



CITY OF EDGEWOOD

COUNCIL STUDY SESSION AGENDA

Tues., April 16, 2019 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Pledge of Allegiance & Roll Call

2. COUNCIL BUSINESS

- A.  **Review/Discussion** - Resolution – COE Wellness Program and Policy
- B.  **Discussion** - Monthly Development Review
- C.  **Discussion** - Planning Commission 2019 Work Plan
- D.  **Review/Discussion** - Information Technology Job Descriptions
- E. **Discussion (no material)** - Speed Limits on 24th St.

3. OTHER COUNCIL ITEMS

4. ADJOURN

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings

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



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: City of Edgewood Wellness Program and Policy		Agenda Item #:		2A
		For Agenda of:		April 16, 2019
		Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ Resolution No. 19-0xxx ☒ City of Edgewood Wellness Committee Policy				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>\$0</u>	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$0</u>	
City Attorney, Carol Morris	☒	Appropriation Required:	<u>\$0</u>	
City Clerk, Rachel Pitzel	☒	Timeline: SS – 04/16/19 RCM – Consent Agenda- 04/23/19		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒			
Police Chief, Micah Lundborg	☒			
Fiscal Note/Consideration: AWC provides various incentives of nominal value for distribution throughout the program by participating organizations at no cost. The City of Edgewood has budgeted \$5,000 for 2019 to cover all wellness and team building activities. In addition to hard dollars budgeted, the Finance Director estimates the program may require up to the equivalent of .25 FTE derived in combination from the Communications, Office Management and Administrative Support functions over the course of a year. The hard dollar return to the City for successfully establishing the City of Edgewood as a “Wellness City” is a reduction in medical benefit costs of about \$10,000 per year, and an average per employee out of pocket cost reduction for their shared premium cost of approximately \$42.00 per year (based upon a full family coverage individual).				
SUMMARY STATEMENT: The City of Edgewood is a member of the AWC Employee Benefit Trust, which is Washington’s largest local government benefit pool for cities, towns and other local governments. The AWC Trust provides benefit and health promotion programs for its members. As part of their services, AWC offers a WellCity award program, which rewards cities with a 2% reduction in healthcare premiums if cities promote standards of employee health and wellness across their organization. The WellCity Award recognizes members that achieve nine standards of quality in employee health promotion. The standards are based on current research and best practice models, and serve as guidelines for designing a workplace wellness program that has a positive impact on employee health and productivity. Those standards are as follows:				

WellCity Standard	Maximum points	Minimum points	Required items
1. Policies & Procedures	29	13	5
2. Management Support	24	20	5
3. Wellness Committee	17	8	2
4. Wellness Network & Resources	17	6	3
5. Needs Assessment	26	10	3
6. Worksite Environment	25	8	4
7. Operating Plan	11	8	8
8. Activities & Interventions	19	9	6
9. Evaluation	32	9	3
Total	200	91	39

Over the next three to six months, staff will be working towards implementing programs and policies to comply with the AWC Well City program that will meet the established standards.

Participation in the Wellness Program is encouraged and allows an employee to participate in activities scheduled during both on and off work hours. However, participation is on a voluntary basis.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A

RECOMMENDED ACTION:

Build a culture of wellness that supports healthy lifestyles and offers opportunities for all employees to optimize their health and well-being by allowing the Resolution and Policy of the Wellness Program and its policies to be placed on the consent agenda at the next regular council meeting for approval.

ALTERNATIVES TO RECOMMENDED ACTION:

- 1) Do not adopt
- 2) Forward to Study Session for further review

RESOLUTION NO. 19-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, ESTABLISHING A CITY EMPLOYEE WELLNESS PROGRAM AND ADOPTING THE WELLNESS COMMITTEE POLICY

WHEREAS, the City of Edgewood recognizes that employee health is related to lifestyle decisions and many illnesses and injuries can be prevented by positive individual health processes; and

WHEREAS, the City of Edgewood further recognizes that improvements to employee health, achievable through active workplace health promotion programs and activities can result in better morale, reduced absenteeism, and enhanced productivity and performance; and

WHEREAS, the AWC wellness program, at a minimum, has proven to be cost neutral beginning with implementation and studies show cost reducing over the long run;

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

Section 1. In order to contribute to health and well-being of City employees the Wellness Committee pledges the following:

- Improve the quality of life through knowledge about health and lifestyle.
- Decrease the usage of health care services under the current provider's health benefits plan.
- Decrease the incidence of workplace injuries and the severity of injury claims expense.
- Reduce sick leave usage.
- Improve employee morale and well-being.
- Demonstrate to employees that the City of Edgewood cares about the health and well-being of its workforce.
- Increase recreational or other opportunities, which lead to improved physical and emotional health and reduced stress.

Section 2. The Wellness Committee Policy attached hereto as Exhibit A is hereby adopted as part of the City of Edgewood City Employee Wellness Program.

