



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tues., February 27, 2018 – 7:00 pm. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Pledge of Allegiance, Roll Call, Additions/Deletions

2. Part II – Welcome to your Pierce County Contract! Now, what do you get?

3. PUBLIC HEARING (pg. 2)

AB18-007- Ordinance No. 18-0517, relating to Land Use and Zoning, amending the Comprehensive Plan Map and Zoning Map in accordance with Chapter 18.60 of the Edgewood Municipal Code (EMC) and Section 36.70A.130 of the Growth Management Act (GMA) under the Revised Code of Washington (RCW) to revise the land use designation and zoning on a single parcel located at 1224- 48th Street E. in Edgewood, from SF-3 and public to public

4. AUDIENCE COMMENT

5. MAYOR'S REPORT

6. CONSENT AGENDA (pg. 11): *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 February 13, 2018,

B. Study Session Meeting Minutes of February 20, 2018.

C. AB18-008, a motion approving February 2018 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; and IRS 941 ACHs in the amount of \$52,498.84; with Vendor Check Numbers 23166-23181 with EFT Payments in the amount of \$372,494.32. Total distributions submitted for review & authorization in the amount of \$424,993.16.

D. AB18-009 (pg. 28), a motion approving the Combination Building Inspector/Plans Examiner job description

E. AB18-0398 (pg. 32), a motion approving Resolution No. 18-0398, regarding the acceptance of Traffic Safety Equipment Grant Funds from the Washington Association of Sheriffs & Police Chiefs in the amount of \$1,395 to purchase Lidar Equipment

7. COUNCIL BUSINESS

A. AB18-0518 (pg. 36), a motion to adopt Ordinance No. 18-0518, amending the Budget for the 2018 Fiscal Year, providing updates to the approved General Fund Budget, specifically Building Services and the 2018 Salary Schedule, providing for severability and establishing an effective date

B. AB18-0399 (pg. 41), a motion to adopt Resolution No. 18-0399, authorizing the Mayor to execute a Professional Services Agreement for back-up plan review and onsite building inspection services with WC-3

8. COUNCIL COMMENTS

9. EXECUTIVE SESSION

10. 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
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 18-007 PUBLIC HEARING

Date Action Requested: February 27, 2018

Title: Comprehensive Plan and Zoning Map Amendment

Attachments: 1) Ordinance

Submitted By: Darren Groth, Community Development Director

Approved For Agenda By: Daryl Eidinger, Mayor

Prepared For Agenda By: Barb Kincaid, Planning Consultant

Recommendation: Hold a PUBLIC HEARING of Ordinance 18-0517, relating to land use and zoning, amending the City of Edgewood Comprehensive Plan map and Official Zoning map to eliminate a dual land use designation on a single parcel from SF-3 and Public to Public.

Discussion: The Council set the comprehensive plan amendment docket on May 1, 2017, after holding a public hearing, to include the proposed amendment to revise the existing Comprehensive Land Use Designation for a single property identified as Tax Parcel Number 0420236041 containing dual land use designations, “SF-3 and Public” to a single land use designation, “Public”.

The Planning Commission discussed the proposed comprehensive plan amendment during two regularly scheduled meetings, respectively August 21 and October 16, 2017 and held a public hearing on November 20, 2017 to hear public testimony and consider the proposed amendment. Immediately after the public hearing, the Planning Commission passed a motion to the City Council recommending approval of the proposed comprehensive plan amendment.

On November 28, 2017, the Planning Commission recommendation was reviewed by the City Council during a Study Session and a public hearing was scheduled to receive public testimony on February 27, 2018.

Alternatives: Remand back to Planning Commission for further consideration.

Fiscal Impact: N/A

ORDINANCE NO. 18-0517

AN ORDINANCE OF THE CITY OF EDGEWOOD, WASHINGTON RELATING TO LAND USE AND ZONING, AMENDING THE COMPREHENSIVE PLAN MAP AND ZONING MAP IN ACCORDANCE WITH CHAPTER 18.60 OF THE EDGEWOOD MUNICIPAL CODE (EMC) AND SECTION 36.70A.130 OF THE GROWTH MANAGEMENT ACT (GMA) UNDER THE REVISED CODE OF WASHINGTON (RCW) TO REVISE THE LAND USE DESIGNATION AND ZONING ON A SINGLE PARCEL LOCATED AT 1224- 48TH STREET E. IN EDGEWOOD, FROM SF-3 AND PUBLIC TO PUBLIC

WHEREAS, RCW 36.70A.130 of the Growth Management Act generally allows cities and counties to consider comprehensive plan amendments no more frequently than once every year; and

WHEREAS, the City of Edgewood City Council has established a process and criteria for making modifications to the City's Comprehensive Plan in EMC Chapter 18.60, including text and map amendments in accordance with the Growth Management Act and State Law; and

WHEREAS, the Community Development Department did receive an application for a Comprehensive Plan amendment from Mountain View Edgewood Water Company (MTVE) located at 1224 48th Street E, Edgewood, WA. , to amend the existing Comprehensive Plan Land Use Designation for a property identified as Tax Parcel Number 0420236041 containing dual land use designations, "SF-3 and Public", to a single land use designation, "Public"; as depicted in Exhibit A attached hereto and incorporated herein; and

WHEREAS, The Edgewood City Council held a public hearing on May 1, 2017 and set the comprehensive plan amendment docket to include the proposed Comprehensive Plan amendment.

WHEREAS, The Planning Commission discussed the proposed comprehensive plan amendment during two regularly scheduled meetings, respectively August 21 and October 16, 2017.

WHEREAS, in accordance with the State Environmental Protection Act (SEPA), the City's responsible SEPA Official did issue a Determination of Non-significance (DNS) for the proposed amendment on November 9, 2017, and this threshold determination was not appealed; and

WHEREAS, this Ordinance was sent to the Washington Department of Commerce, as required by RCW 36.70A.106 on November 21, 2017; and

WHEREAS, the Planning Commission did hold a properly noticed public hearing on November 20, 2017 to consider the proposed amendment and following the public hearing, the Planning Commission did pass a motion recommending approval of the proposed comprehensive plan amendment to the Edgewood City Council; and

WHEREAS, the City Council considered this Ordinance during a regular City Council meeting on November 28, 2017; and

WHEREAS, the proposed amendment to the Edgewood Comprehensive Plan map is consistent with the City's planning goals and objectives; and

WHEREAS, the comprehensive plan is implemented by the zoning map;

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

Section 1. Property. The subject property is located at 1224 - 48th Street E., Edgewood, WA, tax parcel No. 0420236041. The Comprehensive Land Use designations for the property are Single Family (SF-3) and Public. The Zoning Classifications for the property are Single Family SF-3 and Public. Request: The request is to amend the Comprehensive Plan Land Use Designation and Zoning Classifications for this property from those identified above, to a single Land Use Designation and Zoning Classification, Public.

Section 2. The City Council has reviewed the Comprehensive Plan amendment under EMC Section 18.60.220 and adopts the Findings and Recommendation from the Planning Commission attached hereto as Exhibit B, as well as the following:

A. The proposed amendment conforms to the Growth Management Act (GMA), Chapter 36.70A.RCW; the GMA planning goals include the efficient provision of public facilities and services within urban areas and the facilitation of fair, timely and predictable permit processing. The amendment supports these goals in that the parcel is owned by a public water purveyor who will need to expand infrastructure to provide adequate water to support growth in urban area. The dual land use designation on a single parcel is problematic for permit processing.

B. The proposed amendment is consistent with and implements the goals and policies of the City's comprehensive plan; the single family moderate land use designation is intended to preserve and maintain established residential neighborhoods and allowed uses in this designation include uses single family detached dwelling units and compatible uses. The public designation is intended to permit activities related to the provision of necessary public services, including utility uses. Goal U.11 of the Comprehensive Plan states, *"Support the provision of quality utility services that are reliable, efficient and financially and environmentally sustainable"*. Policy U.11.j states, *"Work in collaboration with water utility providers to improve the efficiency and quality of services"*. The subject parcel is owned by the Mountain View

Edgewood Water Company (MTVE). MTVE is already using the portion of the parcel that is designated as “Public” for water infrastructure and it will need to expand infrastructure onto the portion of the parcel that is designated for single family use. Amending the single-family use portion of the parcel to “Public” is consistent with the City’s Comprehensive Plan.

C. The subject parcel in the proposed amendment did not contain dual land use designations until after the City approved a Boundary Line Adjustment which expanded the parcel to include the area designated for single family use.

D. The June 2015 adoption of the City’s updated Comprehensive Plan map did not consider the need for expanding the Public land use designation around MTVE-owned property for the expansion of water utilities to support future growth.

E. The proposed amendment is consistent with the widely held values of the residents of the city as expressed in the City’s adopted Vision Statement to be fiscally sustainable and provide high quality public services. The action to correct the subject parcel dual land use designation allows MTVE to be more fiscally sustainable in the provision of public services because it allows for the utility to expand services more efficiently.

F. The proposed amendment does not adversely affect the City’s adopted level of service standards for transportation or other public facilities and services.

G. The proposed amendment will not result in probable adverse impacts to the City’s transportation network, capital facilities, utilities, parks or environmental features. A SEPA review was conducted which resulted in a Determination of Nonsignificance (DNS) on November 9, 2017.

H. The proposed amendment to change the single-family residence land use designation portion of the subject parcel is compatible with the existing and planned surrounding land use. The parcel is currently used for the provision of potable water for Edgewood residents and is therefore physically suitable for such use.

I. The proposed amendment will not create pressure to change the land use designation of other properties because the use of the subject property for a public water purveyor does not provide impetus for neighboring single-family residential properties to convert to a Public use designation.

J. The proposed amendment does not materially affect the City’s land use and population growth projections; the water purveyor is effectively planning to support the City’s population growth projections through its own capital facility planning efforts.

