



CITY OF EDGEWOOD REGULAR COUNCIL MEETING AGENDA

Tuesday, March 23, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. PUBLIC HEARING

A. AB21-013 PUBLIC HEARING - regarding Sign Code Amendment

B. AB 21-014 PUBLIC HEARING - regarding Tree Preservation Amendment

3. AUDIENCE COMMENT

4. MAYOR'S REPORT

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

The following items are presented for Council approval:

A. Regular City Council Meeting Minutes of March 9, 2021

B. Study Session Meeting Minutes of March 16, 2021

C. Review of Commission, Committee and Board Meeting Minutes

D. AB21-015 - a motion approving March 2021 Budgeted Expenditures as follows:
Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$136,270.25; and Vendor Check Numbers 24850 through 24875 with EFT and Direct Pay Payments in the amount of \$652,548.95 and void check number 24741 in the amount of <\$10,669.28>. Total distributions submitted for review and authorization in the amount of \$778,149.92

E. AB21-0555 - Resolution No. 21-0555, 24th & Meridian Sidewalks Contract Amendment

F. AB21-0556 - Resolution No. 21-0556, Herrera Contract (SMAP)

6. COUNCIL BUSINESS

7. COUNCIL COMMENTS

8. 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 Council Agenda Summary Sheet

Subject: AB21-013 PUBLIC HEARING - regarding Sign Code Amendment	Agenda Item #: 2.A
	For Agenda of: 3/23/2021
	Prepared by: Darren Groth
Attachments (list): 1. Ordinance 21-xxxx- Sign Code Amendment 2. Exhibit 1_ Proposed Sign Code Amendments 3. Exhibit 2_ Planning Commission Recommendation - sign code	
Approval of Materials: Darren Groth Jill Schwerzler-Herrera 3/18/2021 Dave Gray 3/19/2021 Daryl Eidinger 3/19/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 03/16/21: SS 03/23/21: Public Hearing 04/06/21: SS 04/13/21: RCM - Final Action

Summary Statement:

On October 12, 2020, the Planning Commission was briefed by John Fairbanks, Code Compliance Specialist and Darren Groth, Community & Economic Development Director. John and Darren identified multiple instances of unclear language in the Edgewood Municipal Code (EMC) that could be addressed by making several code amendments. While additional amendments may be necessary in the future, as discussed during the February Planning Commission meeting, these proposed sign code modifications pertain to just two topics, flag signs and feather signs. This proposed amendment would modify four subsections of the EMC (Sections 18.20.090, 18.97.030, 18.97.040, and 18.97.300) and the proposed changes are included as Exhibit 1.

Item History:

Recommended Action:

Public Hearing Only to receive public comment on the proposed Sign Code Amendments.

Fiscal Note/Consideration:

ORDINANCE NO. 21-xxxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, RELATED TO THE SIGN CODE; SPECIFICALLY AMENDING EDGEWOOD MUNICIPAL CODE (EMC) SECTION 18.97.030 RELATED TO SIGN CODE EXEMPTIONS; AMENDING SECTION 18.97.040 RELATED TO PROHIBITED SIGNS; AMENDING EMC SECTIONS 18.97.300 AND 18.20.090 RELATED TO SIGN DEFINITIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2019, the City Council adopted Ordinance 19-0552, enacting a new sign code; and

WHEREAS, since its adoption, issues have been raised with respect to the definitions of “flag” as applied to “feather signs,” such as signs that are driven into the ground by a harpoon-style pole or staff; and

WHEREAS, the Planning Commission and City staff reviewed the Edgewood Municipal Code (EMC) and drafted amendments to the sign code and development regulation definitions related flags and feather signs to provide clarity and ensure consistent application of the code; and

WHEREAS, the City’s Responsible Official has determined that this Ordinance is categorically exempt from SEPA under WAC 197-11-800(19); and

WHEREAS, the City sent a draft of this Ordinance to the Washington State Department of Commerce, as required by RCW 36.70A.106; and

WHEREAS, on March 8, 2021, the Planning Commission voted unanimously to recommend APPROVAL, as presented, of the proposed code amendment to the EMC pertaining to signs, and to send their recommendation to the City Council for consideration; and

WHEREAS, on March 16, 2021, City Council discussed the draft Ordinance in a study session; and

WHEREAS, on March 23, 2021, City Council held a public hearing on the proposed code amendments pertaining to tree preservation; and

WHEREAS, on April 6, 2021, City Council held a study session to provide final direction to staff regarding the proposed code amendment; and

WHEREAS, on April 13, 2021, City Council considered this Ordinance during its regular City Council meeting;

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

Section 1. EMC Section 18.97.030 Amended. Section 18.97.030, “Exemptions,” of the Edgewood Municipal Code (EMC) is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. EMC Section 18.97.040 Amended. Section 18.97.040, “Prohibited signs,” of the EMC is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 3. EMC Section 18.97.300 Amended. Section 18.97.300, “Definitions,” of the EMC is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 4. EMC Section 18.20.090 Amended. Section 18.20.090, “F definitions,” of the EMC is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON THE 13 DAY OF April, 2021

Mayor Daryl Eidinger

ATTEST/AUTHENTICATED:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Ann Marie Soto, City Attorney

Date of Publication:

Effective Date:

Edgewood Municipal Code (EMC) Sign Code Proposed Modifications

EMC CHAPTER 18.97 SIGN CODE

18.97.030 Exemptions.

The following signs or activities relating to signs are not subject to the permitting requirements of this chapter, as long as they meet the standards set forth below:

**Subsections A-E to remain unchanged.*

F. Flags. Any flags; provided, that they conform to all provisions of this chapter for signs. The American flag, state of Washington flag, and other special purpose flags that are not intended to contribute to a commercial advertising display.

**Subsections G-L to remain unchanged.*

18.97.040 Prohibited signs.

No person shall erect, alter, maintain, or relocate any of the following signs in the city:

**Subsections A-M to remain unchanged.*

N. Feather signs. Any temporary, portable sign made of lightweight materials that is prone to move in the wind, and that contains a harpoon-style pole or staff that is driven into the ground or supported by means of an individual stand. This definition includes such signs of any shape including flutter, bow, teardrop, rectangular, shark, and U-shaped.

~~NQ.~~ Except as permitted with a city street use permit or otherwise specifically authorized in this chapter, signs may not be placed within, on, or projecting over a city right-of-way or within, on, or over other city property. (Ord. 19-552 § 2 (Exh. A)).

18.97.300 Definitions.

The words and phrases used in this chapter shall be construed as defined in this section, unless the context clearly appears otherwise. Unless specifically defined in this section, the definitions set forth in other provisions of this code shall likewise apply to this chapter.

**A-E Definitions to remain unchanged.*

F Definitions.

“Facade” means the elevation of a building extending from the ground level up to the bottom of the fascia on a pitched-roof building, and up to the top of the wall or parapet on a flat-roof building. The area of a facade for purposes of calculating allowable wall signage includes the area of the windows and doors but excludes openings that do not have solid coverings, such as breezeways, colonnades and gateways that extend to the backside of the building.

“Fascia” means an architectural term for a vertical frieze or board under a roof edge or which forms the outer surface of a cornice, visible to an observer.

~~“Flag” means a flat piece of cloth, with distinctive colors, patterns or symbols, having one end of the cloth attached to a vertical staff (directly or by rope and pulley mechanism) and all other ends free-flowing under natural movement of wind.~~

“Flag canopy” means a line of flags, or a series of lines of flags, suspended above a site.

“Flashing sign” means an electric sign, or portion thereof, except an EMCS, which changes light intensity in a sudden transitory burst, or which switches on and off in a constant pattern in which more than one-third of the nonconstant light source is off at any one time.

“Freestanding sign” means a sign and its support pole or base standing directly on the ground that is independent from any building or other structure.

“Freeway” means a limited access highway, state route or interstate.

“Freeway oriented sign” means a sign within 150 feet of a freeway right-of-way that has its sign face parallel to, perpendicular to, angled toward, or otherwise readable from the freeway right-of-way.

“Frontage” means the property line of an individual lot, tract or parcel that abuts a public or private street right-of-way, excluding alleys and private driveways. The number of frontages on a lot is the same as the number of public or private street rights-of-way that the lot abuts.

**G-Z Definitions to remain unchanged.*

EMC Chapter 18.20 DEFINITIONS

18.20.090 F definitions.

~~“Flag” means any piece of cloth of individual size, color and design, used as a symbol, signal, emblem, or for decoration.~~

**All other F Definitions to remain unchanged.*



**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted 7-0 to recommend APPROVAL of the proposed code amendment to the Edgewood Municipal Code (EMC) pertaining to the Sign Code, and to send their recommendation to the City Council for consideration.

It is the recommendation of the City of Edgewood Planning Commission to approve the drafted EMC amendments as presented in the staff report and attachments submitted by CED Director Darren Groth for the March 8, 2021 Planning Commission agenda.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 8TH DAY OF MARCH 2021.**


Planning Commission Chair

Attest by:



Evan Hietpas
Associate Planner



City Of Edgewood Council Agenda Summary Sheet

Subject: AB 21-014 PUBLIC HEARING - regarding Tree Preservation Amendment	Agenda Item #: 2.B
	For Agenda of: 3/23/2021
	Prepared by: Darren Groth
Attachments (list): 1. Ordinance 21-xxxx Tree Preservation Amendment 2. Exhibit 1_ Draft Amendments - track changes for 3-16 CC 3. Exhibit 2_ Planning Commission Recommendation - tree preservation	
Approval of Materials: Darren Groth Jill Schwerzler-Herrera 3/18/2021 Dave Gray 3/19/2021 Daryl Eidinger 3/19/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 03/16/21 SS 03/23/21 Public Hearing 04/06/21 SS 04/13/21 RCM Final Action

Summary Statement:

Tree Preservation has been included as a Planning Commission agenda item since July 13, 2020. Over the past several months, the Planning Commission has discussed significant tree preservation regulations. The Commission has discussed their concerns and determined that changes should be made to the Edgewood Municipal Code Title 18. The proposed changes, which are included as Exhibit 1. The code modifications pertain to the following nine (9) topics:

1. Reformat of EMC 18.90.180 to ensure straightforward application of the tree preservation code
2. Minor textual amendments throughout EMC 18.90.180 incorporating uniform terminology
3. Consistent definition of a significant tree in all sections of Title 18
4. Clear definitions for: Breast Height, Qualified Tree Professional, and Tree Diameter
5. Strong purpose statement containing ten (10) specific goals and objectives
6. Reduction in minimum diameter inches (15" to 12") for a tree to be considered "significant"
7. Hazardous tree criteria and removal allowance
8. Tree replacement standards: native plantings, minimum diameter and height, etc.
9. Tree preservation and protection standards for the zones outlined in EMC 18.80.080: Town Center, Commercial, Mixed Use Residential, and Business Park

Item History:

Recommended Action:

Public Hearing Only to receive public comment on the proposed Tree Preservation Amendment

Fiscal Note/Consideration:

N/A

ORDINANCE NO. 21-xxxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING EDGEWOOD MUNICIPAL CODE (EMC) SECTION 18.90.180 RELATED TO TREE PRESERVATION; AMENDING EMC SECTIONS 18.20.050, 18.20.200, 18.20.220, AND 18.20.230 PERTAINING TO TREE-RELATED DEFINITIONS; AMENDING EMC 18.80.080 RELATED TO TREE PRESERVATION AND PROTECTION STANDARDS IN CERTAIN ZONING DISTRICTS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, tree preservation has been a topic of discussion on the Planning Commission's agenda for several months; and

WHEREAS, the Planning Commission and City staff reviewed the Edgewood Municipal Code (EMC) and drafted amendments to the tree preservation standards to address various concerns, such as: reducing the measurements for "significant trees"; updating definitions and using consistent terminology throughout; providing criteria for hazardous tree determination and removal; revising tree replacement, preservation, and protection standards, including standards in specified zoning districts; and reformatting the code to ensure consistent application; and

WHEREAS, the City's Responsible Official has determined that this Ordinance is categorically exempt from SEPA under WAC 197-11-800(19); and

WHEREAS, the City sent a draft of this Ordinance to the Washington State Department of Commerce, as required by RCW 36.70A.106; and

WHEREAS, the City Planning Commission held a public hearing on this Ordinance on March 8, 2021, and sent its recommendation to the City Council; and

WHEREAS, on March 8, 2021, the Planning Commission voted unanimously to recommend APPROVAL, as presented, of the proposed code amendment to the EMC pertaining to tree preservation standards and related housekeeping amendments, and to send their recommendation to the City Council for consideration; and

WHEREAS, on March 16, 2021, City Council discussed the draft Ordinance in a study session; and

WHEREAS, on March 23, 2021, City Council held a public hearing on the proposed code amendments pertaining to tree preservation; and

WHEREAS, on April 6, 2021, City Council held a study session to provide final direction to staff regarding the proposed code amendment; and

WHEREAS, on April 13, 2021, City Council considered this Ordinance during its regular City Council meeting;

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

Section 1. EMC Section 18.90.180 Amended. Section 18.90.180, “Tree preservation,” of the Edgewood Municipal Code (EMC) is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. EMC Section 18.20.050 Amended. Section 18.20.050, “B definitions,” of the EMC is hereby amended to add a new definition as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 3. EMC Section 18.20.200 Amended. Section 18.20.200, “Q definitions,” of the EMC is hereby amended to add a new definition as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 4. EMC Section 18.20.220 Amended. Section 18.20.220, “S definitions,” of the EMC is hereby amended to add a new definition as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 5. EMC Section 18.20.230 Amended. Section 18.20.230, “T definitions,” of the EMC is hereby amended to add a new definition as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 6. EMC Subsection 18.80.080.G.8.a Amended. Subsection 18.80.080.G.8.a, “Town Center, Commercial, Mixed Use Residential, and Business Park Zoning Districts Tree Preservation and Protection Standards,” of the EMC is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 7. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 8. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON THE 13TH DAY OF APRIL, 2021

Mayor Daryl Eiding

ATTEST/AUTHENTICATED:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Ann Marie Soto, City Attorney

Date of Publication:

Effective Date:

DRAFT

Edgewood Municipal Code (EMC) Tree Preservation Code Proposed Modifications

EMC 18.90.180 Tree preservation.