ADOPTED THIS XX DAY OF XXXXXX, 2019

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, City Clerk



**CITY OF EDGEWOOD
INTERNAL ACCOUNTING & ADMINISTRATIVE CONTROLS (IACC)**

TITLE:**IAAC NO.****Wellness Committee Policy**

APPROVED BY**REVISES OR SUPERSEDES****EFFECTIVE DATE:**

PURPOSE:

To create an environment that supports healthy lifestyles and offers opportunities for employees to optimize their health and well-being.

GOAL:

To support wellness in the workplace by creating a program that meets the needs and interests of the employees of the City of Edgewood.

SCOPE:

This policy applies to all regular, part-time (exempt and non-exempt) City of Edgewood employees.

POLICY:

- I. The Committee will be comprised of 4-5 members. The following departments are strongly encouraged to have at least one member on the committee: Administrative Services, Public Works, Planning and Community Development. Membership on the Committee is voluntary.
- II. Members of the Wellness Committee will serve an indefinite term and are encouraged to be enthusiastic and supportive of the purpose and goal of the Committee.
- III. The Wellness Committee will meet at least once a month during regular business hours, and will follow an agenda prepared by the Chairperson of the Committee.

IV. Duties of the Wellness Committee include:

- Providing enthusiastic support of the purpose and goal of the Committee.
- Creating a sense of employee ownership by participating in the planning and promotion of wellness activities.
- Performing evaluations of ongoing programs and activities.
- Providing peer support and advocacy to boost wellness program participation.
- Sharing responsibilities to lessen the workload impact on the Chairperson.
- Preparing an annual budget for presentation to the Asst. City Administrator for program support.

V. Duties of the Chairperson include:

- Setting the time and place of meetings.
- Communicating with all members of the Committee to coordinate meeting dates and times.
- Preparing an agenda in advance of the meeting and distributing copies to other members, along with notice of the meeting.
- Managing the agenda and discussion of the meeting.

VI. Confidentiality is important in all health education activities. Because the Wellness Committee may offer programs about potentially sensitive issues, the transactions and interactions regarding personal and medical information that take place in the City's wellness programs will be confidential and will be respected as such. Employee participation will strictly be on a voluntary basis and will be respected.

PROCEDURE:

I. Build a Foundation

- Create a mission statement.
- Assess the City's working environment by considering the possible support systems and challenges.
- Successfully develop and promote the wellness program.
- Set program policies to address participant confidentiality, employee eligibility, and any City policies that govern wellness activities, including employee participation.
- Inform the employees of the wellness program by distributing a letter of introduction stating the City's commitment to employee health and encouragement of employee participation.
- Gain the support of everyone involved, including management, department heads, and employees.

II. Locate Available Resources

- Inventory internal resources.
- Locate other wellness program coordinators.

- Explore AWC resources.
- Identify external resources that may be able to provide services and products for the program.
- Review human resource data to determine what the City's employees' needs may be.
- Identify topics that work toward the program's mission and meet the needs and interests of employees.
- Involve employees by conducting a needs and interests survey.

III. Design the Program

- Establish program goals and objectives.
- Develop a means of evaluation to measure the level of satisfaction with the program and assist in the planning of future activities.
- Select program activities that will encourage employees to become involved.
- Establish a program budget.
- Create a program timeline and schedule that includes all wellness program activities and any other events, which will conflict with, support or otherwise influence the program.
- Delegate responsibilities to different members of the committee.

IV. Promote and Facilitate the Program

- Promote the program and activities to raise employees' awareness of and enthusiasm for the worksite wellness program, to stimulate and maintain high levels of participation, and to keep the program visible.
- Build incentives into the program to not only reward participants, but to encourage and motivate participation.
- Introduce the program by communicating the City's commitment, previewing upcoming activities, and leaving employees eager to participate.
- Facilitate the activities to help ensure a smooth program and satisfied participants.
- Decisions on structure and program details will be approved by the Mayor and/or Asst. City Administrator.

Approved by

Daryl Eidinger, Mayor

Date



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Monthly Development Review	Agenda Item #:	2B	
	For Agenda of:	April 16, 2019	
	Prepared by:	Kristin Moerler & Darren Groth	
ATTACHMENTS (list): ☒ March 2019 Monthly Permit Tally ☒ March Pending Projects (Planning and Engineering Permits) Map ☒ March Pending Projects (Planning and Engineering Permits) List			
Review of Materials:			
Mayor, Daryl Eiding	☒	Expenditure Required:	\$0
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0
City Attorney, Carol Morris	☒	Appropriation Required:	\$0
City Clerk, Rachel Pitzel	☒	Timeline: N/A	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☒	BARS:	
Chief Micah Lundborg	☒		
Fiscal Note/Consideration: N/A			
SUMMARY STATEMENT: The City's Community Development Department (CDD) is entrusted by City Council, Edgewood citizens, and the State of Washington to provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services necessary to ensure the healthy, safety, and quality of life of Edgewood residents. To carry out these responsibilities, the CDD staff members perform numerous customer interactions, code interpretations, permitting functions, project reviews, on-site inspections, and multiple other functions.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Receive a briefing, hold a discussion, and provide any direction to staff regarding the reporting of community development project and permit statuses.			