K. The proposed amendment is consistent with applicable county-wide policies because it ensures that the City is considering the need for public facilities needed to support service demands generated by growth.

Section 1. The Edgewood Comprehensive Plan Land Use Map is hereby amended to change the land use designation of the real property identified as Tax Parcel Number

0420236041 containing dual land use designations, “SF-3 and Public”, to a single land use designation, “Public” attached hereto as Exhibit A.

Section 2. The Edgewood Official Zoning Map is hereby amended to change the zoning on Tax Parcel Number 0420236041 from “SF-3” and “Public” to “Public”.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held 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 4. Effective Date. This ordinance will take effect and be in full force five days after publication.

ADOPTED THIS _____ DAY OF FEBRUARY 2018

Daryl Eiding, Mayor

ATTEST:

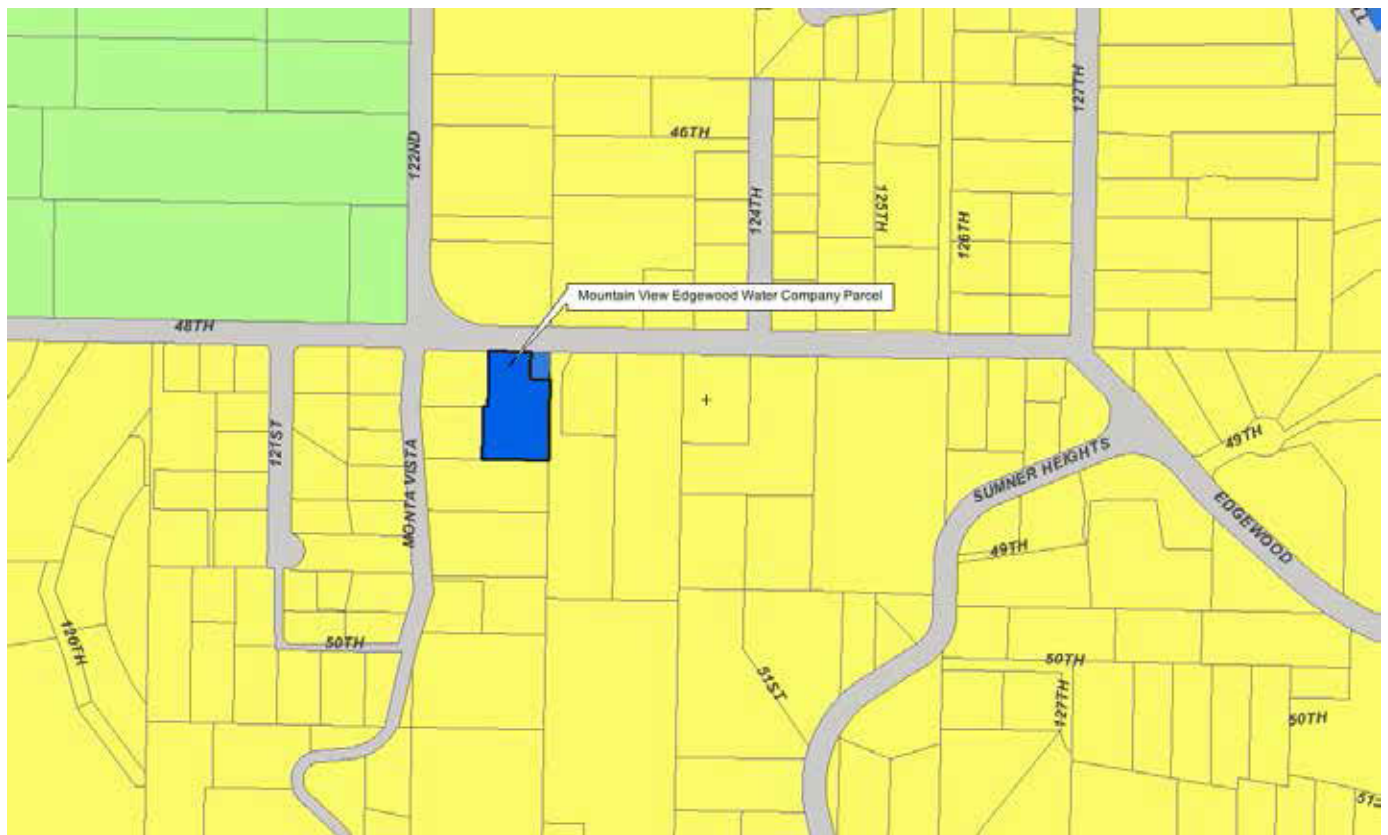
Rachel Pitzel, City Clerk

APPROVED AS TO FORM:

Carol A. Morris, City Attorney

Date of Publication:
Effective Date:

Exhibit A
Comprehensive Plan Land Use Map Amendment



LEGEND

- SF-2 Single Family - Low
- SF-3 Single Family - Moderate
- Public

Exhibit B
Findings and Recommendation from the Planning

EDGEWOOD PLANNING COMMISSION RECOMMENDATION:

RECOMMENDATION OF THE CITY OF EDGEWOOD PLANNING COMMISSION TO THE CITY OF EDGEWOOD CITY COUNCIL TO APPROVE THE 2016 COMPREHENSIVE PLAN AMENDMENT TO CHANGE THE LAND USE DESIGNATION OF THE MOUNTAIN VIEW EDGEWOOD WATER COMPANY PROPERTY (PARCEL NUMBER 0420236041) FROM SINGLE FAMILY MODERATE TO PUBLIC (CITY OF EDGEWOOD FILE #5214); PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to the provisions of RCW Chapter 36.70A, the Edgewood City Council has adopted a Comprehensive Plan; and

WHEREAS, pursuant to the provisions of RCW Section 36.70A.130, the City may consider proposed amendments or revisions to the Comprehensive Plan no more frequently than once per year; and

WHEREAS, pursuant to the provisions of EMC Chapter 2.30 the Planning Commission has the duty of providing recommendations to the City Council for development and review of the Comprehensive Plan in compliance with RCW Chapter 36.70A; and

WHEREAS, between January 1, 2016 and December 31, 2016, the City received two applications for comprehensive plan amendments, one of which was withdrawn; and

WHEREAS, one of the applications for a comprehensive plan amendment was from the Mountain View Edgewood Water Company (hereafter referred to as "MTVE") to amend the Comprehensive Plan to change the land use designation of a portion of parcel number 0420236041 from Single Family Moderate to Public per EMC Section 18.60.010(C)(2); and

WHEREAS, on May 1, 2017 the Planning Commission held an open public hearing to solicit public comments on the MTVE Comprehensive Plan Amendment; and

WHEREAS, on May 1, 2017 the Planning Commission recommended a Phase 2 review for the MTVE Comprehensive Plan Amendment proposal; and

WHEREAS, on June 27, 2017 the Edgewood City Council through Resolution Number 17-0377 authorized the Planning Commission to begin Phase II analysis of the proposed Comprehensive Plan Amendment to the Future Land Use Map, following the Commissions proposed timeline for completion and providing a recommendation on the proposed changes to the City Council; and

WHEREAS, City Staff and the City's consulting planner presented information on the proposed MTVE Comprehensive Plan Amendment at the August 21 and October 16, 2017 Planning Commission meetings; and

WHEREAS, the Planning Commission held a public hearing to review and gather additional public comment on November 20, 2017, in advance of providing a recommendation to the proposed land use map change to the City Council; and

NOW, THEREFORE SHALL IT BE ADVISED by the Planning Commission that it hereby makes the following recommendation:

The Planning Commission hereby recommends that the Edgewood City Council amend the Edgewood Comprehensive Plan to designate parcel number 0420236041 as Public on the City's official Future Land Use Map in order to eliminate the current split designation of Single Family Moderate and Public. The City's Official Zoning Map shall also be amended to designate the entire parcel under the Public (P) zoning district.

THIS RECOMMENDATION WAS APPROVED BY THE CITY OF EDGEWOOD PLANNING COMMISSION ON THE 20th DAY OF NOVEMBER 2017.



Mike Stanzel, Planning Commission Chair

Attest by:



Darren Groth, Community Development Director



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING SUMMARY**

Tues., February 13, 2018 – 7:00 p.m. “ City Hall – 2224 104th Avenue East ” Edgewood, WA

1. CALL TO ORDER

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

ROLL CALL

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

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

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

2. PRESENTATION

(Part I) Welcome to your Pierce County Contract! Now, what do you get? – Chief Lundborg

Chief Lundborg discussed with Council and citizens that he will be bringing presentations of what the City receives from the Pierce County Sheriff's Department in the upcoming regular council meetings. He introduced Deputy John Munson from the K-9 Unit that is available to our department and city when needed. Deputy John Munson explained how the K-9 program works.

3. AUDIENCE COMMENT

There were no audience comments.

4. MAYOR'S STATE OF THE CITY ADDRESS

Mayor Eidinger read his State of the City Address into the record. *A copy of the State of the City Address is incorporated into these minutes as Attachment #1.*

Community Development Director Groth briefed on the following:

- Combination Building Official/Plans Review job description coming forward to the next study session for approval, but is asking for Council approval to go ahead to post the job as we have our Building Inspector leaving- his last day is February 23rd.

Chief Lundborg briefed on the following:

- Emphasis in Edgewood, busy on Chrisella, 11 hours, 50 tickets 3 criminal;
- Decheaux change, no complaints – neighbors are happy and great improvement to that street;
- Community Academy March 6th – April 24th, 1pm – 4pm on Tuesdays;
- April 28th is the Annual Shredding event- with Uptekk Recycling;

Received a Grant thorough WA St. Police Assoc. awarded money for LiDar.