A. Purpose. The purpose of this section is to establish the significant tree preservation requirements necessary when conducting for any development action or land-use development activity to protect the treed environment within the city of Edgewood, by regulating the removal of significant trees and providing incentives to preserve trees that, because of their size, species, or location, provide special benefits. Tree preservation protects and enhances critical areas, facilitates aquifer recharge, reduces erosion and stormwater runoff, and helps to define public and private open spaces. Existing residential development or single-family residences that comply with current EMC 18.80.040(C)(1) minimum and maximum densities are exempt from this section. Specifically, the regulations contained in this section are intended to accomplish the following ten (10) goals and objectives.

1. Promote the public health, safety and general welfare of the residents of Edgewood;
2. Implement the purposes of the State Growth Management Act relating to conservation of natural resources;
3. Support and implement the City of Edgewood's Comprehensive Plan, specifically the Natural Environment, Land Use, and Community Character elements;
4. Implement the goals of the State Environmental Policy Act (SEPA);
5. Improve the aesthetic quality of the built environment by reducing impacts on critical areas and the natural environment;
6. Minimize erosion, siltation, water pollution, and surface and ground water runoff by the preservation of significant trees;
7. Provide for the reasonable development of property, reasonable preservation or enhancement of property values, and for increases in privacy for residential sites;
8. Promote building and site planning practices that are consistent with the city's natural topography, soils, and vegetation features;
9. Provide an appropriate amount and quality of tree retention related to future land uses; and
10. Provide for increased areas of permeable surfaces that allow for infiltration of surface water into ground water resources, reduction in the quantity of storm water discharge, and improvement in the quality of storm water discharge.

B. Applicability. The preservation of certain Significant trees preservation shall be required for any development action or land-use development activity permit.

1. The Tree Preservation requirements for tree preservation are applicable to all zoning districts and shall be provided in accordance with the requirements of each individual zoning district and the

provisions of this section. In the event a permit is not required for the establishment of a use, the standards of this section still apply.

2. Existing residential development or single-family residences that comply with current EMC 18.80.040(C)(1) minimum and maximum densities are exempt from this section.

~~B.C. Process.~~ Significant tree preservation shall be required for any development action or land use development permit.

1. Tree Preservation Requirements. Any development or development activity shall retain and replace significant trees in accordance with the following requirements: A significant tree is an existing tree which:
 - a. All significant trees within fifteen (15) feet of the lot perimeter or required buffer or setback, whichever is greater, shall be preserved.
 - i. At the discretion of the community development director or designee, significant trees may be removed for required site access, buildings, sight areas, required roads, utilities, sidewalks, trails, or storm drainage improvements.
 - ii. Any removed tree must be provided they are replaced in accordance with EMC Subsection 18.90.180.C.4 subsection (D) of this section. When measured at three feet above grade, has a minimum diameter of 15 inches for evergreen trees and deciduous trees;
 - b. A percentage of all significant trees within the interior of a lot, exclusive of the significant trees already required to remain per EMC Subsection 18.90.180.C.1.a. above not including the perimeter area, shall be retained as required per the following standards, preserved within the applicable zoning district. Regardless of the tree diameter, is determined to be significant by the community development director or designee due to the uniqueness of the species:
 - i. In Single-Family Residential zoning districts; Mixed Residential zoning districts; and Public zoning district new single-family subdivision developments (excluding short subdivision (i.e., four lots or less), multifamily residential developments, and public/quasi-public institutional developments, 50 percent of the significant trees located within the interior landscaping area of the lot, or individual lots in the case of residential subdivisions, shall be retained.
 - ii. In the commercial and industrial zoning district developments, 10 percent of the significant trees located within the interior landscaping area of the lot, or individual lots in the case of subdivisions, shall be retained.
 - iii. In the Town Center; Commercial; Mixed Use Residential; and Business Park zoning districts, 10 percent of the significant trees located within the interior landscaping area of the lot, or individual lots in the case of subdivisions, shall be retained. In addition, EMC Subsection 18.80.080.G.8, Tree Preservation and Protection Standards applies to any development or development activity in these zones.
2. Tree Retention Plan. Required. A significant tree retention plan shall be submitted to the City community development department for any development action or development activity land use permit. The plans shall be submitted with the required project permit and shall be prepared in accordance with the requirements outlined in according to the requirements of the application form provided by the community development department. The community development director or designee shall review and may approve, approve with modifications, or disapprove a tree retention plan subject to the provisions of this Subsection. Trees will not be considered "significant" if, following inspection by a registered landscape architect, certified nursery

~~professional or certified arborist, and upon review and concurrence by the city, they are determined to be:~~

- a. Tree Survey. The tree retention plan shall include a tree survey that identifies all significant trees on the subject site. ~~Safety hazards due to potential root, trunk or primary limb failure, or exposure of mature trees which have grown in a closed, forested situation.~~
 - i. The tree survey shall be performed by a Qualified Tree Professional.
 - ii. While sampling may be used to perform the overall tree inventory, the survey must show the location, number, size, height, species, and condition of each significant tree.
 - iii. If physical conditions do not warrant the identification of each significant tree, then the sampling results of the plot with the highest number of significant tree diameter inches shall be used as the representative sample.
 - iv. Inventory sampling shall be performed in accordance with the following plot to acre ratios.

Acres	Minimum # of plots
10 or less	3
11-20	6
21-40	10
41-150	15
>150	1 plot/10 acres

Addition

- b. Identification of Significant Trees. ~~(C) The tree retention plan shall also show the location, species, and dripline of~~ identify each significant tree that is ~~intended to qualify for retention credit, and identify the significant trees that are proposed to be retained, and those that are designated to be removed.~~ Or requested to qualify for the Interior Significant Tree Retention Incentive. At the discretion of the city, damaged or standing dead trees may be retained and counted toward the significant tree requirement, if demonstrated that such trees will provide important wildlife habitat and are not classified as danger trees.
- c. Interior Significant Tree Retention Incentive. ~~(D) Each s~~ Significant trees that is ~~are retained and located outside of the perimeter area, as prescribed in EMC Subsection 18.90.180.F.1.a, and is retained~~ may be credited as two trees for complying with the retention requirements above (1), provided it meets one or more of the following criteria: A significant tree permit is required for the removal of any significant tree or street tree as defined herein or trees removed pursuant to a tree retention plan unless specifically exempted within this section. All significant trees shall be preserved according to the following criteria:
 - i. ~~(1)~~ The tree exceeds 60 feet in height, or 24 inches in diameter for evergreen trees, or 30 inches in diameter for deciduous trees;
 - ii. ~~(2)~~ The tree is located in a grouping of at least five other significant trees with canopies that touch or overlap;
 - iii. ~~(3)~~ The tree provides energy savings, through wind protection or summer shading, as a result of its location relative to buildings;
 - iv. ~~(4)~~ The tree belongs to a unique or unusual species;
 - v. ~~(5)~~ The tree is located within 25 feet of any critical area or required critical area buffers;

or

- vi. ~~(6)~~ The tree is 18 inches in diameter or greater and is identified as providing wildlife habitat. All significant trees within 15 feet of the lot perimeter or required buffer or setback, whichever is greater, shall be preserved. At the discretion of the community development director or designee, significant trees may be removed for access, buildings, sight areas, required roads, utilities, sidewalks, trails, or storm drainage improvements provided they are replaced in accordance with subsection (D) of this section. A

~~percentage of all significant trees within the interior of a lot, not including the perimeter area, shall be preserved within the applicable zoning district. In new single-family subdivision developments (excluding short subdivision (i.e., four lots or less), multifamily residential developments, and public/quasi-public institutional developments, 50 percent of the significant trees located within the interior landscaping area of the lot, or individual lots in the case of residential subdivisions, shall be retained. In commercial and industrial developments, 10 percent of the significant trees located within the interior landscaping area of the lot, or individual lots in the case of subdivisions, shall be retained.~~

d. Tree Protection Techniques. ~~(F)~~ The tree retention plan applicant shall demonstrate on the tree retention plan those tree protection techniques intended to be utilized and approved by the community development director or designee during land alteration and construction in order to provide for the continual healthy life of retained significant trees. The proposed tree protection techniques will be reviewed by the city to ensure compliance with the provisions of this section. Tree preservation criteria listed above shall exclude sensitive/critical areas and their buffers, and designated open space areas and tracts. All trees within such areas shall be retained except as may be specifically indicated in a discretionary land use permit or tree removal permit.

e. ~~(F)~~ If any significant tree that has been specifically designated to be retained in the tree preservation plan dies within three (3) years of the development of the site, then the significant tree shall be replaced at a rate of three-to-one (3:1) the rate of five trees if the significant tree was in the perimeter landscape area and three trees if the significant tree was in the interior landscape area.

i. State Environmental Policy Act Requirements. Additional or specific tree retention may be required as SEPA mitigation in addition to the requirements of this section.

3. Tree Protection Measures. Tree protection measures have been established to reduce the impacts of development action on existing significant trees. The protection measures are as follows:

a. ~~(B)~~ If a tree retention, and/or landscape plans, or both are required, no clearing shall be allowed on a site until approval of each such plans.

b. ~~(F)~~ An area free of disturbance, corresponding to the dripline of the significant tree's canopy shall be identified and protected during the construction stage with a temporary three-foot-high chain-link or plastic net fence. No impervious surfaces, fill, excavation, storage of construction materials, operations or parking of vehicles shall be permitted within the area defined by such fencing or stakes.

4. Tree Replacement. When a Any removed significant tree, subject to this section, cannot be retained, the tree shall be replaced in accordance with the following standards as a condition for the removal of the significant tree.

a. Significant trees shall be replaced at a rate of 1.5 times to one (1.5:1) of the total tree diameter inches of all the significant trees that were removed.

b. Replacement trees shall be no smaller than three (3) two inches DBH in diameter at three feet above grade.

c. Existing Preserved healthy and nonhazardous trees, which are not designated as at-risk on a tree risk assessment, between three (3) and twelve (12) inches in tree diameter, which are retained to support the remaining significant trees can may be counted against towards the on-

site 1.5:1 replacement requirements by subtracting their respective DBH inches from the total replacement count.

d. Replacement trees shall be native to Washington State and shall be classified as non-invasive species.

e. Tree replacement plans shall be prepared by a Qualified Tree Professional.

D. Determining Significant Trees.

2.1. To be identified as a significant tree, an existing tree must meet a least one of the following criteria.

e.a. When measured at breast height, must have a minimum diameter of twelve (12) inches;

b. The community development director or designee designated the tree as significant due to any one of the following:

i. the uniqueness of the tree species;

ii. the tree is not a hazardous tree and provides important wildlife habitat; or

iii. the tree's unique historical, ecological, or aesthetic value constitutes an important community resource.

2. Trees will not be considered "significant" if a tree risk assessment from a Qualified Tree Professional determines, and the community development director or designee reviews and concurs, that the tree is at risk due to a structural defect, combination of defects, or disease.

a. Regardless of tree health, a tree may also be determined as a safety hazard in a tree risk assessment if the tree poses a threat to human health or may cause damage to a structure, roadway, or utility facility if toppled.

b. Hazardous trees that are not considered significant may be removed following the review and concurrence of the tree risk assessment by the community development director or designee.

c. To undertake a tree risk assessment, a Qualified Tree Professional must be tree risk assessment qualified (TRAQ), as established by the International Society of Arboriculture (ISA).

E. Critical Areas Regulations.

1. All trees within a critical area, critical area buffer, or open space tract shall be retained.

2. Trees specifically indicated in a discretionary land use permit or tree removal permit may be exempted from the requirement to be retained, subject to the provisions of EMC Title 14 and Tree Replacement requirements.

B.F. State Environmental Policy Act Requirements. Additional or specific tree retention may be required as SEPA mitigation in addition to the requirements of this section.

iii. Requirements. Any development action or land use permit shall identify, preserve, and replace significant trees in accordance with the following:

(A) Submit a tree retention plan that consists of a tree survey that identifies the location, size and species of all significant trees on a site:

(1) The tree survey may be conducted by a method that locates individual significant trees; or

(2) Where site conditions prohibit physical survey of the property, standard timber cruising methods may be used to reflect general locations, numbers and groupings of significant trees.

(B) If tree retention and/or landscape plans are required, no clearing shall be allowed on a site until approval of such plans.

