



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tues., April 23, 2019 – 7:00 pm. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Pledge of Allegiance, Roll Call, Additions/Deletions

2. PRESENTATION – Councilmember Hunter Farewell and Appreciation

**Break for cupcakes and pictures*

3. AUDIENCE COMMENT

4. MAYOR'S REPORT

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

The following items are presented for Council approval:

- A. Regular City Council Meeting Minutes of April 9, 2019,
- B. Study Session Meeting Minutes of April 16, 2019,
- C. **AB19-013**, a motion approving April 2019 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Labor & Industries; Employment Security Department; IRS 941 ACHs in the amount of \$94,104.53; and Vendor Check Numbers 23775 through 23795 with EFT and Direct Pay Payments in the amount of \$122,623.70. Total distributions submitted for review & authorization in the amount of \$216,728.23.
- D.  **AB19-0455**, a motion to adopt Resolution No. 19-0455, establishing a City Employee Wellness Program and adopting the Wellness Committee Policy.
- E.  **AB19-014**, a motion to approve the 2019 Planning Commission Work Plan

6. COUNCIL BUSINESS

- A.  **AB19-015**, a motion to approve the IT Manager and the IT Director job descriptions
- B.  **AB19-0548**, a motion to adopt Ordinance No. 19-0548, amending the 2019 Budget “Exhibit A” – Salary Schedule for the 2019 Fiscal Year.
- C.  **AB19-0549**, a motion to adopt Ordinance No. 19-0549, relating to speeding and traffic enforcement, amending the speed limits triggering a traffic safety camera infraction from 6-10 mph over the speed limit within school zones to 1-10 mph over the speed limit within school zones, amending Edgewood Municipal Code (EMC) section 10.10.100(E)

7. COUNCIL COMMENTS

8. ADJOURN

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



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING SUMMARY**

April 9, 2019 – 7:00 p.m. ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

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

ROLL CALL

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

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

City Attorney Morris introduced walk on item Ordinance No. 19-0547 giving a brief description. Mayor Eidinger asked for a Motion to add it to the agenda.

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

2. PUBLIC HEARING

AB19-012 – Proposed Ordinance No. 19-0544- State Environmental Policy Act (SEPA)

Mayor Eidinger read the rules for the hearing.

Mayor Eidinger opened the public hearing at 7:04pm.

City Attorney Carol Morris gave an update on proposed Ordinance No. 19-0544.

Mayor Eidinger asked for public comments.

Mayor Eidinger closed the public hearing at 7:10pm

3. AUDIENCE COMMENT

Art Morrison – Discussed his opposition to the increasing development within the city.

Edwin Schoneck – Referred to the City’s Comprehensive Plan, and Vision Statement asking that the City put more thought into the Town Center.

Mary Grace – She asked that the community build a youth based facility so in the summer there are options on what kids can do, or where they can go.

Sara Wagner – Referred to the Growth Management, and Comprehensive Plan explaining how the newly proposed multifamily home application doesn’t fit the parameters.

Alicia Granberg – Addressed her concern for the Notice of Application for file No. 19.1046.

Scott Heuston – Expressed his opposition to the expansion of apartments within the area.

Braedan Binkiewicz – Came to express his concern for the Notice of Application No. 19.1046

Laurie Magoon – Voiced her opposition in the building of additional apartments.

Colleen Wise – Discussed her concerns with the ability to get on and off Meridian with ease. Explained that businesses want to go where there is population but they want to be easily assessable as well.

Charles McClean – Expressed his concerns for putting an apartment complex next to a school.