5. CONSENT AGENDA

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

The following items are presented for Council approval:

- A. Study Session Meeting Minutes of January 30, 2018,
- B. Study Session Meeting Minutes of February 6, 2018.
- C. **AB18-004**, a motion approving February 2018 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; Employment Security Dept.; and IRS 941 ACHs in the amount of \$77,342.14; with Vendor Check Numbers 23137-23165 with EFT Payments in the amount of \$90,967.43. Total distributions submitted for review & authorization in the amount of \$168,309.57

Motion: As Read, **Action:** Approve, **Moved by** Councilmember Roseanne Tomin, **Seconded by** Councilmember Luke Meyers. **Motion passed unanimously (6-0).**

6. COUNCIL BUSINESS

- A. **AB18-005**, a motion confirming the Mayoral appointment of Allison Pincas, Position No. 1, Carrie Streepy, Position No. 4, and Jamie Hamilton, Position No. 7 to the City of Edgewood Planning Commission.

Community Development Director Groth briefed on the agenda item.

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

- B. **AB18-006**, a motion selecting a nominee for the Pierce Transit Board.

Mayor Eidinger briefed on this agenda item.

Motion: Nomination of Mayor Daryl Eidinger to the Pierce Transit Board, **Action:** Approve Nomination, **Moved by** Deputy Mayor Tyron Christopherson, **Seconded by** Councilmember Roseanne Tomin. **Motion passed unanimously (6-0).**

C. Discussion – Council Highlight Review

Discussion took place on DM Christopherson's article, only one change noted- add "and surrounding municipalities" to the first paragraph, fourth sentence after "Pierce County."

7. COUNCIL COMMENTS

Mayor Eidinger group photo on February 27th; General Assembly on February 15th; Tri-City Meeting February 22nd at 6pm at the Fife DACCA Barn; Pierce County Assessor coming to help Senior Citizens understand their senior citizen discount on property taxes.

Deputy Mayor Christopherson thanked Councilmember Tomin for Movie Night last Friday- great movie and fun; discussed the success on Decheaux road.

Councilmember Meyers discussed the upcoming taxes in Pierce County- concerned about the utility tax endeavor and look forward to conversations about utility tax in the near future. Would request an average assessment of what a citizen will be looking at with the utility charge.

Councilmember Creley noted he calculated his own taxes it would cost him \$23.25 per month. He discussed if each councilmember personalizes their own cost it will help when discussing with citizens they can exactly what the impact is.

8. EXECUTIVE SESSION

There was no executive session.

9.ADJOURN

Mayor Eidingen adjourned the meeting at 7:55pm.

Rachel Pitzel, City Clerk

Daryl Eidingen, Mayor

Attachment #1
Mayor Eidingers State of the City Address

As your Mayor, it is an honor and a privilege to present the 2018 State of the City Address. I would like to begin by acknowledging and thanking members of the Edgewood City Council: Deputy Mayor Tyron Christopherson, Councilmembers Stephanie Hunter, Luke Meyers, Rosanne Tomin, Nate Lowry, Mark Creley, and John West. Your support and direction in serving this community is beyond measure. Each of you plays an important part in making our City a better place to work, live and play.

I also wish to recognize and thank the City's board and commission members for their commitment to serve our city, and their efforts to make a difference in our community. I would also like to thank all of the volunteers who provide hundreds of hours of support to our police, parks, and annual picnic and tree lighting events.

Thanks to the City staff, for their professionalism and dedication, and their commitment to serve this council and the residents and businesses of Edgewood. Your commitment to our vision and your "can do" attitude has attributed to our 2017 accomplishments, which include:

- Records room modification and re-organization, allowing records management compliance with the legal record keeping requirements.
- Community Outreach through the city's social media sites and website. Increased outreach over last year, encouraging more community engagement at movie nights, workshops and meetings.
- Addition of the "Project Updates and Alerts" link on the website (along with the posting on social media pages) alerting people of roadwork, lane closures, and project updates.
- We adopted many ordinances in 2017 including Flood Control Update, Comprehensive Planning under GMA adopting concurrency regulation for the review of Legislative and Quasi-Judicial applications, establishing the procedures for the amendment of the Comprehensive Plan and development regulations consistent with GMA, procedures the city follows regarding the disclosure of public records, and adopting the model traffic code.
- Public Works completed chip seal maintenance on 12.87 lane miles of roadway, continued to update our street signs from wood to Telespar, started the first comprehensive Surface Water Management Plan update in 20 years, updated local flood regulations to maintain National Flood Insurance Program eligibility, and maintained roads and right of ways throughout the city during different weather conditions.

- Our Police department entered into a new level of Community involvement with initiation of the Community Academy, separate Twitter and Facebook accounts, working toward the School Zone camera project, code enforcement and increasing the number of traffic stops in 2017 by a factor of two. They demonstrated the full potential of our resources at the annual Edgewood Picnic with SWAT, Water Rescue, Bomb Squad and Canine.
- Administratively we have added “off-site” backup of City Hall servers, invested our strategic reserve fund providing \$20K in additional annual income, paid off the City’s LID debt obligation (USDA Loan Go Bond Number 2) and completed in-depth Council review of historical revenue/expense sources and needs.
- Staff personnel have transitioned to both a new medical plan and a new retirement plan. We have completed the City’s first driver training course and driver abstract collection and documentation. All staff has received anti-harassment training. We have revised and documented the hiring process (job application and process streamlined), and completed our first ever comprehensive annual review for all staff.

With even more accomplishments than I have listed here, we look forward to this coming year to completing the “Portal Project”, continuing with Code revisions, ongoing employee training, City Hall property development, completion of storm water projects, Parks improvements, and communications upgrades for City Hall.

I want to thank the Councilmembers and our staff for their dedication, hard work, and vision for the future of our city. I also want to thank the residents for the privilege of being able to serve them and for their continued support and input as we work to make Edgewood a better and stronger community.

Thank you,

Daryl Eiding, Mayor



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION SUMMARY**

Tues., February 20, 2018 – 7:00 PM “ City Hall – 2224 104th Avenue East “ Edgewood, WA

1. CALL TO ORDER

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

ROLL CALL

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

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

2. COUNCIL BUSINESS

A. Discussion – Parks and Recreation Advisory Board – Chair Brian Levenhagen

Chair Brian Levenhagen discussed the 2018 Work Plan; how to improve communications and discussed annual joint meetings with Council, and a liaison on the PRAB; he noted Parks Appreciation Day was April 28. Mr. Levenhagen also updated council on the 36th Park, grants and funding. Mr. Levenhagen asked what the next steps are, and where Council would like to go from here. Discussion took place regarding operations & maintenance, and formalized plans of the park.

B. Discussion – Utility Tax

Community Development Director Groth briefed Council on this agenda item.

Discussion followed regarding utility tax and imposing 6% on utilities across the board, public involvement, and communications. Council noted they would like open-ended discussions for public participation on March 6, March 13, and March 20, as well as having a Town Hall meeting in place of Connect over Coffee on March 17 at 10am.

Mayor Eidinger noted that per the Council Rules of Procedures, a motion should occur if council would like to extend the meeting past 9pm.

Council voted to extend the Study Session at 9:00pm (Passed 6-1, Deputy Mayor Christopherson)

C. Review / Discussion – Traffic Safety Grant

Chief Lundborg briefed Council on this agenda item.

Council action: Council recommended staff to put on consent agenda for next week.

D. Discussion / Review– Speed Limits

Public Works Director Metzler briefed Council on this agenda item.

Discussion followed between staff and the Council. Council recommended bringing back to a study session in two weeks.

E. Discussion – Job Description – Combination Building Inspector/Plans Examiner

Community Development Director Groth briefed Council on this agenda item.

Discussion followed between staff and the Council.

F. Discussion – WC-3 On Call Contract

Community Development Director Groth briefed Council on this agenda item.

Discussion followed between staff and the Council.

G. Discussion –Budget Amendment Salary Schedule

Asst. City Administrator Gray briefed Council on this agenda item.

Discussion followed between staff and the Council.

H. Discussion – 2017 Comp Plan Amendment

Community Development Director Groth briefed Council on this agenda item.

Discussion followed between staff and the Council.

3. OTHER COUNCIL ISSUES

There were no Council comments made.

4. ADJOURN

Mayor Eidinger adjourned the meeting at 9:17pm.

Rachel Pitzel, City Clerk

Daryl Eidinger, Mayor



CITY OF EDGEWOOD
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 18-008

Date Action Requested: February 27, 2018

Title: AB18-004, a motion approving February 2018 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; and IRS 941 ACHs in the amount of \$52,498.84; with Vendor Check Numbers 23166-23181 with EFT Payments in the amount of \$372,494.32. Total distributions submitted for review & authorization in the amount of \$424,993.16.

Attachments: Payment Distribution Review & Authorization, Voucher Directory

Submitted By: Stephanie Goff, Accounting Manager

Approved For Agenda By: Mayor Daryl Eiding

Prepared For Agenda By: Rachel Pitzel, City Clerk

Recommendation: Move to Approve AB18-008

Discussion: Approval of Claims and Payroll Expenditures

Alternatives: 1) Do not approve. 2) Refer to Council Study Session for Further Review.

Fiscal Impact: An increase in the sum of \$424,993.16 to authorized Budgeted Expenditures.

