charges are waived up to the Monthly Window amount stated above. In addition to the Monthly Charges you are responsible for transactional usage charges in excess of the Monthly Window. Transactional charges are calculated based upon our then-current Schedule A rates. You are also responsible for all Excluded Charges. Excluded Charges are charges for accessing a service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Post Minimum Terms

For Online/Practice Solutions/Software /ProFlex Products: At the end of the Minimum Term your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

Automatic Renewal Term for Window Products. At the end of the Minimum Term your Monthly Charges will be billed at up to our then-current rate. Thereafter, we may modify the Monthly Charges if we notify you of a different rate with at least 90 days notice. The Monthly Window will remain unchanged. You are also responsible for all Excluded Charges. Excluded Charges may change after 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Federal Government Subscribers Optional Minimum Term. Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

Miscellaneous

Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

Settling a Disputed Balance. Payments marked 'paid in full", or with any other restrictive language will not operate as an accord and satisfaction without our prior written approval. We reserve our right to collect any remaining amount due to us on your account. Partial payments intended to settle an outstanding balance in full must be sent to: Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803, along with a written explanation of the disagreement or dispute. This address is different from the address you use to make account payments.

Credit Verification. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms. You may authorize us to automatically charge a credit card, debit card or electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you have previously authorized us to bill a credit card, debit card or make electronic fund transfers for West subscriptions on an ongoing basis, or authorizing the same as part of this order, no further action is needed.

Returns and Refunds. You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements, ePack, WestPack, Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, West LegalEdcenter, Practice Solutions, TREWS, Peer Monitor, and Data Privacy Advisor charges are not refundable. Please see http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

Applicable Law. If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-government entity, this Order Form will be interpreted under Minnesota state law. Any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.
Excluded Charges. If you access services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located at the links below. Excluded Charges may change after at least 30 days written or online notice.

http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf
http://static.legalsolutions.thomsonreuters.com/static/agreement/schedule-a-concourse-case-notebook-hosted.pdf

The General Terms and Conditions, apply to all products ordered, except print and is located at https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions.pdf

The General Terms and Conditions for Federal Subscribers are located at https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

Banded Product Subscriptions You certify the total number of attorneys (partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in the applicable Quantity column. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater, we reserve the right to increase your charges as applicable

Product Specific Terms. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

Additional Order Form Terms and Conditions

Government Non Availability of Funds for Online, Practice Solutions or Software Products
You may cancel a product or service with at least 60 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document,(e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

Acknowledgement: Order ID: Q-00358496

Signature of Authorized Representative for order	**Title**
Printed Name	**Date**

This Order Form will expire and will not be accepted after 1/14/2019.

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THOMSON REUTERS

Attachment Order ID: Q-00358496

Contact your representative rick.grant@thomsonreuters.com with any questions. Thank you.

Payment, Shipping, and Contact Information

Payment Method:
Payment Method: Bill to Account
Account Number:

Order Confirmation Contact (#28)
Contact Name: Carol Morris
Email: carol@cityofedgewood.org

Shipping Information:
Shipping Method: Ground Shipping - U.S. Only

ProFlex Multiple Location Details

Account Number	Account Name	Account Address	Action
	City of Edgewood	CITY ATTORNEY 2224 104TH AVE E EDGEWOOD WA 98372-1513 US	New

ProFlex Product Details

Quantity	Unit	Service Material #	Description
1	Attorneys	42077764	Washington State Primary Core for Govt
1	Attorneys	42077755	Gvt - Analytical Plus for Government

Account Contacts

Contact Name		Email Address	Customer Type Description
Carol	Morris	carol_a_morris@msn.com	EML PSWD CONTACT

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City Of Edgewood
Council Agenda Summary Sheet

SUBJECT: Office Manager Job Description	**Agenda Item #:**	**AB19-002**
	For Agenda of:	**January 8, 2019**
	Prepared by:	**Rachel Pitzel and Darren Groth**

ATTACHMENTS (list): ☒ Office Manager Job Description

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:** ~~December 18: Study Session~~ January 8, 2019: Council Action	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☒		
Police Chief, Micah Lundborg	☒		

Fiscal Note/Consideration:

SUMMARY STATEMENT:

Per the ongoing discussion with City Council, staff recognized a need to revise the Office Manager job description. As a result of City Council discussion, input, and direct redline submittals, the Office Manager Job Description was modified to mimic the City's job description template.

This position was approved at the same pay scale as the Accounting Manager and the Plans Examiner/Building Inspector (Range FT-19-08).

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION:

MOTION to approve the job description for the new Office Manager position.

ALTERNATIVES TO RECOMMENDED ACTION:

1) Do not adopt
2) Forward to future study session for further discussion.

City of Edgewood
2224 104h Ave E, Edgewood WA 98372-1513
Phone (253) 952-3299 | Fax (253) 952-3537

Office Manager – Job Description

Department: Administration

Salary Range: $6,729 - $7,647/mo.

Opening Date: MONTH DAY, YEAR

Closing Date: Open until Filled

First Review: MONTH DAY, YEAR

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

GENERAL SCOPE OF WORK

The Office Manager is classified as a mid-level managerial position within the City and operates within its own specific functional area as part of the City's Administration Department. The person in this position is responsible for managing and overseeing the City of Edgewood's day-to-day office activities by providing adequate support to all City staff, ensuring high levels of organizational efficiency, facilitating the management of various City projects, and providing effective communication. In addition, the Office Manager is responsible for intra-office communication protocols, administrative procedures, inventory control, supervision of the Administrative Assistant position, project task delegation and timelines, and is the primary backup for the administration of front counter management.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

SUPERVISION

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, this position reports to the City Clerk/HR Director, but may be asked to perform work under the general supervision of the Assistant City Administrator, Public Works Director, Community Development Director, or City Attorney. Minimal employee supervision is expected for this position.

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 organizational events.
9. Develops standards to enhance operational procedures.
10. Oversees the City's contractual relationship with the Information Technology (IT) Department to assess equipment needs and deal with issues quickly to return staff and equipment to full operation.
11. Assists the HR Department with processing and initiating employee 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 absence.
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.

1. Experience demonstrating strong administrative skills.
2. Prior staff supervision experience or other leadership skills.
3. 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.
4. Ability to keep sensitive information confidential
5. Ability to plan and execute diverse tasks at the same time without supervision.
6. Ability to effectively communicate both orally and in writing.
7. Ability to learn to interpret, apply and explain laws, codes, regulations, policies and procedures.

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8. High level of confidentiality, attention to detail, ability to meet deadlines, and ability to effectively prioritize tasks.
9. Documentation to fulfill the requirements of the Immigration and Nationality Act is mandatory within 3 days of employment.
10. A sense of humor and positive attitude are essential.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

Bachelor's degree in business, public administration, or related field with two (2) years progressively responsible administrative or management experience.

OR

Two (2) years of college coursework with four (4) years of progressively responsible administrative or management experience, including such areas as budget preparation, data gathering, analysis and report writing.

OR

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

AND

The ability to obtain, and maintain a valid Washington State Driver's License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

Preferred

Certified Business Office Manager (CBOM) or similar certifications.

SPECIAL CONSIDERATIONS

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

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

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 equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 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.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening 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.

APPLICATION SUBMITTAL

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

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

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

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 .

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

________________________________ ____________________________

Name Date

SUPPLEMENTAL QUESTIONS
(add as necessary)