4. MAYOR'S REPORT

Mayor Eidinger spoke about the following:

- We continue to be busy at City Hall, and our search for the unfilled vacancies for our staffing continues to put pressure on all. Staff will be interviewing more personnel this week.
- Staff had training on “Intergenerational work groups” where we learned more about what drives different age groups and how we can better serve the public in our interactions with them. This training is part of my desire to build our team into a cohesive group that is able to work well together and with others. We will strive to have group training at least three or four times a year.
- I attended a Sheriff's Department Awards Ceremony where they recognized Chief of Staff Julie Williams, and our own officer Brian Anderson. This event helps us to take a moment to appreciate the quality and work of the officers that protect our city.
- Last week I attended the PCCTA meeting where Sound Transit CEO Peter Rogoff was the guest speaker. Sound Transit continues to be working the light rail south, with the expectation to reach Federal Way by 2023, and Tacoma by 2031. They also continue to look at parking issues related to their expansion both present and future.

Public Works Director Metzler briefed on the following:

- Thanked the citizens for attending and gave updates based off some of their comments.

Community Development Director Groth briefed on the following:

- Discussed the recent Planning Commission meeting and how Sigmund Brudevold who currently holds Position 5, will not be seeking reappointment, and Position No. 3 stepped down. So there will soon be two vacancies on that board. He then explained how the Notice of Application is different than the actual decision of such.

Assistant City Administrator Gray briefed on the following:

- Discussed the meeting process and noted when meetings are held.

Chief Lundborg briefed on the following:

- Updated everyone on the quarterly crime statistics.

5. CONSENT AGENDA

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

The following items are presented for Council approval:

- A. Regular City Council Meeting Minutes of March 26, 2019,
- B. Study Session Meeting Minutes of April 2, 2019,
- C. Review of Commission, Committee and Board meeting minutes of March 2019.
- D. **AB19-011**, a motion approving April 2019 Budgeted Expenditures as follows: Deferred Compensations Program; Payroll Direct Deposit; Dept. of Retirement Systems; IRS 941 ACHs; and AWC Employee Benefit Trust in the amount of \$126,078.74; and Vendor Check Numbers 23754 through 23774 with EFT and Direct Pay Payments in the amount of \$57,146.67. Total distributions submitted for review & authorization in the amount of \$183,225.41.
- E. **AB19-0454**, a motion to adopt Resolution No. 19-0454, 2019 Vision Statement
- F. **AB19-012**, 2019 Economic Development Advisory Board (EDAB) Work Plan

Motion: As Read, Action: Approve, Moved by Deputy Mayor Tyron Christopherson, Seconded by Councilmember John C. West.
Motion passed unanimously (6-0).

6. COUNCIL BUSINESS

7.

Mayor Eiding asked City Attorney Morris to discuss the walk on item: Ordinance No. 19-0547. Mayor Eiding gave the Council a few minutes to peruse the ordinance before Ms. Morris addressed Council.

City Attorney Morris briefed on the agenda item.

Discussion ensued between Council and staff.

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

- A. **AB19-0544**, a motion to adopt Ordinance No. 19-0544, relating to State Environmental Policy Act (SEPA)

City Attorney Morris briefed on the agenda item.

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

- B. **AB19-0545**, a motion to adopt Ordinance No. 19-0545, relating to speed limits on the city's streets and highways, reducing the speed limit from 35 mph to 25 mph on 24th Street East between State Route 161 (Meridian Avenue East) and 122nd Avenue East, and directing the traffic engineer to post signs reflecting the new speed limits on the affected streets, amending Edgewood Municipal Code Section 10.10.020

Public Works Director Metzler briefed on this agenda item.

Public comments:

Jason Neil – Expressed his support for speed limits being 25 MPH between the Milton City Limits all the way up to 122nd in Edgewood.

Ted Christie – Thanked the Mayor and Council for recognizing the speeding issues along 24th.

Deputy Mayor Christopherson - Discussed the growing concerns around the City with the speed limits, and what has been done within the last year and half to rectify them.

Discussion ensued between Council and staff regarding the issues with speed throughout the city.