(C) The tree retention plan shall also show the location, species, and dripline of each significant tree that is intended to qualify for retention credit, and identify the significant trees that are proposed to be retained, and those that are designated to be removed.

~~(D) Each significant tree that is located outside of the perimeter area and is retained may be credited as two trees for complying with the retention requirements above, provided it meets one or more of the following criteria:~~

~~(1) The tree exceeds 60 feet in height, or 24 inches in diameter for evergreen trees, or 30 inches in diameter for deciduous trees;~~

~~(2) The tree is located in a grouping of at least five other significant trees with canopies that touch or overlap;~~

~~(3) The tree provides energy savings, through wind protection or summer shading, as a result of its location relative to buildings;~~

~~(4) The tree belongs to a unique or unusual species;~~

~~(5) The tree is located within 25 feet of any critical area or required critical area buffers; or~~

~~(6) The tree is 18 inches in diameter or greater and is identified as providing valuable wildlife habitat.~~

~~(E) In any required perimeter landscaping area as defined in this section, the applicant shall retain all significant trees, except as provided in this section.~~

~~(F) An area free of disturbance, corresponding to the dripline of the significant tree's canopy shall be identified and protected during the construction stage with a temporary three-foot high chain-link or plastic net fence. No impervious surfaces, fill, excavation, storage of construction materials, operations or parking of vehicles shall be permitted within the area defined by such fencing or stakes.~~

~~(G) At community development director or designee's sole discretion, a protective tree well may be required to be constructed if the grade level around the tree is to be raised or lowered. The inside diameter of the well shall be at least equal to the diameter of the tree spread dripline, plus at least five feet of additional diameter.~~

~~(H) The community development director or designee may approve use of tree protection techniques other than those listed above if the trees will be protected to an equal or greater degree than by the techniques listed above. Alternative techniques must be approved by a registered landscape architect, certified nursery professional or certified arborist, and reviewed and concurred by the city.~~

~~(I) The applicant shall demonstrate on the tree retention plan those tree protection techniques intended to be utilized and approved by the community development director or designee during land alteration and construction in order to provide for the continual healthy life of retained significant trees.~~

~~(J) If any significant tree that has been specifically designated to be retained in the tree preservation plan dies within three years of the development of the site, then the significant tree shall be replaced at the rate of five trees if the significant tree was in the perimeter landscape area and three trees if the significant tree was in the interior landscape area.~~

~~C.A. When a significant tree subject to this section cannot be retained, the tree shall be replaced in accordance with the following as a condition for the removal of the significant tree.~~

~~1. On Site Replacement.~~

- ~~a. Significant trees shall be replaced at a rate of 1.5 times to one of the total diameter inches of all the significant trees removed.~~
- ~~b.a. Replacement trees shall be no smaller than two inches in diameter at three feet above grade.~~
- ~~e.a. Existing healthy and nonhazardous trees between three and 12 inches in diameter, which are retained to support the remaining significant trees can be counted against the on-site replacement requirements.~~

~~Tree Retention Plan Required.~~

- ~~1. A significant tree retention plan shall be submitted to the community development department for any development action or land use permit. The plans shall be submitted according to the requirements of the application form provided by the community development department.~~
- ~~2.1. The community development director or designee shall review and may approve, approve with modifications, or disapprove a tree retention plan subject to the provisions of this section. (Ord. 20-578 § 1; Ord. 15-448 § 2 (Exh. A); Ord. 03-203 § 1).~~

EMC 18.20.050 B definitions

“Breast Height ” means fifty-four (54) inches above ground level, when pertaining to the measurement of tree diameter; also known as “diameter at breast height” (DBH).

EMC 18.20.200 Q definitions

“Qualified Tree Professional” means an individual with a minimum of three (3) years of experience in tree evaluation and meets at least one of the following qualifiers:

- A. American Society of Consulting Arborists (ASCA) registered consulting arborist;
- B. International Society of Arboriculture (ISA) board certified master arborist;
- C. International Society of Arboriculture (ISA) certified arborist with an associate degree and/or a minimum of two years of college-level credit and/or 120 continuing education units; or
- D. Washington State registered landscape architect.

EMC 18.20.220 S definitions

“Significant tree” means an existing tree that meets the criteria in EMC 18.90.180.D.1 which, when measured four feet above grade, has a minimum diameter of either:

- 1. Fifteen inches for evergreen and deciduous trees;
- 2. Trees determined to be significant by the community development director or designee, regardless of the tree diameter, due to the uniqueness of the species.

EMC 18.20.230 T definitions

“Tree Diameter” means the distance of a straight line segment through the center point of a tree when measured at breast height or 54 inches above ground level.

EMC 18.80.080.G.8.a. Town Center, Commercial, Mixed Use Residential, and Business Park Zoning Districts Tree Preservation and Protection Standards

G.8. Tree Preservation and Protection Standards.

- a. Significant tree identification and preservation and/or replacement shall be required as set forth in EMC 18.90.180, Tree preservation; ~~provided in Mixed-use development shall be considered commercial development for the purposes of the tree preservation retention standard contained in EMC 18.90.180(C)(2)(c)(iv).~~



**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted 7-0 to recommend APPROVAL of the proposed code amendment to the Edgewood Municipal Code (EMC) pertaining to Tree Preservation regulations, and to send their recommendation to the City Council for consideration.

It is the recommendation of the City of Edgewood Planning Commission to approve the drafted EMC amendments as presented in the staff report and attachments submitted by Associate Planner Evan Hietpas for the March 8, 2021 Planning Commission agenda.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 8TH DAY OF MARCH 2021.**


Planning Commission Chair

Attest by:



Evan Hietpas
Associate Planner



CITY OF EDGEWOOD

REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, March 9, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 6:00pm and let attendees in the Pledge of Allegiance.

Present: Mayor Eidinger, Deputy Mayor Creley, Councilmember West, Councilmember Day, Councilmember Christopherson, Councilmember Wise, Councilmember Tomin, Councilmember Lowry

Staff Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Community & Economic Development Director Darren Groth, Public Works Director Jeremy Metzler, IT Director Matthew Ray, Police Chief Mark Berry

2 AUDIENCE COMMENT

There was no audience comment.

3 MAYOR'S REPORT

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

4 CONSENT AGENDA

- A. Regular City Council Meeting Minutes of February 23, 2021
- B. Study Session Meeting Minutes of March 2, 2021
- C. **AB21-012** - approving March 2021 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; and IRS 941 in the amount of \$168,573.24; and Vendor Check Numbers 24822 through 24849 with EFT and Direct Pay Payments in the amount of \$175,308.57. Total distributions submitted for review and authorization in the amount of \$343,881.81
- D. **AB21-0554** - Resolution No. 21-0554, Rhay Design LLC Contract
Motion: As read, **Action:** Approve, **Moved by** Councilmember Tomin, **Seconded by** Councilmember Christopherson, Motion passed 7-0

5 COUNCIL BUSINESS

- A. **AB21-0602** - Ordinance No. 21-0602, amending the Budget for the 2021 Fiscal Year
Assistant City Administrator Dave Gray briefly discussed this housekeeping item .
Motion: As read, **Action:** Approve, **Moved by** Councilmember Wise, **Seconded by** Councilmember Christopherson, Motion passed 7-0

6 COUNCIL COMMENTS

Councilmember Wise spoke.

Councilmember Day spoke.

Councilmember Christopherson spoke.

Mayor Eidinge spoke.

Councilmember Tomya spoke.

7 ADJOURN

Mayor Eidinge adjourned the meeting at 7:30pm

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinge
Mayor



CITY OF EDGEWOOD

STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, March 16, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

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

Present: Mayor Eidinger, Deputy Mayor Creley, Councilmember Day, Councilmember Christopherson, Councilmember Wise, Councilmember Tomin,

Excused: Councilmember West

Absent: Councilmember Lowry

Staff Present: Assistant City Administrator Dave Gray, Communications Coordinator/Deputy City Clerk Jill Schwerzler-Herrera, Planning Manager Emily Arteche, Code Compliance Specialist John Fairbanks, Public Works Director Jeremy Metzler, IT Director Matthew Ray, Police Chief Mark Berry

2 COUNCIL BUSINESS

A. Discussion - Development Review

Councilmember Lowry joined the meeting at 7:06pm

Code Compliance Specialist John Fairbanks briefed Council on the results netted from the Code Enforcement Program.

B. Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)

Councilmember Tomin shared with Council, Wenatchees Advisory Council on Diversity, Equity & Inclusion then opened it up for further discussion.

C. Discussion - Ordinance - Sign Code Amendment

Planning Manager Emily Arteche briefed Council on this amendment that the Planning Commission had put forward.

D. Discussion - Ordinance - Tree Preservation Amendment

Planning Manager Emily Arteche brought this amendment forward also put forward by the Planning Commission for discussion.

E. Discussion - Resolution - Herrera Contract (SMAP)

Public Works Director Jeremy Metzler discussed the purpose of this contract and opened it up for discussion and to answer questions. Council agreed to place it on the Consent Agenda at the next Regular Council Meeting.

F. Discussion - Radar Speed Sign Deployment

Public Works Director Jeremy Metzler presented this agenda and it's projected cost to Council for discussion.

G. Discussion - Resolution - 24th & Meridian Sidewalks Contract Amendment

Public Works Director Jeremy Metzler discussed the reason behind the need for this amendment, requesting it be placed on an upcoming Consent Agenda.

3 OTHER COUNCIL ITEMS

Mayor Eiding spoke.
Councilmember Tomin spoke.
Deputy Mayor Creley spoke.

4 ADJOURN

Mayor Eiding adjourned the meeting at 7:44pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eiding
Mayor



CITY OF EDGEWOOD

PARKS AND RECREATION ADVISORY BOARD SUMMARY

Thursday February 4, 2021 – 6pm ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Chair Levenhagen called the meeting to order at 6:00pm

2. ROLL CALL

Present: Brian Levenhagen, Jeff Southard, , Mary Grace Eala, Bill Hilton, Linda Howard, Mike Barnett

Absent: Anne Percival

City Staff: Public Works Director (PWD) Jeremy Metzler, IT Director Matthew Ray,
Communications Coordinator/Deputy City Clerk Jill Schwerzler-Herrera

Motion: to add Audience Comment as a reoccurring agenda item **Action:** Approve, **Moved by** Jeff Southard, **Seconded** by Linda Howard, **Approved** 5-0

3. APPROVAL OF MEETING SUMMARY

Motion: to approve the January 7, 2021 Meeting Summary **Action:** Approve, **Moved by** Mary Grace Eala, **Seconded** by Mike Barnett, **Approved** 5-0

4. OLD BUSINESS

- Edgemont Park Playground
Board members reviewed the cost analysis and design options of the Buell, Northwest Playground and PlayCreation. Members discussed taking the options to Council for review, and for permission to proceed. Consensus was that this project should wait until after the new community park was open.
- National Fitness Campaign
PWD Metzler introduced Gloria Cox with the National Fitness Campaign who answered questions specific to the product, campaign details, funding and the grant application. Discussion then ensued between board members and staff.
- 2021 Work Plan
Board members reviewed the work plan in detail in preparation for presenting it to council at February 16, 2021 Joint Council and Boards and Commissions meeting.
- 36th & Meridian Park Update
PWD Metzler briefed board members on the progress of the new park.
- Park Amenity Dedication Policy
PWD Metzler recapped the email Bill Hilton had shared with the board members regarding a dedication policy. Mary Grace Eala volunteered to write up an initial draft policy for board members to review at the March meeting.

5. **NEW BUSINESS**

- Little Libraries

Councilmember Tomya briefed board members on the email she had shared with PWD Metzler pertaining to a conversation she'd had with Planning Commissioner Sarah Wagner about the possibility of establishing "Little Libraries" either on the city hall property, or in one of the parks.

Staff agreed to discuss with legal any possible issues due to COVID-19.