March 2019

Number of Applications Received and Issued

Department	Received	Issued	YTD RECEIVED	YTD ISSUED
# of Building Permits	47	31	99	94
# of Planning Permits	10	12	27	16
# of Public Works Permits	11	9	30	31

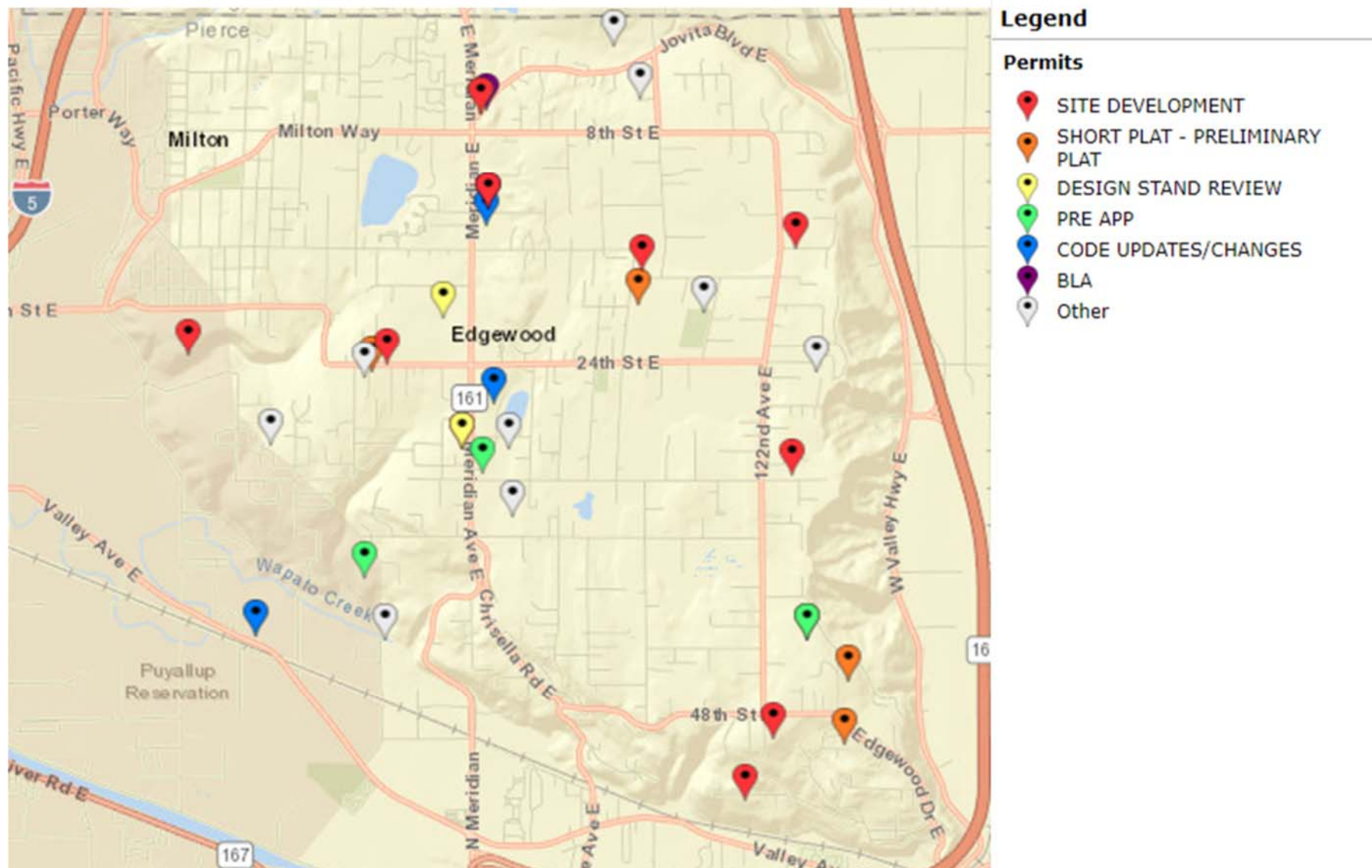
Inspections Completed

Department	# of Stops Made	# of Inspections	YTD # of Inspections
Public Works Inspections	39	87	214
Building Inspections	182	396	903

Number of Inspections By Inspector

Inspector	# of Inspections
Dean	20
Gene	145
Cory	231
Taylor	87
Jeremy	0

Pending Projects (Planning and Engineering Permits) Map



Pending Projects (Planning and Engineering Permits)

39 Records

March update (3/30/19)