City of Edgewood 2018

February 27th 2018 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10606 Last Number Issued Previous Authorization			
DCP EFT 2/15/18	Deferred Compensation Program	2/15/2018	\$6,490.17
Direct Deposit Run -	Payroll Vendor	2/15/2018	\$33,814.57
DRS EFT 2/15/18	Dept of Retirement Systems	2/15/2018	\$7,717.70
IRS 941 EFT 2/15/18	IRS 941	2/15/2018	\$4,476.40
Total			\$52,498.84

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
23165 Last Number Issued Previous Authorization			
23166	Akana	2/27/2018	\$1,426.51
23167	BHC Consultants	2/27/2018	\$1,405.00
23168	Copiers Northwest	2/27/2018	\$13.10
23169	FCS Group	2/27/2018	\$5,086.25
23170	Foster Pepper PLLC	2/27/2018	\$367.50
23171	Gray & Osborne, Inc	2/27/2018	\$412.50
23172	Harold's Plumbing	2/27/2018	\$583.02
23173	Office Depot	2/27/2018	\$310.06
23174	Pierce County Budget & Finance	2/27/2018	\$5,250.00
23175	Pierce County Budget & Finance Sheriff	2/27/2018	\$334,962.84
23176	Pitney Bowes	2/27/2018	\$500.00
23177	Richard Hoffman	2/27/2018	\$450.00
23178	TCMS Corp.	2/27/2018	\$5,453.24
23179	The News Tribune	2/27/2018	\$458.45
23180	United States Postal Service	2/27/2018	\$1,237.28
23181	West Coast Code Consultants, Inc.	2/27/2018	\$4,319.32
EFT Payment 2/22/2018	Comcast	2/27/2018	\$101.33
EFT Payment 2/22/2018	Comcast Business	2/27/2018	\$802.69
EFT Payment 2/22/2018	Mt. View-Edgewood Water Co.	2/27/2018	\$302.64
EFT Payment 2/22/2018	Puget Sound Energy	2/27/2018	\$5,335.10
EFT Payment 2/22/2018	Shell	2/27/2018	\$265.87
EFT Payment 2/22/2018	US Bank Corporate Payment System	2/27/2018	\$3,337.69
EFT Payment 2/22/2018	Wells Fargo Financial Leasing	2/27/2018	\$85.93
EFT Payment 2/22/2018	US Bank ACH/EFT	2/27/2018	\$28.00
Grand Total			\$372,494.32

Total Claims Voucher Distribution	\$372,494.32
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Total Distribution Submitted for Review & Authorization	\$424,993.16
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Authorization Adjustments:	\$ -
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Total Distribution Net of Prior Authorized Adjustments	\$424,993.16
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Claims Voucher Approval: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed

Mayor, Daryl Eidinger

Council Member



Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
Akana	23166			2018 - February - 2nd Council Meeting	
		17040-008			
			Jan Svcs-Prj 17-040		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$807.80
				Edgewood Heights	
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$214.74
				Westridge	
		Total 17040-008			\$1,022.54
		17077-002			
			Jan Svcs-Prj 17-077		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$403.97
				North Edgewood Apts.	
		Total 17077-002			\$403.97
	Total 23166				\$1,426.51
Total Akana					\$1,426.51
BHC Consultants	23167			2018 - February - 2nd Council Meeting	
		0009606			
			Jan Svcs-Prj 17-20054.00		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$1,405.00
		Total 0009606			\$1,405.00
	Total 23167				\$1,405.00
Total BHC Consultants					\$1,405.00
Comcast					
	EFT Payment 2/22/2018 11:57:38 AM - 1			2018 - February - 2nd Council Meeting	
	8498 35 021 0458551 2/25-3/24/18				
		2/25-3/24/18 Services			
		001-018-000-518-30-42-01		Telecommunications Charges	\$101.33
				City Hall Internet	
		Total 8498 35 021 0458551 2/25-3/24/18			\$101.33
	Total EFT Payment 2/22/2018 11:57:38 AM - 1				\$101.33
Total Comcast					\$101.33

Vendor	Number	Reference	Account Number	Description	Amount
Comcast Business					
	EFT Payment 2/22/2018 11:57:38 AM - 2			2018 - February - 2nd Council Meeting	
	61937622				
			2/15/3/14/18 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$802.69
			City Hall Phones		
		Total 61937622			\$802.69
	Total EFT Payment 2/22/2018 11:57:38 AM - 2				\$802.69
Total Comcast Business					\$802.69
Copiers Northwest					
	23168			2018 - February - 2nd Council Meeting	
		INV1712383			
			1/14-2/13/18 Overage Charges		
			001-018-000-518-30-45-06	Copier Lease	\$13.10
			Overage Charges 1/14-2/13/18		
		Total INV1712383			\$13.10
	Total 23168				\$13.10
Total Copiers Northwest					\$13.10
FCS Group					
	23169			2018 - February - 2nd Council Meeting	
		2778-21802011			
			Feb Svcs-Prj 2778		
			001-018-000-518-20-41-01	Professional Service	\$5,086.25
			Utility Tax Benchmarking		
		Total 2778-21802011			\$5,086.25
	Total 23169				\$5,086.25
Total FCS Group					\$5,086.25
Foster Pepper PLLC					
	23170			2018 - February - 2nd Council Meeting	
		1191911			
			Jan Svcs-Matter No. 7		
			001-015-000-515-32-41-01	Legal Services	\$367.50
			Rogers Buchanan LID Foreclosure		
		Total 1191911			\$367.50
	Total 23170				\$367.50
Total Foster Pepper PLLC					\$367.50
Gray & Osborne, Inc					
	23171			2018 - February - 2nd Council Meeting	
		2-G&O Prj 16463.06			
			Jan Svcs-Prj 16463.06		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$412.50

Vendor	Number	Reference	Account Number	Description	Amount
				Westridge Construction Oversight	
		Total 2-G&O Prj 16463.06			\$412.50
	Total 23171				\$412.50
Total Gray & Osborne, Inc					\$412.50
Harold's Plumbing					
	23172			2018 - February - 2nd Council Meeting	
		57629			
			Feb Svcs-PO #2018-005		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$583.02
				Repair Toilets	
		Total 57629			\$583.02
	Total 23172				\$583.02
Total Harold's Plumbing					\$583.02
Mt. View-Edgewood Water Co.					
		EFT Payment 2/22/2018 11:57:38 AM - 3		2018 - February - 2nd Council Meeting	
		15690-3401 12/11-2/10/18			
			12/11/17-2/10/18 Services		
			001-018-000-518-30-47-02	Water	\$82.12
				Nelson Farm	
		Total 15690-3401 12/11-2/10/18			\$82.12
		19143-3401 12/11-2/10/18			
			12/11/17-2/10/18 Services		
			001-018-000-518-30-47-02	Water	\$56.51
				Nature Park	
		Total 19143-3401 12/11-2/10/18			\$56.51
		2-3401 12/11-2/10/18			
			12/11/17-2/10/18 Services		
			001-018-000-518-30-47-02	Water	\$164.01
				Edgemont Park	
		Total 2-3401 12/11-2/10/18			\$164.01
		Total EFT Payment 2/22/2018 11:57:38 AM - 3			\$302.64
Total Mt. View-Edgewood Water Co.					\$302.64
Office Depot					
	23173			2018 - February - 2nd Council Meeting	
		102331117001			
			January Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$107.87
				Clipboards, Keyboard Tray	
		Total 102331117001			\$107.87

Vendor	Number	Reference	Account Number	Description	Amount
		105505802001			
			February Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$28.97
				Staples, Phone Stand, Tape Flags	
		Total 105505802001			\$28.97
		105506320001			
			February Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$173.22
				Desk Shelf, Batteries	
		Total 105506320001			\$173.22
	Total 23173				\$310.06
Total Office Depot					\$310.06
Pierce County Budget & Finance					
23174				2018 - February - 2nd Council Meeting	
		CI-245962			
			2018 GIS CountyView Access		
			001-014-000-518-80-49-03	Computer Subscriptions	\$4,250.00
				GIS ProUser	
		Total CI-245962			\$4,250.00
		CI-245986			
			2018 Orthophotography Maintenance		
			001-014-000-518-80-49-03	Computer Subscriptions	\$1,000.00
				Orthophotography Annual Maintenance	
		Total CI-245986			\$1,000.00
	Total 23174				\$5,250.00
Total Pierce County Budget & Finance					\$5,250.00
Pierce County Budget & Finance Sheriff					
23175				2018 - February - 2nd Council Meeting	
		CI-245635			
			January Services		
			001-021-000-521-20-51-01	Police Services	\$167,481.42
		Total CI-245635			\$167,481.42
		CI-245638			
			February Services		
			001-021-000-521-20-51-01	Police Services	\$167,481.42
		Total CI-245638			\$167,481.42
	Total 23175				\$334,962.84
Total Pierce County Budget & Finance Sheriff					\$334,962.84
Pitney Bowes					
23176				2018 - February - 2nd Council Meeting	
		022018-PIT			
			Postage Meter Refill		
			001-018-000-518-30-42-03	Postage	\$500.00

Vendor	Number	Reference	Account Number	Description	Amount
				City Postage	
		Total 022018-PIT			\$500.00
	Total 23176				\$500.00
Total Pitney Bowes					\$500.00
Puget Sound Energy					
		EFT Payment 2/22/2018 11:57:38 AM - 4		2018 - February - 2nd Council Meeting	
		300000011233 Jan 2018			
		January Services			
		001-018-000-518-20-47-01		Electricity	\$5,335.10
		Total 300000011233 Jan 2018			\$5,335.10
		Total EFT Payment 2/22/2018 11:57:38 AM - 4			\$5,335.10
Total Puget Sound Energy					\$5,335.10
Richard Hoffman					
	23177			2018 - February - 2nd Council Meeting	
		022018-RH			
		City Hall Interior Painting/Repair			
		001-018-000-518-30-48-03		Maintenance/Repairs - Buildings	\$450.00
		Total 022018-RH			\$450.00
	Total 23177				\$450.00
Total Richard Hoffman					\$450.00
Shell					
		EFT Payment 2/22/2018 11:57:38 AM - 5		2018 - February - 2nd Council Meeting	
		8000093974802			
		001-018-000-518-30-32-01		Fuel	\$265.87
		Total 8000093974802			\$265.87
		Total EFT Payment 2/22/2018 11:57:38 AM - 5			\$265.87
Total Shell					\$265.87
TCMS Corp.					
	23178			2018 - February - 2nd Council Meeting	
		072485			
		Contract G6477 Feb-Apr Maintenance			
		001-018-000-518-30-48-03		Maintenance/Repairs - Buildings	\$5,453.24
		2/1-4/30/18 Maintenance Contract			
		Total 072485			\$5,453.24
	Total 23178				\$5,453.24
Total TCMS Corp.					\$5,453.24