- Potential Eagle Scout Projects

Suggestions for possible projects were:

- Little Libraries
- Benches
- Raising Handrails on Nelson Nature Park bridges
- Planter beds at Nelson Farm Park
- Pressure washing bridges at Nelson Nature Park

6. **ADJOURN** – 7:55PM



CITY OF EDGEWOOD

PLANNING COMMISSION MEETING MINUTES

Monday, February 8, 2020 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. E

Meeting Held Virtually via Zoom

1. **CALL TO ORDER:** Chair Overfield called meeting to order at 6:01 PM
 - A. **Commissioners Present:** Guillory; Overfield; Wagner; Pincas; Ramirez;
 - B. **Commissioners Absent:** *Position 3 is Vacant; Slate*
 - C. **Staff Member(s) Present:** Darren Groth, Community and Economic Development Director
Emily Arteche, Planning Manager
Evan Hietpas, Associate Planner
Jeremy Metzler, Public Works Director
Dave Gray, Assistant City Administrator
 - D. **Others Present:** Mayor Eidinger
Councilmember Tomy
2. **CONSENT AGENDA:** Pincas moved to APPROVE as presented, Wagner seconded.
Commission voted 5-0 to approve the Consent Agenda.
3. **CITIZEN COMMENTS:** None
4. **PUBLIC HEARINGS:** None
5. **NEW BUSINESS:**
 - A. **Action Items:** None
 - B. **Discussion Items:**
 - i. Town Center
 - a. Hietpas introduced the agenda item, presented a draft 3-D modeling of Town Center, and opened the discussion.
 - b. The Commission and city staff discussed the promotion of development that is consistent with the Town Center vision, including topics such as: building design, open space, housing, and access.
 - c. This item be included as a discussion item on the March 8th agenda.
 - ii. Development Standards and Public Works Standards
 - a. Hietpas, Groth, and Meltzer introduced the agenda item and opened the discussion.
 - b. The Commission and city staff held discussion related to: City Comprehensive Plan goals, Municipal Code modifications, 2-lot short plat exemption, and a fee-in-lieu program for required improvements.
 - c. This item will be included as a discussion item on the March 8th agenda.

iii. Sanitary Sewer Connection Requirement

- a. Groth introduced the agenda item and opened the discussion.
- b. The Commission and city staff held discussion related to: the current Local Improvement District #1 (LID), the City's Sewer Plan updates, geographic boundaries/restrictions, residential development, and long-term maintenance.
- c. This item will be included as a discussion item on the March 8th agenda.

iv. Street Light Standards

- a. Hietpas opened discussion on street light standards, related to temperature and shielding standards.
- b. The Commission decided that Edgewood should require 3K LED light bulbs, rather than 4K to be installed for all new and replaced street lights.
- c. The Commission decided that Edgewood should require light shielding for all new and replaced street lights.
- d. The Commission will discuss street light uniformity (design, height, spacing) and installation on existing utility poles at the March 8th meeting.

v. Tree Preservation Code

- a. Hietpas opened the discussion by outlining the code amendments that are proposed by the Planning Commission and city staff.
- b. The Commission and city staff discussed the proposed amendments.
- c. A public hearing will be held on this code amendment at the March 8th meeting, and the Planning Commission will take action following the public hearing.

vi. Sign Code Modification

- a. Groth opened the discussion by presenting the proposed code amendment.
- b. A public hearing will be held on this code amendment at the March 8th meeting, and the Planning Commission will take action following the public hearing.

vii. 2021 Work Plan

- a. Hietpas discussed the formation of the 2021 Work Plan,
- b. Discussion ensued. The Planning Commission will present the 2021 Work Plan to City Council on February 16th.

6. STAFF COMMENTS:

- A. Artech addressed the three city comprehensive plan amendment applications that were presented at the January 11th meeting.
- B. Groth announced that Tom Greene was selected as the replacement for Position 3.

7. COMMISSIONER COMMENTS: None

8. ADJOURN: Chair Overfield adjourned meeting at 8:46.



**CITY OF EDGEWOOD
ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)
MEETING MINUTES**

Monday, February 1, 2021, 6 p.m. • Virtual Zoom Meeting
Meeting Link: (<https://zoom.us/j/92275379112>)

1. **CALL TO ORDER:** Chair Butterfield called the meeting to order at 6:04 p.m.
 - A. **Members Present:** Wiesenfeld; Butterfield; Grasdalen; Swanson; Neil
 - B. **Commissioners Absent:** Kilmer; Position 4 VACANT
 - C. **Staff Member(s) Present:** Darren Groth, CED Director
Emily Arteché, Planning Manager
 - D. **Others Present:** Mayor Eidinger
Council Member Tomin
2. **CONSENT AGENDA**
 - A. **Agenda Approval or Modifications**
 - B. **Approval of Meeting Minutes for December 7, 2020**
 - C. **Review of Planning Commission Minutes for November**
 - i. Wiesenfeld moved to approve, as presented.
 - ii. Neil seconded.
 - iii. The Board voted 5-0 to approve the Consent Agenda.
3. **CITIZEN COMMENT PERIOD:**
 - A. None
4. **NEW BUSINESS**
 - A. **Discussion Item(s)**
 - i. Edgewood Marketplace
 - a. Groth opened and presented the staff report
 - b. Discussion ensued
 - ii. 2021 Work Plan
 - a. Groth opened, shared a draft plan, and mentioned the process to set the annual work plan
 - b. Discussion ensued
 - B. **Action Item(s)**
 - i. None
5. **STAFF COMMENTS:** Groth reiterated the February 16, 2021 joint meeting with City Council and provided an update on City staffing
Arteché mentioned the Planning Commission's work on Town Center
6. **BOARD MEMBER UPDATES:** Wiesenfeld asked about cross attendance with other boards and the interview process for the EDAB's vacancy
7. **ADJOURN:** Chair Butterfield adjourned the meeting at 6:54 p.m.



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: AB21-015 - a motion approving March 2021 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$136,270.25; and Vendor Check Numbers 24850 through 24875 with EFT and Direct Pay Payments in the amount of \$652,548.95 and void check number 24741 in the amount of <\$10,669.28>. Total distributions submitted for review and authorization in the amount of \$778,149.92	Agenda Item #:
	For Agenda of: 3/23/2021
	Prepared by: Stephanie Goff
Attachments (list): 1. 032321 Claims Register 2. 032321 Voucher Directory	
Approval of Materials: Stephanie Goff Jill Schwerzler-Herrera 3/18/2021 Dave Gray 3/19/2021 Daryl Eidinger 3/19/2021	Expenditure Required: \$778,149.92
	Amount Budgeted: \$778,149.92
	Timeline: N/A

Summary Statement:

Approving March 2021 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$136,270.25; and Vendor Check Numbers 24850 through 24875 with EFT and Direct Pay Payments in the amount of \$652,548.95 and void check number 24741 in the amount of <\$10,669.28>. Total distributions submitted for review and authorization in the amount of \$778,149.92

Item History:

Recommended Action:

MOTION to adopt AB21-015 - a motion approving March 2021 Budgeted as presented under the Consent Agenda.

Fiscal Note/Consideration:

City of Edgewood 2021

March 23rd 2021 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10611 Last Number Issued Previous Authorization			
DCP EFT 3/15/2021	Deferred Compensation Program	3/15/2021	\$13,366.29
Direct Deposit Run -	Payroll Vendor	3/15/2021	\$76,230.08
DRS EFT 3/15/2021	Dept of Retirement Systems	3/15/2021	\$32,319.96
DSHS-DCS EFT	WA State Support Registry	3/15/2021	\$275.00
IRS 941 EFT 3/15/2021	IRS 941	3/15/2021	\$14,078.92
Total			\$136,270.25

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
24849 Last Number Issued Previous Authorization			
24850	American Public Works Assoc.	3/23/2021	\$615.00
24851	Association of WA Cities	3/23/2021	\$15,506.00
24852	Delta Connects	3/23/2021	\$4,015.49
24853	Flags A' Flying & Banners Too!	3/23/2021	\$683.13
24854	Gray & Osborne, Inc	3/23/2021	\$36,280.59
24855	Kyocera Document Solutions NW	3/23/2021	\$449.12
24856	Lakehaven Water & Sewer District	3/23/2021	\$84.76
24857	Madrona Law Group, PLLC	3/23/2021	\$14,575.00
24858	McKinstry Co, LLC	3/23/2021	\$1,384.00
24859	Motorola Solutions, Inc.	3/23/2021	\$670.70
24860	Pierce County Auditor's Office	3/23/2021	\$110.50
24861	Pierce County Budget & Finance Sheriff	3/23/2021	\$530,021.66
24862	Raedeke Associates, Inc.	3/23/2021	\$4,742.94
24863	Rick Pederson	3/23/2021	\$498.53
24864	Sound Electronics	3/23/2021	\$2,620.02
24865	Sterling Automotive Service	3/23/2021	\$58.19
24866	Stripe Rite, Inc.	3/23/2021	\$1,868.30
24867	The Bag Lady	3/23/2021	\$400.04
24868	The News Tribune	3/23/2021	\$1,382.47
24869	The Police and Sheriffs Press	3/23/2021	\$219.15
24870	Timco Inc.	3/23/2021	\$142.33
24871	Traffic Management, Inc.	3/23/2021	\$1,477.75
24872	Transportation Systems Inc.	3/23/2021	\$885.77
24873	WA Assoc. of Building Officials	3/23/2021	\$82.59
24874	West Coast Code Consultants, Inc.	3/23/2021	\$10,475.00
24875	WRPA	3/23/2021	\$615.00
Direct Pay Payment	CDW Government	3/23/2021	\$459.54
Direct Pay Payment	CivicPlus, LLC	3/23/2021	\$5,769.75
Direct Pay Payment	Julie Dyer	3/23/2021	\$2,380.00
EFT Payment 3/18/2021	Grainger	3/23/2021	\$306.63
EFT Payment 3/18/2021	McLendon Hardware-Blue Tarp Credit Services	3/23/2021	\$280.18
EFT Payment 3/18/2021	O'Reilly Auto Parts	3/23/2021	\$253.72
EFT Payment 3/18/2021	Puget Sound Energy	3/23/2021	\$5,864.14
EFT Payment 3/18/2021	Shell	3/23/2021	\$1,006.90
EFT Payment 3/18/2021	US Bank Corporate Payment System	3/23/2021	\$5,917.29
EFT Payment 3/18/2021	US Bank ACH/EFT	3/23/2021	\$446.77
Total Claims Voucher Distribution			\$652,548.95
Total Distribution Submitted for Review & Authorization			\$788,819.20
Authorization Adjustments: Void ck #24741 & resissue (outstanding check - lost in mail)			\$ (10,669.28)
Total Distribution Net of Prior Authorized Adjustments			\$778,149.92

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

_____, Accounting Manager, Stephanie Goff

_____, Mayor, Daryl Eidinger

_____, Council Member



Voucher Directory

Fiscal : 2021 - March

Council Date : 2021 - March - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
American Public Works Assoc.	24850			2021 - March - 2nd Council Meeting	
		030221- ID# 831807			
			6/1/2021-5/31/2022 Membership		
			101-000-000-542-90-49-01	Admin/Overhead-Memberships	\$307.50
				6/1/2021-5/31/2022 Membership	
			410-000-000-531-38-49-01	Memberships	\$307.50
				6/1/2021-5/31/2022 Membership	
		Total 030221- ID# 831807			\$615.00
	Total 24850				\$615.00
Total American Public Works Assoc.					\$615.00
Association of WA Cities	24851			2021 - March - 2nd Council Meeting	
		85997			
			GIS Consortium Tier 2 Renewal		
			001-018-000-518-85-49-03	Computer Subscriptions	\$6,700.00
				GIS Consortium Tier 2 Renewal	
		Total 85997			\$6,700.00
		86573			
			2021 Membership Fee		
			001-018-000-518-20-49-01	Memberships	\$8,806.00
				2021 Annual Membership	
		Total 86573			\$8,806.00
	Total 24851				\$15,506.00
Total Association of WA Cities					\$15,506.00
CDW Government					
	Direct Pay Payment 3/18/2021 3:47:20 PM - 1			2021 - March - 2nd Council Meeting	
		8434836			
			February Purchases		
			001-018-000-594-18-64-02	Cap Exp-Computer Hardware	\$459.54
				PO# 2021011- (2) Docking Stations- Future Senior Planner & D.Groth, Adapter	
		Total 8434836			\$459.54
	Total Direct Pay Payment 3/18/2021 3:47:20 PM - 1				\$459.54
Total CDW Government					\$459.54

Vendor	Number	Reference	Account Number	Description	Amount
CivicPlus, LLC					
		Direct Pay Payment 3/18/2021 3:47:20 PM - 2	2021 - March - 2nd Council Meeting		
		208691			
			SeeClickFix Annual Fee		
			001-018-000-518-85-49-03	Computer Subscriptions	\$5,769.75
			SeeClickFix Annual Fee		
		Total 208691			\$5,769.75
		Total Direct Pay Payment 3/18/2021 3:47:20 PM - 2			\$5,769.75
Total CivicPlus, LLC					\$5,769.75
Delta Connects					
	24852		2021 - March - 2nd Council Meeting		
		SRVCE9132			
			Service Order# 210118-0003		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$4,015.49
			PO# 2021001- Update for HVAC System		
		Total SRVCE9132			\$4,015.49
	Total 24852				\$4,015.49
Total Delta Connects					\$4,015.49
Flags A' Flying & Banners Too!					
	24853		2021 - March - 2nd Council Meeting		
		91596			
			March Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$683.13
			US Flag		
		Total 91596			\$683.13
	Total 24853				\$683.13
Total Flags A' Flying & Banners Too!					\$683.13
Grainger					
		EFT Payment 3/18/2021 3:48:02 PM - 1	2021 - March - 2nd Council Meeting		
		9816721279			
			February Purchases		
			001-076-000-576-80-35-01	Small Tools/Minor Equipment	\$61.33
			Cordless Saw Kit		
			101-000-000-542-30-35-01	Roadway-Small Tools & Minor Equipment	\$122.65
			Cordless Saw Kit		
			410-000-000-594-31-64-04	Equipment	\$122.65
			Cordless Saw Kit		
		Total 9816721279			\$306.63
	Total EFT Payment 3/18/2021 3:48:02 PM - 1				\$306.63
Total Grainger					\$306.63