Permit #	Project	Site Address	Department	Type	Status	Submitted	Last Activity
19-029	ROW 19-029	1816 118TH AV E	PUBLIC WORKS	RIGHT OF WAY	APPLICATION	3/29/2019	3/29/2019 10:22
19-1127	SIMPLE PAVING PERMIT APPLICATION	12017 53RD STCT E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	3/29/2019	3/29/2019 16:56
19-1113	WAGNER SHORT PLAT-PRELIMINARY PLAT	11226 18TH ST E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	APPLICATION	3/26/2019	3/26/2019 10:44
19-1114	RAMSAUR SHORT PLAT-PRELIMINARY PLAT	9505 24TH ST E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	APPLICATION	3/26/2019	3/26/2019 14:13
19-027	ROW 19-027	122ND AVE E	PUBLIC WORKS	RIGHT OF WAY	REVIEW PENDING PAYMENT	3/20/2019	3/20/2019 13:20
19-1098	MISENAR SHORT PLAT-PRELIMINARY PLAT	4423 127TH AV E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	APPLICATION	3/18/2019	3/26/2019 9:37
19-1090	BECKER SHORT PLAT PRELIMINARY PLAT	4122 CALDWELL RD E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	INCOMPLETE	3/12/2019	3/30/2019 13:58
19-021	ROW 19-021	12226 48th St E	PUBLIC WORKS	RIGHT OF WAY	APPLICATION	3/11/2019	3/19/2019 8:12
19-020	ROW 19-020	2300 110TH AVE E	PUBLIC WORKS	RIGHT OF WAY	REVIEW PENDING PAYMENT	3/8/2019	3/11/2019 14:33
19-1081	CALIBER SHORT PLAT FINAL PLAT	3312 106TH AV E	PLANNING	FINAL PLAT - SHORT	INCOMPLETE	3/4/2019	3/30/2019 9:56
19-1075	SITE WEST PROPERTIES BLA	10307 JOVITA BLVD E	PLANNING	BLA	UNDER REVIEW	3/1/2019	3/14/2019 13:26

Pending Projects (Planning and Engineering Permits)

19-1046	SINGH MULTIFAMILY PROJECT	1914 MERIDIAN AV E	PLANNING	DESIGN STAND REVIEW	UNDER REVIEW	2/7/2019	3/22/2019 13:40
19-1043	LISITSYN TUP	11120 COUNTY LINE RD E	PLANNING	TUP	UNDER REVIEW	2/6/2019	3/20/2019 14:08
19-1044	NEW HOPE SHORT PLAT PRELIMINARY PLAT	4902 EDGEWOOD DR E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	WAITING ON REVISIONS	2/6/2019	3/30/2019 9:55
19-1041	CRITICAL AREAS REVIEW CHECKLIST - PARCEL# 9800000110	XXX 125TH AVCT E	PLANNING	MISC	APPLICATION	2/1/2019	2/5/2019 9:54
19-1023	NICKLAUS SUBDIVISION FINAL PLAT	2305 TO 2307 94TH AVCT E	PLANNING	FINAL PLAT - SUBDIV	WAITING ON REVISIONS	1/22/2019	3/26/2019 8:34
19-1017	GROUND UP ROAD CONSTRUCTION OFFICE PRE-APPLICATION	3013 MERIDIAN AV E	PLANNING	PRE APP	APPLICATION	1/16/2019	3/1/2019 11:04
19-1005	BECKER SHORT PLAT PRE-APPLICATION	4122 CALDWELL RD E	PLANNING	PRE APP	APPLICATION	1/7/2019	1/24/2019 14:57
18-1491	EDGEWOOD VET CLINIC COMP PLAN AMENDMENT	10215 13TH STCT E	PLANNING	CODE UPDATES/CHANGES	APPLICATION	12/31/2018	12/31/2018 15:30
18-1486	ABEL SHORT PLAT SITE DEVELOPMENT	12321 16TH ST E	PUBLIC WORKS	SITE DEVELOPMENT	WAITING ON REVISIONS	12/27/2018	3/1/2019 10:13
18-1467	MT VIEW EDGEWOOD WATER RESERVOIR SITE DEVELOPMENT	12224 48TH ST E	PUBLIC WORKS	SITE DEVELOPMENT	WAITING ON REVISIONS	12/13/2018	3/30/2019 14:01
18-1456	CIRILIUM SITE DEVELOPMENT	12311 31ST ST E	PUBLIC WORKS	SITE DEVELOPMENT	UNDER REVIEW	12/5/2018	3/29/2019 15:32
18-1453	BARTH ESTATES SUBDIVISION PRE-APP	3624 96TH AV E	PLANNING	PRE APP	APPLICATION	11/29/2018	12/13/2018 12:19

Pending Projects (Planning and Engineering Permits)