Vendor	Number	Reference	Account Number	Description	Amount
The News Tribune	23179			2018 - February - 2nd Council Meeting	
		255556 1/1-2/4/18			
			1/1-2/4/18 Services		
			001-014-000-511-30-41-02	Legal Publications	\$114.42
				Legal Notice	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$344.03
				Legal Notice	
		Total 255556 1/1-2/4/18			\$458.45
	Total 23179				\$458.45
Total The News Tribune					\$458.45
United States Postal Service	23180			2018 - February - 2nd Council Meeting	
		022718-USPS			
			Spring Magazine Postage		
			001-018-000-518-20-42-02	Postage	\$1,237.28
				Spring Magazine	
		Total 022718-USPS			\$1,237.28
	Total 23180				\$1,237.28
Total United States Postal Service					\$1,237.28
US Bank ACH/EFT					
		EFT Payment 2/22/2018 11:56:50 AM - 1		2018 - February - 2nd Council Meeting	
		013118-USBank			
			January Safekeeping Fee		
			001-014-000-514-20-42-05	Bank & Bond Fees	\$28.00
		Total 013118-USBank			\$28.00
	Total EFT Payment 2/22/2018 11:56:50 AM - 1				\$28.00
Total US Bank ACH/EFT					\$28.00
US Bank Corporate Payment System					
		EFT Payment 2/22/2018 11:57:38 AM - 6		2018 - February - 2nd Council Meeting	
		012518-USBank			
			January Statement		
			001-011-000-511-60-43-01	Travel/Training Costs	\$128.55
				R.Pitzel-Safeway-Lunch-Council Retreat	
			001-011-000-511-60-43-01	Travel/Training Costs	\$43.43
				R.Pitzel-Safeway-Snacks, Water-Council Retreat	
			001-011-000-511-60-43-01	Travel/Training Costs	\$11.38
				R.Pitzel-Safeway-Cookies-Council Mtg	
			001-013-000-513-10-43-04	Conference Meals	\$25.00
				D.Eidinger-Fife Chamber Luncheon Mtg	
			001-014-000-514-30-43-01	Training & Travel Costs	\$375.00
				J.Herrera-WMCA-Clerk Conference	
			001-014-000-514-30-43-01	Training & Travel Costs	\$375.00
				R.Pitzel-WMCA-Clerk Conference	

Vendor	Number	Reference	Account Number	Description	Amount
			001-014-000-514-30-49-01	Memberships	\$25.00
				J.Herrera-WAPRO-Membership	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$98.84
				S.Goff-DS Services-City Hall Water Delivery	
			001-018-000-518-20-43-01	Travel/Training Costs	\$130.15
				J.Herrera-Pizza Hut-Staff Dinner-CPR Training	
			001-018-000-518-30-35-01	Small Tools/Minor Equip.	\$151.16
				D.Eidinger-CED-City Hall Lighting	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$194.52
				D.Eidinger-Sterling Auto-Snow Plow Alternator	
			001-058-000-558-50-31-01	Office & Operational Supplies	(\$255.72)
				J.Herrera-Drafting Steals-Clipper Tag Return	
			001-058-000-558-50-43-01	Training/Travel Costs	\$650.00
				ICC-D.Mundy & Gene Mehr Building Officials Course	
			001-058-000-558-50-43-01	Training/Travel Costs	\$209.00
				ICC-G.Mehr-Mechanical Test	
			001-058-000-558-50-43-01	Training/Travel Costs	\$1,250.00
				J.Curbow-WABO Conference-D.Mundy, B.Centen, G.Mehr, J.Curbow	
			001-058-000-558-50-49-01	Memberships	\$35.00
				J.Curbow-WSAPT-Membership	
			101-000-000-542-63-35-01	Small Tools / Minor Equipment	\$208.76
				D.Eidinger-Budget Batteries-Radar Sign Battery	
			101-000-000-542-64-31-01	Office & Operational Supplies	\$6.08
				D.Eidinger-O'Reilly-Misc Supplies	
			101-000-000-542-64-31-01	Office & Operational Supplies	\$22.00
				D.Eidinger-Lowes-Misc Supplies	
			410-000-000-531-38-35-05	Equipment - Surface Water	\$166.60
				R.Pederson-Core & Main-Mech Plug, Compr Plug	
			650-000-000-586-10-00-09	Suspense	(\$150.00)
				D.Mundy-Reverse Fraud Charges	
			650-000-000-586-10-00-09	Suspense	(\$362.06)
				D.Mundy-Reverse Fraud Charges	
			Total 012518-USBank		\$3,337.69
			Total EFT Payment 2/22/2018 11:57:38 AM - 6		\$3,337.69
			Total US Bank Corporate Payment System		\$3,337.69
			Wells Fargo Financial Leasing		
			EFT Payment 2/22/2018 11:57:38 AM - 7		
			5004587869		
			March Lease		
			001-018-000-518-30-45-06	Copier Lease	\$85.93
				Lexmark Printers	
			Total 5004587869		\$85.93
			Total EFT Payment 2/22/2018 11:57:38 AM - 7		\$85.93
			Total Wells Fargo Financial Leasing		\$85.93

Vendor	Number	Reference	Account Number	Description	Amount
West Coast Code Consultants, Inc.	23181			2018 - February - 2nd Council Meeting	
		2018-EDG-JAN			
			January Services		
			001-058-000-558-50-41-01	Professional Service	\$4,319.32
				Northwood Elementary Plan Review	
		Total 2018-EDG-JAN			\$4,319.32
	Total 23181				\$4,319.32
Total West Coast Code Consultants, Inc.					\$4,319.32
Grand Total		Vendor Count	24		\$372,494.32



CITY OF EDGEWOOD
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 18-009

Date: February 27, 2018

Title: Combination Inspector/Plans Examiner Job Description

Attachments: 1) Job Description

Submitted By: Darren Groth, Community Development Director

Approved For Agenda by: Daryl Eidinger, Mayor

Discussion

The City of Edgewood is experiencing unprecedented levels of growth and development. This level of construction activity generates a high volume of on-site building inspections and results in numerous building applications that must be reviewed. The workload is currently divided among a Building Official, a Building Inspector, and an apprentice trainee from L&I gaining inspection experience under an on-the-job program.

On February 12, 2018, the City's Building Inspector submitted his resignation to the Mayor and the Building Inspector's last work day is scheduled for February 23. The impending loss of this employee allowed the management team to implement a succession plan for the re-staffing of the lost job duties. The succession plan calls for the hiring of a new employee that is capable of performing both the lost inspection capacity and augmenting the Building Official's plan review functions. This request to staff the vacant position needs approval of a new job description.

Recommendation: Forward the proposal to City Council for approval.

Fiscal Impact: The Building Inspector position is classified as an FT-06 and the new position is anticipated as an FT-09.

Monthly Wage Steps		Step 1	Step 2	Step 3	Step 4	Step 5
FT-06	Inspector	\$4,701	\$4,976	\$5,251	\$5,526	\$6,266
FT-09	Combo BI/PE	\$5,404	\$5,863	\$6,322	\$6,781	\$7,376



CITY OF EDGEWOOD

COMBINATION BUILDING INSPECTOR/PLANS EXAMINER - Job Description

Department: Community Development

Salary Range: \$5,404 – \$7,376/mo.

Opening Date: 02/14/18

Closing Date: Open until filled

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

GENERAL SCOPE OF WORK:

The Combination Building Inspector/Plans Examiner performs plan reviews and inspection of commercial, residential, and public buildings to ensure compliance with adopted local municipal building codes. Responsibilities vary depending on building inspection scheduling and specialty factors, include reviewing plans for building code compliance and processing building permit applications, advising the general public on matters relating to construction and other code requirements, and providing technical information to architects, engineers, contractors, and other persons. Work is performed independently and may include coordinating efforts with colleagues or coaching other employees.

ESSENTIAL JOB FUNCTIONS:

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

1. Plans day-to-day and project assignments, attends meetings, and together with the Building Official and other colleagues, plans workloads and priorities.
2. Inspects buildings during construction to ensure compliance with adopted building codes and other applicable municipal codes and ordinances. This includes progressive, customized, and other inspection procedures for commercial, residential, and public buildings.
3. Coordinates and processes building permit applications.
4. Investigates complaints and performs inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use.
5. Assists and advises design professionals, contractors, and the general public in matters relating to construction and code requirements; also helps order, prepare, and maintain reference center materials and public information brochures.
6. Reviews plans for non-structural code compliance including life-safety, conventional framing, plumbing and mechanical, energy, and accessibility.
7. Prepares letters and written reports; meets with design professionals, owners, and contractors to review plans; and, as may be required, issues notices to correct code violations, issues "stop work" notices, and testifies in court regarding violations.

8. Attends professional seminars, meetings and training as required; ensure that all required licenses or certifications are obtained and maintained.
9. Provides support as needed at pre-application meetings regarding the City's building processes, codes, and permitting procedures.
10. Provides excellent customer service and respond to questions from the public over the telephone, by email, and in person relating to the requirements of codes and building issues.
11. Performs designated duties of the Building Official in the Building Officials absence; to include performing office and filing tasks and helping train new employees.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

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

Required

1. Five (5) years construction inspection, permitting, or plan review experience; OR, any combination of training or experience that provides the required knowledge and abilities. Must pass job related tests.
2. Certification as a building inspector, a plumbing inspector, mechanical inspector, or plans examiner; with the ability to obtain the remaining certifications within twelve (12) months of hire.
3. Knowledge of modern office and clerical practices and procedures and skills in the operation of personal computer, including word processing and permitting software, calculator, ruler, copier, fax machine, and telephone.
4. Ability to read and interpret plans, blueprints and specifications and compare these with construction in process or with provisions of codes.
5. Ability to work in a variety of weather conditions.
6. Ability to operate a City vehicle. A valid Washington State Drivers' License is required on the first day of employment and documentation to fulfill the requirements of the Immigration and Nationality Act is mandatory within 3 days of employment.
7. Ability to communicate effectively orally and in writing.
8. Ability to detect inferior materials and construction techniques that pose a structural safety hazard in the construction of buildings.
9. Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.