Vendor	Number	Reference	Account Number	Description	Amount
Gray & Osborne, Inc	24854			2021 - March - 2nd Council Meeting	
		1-G&O Prj. 18626.13			
			24th & Meridian Sidewalk Gaps		
			350-000-000-595-61-63-01	Pedestrian Projects	\$7,039.69
				24th & Meridian Sidewalk Gaps	
		Total 1-G&O Prj. 18626.13			\$7,039.69
		12-G&O Prj 18626.00			
			On-Call Engineering Services		
			340-000-000-595-10-63-01	Capital Improvements-Engineering	\$521.25
				On-Call Engineering Services	
		Total 12-G&O Prj 18626.00			\$521.25
		14-G&O Prj. 18626.07			
			Meridian Park Phase 1		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$680.54
				Meridian Park Phase 1	
		Total 14-G&O Prj. 18626.07			\$680.54
		15-G&O Prj 19614.00			
			General Sewer Plan Update		
			401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update	\$4,472.21
				General Sewer Plan Update	
		Total 15-G&O Prj 19614.00			\$4,472.21
		17-G&O Prj 18626.03			
			24th & Meridian Sidewalks		
			350-000-000-595-61-63-01	Pedestrian Projects	\$1,330.23
				24th & Meridian Sidewalks	
		Total 17-G&O Prj 18626.03			\$1,330.23
		17-G&O Prj. 19614.00			
			General Sewer Plan Update		
			401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update	\$5,904.45
				General Sewer Plan Update	
		Total 17-G&O Prj. 19614.00			\$5,904.45
		2-G&O Prj 18626.12			
			122nd & 24th Drainage Topographic		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$4,345.59
				122nd & 24th Drainage Topographic	
		Total 2-G&O Prj 18626.12			\$4,345.59
		25-G&O Prj. 18626.01			
			56th St E SW Improvements		
			410-000-000-531-38-41-01	Professional Service	\$11,986.63
				56th St E SW Improvements	
		Total 25-G&O Prj. 18626.01			\$11,986.63
	Total 24854				\$36,280.59

Vendor	Number	Reference	Account Number	Description	Amount
	V24741		2021 - March - 2nd Council Meeting		
		Void 12-G&O Prj. 18626.00			
		On Call Engineering Services			
		340-000-000-595-10-63-01	Capital Improvements-Engineering		(\$521.25)
		Total Void 12-G&O Prj. 18626.00			(\$521.25)
		Void 15-G&O Prj. 19614.00			
		General Sewer Plan Update			
		401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update		(\$4,472.21)
		Total Void 15-G&O Prj. 19614.00			(\$4,472.21)
		Void 17-G&O Prj. 18626.03			
		24th & Meridian Sidewalks			
		350-000-000-595-61-63-01	Pedestrian Projects		(\$1,330.23)
		Total Void 17-G&O Prj. 18626.03			(\$1,330.23)
		Void 2-G&O Prj. 18626.12			
		122nd & 24th Drainage Topographic			
		310-000-000-594-76-41-03	Professional Svs.-Property		(\$4,345.59)
		Total Void 2-G&O Prj. 18626.12			(\$4,345.59)
	Total V24741				(\$10,669.28)
Total Gray & Osborne, Inc					\$25,611.31
Julie Dyer					
	Direct Pay Payment 3/18/2021 3:47:20 PM - 3		2021 - March - 2nd Council Meeting		
	1032-JD				
		3/1-3/15/21 Services			
		001-018-000-518-80-41-01	Contracted IT Services		\$2,380.00
		3/1-3/15/21 Services			
	Total 1032-JD				\$2,380.00
	Total Direct Pay Payment 3/18/2021 3:47:20 PM - 3				\$2,380.00
Total Julie Dyer					\$2,380.00
Kyocera Document Solutions NW					
	24855		2021 - March - 2nd Council Meeting		
		55T1089438			
		12/19/20-3/18/21 Services			
		001-018-000-518-20-42-03	Copy Machine Charges		\$449.12
		Copy Overage Charges			
	Total 55T1089438				\$449.12
	Total 24855				\$449.12
Total Kyocera Document Solutions NW					\$449.12
Lakehaven Water & Sewer District					
	24856		2021 - March - 2nd Council Meeting		
		3574701 12/11/19-2/8/21			
		12/11/19-2/8/21 Services			
		001-018-000-518-30-47-04	Sewer Charges		\$84.76

Vendor	Number	Reference	Account Number	Description	Amount
				City Hall Sewer	
		Total 3574701 12/11/19-2/8/21			\$84.76
	Total 24856				\$84.76
Total Lakehaven Water & Sewer District					\$84.76
Madrona Law Group, PLLC					
24857				2021 - March - 2nd Council Meeting	
	10652				
		February Services			
		001-019-000-515-41-41-01		Legal Services-External	\$1,541.00
				February Services	
	Total 10652				\$1,541.00
	10653				
		February Services			
		001-019-000-515-41-41-01		Legal Services-External	\$13,034.00
				February Services	
	Total 10653				\$13,034.00
	Total 24857				\$14,575.00
Total Madrona Law Group, PLLC					\$14,575.00
McKinstry Co, LLC					
24858				2021 - March - 2nd Council Meeting	
	10138900				
		March Services			
		001-018-000-518-30-48-03		Maintenance/Repairs - Buildings	\$1,384.00
				Annual Fire Sprinkler Test	
	Total 10138900				\$1,384.00
	Total 24858				\$1,384.00
Total McKinstry Co, LLC					\$1,384.00
McLendon Hardware-Blue Tarp Credit Services					
	EFT Payment 3/18/2021 3:48:02 PM - 2			2021 - March - 2nd Council Meeting	
	A04202				
		January Purchases			
		001-076-000-576-80-31-01		Operational Supplies	\$13.02
				Extension Cords, Cord Locks, Ducktape	
		101-000-000-542-30-31-01		Roadway-Operational Supplies	\$26.03
				Extension Cords, Cord Locks, Ducktape	
		410-000-000-531-38-31-01		Operational Supplies	\$26.03
				Extension Cords, Cord Locks, Ducktape	
	Total A04202				\$65.08

Vendor	Number	Reference	Account Number	Description	Amount
		A15649			
			February Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$19.43
				Gloves, Srench, Safety Tape	
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$38.88
				Gloves, Srench, Safety Tape	
			410-000-000-531-38-31-01	Operational Supplies	\$38.88
				Gloves, Srench, Safety Tape	
		Total A15649			\$97.19
		A16206			
			February Purchases		
			001-058-000-558-50-31-05	Supplies-Misc	\$55.38
				Tape Measures, Level	
		Total A16206			\$55.38
		A16337			
			February Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$21.06
				Shed Door Lock, Misc. Hardware	
		Total A16337			\$21.06
		A16488			
			February Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$10.92
				1/2" Brush	
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$4.36
				Nitrile Gloves	
		Total A16488			\$15.28
		A20864			
			February Purchases		
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$26.19
				Concrete Mix	
		Total A20864			\$26.19
		Total EFT Payment 3/18/2021 3:48:02 PM - 2			\$280.18
		Total McLendon Hardware-Blue Tarp Credit Services			\$280.18
Motorola Solutions, Inc.					
24859					
			2021 - March - 2nd Council Meeting		
		8281125582			
			Account No. 3010157061		
			001-018-000-594-18-64-04	Cap Exp-Communication Equipment	\$670.70
				PO# 2021012- COE Vehicle Radio/Accessories (Vehicle #15)	
		Total 8281125582			\$670.70
		Total 24859			\$670.70
Total Motorola Solutions, Inc.					\$670.70

Vendor	Number	Reference	Account Number	Description	Amount
O'Reilly Auto Parts					
		EFT Payment 3/18/2021 3:48:02 PM - 3	2021 - March - 2nd Council Meeting		
		3725351318			
			January Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$155.05
				Battery Tenders for PW Vehicles	
		Total 3725351318			\$155.05
		3725353126			
			February Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$7.50
				Misc. Supplies	
		Total 3725353126			\$7.50
		3725353441			
			February Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$39.51
				Wiper Blades, Snowbrush- 2019 Ford F350 (#12)	
		Total 3725353441			\$39.51
		3725354937			
			February Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$51.66
				Weather Strip- 2004 Chevy Silverado (#6)	
		Total 3725354937			\$51.66
		Total EFT Payment 3/18/2021 3:48:02 PM - 3			\$253.72
Total O'Reilly Auto Parts					\$253.72
 Pierce County Auditor's Office					
	24860		2021 - March - 2nd Council Meeting		
		CI-299542			
			Recording Fees-Acct# 5049		
			101-000-000-542-30-41-01	Roadway-Professional Service	\$110.50
				Knoblauch ROW Agreement	
		Total CI-299542			\$110.50
	Total 24860				\$110.50
Total Pierce County Auditor's Office					\$110.50
 Pierce County Budget & Finance Sheriff					
	24861		2021 - March - 2nd Council Meeting		
		CI-299585			
			January Services		
			001-021-000-521-20-41-01	Police Services	\$265,010.83
				January Services	
		Total CI-299585			\$265,010.83
		CI-299586			
			February Services		
			001-021-000-521-20-41-01	Police Services	\$265,010.83

Vendor	Number	Reference	Account Number	Description	Amount
				February Services	
		Total CI-299586			\$265,010.83
	Total 24861				\$530,021.66
Total Pierce County Budget & Finance Sheriff					\$530,021.66
Puget Sound Energy					
	EFT Payment 3/18/2021 3:48:02 PM - 4			2021 - March - 2nd Council Meeting	
		300000011233 February 2021			
		February Statement			
		001-018-000-518-30-47-01		Electricity	\$5,864.14
				February Statement	
		Total 300000011233 February 2021			\$5,864.14
	Total EFT Payment 3/18/2021 3:48:02 PM - 4				\$5,864.14
Total Puget Sound Energy					\$5,864.14
Raedeke Associates, Inc.					
	24862			2021 - March - 2nd Council Meeting	
		59090			
				February Services - Prj. 2018-097	
		001-058-000-558-60-41-03		Prof. Services (Non-reimbursable)	\$201.00
				119 Satwant Northwood Mitigation Assistance	
		001-058-000-558-60-41-03		Prof. Services (Non-reimbursable)	\$496.25
				121 Rusev Short Plat Wetland Review	
		001-058-000-558-60-41-03		Prof. Services (Non-reimbursable)	\$4,045.69
				120 Prologish Park Wetland Review	
		Total 59090			\$4,742.94
	Total 24862				\$4,742.94
Total Raedeke Associates, Inc.					\$4,742.94
Rick Pederson					
	24863			2021 - March - 2nd Council Meeting	
		010121-RP			
				January Mileage Reimbursement	
		101-000-000-542-90-43-03		Admin/Overhead-Mileage Reimbursement	\$80.79
				January Mileage Reimbursement	
		410-000-000-531-38-43-03		Mileage Reimbursement	\$80.79
				January Mileage Reimbursement	
		Total 010121-RP			\$161.58
		020121-RP			
				February Mileage Reimbursement	
		101-000-000-542-90-43-03		Admin/Overhead-Mileage Reimbursement	\$80.50
				February Mileage Reimbursement	

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-531-38-43-03	Mileage Reimbursement	\$80.50
				February Mileage Reimbursement	
		Total 020121-RP 022821-RP			\$161.00
			February Mileage Reimbursement		
			101-000-000-542-90-43-03	Admin/Overhead-Mileage Reimbursement	\$87.98
				February Mileage Reimbursement	
			410-000-000-531-38-43-03	Mileage Reimbursement	\$87.97
				February Mileage Reimbursement	
		Total 022821-RP			\$175.95
	Total 24863				\$498.53
Total Rick Pederson					\$498.53
Shell					
	EFT Payment 3/18/2021 3:48:02 PM - 5 70601619		2021 - March - 2nd Council Meeting		
		February Statement			
			001-018-000-518-30-32-01	Fuel	\$1,006.90
				February Statement	
		Total 70601619			\$1,006.90
	Total EFT Payment 3/18/2021 3:48:02 PM - 5				\$1,006.90
Total Shell					\$1,006.90
Sound Electronics					
	24864		2021 - March - 2nd Council Meeting		
		511147			
			AES Communicator Installation		
			001-018-000-518-30-46-01	Alarm Monitoring	\$2,211.19
				PO# 2021010- AES Communicator Installation	
		Total 511147 511148			\$2,211.19
			Annual Fire Alarm Monitoring		
			001-018-000-518-30-46-01	Alarm Monitoring	\$408.83
				PO# 2021010- Annual Fire Alarm Monitoring	
		Total 511148			\$408.83
	Total 24864				\$2,620.02
Total Sound Electronics					\$2,620.02
Sterling Automotive Service					
	24865		2021 - March - 2nd Council Meeting		
		0031030			
			March Services		
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$58.19

Vendor	Number	Reference	Account Number	Description	Amount
				Oil Change- 2014 Ford Escape (#11)	
		Total 0031030			\$58.19
	Total 24865				\$58.19
Total Sterling Automotive Service					\$58.19
Stripe Rite, Inc.					
	24866			2021 - March - 2nd Council Meeting	
		54943			
			WO# 20-1190		
			101-000-000-542-30-41-01	Roadway-Professional Service	\$1,868.30
				PO# 2021005- Paint TWLT North of 36th to 32nd	
		Total 54943			\$1,868.30
	Total 24866				\$1,868.30
Total Stripe Rite, Inc.					\$1,868.30
The Bag Lady					
	24867			2021 - March - 2nd Council Meeting	
		32987			
			March Purchases		
			410-000-000-531-38-31-01	Operational Supplies	\$400.04
				Sediment Socks for Catch Basins	
		Total 32987			\$400.04
	Total 24867				\$400.04
Total The Bag Lady					\$400.04
The News Tribune					
	24868			2021 - March - 2nd Council Meeting	
		255556 2/1-2/28/21			
			February Statement		
			001-058-000-558-60-41-08	Legal Notices/Publications	\$1,382.47
				Legal Notice	
		Total 255556 2/1-2/28/21			\$1,382.47
	Total 24868				\$1,382.47
Total The News Tribune					\$1,382.47