18-1447	BARTH SUBDIVISION PRELIMINARY PLAT	XXX 96TH AV E	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	11/26/2018	3/30/2019 11:10
18-1428	GREENE CLEAR AND GRADE	2818 105TH AV E	PUBLIC WORKS	CLEAR AND GRADE	INCOMPLETE	11/6/2018	3/4/2019 13:03
18-1412	2818 MERIDIAN APARTMENTS SITE DEVELOPMENT	2818 MERIDIAN AV E	PUBLIC WORKS	SITE DEVELOPMENT	UNDER REVIEW	10/25/2018	3/29/2019 7:43
18-1342	EDGEWOOD VIEW ESTATES SITE DEVELOPMENT	8224 20TH ST E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	9/5/2018	3/20/2019 13:13
18-1333	2818 MERIDIAN APARTMENTS DESIGN REVIEW	2818 MERIDIAN AV E	PLANNING	DESIGN STAND REVIEW	UNDER REVIEW	8/28/2018	3/20/2019 15:49
18-1280	VIEW POINTE SELF STORAGE BLA	10315 12TH STCT E	PLANNING	BLA	UNDER REVIEW	7/23/2018	11/1/2018 11:15
18-1146	CURRAN ESTATES FINAL PLAT	412 114TH AV E	PLANNING	FINAL PLAT - SUBDIV	WAITING ON REVISIONS	4/27/2018	3/20/2019 13:37
18-1132	MICKELSON SUBDIVISION PRELIMINARY PLAT	2804 90TH AV E	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	4/17/2018	1/31/2019 14:55
18-1040	VIEW POINTE SELF STORAGE RV STORAGE SITE DEVELOPMENT	10315 12TH STCT E	PUBLIC WORKS	SITE DEVELOPMENT	INCOMPLETE	2/5/2018	12/26/2018 11:40
17-1549	UCHIDA FARMS COMP PLAN AMENDMENT	XXX 42ND STCT E	PLANNING	CODE UPDATES/CHAN GES	APPLICATION	12/27/2017	3/14/2019 9:16
17-1550	PROJECT S22 COMP PLAN AMENDMENT	10304 24TH ST E	PLANNING	CODE UPDATES/CHAN GES	APPLICATION	12/27/2017	3/14/2019 9:16
17-1535	NORTHWOOD ESTATES WEST PHASE II DESIGN REVIEW		PLANNING	DESIGN STAND REVIEW	APPLICATION	12/12/2017	1/18/2019 9:11

Pending Projects (Planning and Engineering Permits)

17-1527	NORTHWOOD ESTATES WEST PHASE II SITE DEVELOPMENT	9609 24TH ST E	PUBLIC WORKS	SITE DEVELOPMENT	WAITING ON REVISIONS	12/5/2017	3/5/2019 11:18
17-1498	THE LEARNING CENTER DESIGN REVIEW	XXX JOVITA BLVD E	PLANNING	DESIGN STAND REVIEW	WAITING ON REVISIONS	11/21/2017	3/19/2019 12:07
17-1488	THE LEARNING CENTER SITE DEVELOPMENT	XXX JOVITA BLVD E	PUBLIC WORKS	SITE DEVELOPMENT	WAITING ON REVISIONS	11/13/2017	3/19/2019 12:03
17-1472	GERVAIS SHORT PLAT SITE DEVELOPMENT	1607 112TH AV E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	10/27/2017	3/14/2019 9:25



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Planning Commission 2019 Work Plan		Agenda Item #:		2C
		For Agenda of:		April 16, 2019
		Prepared by:		Darren Groth
ATTACHMENTS (list): ☒ Work Plan				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>\$0</u>	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$0</u>	
City Attorney, Carol Morris	☒	Appropriation Required:	<u>\$0</u>	
City Clerk, Rachel Pitzel	☒	Timeline: Introduce to City Council: <u>01/26/19</u> Approved by PC: <u>04/08/19</u> Submit for Council Review: 04/16/19 City Council Action: <u>04/23/19</u>		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒			
Police Chief, Micah Lundborg	☒			
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT: On January 29, 2019, the Planning Commission (PC) held a joint meeting with City Council to strategize the PC's work plan for 2019. The City Council offered general direction to the members present for the discussion and recommended that the PC could spend their next meeting(s) compiling their ideal work plan and presenting back to City Council for adoption. During the March meeting, the PC agreed to elements of their 2019 Work Plan. On April 8, 2019, the PC finalized the Planning Commission's 2019 Work Plan.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Hold a discussion regarding the PC's 2019 Work Plan and move this item to the City Council's Consent Agenda for approval on April 23, 2019.				
ALTERNATIVES TO RECOMMENDED ACTION: 1) Revise the presented Work Plan 2) Remand back to PC with recommended changes				