Preferred

1. Five (5) years of experience performing on-site building inspections.
2. Five (5) years of experience working as a plans examiner in a public agency.
3. Possession of a valid ICBO or ICC certification as a Plans Examiner.

SPECIAL CONSIDERATIONS:

The incumbent will be joining an organization with fewer than 20 full-time positions. As a small and nimble organization, the City of Edgewood needs to develop and implement an effective succession plan. This position is anticipated to become a key member of the City's Building Inspections division. A hiring objective for this position is to find an employee that will be competently qualified to become a Building Official within 18 months in order to meet the goals of the Community Development Department's succession plan.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Work is performed in both field and office settings. This position requires ability to transport oneself to a variety of locations, primarily in and around Pierce County.

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

Duties are performed both indoors and outdoors under a variety of weather and environmental conditions, including wind, mud, rain, and snow. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some night meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS:

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

This position description does not constitute a contract for employment. It is subject to change by the City as the needs of the City and requirements change.

The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.

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

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

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

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



**CITY OF EDGEWOOD
AGENDA BILL
AGENDA BILL NO. 18-0398**

Date action taken: February 27, 2018

Title: 2018 Traffic Safety Grant

Attachments: Resolution No. 18-0398, Exhibit A Traffic Safety Equipment Grant Award

Submitted By: Police Chief, Micah Lundborg

Approved For Agenda By: Daryl Eiding, Mayor

Discussion: The Washington Association of Sheriffs and Police Chiefs (WASPC) has approved the Edgewood Police Department to receive \$1,395.00 to purchase Lidar equipment.

Recommendation: Staff recommends that the City Council move forward with acceptance of this grant being brought forward to the next Council meeting for adoption of Resolution No. 18-0398, accepting the Traffic Safety Equipment Grant for 2018.

Alternatives: 1) Do not adopt. 2) Forward to Study Session for further review

Fiscal Impact: None

RESOLUTION NO. 18-0398

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, REGARDING ACCEPTANCE OF TRAFFIC SAFETY EQUIPMENT GRANT FUNDS FROM THE WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS.

WHEREAS, the City of Edgewood Police Department is purchasing Lidar equipment for \$1,395.00; and

WHEREAS, the Washington Association of Sheriffs & Police Chiefs have made funds available to the City of Edgewood Police Department in the form of a Traffic Safety Equipment Grant;

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

Section 1. The City Council hereby accepts the Traffic Safety Equipment Grant funds from the Washington Association of Sheriffs & Police Chiefs in the amount of \$1,395.00 to purchase Lidar Equipment. WASPC Traffic Safety Equipment Grant award letter attached as Exhibit A.

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

ADOPTED this 27th day of February, 2018

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk

Exhibit A
WASPC Traffic Safety Equipment Grant award letter

WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS

3060 Willamette Drive NE Lacey, WA 98516 ~ Phone: (360) 486-2380 ~ Fax: (360) 486-2381 ~ Website: www.waspc.org

Serving the Law Enforcement Community and the Citizens of Washington

February 5, 2018

Contract Chief Lundborg
Edgewood Police Department
2224 104th Av E
Edgewood, WA 98372



Dear Contract Chief Lundborg,

Thank you for applying for a WASPC Traffic Safety Equipment Grant. We are pleased to inform you that your agency has been approved to receive \$ 1395.00 to purchase the following equipment: (1) Lidar \$1395.00.00.

The Federal Identification number for this grant is **CFDA# 20.600**. Invoices must be submitted to WASPC no later than May 4, 2018. Any invoices not received by the deadline will not be reimbursed and the award money will be forfeited. **Please note: WASPC is responsible for the amount of your grant award only. Any expense in excess of the grant award must be paid by your agency.**

A report is required for the Traffic Safety Equipment Grant funds awarded to your department. The 2017-2018 Traffic Safety Equipment Grant reports are due by October 15, 2018. **Failure to report will result in denial of 2018 – 2019 grant funds.** Your agency is responsible for subscribing to the following commitments:

- Support statewide/national traffic safety initiatives, projects, and programs
- Report grant results to WASPC in a timely manner
- Subscribe and commit to aggressive traffic enforcement

Online report forms and A-19 reimbursement forms can be found at www.waspc.org/traffic-safety.

Thank you for your dedication to traffic safety in the State of Washington. If you have any questions, please contact Anastasia Raybon at (360) 486-2387 or araybon@waspc.org. If you would like more information regarding state or federal traffic safety grant funding, please contact the Washington Traffic Safety Commission at (360) 725-9896.

Sincerely,

Steve Strachan
Executive Director

President
BRIAN BURNETT
Sheriff—Chelan County

President Elect
KEN THOMAS
Chief—Kent

Vice President
JOHN SNAZA
Sheriff—Thurston County

Past President
KEN HOHENBERG
Chief—Kennewick

Treasurer
BRIAN WINTER
Sheriff—Yakima County

DUSTY PIERPOINT
Chief—Lacey

RONNIE ROBERTS
Chief—Olympia

Executive Board
CRAIG MEIDL
Chief—Spokane

BILL BENEDICT
Sheriff—Clallam County

JOHN TURNER
Sheriff—Walla Walla

RICK SCOTT
Sheriff—Grays Harbor County

MARK COUEY
Director—OIC
Criminal Investigations Unit

JOHN BATISTE
Chief—WA State Patrol

JAY TABB
SAC—FBI, Seattle

STEVE STRACHAN
Executive Director



**CITY OF EDGEWOOD
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 18-0518**

Date Action Requested: February 27, 2018

Title: Amendment No. 1 to the 2018 Budget

Attachments: Budget Amendment Ordinance No. 18-0518 with Exhibit A- Salary Schedule, and Exhibit B Labor Cost Changes

Submitted By: Dave Gray, Assistant City Administrator

Approved For Agenda By: Daryl Eidinger, Mayor

Prepared For Agenda By: Staff

Recommendation: Move to approve the 2018 Budget Amendment No. 1 increasing appropriated amounts to the 2018 Final Budget as identified in Exhibit B, and modifying the 2018 Salary Schedule as identified in Exhibit A.

Discussion: Administration recently learned our Combination Building Inspector is leaving City employment. Staff felt this presented an opportunity to upgrade the position to an Inspector/Plans Examiner position, which is a position that would be a likely progression to Building Official. Our Building Official has disclosed plans to retire in approximately 18 months, hence this succession plan. 2018 Budget Amendment No. 1 establishes a new position, Building Inspector/Plans Examiner by adding the partial year increase to the Building Services budget resulting from a change to the Salary Schedule.

Alternatives: 1) Do not adopt. 2) Forward to a study session.

Fiscal Impact: A net decrease of General Fund Balance of \$5,034 results by eliminating the budgeted Combination Inspector pay and replacing the job functions with the higher paying Building Inspector/Plans Examiner position for an estimated eight months.

The full year impact of this change would be \$7,551.00 for 2018.

ORDINANCE NO. 18-0518

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AMENDING THE BUDGET FOR THE 2018 FISCAL YEAR, PROVIDING UPDATES TO THE APPROVED GENERAL FUND BUDGET, SPECIFICALLY BUILDING SERVICES AND THE 2018 SALARY SCHEDULE, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.33 RCW, requires the City of Edgewood adopt an annual budget and provides procedures for such; and

WHEREAS, the City of Edgewood established its 2018 Budget in Ordinance No. 17-0516; and

WHEREAS, the City Council desires to amend the 2018 Budget and Exhibit A Salary Schedule to reflect updated labor expenditure estimates caused by the creation of a new Building Inspector/Plans Examiner staff position; and

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

Section 1. Amending the 2018 General Fund, Specifically Building Services Budget Expenditures. The 2018 General Fund/Building Services Budget is hereby amended to provide as set forth in Exhibit B, attached hereto and incorporated herein by reference as if set forth in full. The change to the original Building Services Budget are to accommodate the increased cost of adding a new Building Inspector/Plans Examiner position. The position is designed to provide a succession path for a known retirement of our current Building Official. The position will capture the current duties of our Combination Building Inspector (leaving City employment) as well as prepare to fill the additional duties of the Building Official, via on-the-job training.

Section 2. Amending the 2018 Salary Schedule. The 2018 Salary Schedule approved with Ordinance 17-0516 is amended to add a Building Inspector/Plans Examiner staff position.

Section 3. Direction to Staff: Staff is hereby authorized and instructed to make the necessary changes to the printed form of the 2018 Budget and Exhibit A Salary Schedule to reflect the above amendments and to make all necessary and appropriate line item entries and adjustments in order to reflect said amendments.

Section 5. Transmittal. The City Clerk is hereby authorized and directed to transmit a certified copy of this ordinance to the Association of Washington Cities, the Auditor of the State of Washington, and Municipal Research Services Center.

Section 6. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 7. Effective Date. A summary of this ordinance shall be published in the official newspaper of the City and this ordinance shall take effect and be in full force five (5) days after the date of publication.

Section 8. Approval. Pursuant to RCW 35A.33.120, the City Council finds that this Ordinance is in the best interest of the City and has approved this Ordinance by a majority plus one of all members of Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD THIS 27TH DAY OF FEBRUARY, 2018.