Motion: As Read, **Action:** Approve, **Moved by** Councilmember Mark Creley, **Seconded by** Councilmember Nate Lowry. **Motion passed (4-2, Christopherson, Hunter).**

- C. **AB19-0546**, a motion to adopt Ordinance No. 19-0546, relating to dangerous and potentially dangerous dogs, adopting definitions, describing the procedure used for determining a dog to be potentially dangerous or dangerous, describing the procedure for appealing a determination that a dog is potentially dangerous or dangerous, identifying the responsibilities of the owner of a dangerous or potentially dangerous dog, establishing violations, describing the procedures for seizure, impoundment, release or euthanasia of such dogs, amending sections 6.01.010 and 6.01.020; adopting a new Chapter 6.04 to the Edgewood Municipal Code.

City Attorney Morris briefed on the agenda item.

Discussion took place regarding this ordinance.

Motion: approve with added additional language , **Action:** Approve, **Moved by** Councilmember John C. West, **Seconded by** Deputy Mayor Tyron Christopherson. **Motion passed unanimously (6-0).**

8. COUNCIL COMMENTS

Deputy Mayor Christopherson thanked everyone for coming and discussed the importance of attending and getting information straight from staff and Council as opposed to relying on social media or some other outside source.

Councilmember West echoed Deputy Mayor Christophersons comments and encouraged those interested to look into volunteering on boards or commissions.

Councilmember Lowry discussed the definition of dangerous dogs; and clarified the comments about the Walmart.

Councilmember Day noted contact information is available on the City website.

9. EXECUTIVE SESSION

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

City Attorney Morris stated there would be an Executive Session pursuant to RCW 42.30.110(1)(b), the City Council will now convene an executive session for the purpose of discussing potential purchase of real estate. The Executive Session will last approximately 10 minutes.

Mayor Eidinge recessed the meeting to Executive Session at 7:31pm for 10 minutes.

Mayor Eidinge called the meeting back to order at 8:41pm.

10. ADJOURN

Mayor Eidinge adjourned the meeting at 8:42pm.

Jill S. Herrera, Deputy City Clerk/
Communications Coordinator

Daryl Eidinge, Mayor



CITY OF EDGEWOOD

COUNCIL STUDY SESSION SUMMARY

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

1. CALL TO ORDER

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

ROLL CALL

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

Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Senior Planner, Kristin Moerler, Jeremy Metzler Public Works Director, Planning Technician, Evan Hietpas, Office Manager, Jennifer Bartelson, Carol Morris, City Attorney, Police Chief Micah Lundborg.

2. COUNCIL BUSINESS

A. Review / Discussion – Resolution – COE Wellness Program and Policy

City Clerk Pitzel introduced Office Manager Jennifer Bartelson. They discussed the Well City Program and what other cities had to say about its benefits. Discussion ensued between Council and staff.

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

B. Discussion – Development Review

Senior Planner Kristin Moerler briefed Council on this item. She then introduced Planning Technician Evan Hietpas who gave his background and discussed his experiences with the city since being hired.

C. Discussion – Planning Commission 2019 Work Plan

Senior Planner Kristin Moerler briefed Council on this agenda item.

Discussion followed between staff and the Council.

Council action: Council recommended staff to place on the consent agenda for the next study session.

D. Review/Discussion – Information Technology Job Descriptions

Assistant City Administrator Dave Gray and City Clerk Rachel Pitzel briefed Council on this item.

Discussion took place about the differences in the job descriptions and about bringing forward the budget amendment ordinance and revised salary schedule.

Council action: Council recommended staff to place the job descriptions on the next regular council meeting agenda under the consent agenda, and noted the budget amendment ordinance can be brought forward under regular council business at the next regular council meeting.

E. Review/Discussion – Speed Limits on 24th St.

Police Chief Micah Lundborg briefed Council on this agenda item.

Discussion followed between staff and the Council.

Council action: Council recommended staff to place on the agenda as regular council business at the next regular council meeting.

3. OTHER COUNCIL ISSUES

Councilmember Tomin reported that the “throwback” movie night on April 12th had a good turnout. Reminded everyone about Connect over Coffee and the East Pierce Fire & Rescue Easter Egg Hunt on Saturday, April 20th.

Deputy Mayor Christopherson reminded everyone about the Community Shred Event on April 27th.