Planning Commission 2019 Work Plan

- 1) Update Sign Code**
- 2) Revise Use Charts**
- 3) Rewrite Subdivision Code**
- 4) Review Future Land Use Map (FLUM)**
 - a. Ensure FLUM and Zoning Map agree
 - b. Area of single-family zoning
 - c. Water drainage concerns overlap low density areas
 - d. Other locational amendments
- 5) Town Center**
 - a. Vet geographic boundary of Town Center
- 6) Special Land Use Study Overlay**
 - a. Complete the special land use study identified in the Comprehensive Plan
 - b. Overlay area identified on the FLUM map in the southwest portion of the city
- 7) Create Edgewood Municipal Code (EMC) Title 17 – Land Development Code**
- 8) Review City plans to identify other City initiated Comprehensive Plan amendments**



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Information Technology Job Descriptions		Agenda Item #:		2D
		For Agenda of:		April 16, 2019
		Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ IT Director Job Description & IT Manager Job Description				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>\$0</u>	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$0</u>	
City Attorney, Carol Morris	☒	Appropriation Required:	<u>\$0</u>	
City Clerk, Rachel Pitzel	☒	Timeline: SS – 04/16/19 RCM – 04/23/19		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒			
Police Chief, Micah Lundborg	☒			
Fiscal Note/Consideration: As of the end of the 1st quarter of 2019, the difficulty in recruiting four open positions has produced a significant labor budget surplus. That, combined with the cost shift from contract labor for budgeted software and hardware installations, and our ability to cease expenditures to our Interlocal IT contract are estimated to cover the fully absorbed cost of adding an IT Director (\$126,577) and more than cover the cost of adding an IT Manager (\$94,213). As always when evaluating the real cost of adding overhead, in particular labor, it is the City's policy to explore the impact of the fully absorbed cost for a full year following a midyear mid budget addition. Assuming a 3% COLA for 2020, the IT Directors position would add \$173,832.07 at Step 5 and the IT Manager would add \$129,385.51 also at Step 5. Because the Director's position would encompass the forecasting, continuous improvement plan and budgeting functions, there would be a significant contribution to a reduction of other operational and administrative Director level efforts currently tasked with those functions for IT related activities Citywide. Because the IT Director essential job requirements mandate system design and implementation, the cost of standing up improvements to existing software and hardware applications as well as those planned for 2019 and 2020 would enjoy a contract reduction cost by transferring significant "turnkey" contractor activities in-house. No doubt there would be cost reductions of both by adding an IT Manager function, but similar to those activities performed by our Accounting and Office Manager positions, Directors have a lead role in forecasting required continuous improvement and technological advancement opportunities, project design and implementation, budgeting and resource management vs. tracking and informing through progress reporting.				
SUMMARY STATEMENT: The City has enjoyed IT support through the City of Fife, providing a full complement of IT staff on a part time basis as needed. The cost vs benefit has been heavily advantaged in favor of the City of Edgewood. Recent negotiations with the City of Fife have identified the need to ramp up our economic contribution to this model to a level of support roughly equal to an average cost of all Fife IT employees equal to one Full Time Equivalent. The Finance Director believes this would be the best most cost effective alternative to all options (hiring an in-house FTE, contracting with another government entity, contracting with a commercial for profit entity). With the addition of our Office Manager the City became very effective at managing and tracking our contract IT activity and providing accountability to the deliverables promised on a timeline. It appears we are continuing to lose ground on our implementation timeline. The City of Edgewood has ramped up its technology rollout schedule, volume and				

implementation bandwidth significantly and plans an expansion to our IT support demand going forward. Our current arrangement for support has led us to increase substantially the purchase of “turnkey” installations of new software to minimize the impact on our Fife IT service providers. Recent reductions in the Fife IT staff of key personnel currently engaged in these installations have made a serious impact in the City’s ability to maintain an implementation schedule adding cost and delaying the benefit of increased productivity driving the decision for the expenditure and effort to begin with.

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A**RECOMMENDED ACTION:**

Advise the Mayor to add the job descriptions to the April 23 RCM for discussion and action together with a budget amendment ordinance to implement a revised salary schedule including the two new position place holders.

ALTERNATIVES TO RECOMMENDED ACTION:

- 1) Do not adopt
- 2) Forward to Study Session for further review



City of Edgewood

2224 104th Avenue East, Edgewood WA 98372-1513

Phone (253) 952-3299 Fax (253) 952-3537

Information Technology (IT) Director– Job Description

Department: Administration

Salary Range: \$8,764-9,959/mo.

Opening Date: April 24, 2019

Closing Date: Open until Filled

First Review: May 3, 2019

This position is a full-time FLSA exempt, position and is not eligible for overtime.

GENERAL SCOPE OF WORK

Forecast, implement, manage and maintain all electronic platform aspects of the City's communications, networking, security, access and operational applications. Forecast and provide options with recommendations encompassing operational integration, integrity, security and cost to meet the City's predetermined needs. In concert with staff, assess and direct the purchase, installation, training, maintenance and security of all City hardware and software/applications to ensure continuity of operations under normal and emergency operations within preapproved standard. In short, to own the City's ability to communicate and maintain ongoing operations during normal and emergency conditions under predetermined protocol.