Mayor, Daryl Eidinger

Attest/Authenticated:

City Clerk, Rachel Pitzel, CMC

Approved As To Form:

City Attorney Carol Morris

Date of Publication: *March 1, 2018*

Effective Date: *March 6, 2018*

EXHIBIT A

2018

CITY OF EDGEWOOD

SALARY RANGE PLAN**2018 Budget Amendment No. 1 - ORDINANCE NO. 18-0518**

2.5% Increase Over 2017

FULL TIME CLASSIFICATIONS:

		2018 Monthly Wage Range				
	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
FT-17-01	Administrative Assistant	\$3,503	\$3,762	\$4,020	\$4,278	\$4,536
FT-17-02	Communications Coordinator	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-02	Permit Coordinator	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-02	Public Works Maintenance Tech	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-02	Accounting Tech	\$3,957	\$4,257	\$4,556	\$4,856	\$5,155
FT-17-03	Public Works Maintenance Tech II	\$4,039	\$4,301	\$4,563	\$4,824	\$5,197
FT-17-05	Planning Technician	\$4,265	\$4,563	\$4,862	\$5,160	\$5,459
FT-17-06	Combination Inspector	\$4,701	\$4,976	\$5,251	\$5,526	\$6,266
FT-17-07	Engineering Tech	\$4,735	\$5,031	\$5,326	\$5,622	\$5,918
FT-17-08	Accounting Manager	\$4,844	\$5,234	\$5,623	\$6,013	\$6,403
FT-17-08	Associate Planner/Code Enforcement	\$4,844	\$5,234	\$5,623	\$6,013	\$6,403
FT-17-09	Building Inspector/Plans Examiner	\$5,404	\$5,863	\$6,322	\$6,781	\$7,376
FT-17-09	Building Official	\$5,404	\$5,863	\$6,322	\$6,781	\$7,376
FT-17-10	City Clerk	\$5,487	\$5,913	\$6,338	\$6,764	\$7,190
FT-17-11	Senior Planner	\$5,704	\$6,052	\$6,400	\$6,747	\$7,095
FT-17-12	Senior Engineer	\$6,499	\$6,857	\$7,216	\$7,575	\$7,933
FT-17-13	Public Works Superintendent	\$7,279	\$7,711	\$8,143	\$8,576	\$9,008
FT-17-14	Public Works Director, PE	\$7,737	\$8,121	\$8,505	\$8,889	\$9,273
FT-17-14	Community Development Director	\$7,737	\$8,121	\$8,505	\$8,889	\$9,273
FT-17-15	Assistant City Administrator	\$8,170	\$8,598	\$9,025	\$9,454	\$9,881

All Hourly Compensation Rates are based upon the Monthly Rate Divided by 173.33 Hours.

2018 Labor Cost Changes 2017 to 2018:Version (C)							
		General Fund	GF-Building	Total General Fund	Street Fund	Surface Water	City Total
ADDS	2017 Total FTE Funded	6.65	4.35	11.00	1.16	2.27	14.43
	Total Salary & Benefits 2017 Budget	755,890	452,739	1,208,629	129,931	258,627	1,597,187
	Adjustments to Prior Year Budget (Budget Amendments)	(21,966)	35,441	13,475	(6,181)	(1,591)	5,703
	Total Salary & Benefits December 31, 2017	733,924	488,180	1,222,104	123,750	257,036	1,602,890
	COLA increase of 2.5% CPI-U (Sea/Tacoma/Brem)	13,638	10,282	23,920	2,527	5,366	31,813
	Net Impact All Medical, Dental, Vision, Life, LTD Benefit Changes	16,180	5,722	21,902	5,919	6,959	34,780
	Industrial Insurance decrease	(206)	(335)	(541)	(102)	(228)	(871)
	Washington State Retirement Increase (PERS)	3,825	2,923	6,748	537	1,344	8,629
	Net All Labor Model Position & Step Changes	54,304	4,908	59,212	2,666	8,565	70,443
CUTS	SubTotal Increase	87,741	23,500	111,241	11,547	22,006	144,794
	Fully Funded Budget	821,665	511,680	1,333,345	135,297	279,042	1,747,684
				0			0
	Sub Total Decreases	0	0	0	0	0	0
	Total Salary and Benefits 2018	821,665	511,680	1,333,345	135,297	279,042	1,747,684
	2018 Total FTE Funded	7.15	4.75	11.90	1.22	2.32	15.43
These totals pull from worksheet B by type of Funding		822,043	518,854	1,340,897	135,297	279,042	1,755,236
		Total Labor Model Increase (Decrease) over Prior Year					\$152,345.39
Line 24 Above		-378	-7,174	-7,552	0	0	-7,551
							(629)
New Building Inspector/Plans Examiner Position		Eight months @ FT-17-09 Step 4					-5,034



**CITY OF EDGEWOOD
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 18-0399**

Date Action Requested: February 27, 2018

Title: Resolution No. 18-0399, On-Call Contract with WC3

Attachments: 1) Draft Contract

Submitted By: Darren Groth, Community Development Director

Approved For Agenda by: Daryl Eiding, Mayor

Discussion

With the recent resignation of the City's Building Inspector, this request is to hire a consultant to perform on-call site inspections. The goal is to keep the quality and quantity of inspections consistent during the transition of finding a full-time replacement employee.

Recommendation: Forward the proposal to City Council for approval.

Fiscal Impact: The contract is attached at capped at a maximum not to exceed amount.

RESOLUTION NO. 18-0399

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT FOR BACK-UP PLAN REVIEW AND ONSITE BUILDING INSPECTION SERVICES WITH WC-3 CONSULTANTS

WHEREAS, WC-3 Consultants is a regional building plan review & inspection company well known for its area of expertise and has worked with a variety of local government entities; and

WHEREAS, the City need for building plan & inspection services has grown rapidly and while sporadic, need has outpaced the ability to stay current with our in-house work force; and

WHEREAS, the Assistant City Administrator utilized the MSRC consultants roster to solicit interest and evaluate the available resources to engage in building plan & inspection and project management and has selected WC-3 Consultants to provide building plan review as the need arises for the City of Edgewood;

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

Section 1. The Mayor is hereby authorized to execute a professional services agreement for services with WC-3 Consultants to provide building plan review as the need arises for the City of Edgewood in an amount not to exceed \$75,000.00.

PASSED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 27TH DAY OF FEBRUARY, 2018.

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk

**ON-CALL CONSULTANT SERVICES CONTRACT
BETWEEN THE CITY OF EDGEWOOD AND
WC-3 Consultants**

THIS AGREEMENT is made by and between the City of Edgewood, a Washington municipal corporation (hereinafter the "City"), and West Coast Code Consultants, Inc., d.b.a. WC-3 Consultants, (hereinafter the "Consultant,") a corporation organized under the laws of the State of California, located and doing business at 19109 36th Ave. W. Suite 207, Lynnwood, Washington 98036.

RECITALS

WHEREAS, the City requires back-up plan review and on-site building inspection services; and

WHEREAS, the Consultant has agreed to provide these services on an on-call basis, as the need arises for the City of Edgewood;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

I. Description of Work.

The Consultant shall perform Building Plan Review and Onsite Building Inspection Services as needed by the City of Edgewood, all as described in Exhibit A, attached hereto and incorporated herein by this reference. The City shall issue a written Task Order for each project assigned to the Consultant. The written Task Order shall include the following information, which may be furnished in consultation with the Consultant: (1) Task Order Title (project name); (2) technical approach to the task (if necessary); (3) specific deliverables; (4) schedule with milestones and deliverables; (5) cost/hour estimate; (6) due date of work. All of these items may be brief, but will be sufficiently detailed for the Consultant to understand the work being authorized and the amount it will cost. Written Task Orders and Notices to Proceed may be issued as e-mail documents.

The City does not permit sub consultants for those items of work necessary for the completion of any Task Order on any project. The Consultant shall not subcontract with sub consultants for the performance of any work under this Agreement without prior written permission of the City.

II. Payment

A. This Agreement does not guarantee any amount of work for the Consultant. Task Orders will be developed as determined by the City and as provided for in this Agreement. The City shall pay the Consultant an amount based on time and materials, not to exceed Seventy Five Thousand Dollars (\$75,000.00) for the services described in Section I and Exhibit A. This is the

maximum amount to be paid under this Agreement for the work described in this Agreement, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. PROVIDED, HOWEVER, the City reserves the right to direct the Consultant's compensated services under the time frame set forth in Section IV herein before reaching the maximum amount.

B. The Consultant shall be paid by the City for completed services rendered under each approved individual Task Order. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies equipment and incidentals necessary to complete the work. The Consultant shall submit an itemized invoice to the City for each separate Task Order after the services have been performed.

C. The amount paid by the City for each invoice shall not exceed the amount in Section II(A) above and the Hourly Billing Rates set forth in Exhibit B, which is attached hereto and incorporated herein by this reference. The City shall pay the full amount of an invoice within sixty (60) days of receipt. 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.

D. The Consultant will not undertake any work or otherwise financially obligate the City in excess of said not-to-exceed amount in Section II (A) without a duly authorized amendment to this Agreement. In the event services are required beyond those specified in the Scope of Work and are not included in the compensation listed in this Agreement, a written contract amendment shall be negotiated and approved by the City before any effort is expended on such services.

III. 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, the City being interested only in the results obtained under this Agreement. 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.

IV. Duration of Work

The Consultant shall not begin any work under this Agreement until an authorized Task Order has been agreed upon by the parties, and the City has issued a Notice to Proceed. This Agreement shall expire on February 28, 2021, unless extended by an amendment executed by the duly authorized representatives of the parties.