Vendor	Number	Reference	Account Number	Description	Amount
The Police and Sheriffs Press	24869			2021 - March - 2nd Council Meeting	
		144790			
			March Purchases		
			001-021-000-521-20-31-01	Office & Operational Supplies	\$219.15
				ID Cards- All PD & Code Enforcement	
		Total 144790			\$219.15
	Total 24869				\$219.15
Total The Police and Sheriffs Press					\$219.15
Timco Inc.	24870			2021 - March - 2nd Council Meeting	
		T032759			
			March Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$142.33
				Water Hose for Pressure Washer	
		Total T032759			\$142.33
	Total 24870				\$142.33
Total Timco Inc.					\$142.33
Traffic Management, Inc.	24871			2021 - March - 2nd Council Meeting	
		716642			
			March Services		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	\$1,477.75
				Traffic Control- Edgewood Heights Dr. & Sumner Heights Dr. Tree Removal	
		Total 716642			\$1,477.75
	Total 24871				\$1,477.75
Total Traffic Management, Inc.					\$1,477.75
Transportation Systems Inc.	24872			2021 - March - 2nd Council Meeting	
		5091			
			March Services		
			001-021-000-521-70-41-11	Traffic Policing-Traffic Camera Contract	\$885.77
				Replace Battery in School Zone Flashing Beacons- 36th St E & 122nd Ave E	
		Total 5091			\$885.77
	Total 24872				\$885.77
Total Transportation Systems Inc.					\$885.77
US Bank ACH/EFT					
	EFT Payment 3/18/2021 3:53:26 PM - 1			2021 - March - 2nd Council Meeting	
		030521-USBank			
			February Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$28.00

Vendor	Number	Reference	Account Number	Description	Amount
				February Safekeeping Fees	
		Total 030521-USBank			\$28.00
		031621-USBank			
				February Customer Analysis Charge	
			001-019-000-514-20-42-05	Bank & Bond Fees	\$418.77
				February Customer Analysis Charge	
		Total 031621-USBank			\$418.77
		Total EFT Payment 3/18/2021 3:53:26 PM - 1			\$446.77
		Total US Bank ACH/EFT			\$446.77
US Bank Corporate Payment System					
		EFT Payment 3/18/2021 3:48:02 PM - 6		2021 - March - 2nd Council Meeting	
		022521-USBank			
				February Statement	
			001-011-000-511-60-43-01	Travel/Training Costs	\$150.00
				R.Pitzel-AWC-City Action Days Registration-R.Tomyn, C.Wise	
			001-013-000-513-10-43-01	Travel/Training Costs	\$75.00
				R.Pitzel-AWC-City Action Days Registration-D.Eidinger	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$403.04
				D.Eidinger-Xtreme Graphics-Decals for City Hall/City Vehicles	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$440.48
				D.Eidinger-NW Custom Appearl-24 COE Baseball Hats	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$143.17
				D.Eidinger-Ebay-Door Lock Batteries for City Hall	
			001-018-000-518-20-31-08	Wellness Supplies	\$44.12
				J.Bartelson-TJ Maxx-Incentives for Love Your Heart Challenge	
			001-018-000-518-20-41-01	Professional Service	\$100.00
				J.S-Herrera-APA WA-Job Posting (Senior Planner)	
			001-018-000-518-20-41-01	Professional Service	\$99.95
				J.S-Herrera-Planetizen-Job Posting (Senior Planner)	
			001-018-000-518-20-41-01	Professional Service	\$99.00
				J.S-Herrera-Strategic Gov. Resources-Job Posting (Senior Planner)	
			001-018-000-518-20-49-11	City Employee Team Building	\$27.28
				J.Bartelson-Hobby Lobby-Retirement Lunch Decorations (R.Pederson)	
			001-018-000-518-30-32-01	Fuel	\$40.60
				D.Eidinger-Costco Gas-Fuel for 2004 Chevy Silverado (#5)	
			001-018-000-518-30-32-01	Fuel	\$42.20
				D.Eidinger-Costco Gas-Fuel for 2004 Chevy Silverado (#5)	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$49.99
				D.Eidinger-Ebay-Auto Battery Jump Starter/Air Compressor	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$195.00
				J.S-Herrera-APA-Job Posting (Senior Planner)	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$23.34
				D.Eidinger-Ebay-Keys for 2012 Ford F250/Sign Truck (#7)	

Vendor	Number	Reference	Account Number	Description	Amount
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$208.48
				B.Whitman-Destination Harley-Battery Tenders for Snow Plow (#1) & Boom Truck (#4)	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$73.63
				A.Thompson-Milos Locksmith-Key Rings, Cut/Code Fobs for 2012 Ford F250 (#7)	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$37.36
				D.Eidinger-Amazon-Decal Adhesive Remover (for Vehicles)	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$10.00
				C.McVay-Tahoma Market-Carwash	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$10.00
				A.Thompson-Sudstar-Carwash for 2012 Ford F250 (#7)	
			001-018-000-518-85-49-03	Computer Subscriptions	\$17.95
				B.Murray-Cloud Cover Music-City Hall Lobby Music Subscription	
			001-018-000-518-85-49-03	Computer Subscriptions	\$67.46
				M.Ray-Amazon Web Services- Cloud Backup	
			001-018-000-518-85-49-04	Subscriptions	\$199.00
				J.S-Herrera-iStock Photo-Images for Magazine/Website/Senior Planner Flyer	
			001-019-000-514-20-43-01	Travel & Training Costs	\$20.00
				S.Goff-PSFOA-Feb. Meetings (S.Goff, D.Gray)	
			001-019-000-514-20-43-01	Travel & Training Costs	\$135.00
				J.Bartelson-Attorney & Notary Supply-Training Webinar	
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$25.00
				J.S-Herrera-WAPRO-Renewal of Annual Membership	
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$115.00
				J.S-Herrera-IIMC-Renewal of Annual Membership	
			001-021-000-521-20-31-05	Supplies-Misc	\$175.79
				B.Whitman-Destination Harley-Cover for PD Motorcycle	
			001-058-000-558-50-43-01	Training/Travel Costs	\$360.00
				J.Tumelson-ICC-Training Registration (EduCode)	
			001-058-000-558-50-43-01	Training/Travel Costs	\$360.00
				C.McVay-ICC-Training Registration (EduCode)	
			001-058-000-558-60-43-01	Training/Travel Costs	\$40.00
				E.Hietpas-APA-Community Engagement Webinar	
			001-058-000-558-60-49-01	Memberships	\$200.00
				D.Groth-ICMA-Renewal of Annual Membership	
			001-058-000-558-60-49-01	Memberships	\$724.00
				D.Groth-APA-Renewal of Annual Membership	
			001-058-000-558-60-49-01	Memberships	\$75.00
				J.Fairbanks-AACE-Membership Dues	
			001-076-000-576-80-31-01	Operational Supplies	\$63.34
				B.Whitman-Battery Systems-Battery for Mower	
			001-076-000-576-80-31-01	Operational Supplies	\$53.93
				B.Whitman-Harbor Freight- Misc. PW Supplies	
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$107.88
				B.Whitman-Harbor Freight- Misc. PW Supplies	
			101-000-000-542-64-31-11	Traffic Control Devices-Signs	\$122.42
				D.Eidinger-Xtreme Graphics-8 "Duck Crossing" Signs	

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-531-38-31-01	Operational Supplies	\$107.88
				B.Whitman-Harbor Freight- Misc. PW Supplies	
			410-000-000-531-38-43-01	Training/Travel Costs	\$675.00
				J.Blaine-APWA-Stormwater Summit Conference/CM Inspector Training (Virtual)	
		Total 022521-USBank			\$5,917.29
		Total EFT Payment 3/18/2021 3:48:02 PM - 6			\$5,917.29
Total US Bank Corporate Payment System					\$5,917.29
WA Assoc. of Building Officials					
	24873			2021 - March - 2nd Council Meeting	
		40923			
			March Purchases		
			001-058-000-558-50-31-01	Office & Operational Supplies	\$82.59
				2018 Residential Code Essentials Books	
		Total 40923			\$82.59
	Total 24873				\$82.59
Total WA Assoc. of Building Officials					\$82.59
West Coast Code Consultants, Inc.					
	24874			2021 - March - 2nd Council Meeting	
		2021-EDG-FEB			
			February Services		
			001-058-000-558-50-41-01	Professional Service	\$10,475.00
				3rd Party Plan Review- Paul Gneiding	
		Total 2021-EDG-FEB			\$10,475.00
	Total 24874				\$10,475.00
Total West Coast Code Consultants, Inc.					\$10,475.00
WRPA					
	24875			2021 - March - 2nd Council Meeting	
		6298			
			CPSI 2021 Blended Course & Exam- B.Whitman		
			001-076-000-576-80-43-01	Travel/Training Costs	\$615.00
				CPSI 2021 Blended Course & Exam- B.Whitman	
		Total 6298			\$615.00
	Total 24875				\$615.00
Total WRPA					\$615.00
Grand Total		Vendor Count	36		\$641,879.67



City Of Edgewood Council Agenda Summary Sheet

Subject: AB21-0555 - Resolution No. 21-0555, 24th & Meridian Sidewalks Contract Amendment	Agenda Item #: 5.E
	For Agenda of: 3/23/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. Resolution 21-0555	
Approval of Materials: Jeremy Metzler Jill Schwerzler-Herrera 3/18/2021 Dave Gray 3/19/2021 Daryl Eidingen 3/19/2021	Expenditure Required: \$42,824.50 Amount Budgeted: \$42,824.50 Timeline: 03/23/2021 RCM

Summary Statement:

See attached resolution, contract amendment, and change order to accommodate upsizing storm drainage for a development project currently in review with the city, as well as full-lane-width asphalt overlay and other minor items discovered during final quality check review. Construction for this grant-funded sidewalk project is currently underway.

Item History:

~~02/02/2021 SS~~
~~02/09/2021 RCM~~
~~03/16/2021 SS~~
 03/23/2021 RCM

Recommended Action:

MOTION to adopt **AB21-0555** - Resolution No. 21-0555, 24th & Meridian Sidewalks Contract Amendment as presented under the Consent Agenda

Fiscal Note/Consideration:

The contract authorized under Resolution 21-0547 was for an amount lower than originally budgeted for this project. This change order and contract amendment represent a total potential expenditure that will not exceed the original budget for this project.

RESOLUTION NO. 21-0555

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO A FIRST AMENDMENT TO THE CONTRACT WITH REED TRUCKING AND EXCAVATING, INC. DATED FEBRUARY 16, 2021, AND APPROVING A CHANGE ORDER IN THE AMOUNT OF \$42,824.50

WHEREAS, by passing Resolution 21-0547 on February 9, 2021, the City Council authorized execution of a Contract with Reed Trucking and Excavating, Incorporated (“Reed”) for the 24th and Meridian Sidewalk Gaps project; and

WHEREAS, since the Agreement was executed, the City and Reed have thoroughly reviewed the Contract Plans and Specifications and discovered several items to be added or adjusted, including accommodation of larger storm drainage conveyance to support a proposed nearby private development currently under permit review; and

WHEREAS, the aforementioned actions require amendments to the Contract Plans, Specifications, and compensation as set forth in Exhibit A hereto; and

WHEREAS, additional work already discovered warrants additional compensation be paid to Reed in an amount not to exceed \$42,824.50, as set forth in the Change Order attached as Exhibit B;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The Mayor is hereby authorized to enter into the First Amendment to Public Works Contract, attached hereto, between the City of Edgewood and Reed, in a substantial form as attached to this resolution and incorporated herein as Exhibit A.

Section 2. The Change Order in the amount of \$42,824.50, attached as Exhibit B hereto, is hereby approved.

Section 3. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 23RD DAY OF MARCH, 2020.

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

Exhibit A

First Amendment to the Public Works Contract between the
City Of Edgewood and Reed Trucking and Excavating, Inc., for the
24th and Meridian Sidewalk Gaps Project

**FIRST AMENDMENT TO
PUBLIC WORKS CONTRACT
BETWEEN THE CITY OF EDGEWOOD AND
REED TRUCKING AND EXCAVATING, INC. FOR THE
24TH AND MERIDIAN SIDEWALK GAPS PROJECT**

Section I. Date and Parties.

This document ("First Amendment"), is dated the 23rd day of March, 2021, and is entered into by and between the CITY OF EDGEWOOD, a Washington municipal corporation ("City") and Reed Trucking and Excavating, Inc. ("Contractor"). This First Amendment modifies the Public Works Contract executed February 16, 2021, by and between the City and Contractor (the "Agreement").

Section II. General Recitals.

A. The City and Contractor entered into the Agreement for the purposes of allowing the Contractor to perform the work described therein.

B. Since the Agreement was executed, the City and Contractor have thoroughly reviewed the Contract Plans and Specifications and discovered several items to be added or adjusted, including accommodation of larger storm drainage conveyance to support a proposed nearby private development currently under permit review.