4. ADJOURN

Mayor Eiding adjourned the meeting at 7:20pm.

Jill S. Herrera, Deputy City Clerk/
Communications Coordinator

Daryl Eiding, Mayor

April 23rd 2019 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10608 Last Number Issued Previous Authorization			
<u>DCP EFT 4/15/19</u>	Deferred Compensation Program	4/15/2019	\$9,599.46
<u>Direct Deposit Run -</u>	Payroll Vendor	4/15/2019	\$55,819.80
<u>DRS EFT 4/15/19</u>	Dept of Retirement Systems	4/15/2019	\$13,692.81
<u>IRS 941 EFT 4/15/19</u>	IRS 941	4/15/2019	\$8,402.76
<u>L&I EFT Q1 2019</u>	Dept of Labor & Industry	4/15/2019	\$4,136.58
<u>UI EFT Q1-2019</u>	Employment Security Department	4/15/2019	\$2,453.12
Total			\$94,104.53

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
23774 Last Number Issued Previous Authorization			
<u>23775</u>	American Public Works Assoc.	4/23/2019	\$514.00
<u>23776</u>	Anne Percival	4/23/2019	\$451.56
<u>23777</u>	Carrera Holdings	4/23/2019	\$14,150.00
<u>23778</u>	Code Publishing Inc.	4/23/2019	\$235.32
<u>23779</u>	Copiers Northwest	4/23/2019	\$59.41
<u>23780</u>	Drain-Pro	4/23/2019	\$74.09
<u>23781</u>	Form Source, Inc.	4/23/2019	\$306.68
<u>23782</u>	Gray & Osborne, Inc	4/23/2019	\$8,365.11
<u>23783</u>	Harold's Plumbing	4/23/2019	\$2,300.21
<u>23784</u>	Kleinfelder	4/23/2019	\$4,500.00
<u>23785</u>	Landau Associates	4/23/2019	\$6,169.88
<u>23786</u>	McCarthy & Causseaux	4/23/2019	\$2,069.55
<u>23787</u>	O'Connor Consulting Group, LLC	4/23/2019	\$5,000.00
<u>23788</u>	Pierce County Auditor's Office	4/23/2019	\$303.00
<u>23789</u>	Pierce County Budget & Finance Assessor	4/23/2019	\$5,520.74
<u>23790</u>	Raedeke Associates, Inc.	4/23/2019	\$921.00
<u>23791</u>	Keith Madlena	4/23/2019	\$143.86
<u>23792</u>	SFI Holding LLC	4/23/2019	\$47,888.00
<u>23793</u>	The News Tribune	4/23/2019	\$2,536.13
<u>23794</u>	Transpo Group	4/23/2019	\$16,903.04
<u>23795</u>	Washington Assoc of Code Enforcement	4/23/2019	\$80.00
<u>EFT Payment 4/19/2019</u>	Mt. View-Edgewood Water Co.	4/23/2019	\$274.99
<u>EFT Payment 4/19/2019</u>	Shell	4/23/2019	\$708.85
<u>EFT Payment 4/19/2019</u>	US Bank Corporate Payment System	4/23/2019	\$3,032.35
<u>EFT Payment 4/19/2019</u>	Wells Fargo Financial Leasing	4/23/2019	\$85.93
<u>EFT Payment 4/19/2019</u>	US Bank ACH/EFT	4/23/2019	\$30.00

Total Claims Voucher Distribution	\$122,623.70
Total Distribution Submitted for Review & Authorization	\$216,728.23
Authorization Adjustments:	\$ -
Total Distribution Net of Prior Authorized Adjustments	\$216,728.23