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

SUPERVISION

This position performs a wide range of cross-functional city duties, teaming with all city groups and individual employees. This position serves under the direction of the Mayor. Minimal employee supervision is expected for this position.

ESSENTIAL JOB FUNCTIONS:

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

1. Direct & manage the continuous operation of City network platforms, servers, workstations, and portable devices including software/hardware evaluations, installations, maintenance and upgrades.
2. Evaluate, collaborate and design city wide continuous improvement plans for electronic communication and operational technology platforms.
3. Safeguard the City's communications and operations platforms against unknown and intrusive agents such as virus attacks, hackers, and unauthorized access.
4. Provide City-Wide security breach mitigation processes and controls and pre-established archived points for recovery within pre-established protocols.
5. Perform technical integrity testing, evaluation and after-the-fact troubleshooting to resolve communication and operational system integrity weaknesses within predetermined service levels.
6. Direct any/all contract or staff operation, maintenance, upgrade or repair of citywide electronic communications or operation platforms.
7. Oversee, direct and manage the administration of the exchange server email system, monitor email traffic to ensure only the city provided email systems are used on city computers.
8. Work and act as a team player in all interactions with other city employees.
9. Plan and implement complex and routine short and long-range projects related to local and wide area networks, wireless systems and telephony systems.
10. Research and document internal procedures and process controls.
11. Prepare information technology budget.
12. Maintain records on computer network service and communication systems, citywide inventories, purchases, and repairs.
13. Remain current concerning trends and developments in computer hardware and software; perform research and provide information and assistance as assigned; assisting in system planning.
14. Train and provide technical assistance and support to users regarding features, capabilities and policies regarding internet/email, computer and software use.
15. Assist in computerized system development of the Records Management System.
16. Assist with the development and updating of the city's computer and software usage, communication policy and web standards.
17. Consult with Mayor and Directors concerning future technology implementations and projects and specific group technology needs.
18. Consult with Mayor and Directors to coordinate system activities and to identify needs; manage major projects citywide resources both internal and external.
19. Manage interlocal cooperative IT efforts to achieve the Mayor's mandate for intergovernmental synergies.
20. A partial list of citywide platform attributes includes: telephony, radio, computer networks, servers, printers, copiers, routers, workstations, ingress/egress access controls, continuous power sources, cloud, SAS, server based applications, third party providers, contractors, audio, visual, integrated entertainment systems, Bluetooth, wireless, data collection systems, firewalls, custom software applications, actuators, and controllers.
21. Perform other duties as directed or assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

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

1. Must have an array of knowledge and experience to perform work within our software-based environment. Strong experience with city/municipal style systems, data storage and records retention under the Washington State Records Management System, multiple types of communication devices as well as supporting the Pierce County Sheriff's Department security needs for the North Precinct (City of Edgewood).
2. Ability to make timely and deliberate decisions without guidance or direction based upon standing protocols.
3. Ability to implement approved IT and security plans within budget constraints.
4. Knowledge of current and emerging technology and applicably and benefit to Washington State municipal operations and services.
5. Knowledge of intranet and Internet concepts, protocols and connection options.
6. Knowledge of network security models and methods.
7. Knowledge of Microsoft networking components.
8. Knowledge of software licensing standards and tracking systems.
9. Must be able to work cooperatively with neighboring jurisdictions, government entities, municipalities as well as the public in general.
10. Knowledge of network backup methods and emergency/disaster recovery.
11. Knowledge of PC virus protections, detection, removal and prevention.
12. Knowledge of networking, routers, switches and hubs.
13. Knowledge of Microsoft Exchange server and unified messaging & communication.
14. Skill in producing complex documentation and technical writing to record network topologies, systems, and security protocols.
15. Skill in troubleshooting and resolving network connectivity and client hardware and software problems.
16. Skill in installing configuring, and upgrading network hardware.
17. Ability to set priorities under demanding customer service, workload and deadline expectations.
18. Ability to communicate effectively with staff highly technical concepts to users at all skill and understanding levels.
19. Ability to teach, guide, instruct and inform as necessary.
20. Ability to analyze system requirements, prepare budgets and recommendations and make purchasing decisions.
21. Ability to transport, move, remove, and install a variety of network equipment, components and parts.
22. Ability to provide responsive and effective customer service in a teamwork environment.
23. Ability to read, interpret, understand, and apply detailed and complex technical information.

24. Ability to prepare, present, and analyze reports, staff recommendations, and survey results orally and in writing.
25. Criminal Justice Information Systems (FBI) Clearance & Secured Level Status.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

Previous in-depth software application experience specific to Washington State municipal government operations:

Vision Municipal Solutions, SmartGov, Blue Beam, Civic Plus Solutions, Laserfiche, KnowBe4, Box, Epsilon, Lenel, PayGov, Mimecast, Adobe, Aquus, ArcGIS, Autocad.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

Bachelor's Degree in Information Technology, Information Systems Architecture or other related information technology degree. A Masters of Information Technology or related degree may substitute for five years of management level experience.