C. The parties have now agreed to amend the Agreement as set forth in this First Amendment.

Section III. Amendments to the Agreement.

A. Section 5. Notice To Proceed / Completion Time. Section 5 of the original Agreement is hereby amended to read as follows:

Contractor will commence the work set forth herein immediately after receiving written notice from the City to proceed, and further agrees to carry on such work regularly and uninterruptedly thereafter with such force as to secure its substantial completion within ~~120~~ 122 working days, after such notice to begin work. The time of beginning, rate of progress and time of completion are essential conditions of this Contract, and may be modified as mutually agreed through Change Order, as described in Section 10, below.

B. Section 7. Compensation and Payment. The first line of Section 7, Subsection A of the original Agreement is hereby amended to read as follows:

Unless otherwise mutually agreed through Change Order, as described in Section 10 below, the City shall pay the Contractor for the work performed under this contract as follows (select one): ...

C. Section 10. Changes. Section 10 of the original Agreement is hereby amended to read as follows:

After execution of the Contract, changes in the scope of the work set forth in the Bid Documents may be accomplished by change order. Change orders shall be in writing signed by the Parties. If the total Contract Amount proposed under a Change Order exceeds 120% of the Contract Amount established in Section 7, above, the Change Order shall be reviewed and approved by the City Council prior to execution. All other Change Orders may be administratively approved by the City.

Section IV. Other Terms Unchanged. All other terms of the Agreement remain unchanged and enforceable. The First Amendment is intended to modify the terms and conditions of the original Agreement only insofar as such modifications are set forth in this Amendment; all other provisions shall remain unchanged and in full effect. In the case of any conflict between the terms of the Agreement and First Amendment, the provisions of this First Amendment shall control.

DATED: This 23rd day of March, 2021.

CITY OF EDGEWOOD

By: _____

Its: Mayor, Daryl Eiding

Date: _____

ATTEST:

City Clerk, Rachel Pitzel

APPROVED AS TO FORM:



City Attorney, Ann Marie Soto

CONTRACTOR

By: 

Printed Name: Shawn J. Reed

Its: President

Date: 3-17, 2021

Exhibit B
Change Order No. 1

CHANGE ORDER

Project Title 24th and Meridian Sidewalk Gaps Project
Owner City of Edgewood **Contractor Name** Reed Trucking & Excavating, Inc.
Change Order No. 1 **Contractor Address** 2207 Inter Avenue, Suite A
Change Order Date March 9, 2021 Puyallup, WA 98372
G&O No. 18626.13

The following changes are hereby made to the Contract Documents:

SCHEDULE A: MERIDIAN AVENUE EAST AND 24TH STREET EAST SIDEWALKS

ITEM 1: Storm Drainage Revisions

Revise 24th Street East storm drainage line to accommodate future storm system improvements near 100th Avenue East intersection, per revised plansheet DR01.

The following payment items are added to the Contract:

No.	Description	Quantity	Unit Price	Total
53A	Catch Basin Type 2 (54 In. Dia.) (7-05)	1 EA	\$4,500.00	\$4,500.00
54A	Schedule A Storm Sewer Pipe 18 In. Dia., (7-04)	100 LF	\$80.00	\$8,000.00

The following payment items are revised:

No.	Description	Current Contract Quantity	Unit Contract Price	New Contract Quantity	Quantity Revision	Contract Price Revision
21A	Schedule A Storm Sewer Pipe 12 In. Dia., (7-04)	792 LF	\$50.00	702 LF	(90 LF)	(\$4,500.00)

The Contractor will be paid based on the actual quantities installed.

The estimate cost for this work is: \$8,000.00

Justification: The additional work is at the request of the Contracting Agency.

Working Days: There are no changes to the Substantial and Physical Completion Contract Times.

ITEM 2: Roadway Overlay

Plane 24th Street East existing pavement and provide HMA overlay per revised plansheet DM01.

The following payment items are added to the Contract:

No.	Description	Quantity	Unit Price	Total
55A	Planing Bituminous Pavement	746 SY	\$10.00	\$7,460.00
56A	Plastic Traffic Arrow	2 EA	\$265.00	\$530.00
57A	4-Inch Yellow Plastic Line	446 LF	\$5.75	\$2,564.50

The following payment items are revised:

No.	Description	Current Contract Quantity	Unit Contract Price	New Contract Quantity	Quantity Revision	Contract Price Revision
16	HMA Cl. 1/2" PG 58H-22 (5-04)	194 TN	\$150.00	280 TN	86 TN	\$12,900

The Contractor will be paid based on the actual quantities installed.

The estimated cost for this work is:..... \$23,454.50

Justification: The additional work is at the request of the Contracting Agency.

Working Days: There are no changes to the Substantial and Physical Completion Contract Times.

ITEM 3: Street Light Sonotubes

Furnish and install 36-inch diameter sonotube with 6-foot depth at each roadway street light location and 24-inch diameter sonotube with 4-foot depth at each pedestrian light location, including excavation, wastehaul and temporary cover. Extend conduit into sonotube per Puget Sound Energy detail. Puget Sound Energy to furnish and install rebar and/or anchor bolts and concrete.

The following payment items are added to the Contract:

No.	Description	Quantity	Unit Price	Total
58A	Street Light Sonotube, 36 In. Diam.	1 EA	\$950.00	\$950.00
59A	Street Light Sonotube, 24 In. Diam.	6 EA	\$900.00	\$5,400.00

The Contractor will be paid based on the actual quantities installed.

The estimated cost for this work is:..... \$6,350.00

Justification: Sonotubes are required in order for Puget Sound Energy to install the concrete footings for the street lights. This work was not included in the bids and provides added value to the Contracting Agency.

Working Days: 2 working days are added to the Substantial and Physical Completion Contract Times.

ITEM 4: Additional Crushed Rock and Gravel Base

Install crushed rock and gravel base under sidewalks and curb/gutter, per revised plansheet TS01 and TS02.

The following payment items are revised:

No.	Description	Current Contract Quantity	Unit Contract Price	New Contract Quantity	Quantity Revision	Contract Price Revision
14A	Crushed Surfacing Top Course	143 TN	\$50.00	197 TN	54 TN	\$2,700.00
15A	Gravel Base	300 TN	\$40.00	358 TN	58 TN	\$2,320.00

The Contractor will be paid based on the actual quantities installed.

The estimate cost for this work is:.....\$5,020.00

Justification: The additional work is at the request of the Contracting Agency.

Working Days: There are no changes to the Substantial and Physical Completion Contract Times.

CHANGE TO CONTRACT PRICE

Original Contract Amount (without tax):.....\$621,356.25

Current Contract Amount, as adjusted by previous change orders:\$621,356.25

The Contract Amount due to this Change Order will be increased by:.....\$42,824.50

The new Contract Amount (without tax) due to this Change Order will be:.....\$664,180.75

CHANGE TO CONTRACT TIME

The Substantial Completion Contract Time will be increased by 2 working days, for a total of 122 working days.

The Physical Completion Contract Time will be increased by 2 working days, for a total of 182 working days.

This document will become a supplement to the Contract and all provisions in the Contract will apply hereto. The Contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for any known or unknown claims of any type or nature, to include but not be limited to, any additional work, delays, extended office overhead, design omissions, changed site conditions, or any oral directions as of the date of the execution of this change order.

GRAY & OSBORNE, INC.
(RECOMMENDED)

B. Z. L.

Date

3/9/21

**REED TRUCKING &
EXCAVATING, INC.**
(ACCEPTED)

Charles Jensen
for Shawn Reed

Date

3/10/2021

CITY OF EDGEWOOD
(ACCEPTED)

Date



City Of Edgewood Council Agenda Summary Sheet

Subject: AB21-0556 - Resolution No. 21-0556, Herrera Contract (SMAP)	Agenda Item #: 5.F
	For Agenda of: 3/23/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. Resolution 21-0556	
Approval of Materials: Jeremy Metzler Jill Schwerzler-Herrera 3/18/2021 Dave Gray 3/19/2021 Daryl Eiding 3/19/2021	Expenditure Required: \$63,000 (Task 1: \$17,500) Amount Budgeted: N/A Timeline: 03/16/2021 SS 03/23/2021 RCM

Summary Statement:

The Washington State Department of Ecology issued an updated Western Washington Phase II Municipal Stormwater Permit (aka, the NPDES Permit) on July 1, 2019, with an effective date of August 1, 2019. Section S5.C.1.d of the updated permit now requires existing permittees to perform Stormwater Management Action Planning (SMAP), with an initial task of a Receiving Water Assessment to be completed by March 31, 2022. Due in part to high development activity workload, existing staff is unable to dedicate the time and resources necessary to perform this mandated work before the March 31, 2022 deadline. Attached herewith for Council's consideration is the SMAP Guidance provided by Ecology, summarizing the SMAP process and requirements.

The City Council passed Ordinance 18-0527 on December 11, 2018, adopting the 2018 Comprehensive Surface Water Management Plan (SWMP) Update prepared by Herrera Environmental Consultants, Inc. (Herrera). Given their recent experience and knowledge with the City of Edgewood, staff contacted Herrera and solicited a scope and budget to perform the required SMAP work. This planning effort is not considered architectural or engineering work under RCW, therefore not requiring an open solicitation for qualifications. Staff understands Herrera will perform the Receiving Water Assessment under Task 1, the results of which will be presented to Council before any further action is taken. Staff believes it is prudent to start this effort immediately to ensure the Receiving Water Assessment's completion by the March 2022 deadline. Upon Council's review of the Receiving Water Assessment and subsequent direction, the full SMAP could be prepared by Herrera under this proposed contract for completion by the March 2023 deadline.

Item History:

03/16/2021 SS
 03/23/2021 RCM

Recommended Action:

MOTION to adopt **AB21-0556** - Resolution No. 21-0556, Herrera Contract (SMAP) as presented under the Consent Agenda

Fiscal Note/Consideration:

This effort will be funded using Surface Water Utility Fees and/or the bi-annual Department of Ecology Capacity Grant (up to \$50,000).

RESOLUTION NO. 21-0556

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A PERSONAL SERVICES AGREEMENT WITH HERRERA ENVIRONMENTAL CONSULTANTS, INC., FOR STORMWATER MANAGEMENT ACTION PLAN SUPPORT.

WHEREAS, the Washington State Department of Ecology issued an updated Western Washington Phase II Municipal Stormwater Permit (aka, the NPDES Permit) on July 1, 2019, with an effective date of August 1, 2019, that requires existing permittees to perform Stormwater Management Action Planning (SMAP), with a Receiving Water Assessment to be completed by March 31, 2022; and

WHEREAS, due in part to high development activity workload, existing City staff is unable to dedicate the time and resources necessary to perform this mandated work before the March 31, 2023 deadline; and

WHEREAS, given their recent experience and knowledge with the City of Edgewood from their work on the 2018 Comprehensive Surface Water Management Plan (SWMP) Update, staff contacted Herrera Environmental Consultants, Inc. to perform the required SMAP work;

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

Section 1. Agreement Authorized. The Mayor is authorized to execute an agreement with Herrera Environmental Consultants, Inc. for Stormwater Management Action Plan Support, as set forth in the attached Personal Services Agreement together with Exhibit A, attached hereto and incorporated herein.

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

ADOPTED THIS 23RD DAY OF MARCH, 2021

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

Exhibit A

Personal Services Agreement - Support for Stormwater Management Action Plan (SMAP)

CITY OF EDGEWOOD PERSONAL SERVICES AGREEMENT

THIS Agreement is made effective as of the 23rd day of March, 2021, by and between the City of Edgewood, a municipal corporation, organized under the laws of the State of Washington, whose address is:

CITY OF EDGEWOOD, WASHINGTON (hereinafter the “CITY”)
2224 - 104th Avenue E.
Edgewood, Washington 98372
Contact: Mayor Daryl Eidingen Phone: 253-952-3299

and Herrera Environmental Consultants, Inc., a corporation, organized under the laws of the State of Washington, doing business at:

Herrera Environmental Consultants, Inc. (hereinafter the “CONSULTANT”)
2200 Sixth Avenue, Suite 1100
Seattle, WA 98121
Contact: Joy Michaud Phone: 360-790-5789 Fax: 206-441-9108

for personal services in connection with the following Project:

Support for Stormwater Management Action Plan (SMAP)

TERMS AND CONDITIONS

1. Services by Consultant.

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

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

C. Upon completion of Task 1 as described in the Scope of Work and prior to any further work under this contract, the Consultant shall meet with the City to review deliverables and next steps. By execution of this contract, it is mutually understood and agreed that there is no guarantee that the remaining tasks will be authorized.

2. Schedule of Work.

A. Consultant shall perform the services described in the scope of work in accordance with the Schedule shown on the cost estimate included with the Scope of Work, attached to this contract as Exhibit “B.” If delays beyond Consultant's reasonable control occur, the parties will negotiate in good faith to determine whether an extension is appropriate.

Revised 11/2019

3. **Terms.** This Agreement shall commence on April 1, 2021, (“Commencement Date”) and shall terminate upon completion of the Scope of Work on or before March 31, 2023, unless otherwise extended or terminated in writing as provided herein.