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

Accounting Manager, Stephanie Goff

Mayor, Daryl Eidinger

Council Member



Voucher Directory

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Fiscal: : 2019 - April
Council Date: : 2019 - April - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
American Public Works Assoc.	23775			2019 - April - 2nd Council Meeting	
		030619-ID #831807			
			6/1/19-5/31/20 Membership		
			101-000-000-542-90-49-01	Admin/Overhead-Memberships	\$257.00
			410-000-000-531-38-49-01	Memberships	\$257.00
		Total 030619-ID #831807			\$514.00
	Total 23775				\$514.00
Total American Public Works Assoc.					\$514.00
Anne Percival	23776			2019 - April - 2nd Council Meeting	
		041719-AP			
			Reimburse Community Garden Supplies		
			001-076-000-576-80-31-01	Operational Supplies	\$451.56
				Community Garden Supplies-Wire, Wire Mesh, Wheelbarrow, Weeder, Gardening Books	
		Total 041719-AP			\$451.56
	Total 23776				\$451.56
Total Anne Percival					\$451.56
Carrera Holdings	23777			2019 - April - 2nd Council Meeting	
		4678/4772 Full Release-Assignment of Funds			
			Arbors-Release Assignment of Funds		
			640-000-000-589-10-00-01	Assignment of Funds-Deposits in Lieu of Bond	\$14,150.00
				Release #4678/4772-The Arbors Assignment of Funds	
		Total 4678/4772 Full Release-Assignment of Funds			\$14,150.00
	Total 23777				\$14,150.00
Total Carrera Holdings					\$14,150.00
Code Publishing Inc.	23778			2019 - April - 2nd Council Meeting	
		63179-04/04/19			
			April Services		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$235.32

Vendor	Number	Reference	Account Number	Description	Amount
				EMC Updates	
		Total 63179-04/04/19			\$235.32
	Total 23778				\$235.32
Total Code Publishing Inc.					\$235.32
Copiers Northwest					
	23779			2019 - April - 2nd Council Meeting	
		INV1938601			
			1/14-4/13/19 Overage Charges		
			001-018-000-518-30-45-06	Copier Lease	\$59.41
				Overage Charges 1/14-4/13/19	
		Total INV1938601			\$59.41
	Total 23779				\$59.41
Total Copiers Northwest					\$59.41
Drain-Pro					
	23780			2019 - April - 2nd Council Meeting	
		54544			
			4/10-4/20/19 Nelson Farm		
			001-076-000-576-80-45-03	Operating Rentals	\$74.09
				Nelson Farm	
		Total 54544			\$74.09
	Total 23780				\$74.09
Total Drain-Pro					\$74.09
Form Source, Inc.					
	23781			2019 - April - 2nd Council Meeting	
		854724			
			April Services		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$243.76
				Bus Cards-Garvin, Metzler, Moerler, Mehr	
		Total 854724			\$243.76
		854727			
			April Services		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$62.92
				Bus Cards-Reprint Moerler	
		Total 854727			\$62.92
	Total 23781				\$306.68
Total Form Source, Inc.					\$306.68

Vendor	Number	Reference	Account Number	Description	Amount
Gray & Osborne, Inc					
	23782			2019 - April - 2nd Council Meeting	
		5-G&O Prj 18626.02			
			March Svcs-Wetland Delineation Topo		
			410-000-000-531-38-41-01	Professional Service	\$1,775.10
				Wetlands Delineation Topo Survy	
		Total 5-G&O Prj 18626.02			\$1,775.10
		7-G&O Prj 18626.01			
			March Svcs-56th St E SW Imprvmts		
			410-000-000-594-31-64-64	Infrastructure Spot Improvement	\$6,590.01
				56th St E Stormwater Improvements	
		Total 7-G&O Prj 18626.01			\$6,590.01
	Total 23782				\$8,365.11
Total Gray & Osborne, Inc					\$8,365.11
Harold's Plumbing					
	23783			2019 - April - 2nd Council Meeting	
		59158			
			April Services-Trailhead Restrooms		
			001-076-000-576-80-48-01	Equipment Repair & Maintenance	\$2,300.21
				Trailhead Restroom-Remove traps, repipe toilets to drain w/o traps	
		Total 59158			\$2,300.21
	Total 23783				\$2,300.21
Total Harold's Plumbing					\$2,300.21
Kleinfelder					
	23784			2019 - April - 2nd Council Meeting	
		001235445			
			March Svcs-Prj 20193708.001A		
			001-019-000-594-18-63-01	Gen'l Govt-Cap Exp-City Campus Improvements	\$4,500.00
				ESA-30 Acre Parcel West Valley Hwy E	
		Total 001235445			\$4,500.00
	Total 23784				\$4,500.00
Total Kleinfelder					\$4,500.00
Landau Associates					
	23785			2019 - April - 2nd Council Meeting	
		0043123			
			March Svcs-Prj 0495107.010		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$890.00
				Wolf Point	
		Total 0043123			\$890.00
		0043124			
			March Svcs-Prj 0495106.010		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$3,187.50