V. Termination

A. Termination of Agreement. The City may terminate this Agreement, for public convenience, the Consultant's default, the Consultant's insolvency or bankruptcy, or the Consultant's assignment for the benefit of creditors, at any time prior to completion of the work described herein. If delivered to Consultant in person, termination shall be effective immediately upon the Consultant's receipt of the City's written notice or such date stated in the City's notice, whichever is later.

B. Rights upon Termination. In the event of termination, the City shall pay for all services satisfactorily performed by the Consultant to the effective date of termination, as described on a final invoice submitted to the City. Said amount shall not exceed the amount in Section II above. After termination, the City may take possession of all records and data within the Consultant's possession pertaining to this Agreement, which records and data may be used by the City without restriction. Upon termination, the City may take over the work and prosecute the same to completion, by contract or otherwise.

VI. Discrimination

In the hiring of employees for the performance of work under this Agreement or any sub-contract hereunder, the Consultant, its Subcontractors, or any person acting on behalf of such Consultant or sub-consultant shall not by reason of race, religion, color, sex, national origin, or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.

VII. 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 resulting from the acts, errors or omissions of the Consultant in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

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 CONSULTANT'S WAIVER OF IMMUNITY UNDER THE PROVISIONS OF THIS SECTION DOES NOT INCLUDE, OR EXTEND TO, ANY CLAIMS BY THE CONSULTANT'S EMPLOYEES DIRECTLY AGAINST THE CONSULTANT.

The provisions of this section shall survive the expiration or termination of this Agreement.

VIII. 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. 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, 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.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. 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.
 4. Employer's Liability each accident \$1,000,000. Employer's Liability Disease each employee \$1,000,000. Employer's Liability Disease -- Policy Limit \$1,000,000.
- C. 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.
 2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
 3. The City will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City will not waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.
 4. If any coverage is written on a "claims made" basis, then a minimum of three (3) year extended reporting period shall be included with the claims made policy and proof of this extended reporting period provided to the City.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- E. 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.

IX. Exchange of Information

The City warrants the accuracy of any information supplied by it to the Consultant for the purpose of completion of the work under this Agreement. The parties agree that the Consultant will notify the City of any inaccuracies in the information provided by the City as may be discovered in the process of performing the work, and that the City is entitled to rely upon any information supplied by the Consultant which results as a product of this Agreement.

X. Ownership and Use of Records and Documents

Original documents, drawings, designs and reports developed under this Agreement shall belong to and become the property of the City. 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.

XI. City's Right of Inspection

Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall be subject to the City's general right of inspection to secure the satisfactory completion thereof. 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.

XII. Consultant to Maintain Records to Support Independent Contractor Status

On the effective date of this Agreement (or shortly thereafter), the Consultant shall comply with all federal and state laws applicable to Independent contractors including, but not limited to the maintenance of a separate set of books and records that reflect all Items of income and expenses of the Consultant's business, pursuant to the Revised Code of Washington (RCW) Section 51.08.195, as required to show that the services performed by the Consultant under this Agreement shall not give rise to an employer-employee relationship between the parties which is subject to RCW Title 51, Industrial Insurance.

XIII. 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 of or damage to materials, tools, or other articles used or held by the Consultant for use In connection with the work.

XIV. Non-Waiver of Breach

The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred 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 and remain in full force and effect.

XV. Resolution of Disputes and Governing Law

Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the Mayor of the City of Edgewood, who shall determine the term or provision's true intent or meaning. The City of Edgewood shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the Mayor's determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The non-prevailing party in any action brought to enforce this Agreement shall pay the other party's expenses and reasonable attorney's fees.

XVI. Written Notice

All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the agreement, unless notified to the contrary. Unless otherwise specified, any written notice hereunder shall become effective upon the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated below:

CONSULTANT:

WC-3 Consultants
Attn: Martha J. Gillis
19109 36th Avenue W Suite 207
Lynnwood, WA 98036

CITY:

City of Edgewood
Attn: Daryl Eiding (Mayor)
2224 - 104th Avenue East
Edgewood, WA 98372
With a copy to the "City Clerk" at the same address.

XVII. Assignment

Any assignment of this Agreement by the Consultant without the written consent of the City shall be void. If the City shall give its consent to any assignment, this paragraph shall continue in full force and effect and no further assignment shall be made without the City's consent.

XVIII. Modification and Severability

No waiver, alteration, or 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.

The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reasons 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 provision.

XIX. Entire Agreement

The written provisions and terms 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, this Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and any Exhibits attached hereto, which may or may not have been executed 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 this ____ day of _____, 2018.

CONSULTANT

By: _____
Its President

WC-3 Consultants

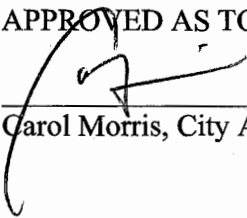
CITY OF EDGEWOOD

By: _____
Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, City Clerk

APPROVED AS TO FORM:



Carol Morris, City Attorney

EXHIBIT A SCOPE OF SERVICES

1. PLAN REVIEW

- A. WC-3 Consultants will review plans submitted with building permit applications for structural and nonstructural code compliance in accordance with the currently adopted construction codes as adopted and amended by the State of Washington and City of Edgewood (City), except that WC-3 will confer with the Building Official and his/her agent on any portion of the review that specifically requires the approval of the Building Official as specified in the code(s).
- B. The services to be performed by WC-3 will not begin until receiving a written Task Order, as described in Section I of the attached contract, from the City that identifies the specific tasks to be performed.
- C. WC-3 will not perform plan mark ups, make any complex structural changes on the plans, or make any changes that directly contradict other information on the plans. Significant changes must be made by or under the direction of the applicant's design professional. All notes and details must be on the approved permit set of plans.
- D. If corrections or additions are required, WC-3 will write a review letter addressed to the City and/or applicant. The City will then send WC-3's review letter, along with any additional City requirements, to the applicant. The correction letter will indicate to the applicant that they are required to submit the revisions/additions to the City per the submittal requirements for the permit type under review.
- E. Upon completion of the plan review, WC-3 will indicate that the drawings have been reviewed and found to be in substantial compliance with applicable construction codes and ordinances. WC-3's name, and date of compliance will be affixed to each sheet up to two sets of drawings or as otherwise requested by the City. The plan reviewer's signature will also be affixed to the coversheet.
- F. Complete reviews will include structural, nonstructural, plumbing, mechanical, accessibility, energy, and ventilation requirements. Partial reviews will be indicated as either structural or nonstructural or as mutually agreed upon.

2. PROCESS

- A. The City will determine which plans are to be reviewed by WC-3 according to the individual Task Order.

- B. The City will intake, track and process the permit applications and all revisions per current building and permit administration procedures.
- C. WC-3 will be responsible for the transportation of permit review documents to the City. The City will be responsible for the transportation of permit review documents to WC-3.
- D. WC-3 will complete the initial review and will have either approved the application and notified the City of approval or contacted the applicant and/or the City with corrections within the time frames listed below:

Typical Review Times:

Project Type	Initial Review	Re-Review
Single-Family	10 working days (2 weeks)	5 days (1 week)
Multi-Family	15 days (3 weeks)	10 days (2 weeks)
Commercial	20-30 days (4 weeks)	15 days (3 weeks)

Turn-around time for large, complex, and non-typical types of permit applications is to be negotiated.

- E. WC-3 will review any revisions or additional information and will either indicate compliance with the code(s) against which it was checked and notify the City of compliance, or if the drawings are still not complete, contact the applicant and/or the City with additional revision requests within the time frames specified above.
- F. The typical review times as noted above may be negotiated based on the number and/or complexity of projects the City wishes to send to WC-3 at one time or within a short window of time. WC-3 will not be held responsible for delays beyond WC-3's control. WC-3 shall notify the City of revisions to estimated target dates.

3. BUILDING INSPECTIONS

- A. Consultant will provide a certified building inspector to perform the following services:
 - 1. Upon authorization by the City by written Task Order, as described in Section I of the attached contract, the inspector will perform building inspection work for the City.

2. At the request by the City, the inspector shall be asked to perform one or more of the following inspection tasks:

- non-structural fire and life safety inspections
- structural inspections
- energy code inspections
- barrier free inspections
- mechanical & plumbing inspections
- building code compliance, compliance inspections

B. Inspector will provide building inspections in accordance with the currently adopted International Codes, Washington State Building Code (WAC 51-50 and 51-51), and energy code (WAC 51-11), and the applicable City Building Codes, except that inspector will confer with the Building Official or his/her agent on any portion of the review that specifically requires an approval of the Building Official under the applicable Code(s), or that involves an unusual interpretation .

C. Inspections will be done in accordance with the codes, ordinances and regulations in effect and will be performed in a courteous and professional manner. Up-to-date records of inspection status will be maintained on the job card in the field and on the office copy of the permit.

EXHIBIT B COMPENSATION & RATES

Hourly Review Rates:

The following review services are provided using an hourly rate, unless otherwise noted.

Hourly Rates*	
Service	Rate
Building Official	\$110
Structural Engineer, P.E., S.E.	\$110-\$130 DOE
Plan Review	\$100
Fire Review	\$100
Building Inspector	\$85-\$95 DOE
Electrical Inspector	\$90-\$100 DOE
Permit Technician	\$55
Administrative	\$40
Education/Instructor	\$85
Seminars	\$1,200 per day

*All plan review fees are hourly if a 3rd and subsequent reviews are needed or if provided for Deferred & Revised Reviews.

*All rates require a minimum charge of one (1) hour.

*Education: Requires one (1) hour of prep time for every three (3) hours teaching time with a minimum charge of one (1) hour.

*Expedited service will be assessed using 1.5 percent of the hourly rate schedule.

*Meeting attendance rates are hourly portal to portal.

*Some reviews require the expertise of a P.E. or S.E. Authorization by the City must be requested for these services.

*Inspection services will be provided using the hourly rate schedule. Inspection rates are portal to portal with a minimum time of 4 hours per day charged.