Ten years management level Washington State Special District, Municipal, or State government experience. Five years of management level experience may be substituted by two years Director's level experience.

OR

Any combination of related education, certifications, and licenses combined with ten years management level Washington State Special District, Municipal, or State government experience (five years of management level experience may be substituted by two years Director's level experience) that will result in a candidate successfully performing the essential functions of the job, if.

AND

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

SPECIAL CONSIDERATIONS

The incumbent will be joining an organization with approximately 23 full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS

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

EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT

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

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

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

APPLICATION SUBMITTAL

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

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

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

The City of Edgewood Employment Application may be found on our website at cityofedgewood.org. Completed application packets received prior to (date) will be given priority. Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

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

Name

Date

SUPPLEMENTAL QUESTIONS

(add as necessary)



City of Edgewood

2224 104th Avenue East, Edgewood WA 98372-1513

Phone (253) 952-3299 Fax (253) 952-3537

Information Technology (IT) Manager— Job Description

Department: Administration

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

Opening Date: April 24, 2019

Closing Date: Open until Filled

First Review: May 3, 2019

This position is a full-time FLSA exempt, position and is not eligible for overtime.

GENERAL SCOPE OF WORK

Manage and maintain all electronic platform aspects of the City's communications, networking, security, access and operational applications. Provide options with recommendations encompassing operational integration, integrity, security and cost to meet the City's predetermined needs. In concert with staff, assess and direct the purchase, installation, training, maintenance and security of all City hardware and software/applications to ensure continuity of operations under normal and emergency operations within preapproved standard. In short, to own the City's ability to communicate and maintain ongoing operations during normal and emergency conditions under predetermined protocol.

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

SUPERVISION

This position performs a wide range of cross-functional city duties, teaming with all city groups and individual employees. This position serves under the direction of the Mayor. Minimal employee supervision is expected for this position.

ESSENTIAL JOB FUNCTIONS:

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

1. Manage the continuous operation of City network platforms, servers, workstations, and portable devices including software/hardware evaluations, installations, maintenance and upgrades.
2. Evaluate and design citywide continuous improvement plans for electronic communication and operational technology platforms.
3. Safeguard the City's communications and operations platforms against unknown and intrusive agents such as virus attacks, hackers, and unauthorized access.
4. Provide citywide security breach mitigation processes and controls and pre-established archived points for recovery within pre-established protocols.
5. Perform technical integrity testing, evaluation and after-the-fact troubleshooting to resolve communication and operational system integrity within predetermined service levels.
6. Perform the maintenance and upkeep of city phone, voicemail, and potential security systems. Assist with research and recommendations on the City's communication system and related equipment.
7. Manage the administration of the exchange server email system, monitor email traffic to ensure only the city provided email systems are used on city computers.
8. Work and act as a team player in all interactions with other city employees.
9. Assist in planning and implementing complex and routine short and long-range projects related to local and wide area networks, wireless systems and telephony systems.
10. Research and document internal procedures and process controls.
11. Assist in preparation of the information technology budget.
12. Maintain records on computer network service and communication systems, citywide inventories, purchases, and repairs.
13. Remain current concerning trends and developments in computer hardware and software; perform research and provide information and assistance as assigned; assisting in system planning.
14. Train and provide technical assistance and support to users regarding features, capabilities and policies regarding internet/email, computer and software use.
15. Assist in computerized system development of the Records Management System.
16. Assist with the development and updating of the city's computer and software usage, communication policy and web standards.
17. Assist the Mayor and Directors concerning future technology implementations and projects and specific group technology needs.
18. Assist the Mayor and Directors to coordinate system activities and to identify needs; manage major projects citywide resources both internal and external.
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21. Perform other duties as director or assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

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

1. Ability to make timely and deliberate decisions without guidance or direction.
2. Ability to implement an approved IT plan.
3. Knowledge of current and emerging technology and applicably and benefit to municipal operations and services.
4. Knowledge of Intranet and Internet concepts, protocols and connection options.
5. Knowledge of network security models and methods.
6. Knowledge of Microsoft networking components.
7. Knowledge of software licensing standards and tracking systems.
8. Must be able to work cooperatively with neighboring jurisdictions, government entities, municipalities as well as the public in general.
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21. Ability to provide responsive and effective customer service in a teamwork environment.
22. Ability to read, interpret, understand, and apply detailed and complex technical information.
23. Ability to prepare, present, and analyze reports, staff recommendations, and survey results orally and in writing.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

Two years progressively responsible information systems management experience.

OR

(Add any other coursework or college training)

OR

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

AND

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

Preferred

(Add preferred)

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

Name

Date

SUPPLEMENTAL QUESTIONS

(add as necessary)