Vendor	Number	Reference	Account Number	Description	Amount
				View Pointe Retaining Wall	
		Total 0043124			\$3,187.50
		0043125			
			March Svcs-Prj 0495075.030		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$2,092.38
				Westridge Retaining Walls-Lots 229-231	
		Total 0043125			\$2,092.38
	Total 23785				\$6,169.88
Total Landau Associates					\$6,169.88
McCarthy & Causseaux					
23786				2019 - April - 2nd Council Meeting	
	205				
			March Services		
			001-015-000-515-41-41-14	Hearing Examiner Legal Fees	\$2,069.55
				Wolf Point	
	Total 205				\$2,069.55
	Total 23786				\$2,069.55
Total McCarthy & Causseaux					\$2,069.55
Mt. View-Edgewood Water Co.					
	EFT Payment 4/19/2019 12:16:56 PM - 1			2019 - April - 2nd Council Meeting	
	15690-3401 2/11-4/10/19				
			2/11-4/10/19 Service-Nelson Farm		
			001-018-000-518-30-47-02	Water	\$67.57
				Nelson Farm	
	Total 15690-3401 2/11-4/10/19				\$67.57
	19143-3401 2/11-4/10/19				
			2/11-4/10/19 Service-118th Ave E		
			001-018-000-518-30-47-02	Water	\$53.62
				118th Ave E	
	Total 19143-3401 2/11-4/10/19				\$53.62
	2-3401 2/11-4/10/19				
			2/11-4/10/19 Service-Edgemont Park		
			001-018-000-518-30-47-02	Water	\$153.80
				Edgemont Park	
	Total 2-3401 2/11-4/10/19				\$153.80
	Total EFT Payment 4/19/2019 12:16:56 PM - 1				\$274.99
Total Mt. View-Edgewood Water Co.					\$274.99

Vendor	Number	Reference	Account Number	Description	Amount
O'Connor Consulting Group, LLC	23787			2019 - April - 2nd Council Meeting	
		19-130-JM			
			April Svcs-Job 19-130		
			410-000-000-594-31-61-01	Land	\$5,000.00
				Appraisal-Conservation Futures Grant-Property Aquisition	
		Total 19-130-JM			\$5,000.00
	Total 23787				\$5,000.00
Total O'Connor Consulting Group, LLC					\$5,000.00
Pierce County Auditor's Office	23788			2019 - April - 2nd Council Meeting	
		CI-267473			
			Recording Fees-Act 5049		
			001-058-000-558-60-41-10	Pierce County Recording Fees	\$303.00
				Nicklaus, Misenar recording fees	
		Total CI-267473			\$303.00
	Total 23788				\$303.00
Total Pierce County Auditor's Office					\$303.00
Pierce County Budget & Finance Assessor	23789			2019 - April - 2nd Council Meeting	
		043019-PC Assessor			
			2019 Property Taxes		
			001-018-000-518-30-41-03	Surface Water Charge	\$790.84
			001-076-000-576-80-41-03	Surface Water Fee	\$4,729.90
		Total 043019-PC Assessor			\$5,520.74
	Total 23789				\$5,520.74
Total Pierce County Budget & Finance Assessor					\$5,520.74
Raedeke Associates, Inc.	23790			2019 - April - 2nd Council Meeting	
		57932			
			March Svcs-Prj 2018-097		
			310-000-000-594-76-41-03	Professional Svcs.-Property	\$874.00
				36th & Meridian Park-Wetland Review	
			410-000-000-531-38-41-01	Professional Service	\$47.00
				Conservation Futures	
		Total 57932			\$921.00
	Total 23790				\$921.00
Total Raedeke Associates, Inc.					\$921.00