4. **Compensation.**

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

☒ TIME AND MATERIALS NOT TO EXCEED. Compensation for these services shall not exceed \$63,000, including all applicable tax, without written authorization and will be based on billing rates and reimbursable expenses attached hereto as Exhibit A. **This includes a Task 1 budget not to exceed \$17,500.**

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

☐ OTHER. _____

5. **Payment.**

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

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

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

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

6. **Discrimination and Compliance with Laws**

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

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

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

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

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

8. Suspension and Termination of Agreement

A. Termination without cause. This Agreement may be terminated by the City at any time.

B. Rights Upon Termination.

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

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

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

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

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

10. Ownership of Work Product.

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

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

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

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

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

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE CONSULTANT'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE

MUTUALLY NEGOTIATED THIS WAIVER. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE EXPIRATION OR TERMINATION OF THIS AGREEMENT.

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

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

Consultant shall obtain insurance of the types described below:

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

- C. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

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

- D. Other Insurance Provisions

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

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

E. Acceptability of Insurers

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

F. Verification of Coverage

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

G. Notice of Cancellation.

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

H. Failure to Maintain Insurance.

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

I. City Full Availability of Consultant Limits

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

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

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

Daryl Eidinger
Mayor
2224 - 104th Avenue E.
Edgewood, WA 98372
Phone: 253-952-3299

Herrera Environmental Consultants, Inc.
Attn: Joy Michaud
2200 Sixth Avenue, Suite 1100
Seattle, WA 98121
Phone: 360 790-5789
Fax: 206-441-9108

Revised 11/2019

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

16. Resolution of Disputes and Governing Law.

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

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

17. General Provisions.

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

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

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

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

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

CITY OF EDGEWOOD, WASHINGTON

CONSULTANT

By: _____
Daryl Eidingen
Mayor

By: _____

Name: _____

Date: _____

Title: _____

Date: _____

Attest:

By: _____
Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

By:  _____
Ann Marie J. Soto
City Attorney

EXHIBIT A – SCOPE OF SERVICES

SUPPORT FOR STORMWATER MANAGEMENT ACTION PLAN

The City of Edgewood (the City) authorized Herrera Environmental Consultants (Herrera) to prepare a scope of services and cost estimate outlining services that Herrera will provide to support the development of the City’s Stormwater Management Action Program (SMAP)). The goal of this project is to complete the Ecology Permit requirement for the Stormwater Management Action Plan (SMAP). “Assess Receiving Water Conditions” is due to Ecology March 31, 2022, “Receiving Water Prioritization” is due to Ecology June 30, 2022, and the “Stormwater Management Action Plan” for the selected priority catchment is due to Ecology March 31, 2023.

This scope of services includes a discussion of the activities, assumptions, deliverables associated with the following tasks:

- Task 1 – Complete Watershed Inventory and Receiving Water Assessment 1
- Task 2 – Basin Prioritization 3
- Task 3 – Stormwater Management Action Plan 4
- Task 4 – Project Management/Contract Administration..... 5

The budget and schedule for this work are included as Exhibit B.

TASK 1 – COMPLETE WATERSHED INVENTORY & INITIAL ASSESSMENT

Herrera prepared an initial watershed inventory during development of Edgewood’s Stormwater Comprehensive Plan. This inventory information will be refined and expanded to address relevant data as described in Ecology’s SMAP guidance. Most of the inventory data will be obtained using GIS analysis tools, however some may be developed qualitatively through discussions with City staff.

We will also develop basic information on the condition of receiving waters associated with the basins and basic information on predicted stormwater influences. This information will be presented as a completed inventory (a comparison matrix) and as a Technical Memorandum with a general narrative for each basin and related receiving water beneficial uses (e.g., salmon habitat, recreation, drinking water, critical areas and aquifer recharge) and status of water quality and habitat conditions and stormwater influences. Development of this Technical Memorandum represents an important checkpoint in the project. As stated in Ecology’s guidelines: *“Ecology does not intend for very small jurisdictions with little expected influence on any receiving waters to*

EXHIBIT A - SCOPE OF SERVICES

continue SMAP beyond this step. If this is the case, provide your completed watershed inventory with your annual report submittal.” Therefore, a meeting with City staff will be scheduled in conjunction with delivery of the draft Technical Memorandum to discuss next steps.

Assumptions

- Herrera will meet with City staff and agree on the most relevant data to include in the inventory and identify sources for this data or identify surrogate measures for estimating basin conditions.
- The City will provide updated GIS data based on a data request prepared by Herrera.
- Updated basin delineation maps (corrected where necessary to account for the stormwater conveyance network) will be provided to the City for review prior to calculating basin statistics (e.g. basin size, and percentage within City jurisdiction).
- Information on receiving waters will be obtained to generally assess receiving water conditions and predicted stormwater influences. This may include a summary of beneficial uses (such as salmon, recreation, drinking water, critical areas and aquifer recharge) and status of water quality and habitat conditions. The information collected and presented on receiving waters will focus on those elements most critical to the comparison.
- Stormwater management influence factors will be determined based upon landscape-scale data. Only data identified as key elements for evaluating stormwater influence will be used. Data will be compiled in table format by basin. Stormwater influence attributes may include future development, road density, zoning, or age of infrastructure.
- A minimum of two meetings will be held with City staff. The first to discuss key inventory needs and data sources, and to initially discuss stormwater influences, predicted growth patterns, and other concerns specific to the basins. At the second meeting the inventory information will be reviewed and used to inform a discussion on the next best steps for the City. Meetings will be virtual.
- The City will provide access to any water quality, flow, and related data for watershed and habitat condition assessment.
- The City will provide available GIS data on the stormwater system (including the conveyance network, outfalls and facilities), land use zoning, environmental conditions, future growth projections, population density, and other available data that is related to stormwater influences at the landscape scale. Where data is not easily available a qualitative assessment will be made

EXHIBIT A - SCOPE OF SERVICES

- The City will review and provide consolidated, timely feedback on all products developed.

Deliverables

- A draft and final Watershed Inventory Matrix will be prepared for submittal to Ecology
- A draft and final Watershed Inventory and Receiving Water Assessment Technical Memorandum.

TASK 2 – RECEIVING WATER BASIN PRIORITIZATION

Watershed ranking and prioritization criteria will be developed during this task. The criteria will be applied to the basins summarized in the Watershed Assessment from Task 1. For the selected high priority watershed, priority basin(s) will be identified and ranked and a priority candidate catchment (400-600 acres in size) within the basin will be identified for further planning. In addition to basin prioritization, this Task includes public and stakeholder outreach which is required and essential for soliciting feedback and building support for the selection of a high priority basin and catchment.

Working with the City Project Manager, the Watershed Assessment matrix produced in Task 1.0 will be used to begin preliminary prioritization based upon restoration and protection goals. During this preliminary prioritization basins will generally be defined as “high/medium/low” priority and this will be used to discuss elimination of some basins before moving to the next step. In the second step of prioritization, we envision developing a ranking scheme based on the three assessment categories (basin characteristics, watershed condition, and stormwater influences), defining approximately 3 to 5 metrics to represent each category (e.g., acreage within City jurisdiction) and weighing and scoring these to aid the prioritization.

With the exception of a couple basins, the currently mapped basins fall within, or very close to, the 400-600 acre catchment size that Ecology defines as the appropriate scale for Stormwater Management Action Plan (SMAP) development, therefore the basin prioritization process will lead directly to prioritization of the basin for the SMAP in Task 3.

Public outreach is an important and required part of SMAP planning. This will be addressed through presentation of the draft prioritization results at a public meeting. These materials should also be hosted on the City’s website. (A webpage and webmap could also be developed for hosting on the city’s website that would allow the public and stakeholders to provide input on the prioritization process. The cost for this has not been included in this scope of work.)

EXHIBIT A - SCOPE OF SERVICES

A Technical Memorandum describing selection of ranking criteria, prioritization process, and public outreach will be provided to the City for submittal to Ecology. This Technical Memorandum is expected to be brief; 2 to 5 pages of narrative with a figure and table depicting prioritization results.

Assumptions

- Two meetings will be held with City staff – one to develop prioritization criteria and one to discuss and revise the draft prioritization scheme and the public outreach approach.
- City staff will review all materials prepared for public outreach and collate comments.
- A presentation will be prepared describing the prioritization process and results. It will be prepared for upload to the City's website and presented at one public meeting. The City will coordinate stakeholder and public outreach activities and coordinate comments received from the public and provide it to Herrera
- The City will host prepared materials on their website

Deliverables

- Draft and Final Prioritization Presentation
- Draft and final Technical Memorandum of the Prioritization Process will be prepared for the City's submittal to Ecology

TASK 3 – STORMWATER MANAGEMENT ACTION PLAN

Herrera will work with the City to develop a stormwater management action plan for the highest priority catchment selected in Task 2. The Action Plan is due to Ecology March 31, 2023.

The plan may include suggested stormwater retrofits, land management/development strategies, tailored maintenance activities, habitat enhancements, and/or operational and structural strategies that will be based upon the receiving water issue and the stormwater impact(s) to be mitigated. The plan will identify strategies that can be accomplished in the short term (<6 years) and over the long term (7-20 years). The plan will include an implementation schedule, cost estimate, and layout a process for review and adaptive management of the plan.

Up to 3 capital projects may be identified within the selected catchment and developed at a conceptual level. Since it is unknown how these projects will rate against other projects already on the City's CIP list, the design effort has been assumed to be very minimal. This approach may be modified at Task onset depending upon the type and value of projects identified; for

EXHIBIT A - SCOPE OF SERVICES

example, it may be decided that it is a higher priority to develop 1 of the projects to a design stage appropriate for a grant application.

Assumptions

- Two meetings with the City Project Manager and staff
- City will provide review and comment of the draft Stormwater Management Action Plan including any capital projects identified
- Any new capital projects identified will be conceptual and based on a one-day reconnaissance of the basin and general assessment of feasibility, constraints, and costs. No survey, testing, or modeling will be performed. It is expected that no more than 3 capital projects may be identified in the selected catchment basin and that development of the draft and final 'concepts' for each capital project will be able to be completed in 5 hours of staff engineer time.
- The City will be consulted regarding potential CIPs to be included and developed as part of the SMAP during an online meeting. The City project manager will be responsible for consolidating any follow up input from City staff after the meeting to achieve a consensus on which projects to include.
- An optional task to prepare a grant application for the highest priority capital project has **not** been included in this scope/budget.

Deliverables

- Draft and final Stormwater Management Action Plan for submittal to Ecology

TASK 4 – PROJECT MANAGEMENT/CONTRACT ADMINISTRATION

Herrera will be responsible for ongoing management and contract administration of this project, including preparing monthly invoices, as well as coordination of work efforts with the City's project manager (Jeremy Metzler). Herrera's project manager (Joy Michaud) will have phone and e-mail contact with the City's project manager and other City representatives on an as-needed basis with regards to scope, schedule, budget, and invoicing issues.

This task also includes a project kickoff meeting and monthly calls between the Herrera and City project managers. These calls are in addition to task-specific meetings outlined in previous tasks.

EXHIBIT A - SCOPE OF SERVICES

Assumptions

- An initial project kickoff meeting will be held with key members of the consultant team and city staff to discuss project goals and schedule and discuss the city's priorities for the basins and the project.
- Project manager check-ins will occur monthly via phone or video conference.

Deliverables

- Monthly invoices and progress reports



Cost Estimate for
Herrera Proposal or Project No.

Edgewood SMAP
21-07533-000

Task No.

			1.0	2.0	3.0	4.0	Total
			Complete Inventory and Assess Receiving Water Conditions	Receiving Water Basin Prioritization	Stormwater Management Action Plan	Project Management/Contract Administration	
Schedule	Task Start Date	Task End Date	3/15/2021	6/1/2021	9/1/2021	3/15/2021	
			6/15/2021	9/1/2021	1/3/2022	1/17/2022	
Staff	Title	2021 Fully Burdened Rates					
Michaud, Joy	Scientist VI	\$248.52	16.5	23	25	24	88.5
Mullen, Meghan	Engineer II	\$131.81	70	69	85	2	226
Wingrove, Katie	Engineer II	\$141.95	21	7	8	2	38
Schmidt, Jennifer	GIS Analyst V	\$190.59	2	0	0	0	2
Jackowich, Pam	Administrative Coordinator	\$121.34	6	6	5	0	17
Fontaine, Matthew	Engineer V	\$201.34	0	0	8	2	10
Vayanos, Stacy	Landscape Architect III	\$123.60	0	0	0	0	0
Johansen, Sally	Project Accountant IV	\$124.48	0	0	0	10	10
Total Hours per Task			116	105	131	40	\$392
Subtotal Labor			\$17,418	\$16,533	\$20,770	\$8,159	\$62,880
Subtotal Herrera Labor			\$17,418	\$16,533	\$20,770	\$8,159	\$62,880

Travel and Per Diem (PD)

Item	Unit	Date Updated:					
Auto Use	Mile	\$0.56	100	0	100	0	200
Subtotal Per Diem			\$56	\$0	\$56	\$0	\$112
Subtotal Per Diem, Lab Costs, and ODCs			\$56	\$0	\$56	\$0	\$112

Grand Subtotal	\$17,474	\$16,533	\$20,826	\$8,159	\$62,992
Contingency					\$0
Grand Total					\$62,992

0%