Vendor	Number	Reference	Account Number	Description	Amount
Refunds/Reimbursements Vendor					
	23791			2019 - April - 2nd Council Meeting	
		041019-KM		Keith Madlena	
			Refund Permit-Carport Cover		
			001-000-000-322-10-00-01	Building Permit	\$83.25
				Refund-Madlena Carport Cover Rec #5921	
			001-000-000-345-83-00-01	Plan Review & Inspection Fees & Services	\$54.11
				Refund-Madlena Carport Cover Rec #5921	
			650-000-000-389-30-00-04	State Building Code Fee	\$6.50
				Refund-Madlena Carport Cover Rec #5921	
		Total 041019-KM			\$143.86
	Total 23791				\$143.86
	23792			2019 - April - 2nd Council Meeting	
		041719-SFI		SFI Holding LLC	
			Partial Release-AOF Permit 17-1435		
			640-000-000-589-10-00-01	Assignment of Funds-Deposits in Lieu of Bond	\$47,888.00
				Volente 17-1435 Partial Release	
		Total 041719-SFI			\$47,888.00
	Total 23792				\$47,888.00
Total Refunds/Reimbursements Vendor					\$48,031.86
Shell					
	EFT Payment 4/19/2019 12:16:56 PM - 2			2019 - April - 2nd Council Meeting	
	58666371				
			March Purchases		
			001-018-000-518-30-32-01	Fuel	\$708.85
		Total 58666371			\$708.85
	Total EFT Payment 4/19/2019 12:16:56 PM - 2				\$708.85
Total Shell					\$708.85
The News Tribune					
	23793			2019 - April - 2nd Council Meeting	
		255556 3/4-3/31/19			
			March Services		
			001-019-000-511-30-41-02	Legal Publications	\$1,235.05
				Legal Notice	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$839.13
				Legal Notice	
		Total 255556 3/4-3/31/19			\$2,074.18
		255556 4/11/19			
			April Services		
			001-019-000-511-30-41-02	Legal Publications	\$461.95

Vendor	Number	Reference	Account Number	Description	Amount
				Legal Notice	
		Total 255556 4/11/19			\$461.95
	Total 23793				\$2,536.13
Total The News Tribune					\$2,536.13
Transpo Group					
	23794			2019 - April - 2nd Council Meeting	
		23022			
			March Svcs-Meridian Apts		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$493.75
				2818 Meridian Apts	
		Total 23022			\$493.75
		23023			
			March Svcs-Parallel Rd Needs Analysis		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$8,495.54
				Parallel Road Needs Analysis	
		Total 23023			\$8,495.54
		23024			
			March Svcs-32nd & Meridian Intersection Control		
			340-000-000-595-64-63-01	Traffic Control Devices-Other Improvements	\$5,040.00
				32nd & Meridian Intersection Control	
		Total 23024			\$5,040.00
		23025			
			March Svcs-36th & Meridian Park Access		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$2,873.75
				36th & Meridian Park Access	
		Total 23025			\$2,873.75
	Total 23794				\$16,903.04
Total Transpo Group					\$16,903.04
US Bank ACH/EFT					
		EFT Payment 4/19/2019 12:16:27 PM - 1		2019 - April - 2nd Council Meeting	
		033119-US Bank			
			March Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$30.00
				March Safekeeping Fees	
		Total 033119-US Bank			\$30.00
	Total EFT Payment 4/19/2019 12:16:27 PM - 1				\$30.00
Total US Bank ACH/EFT					\$30.00

Vendor	Number	Reference	Account Number	Description	Amount
US Bank Corporate Payment System					
EFT Payment 4/19/2019 12:16:56 PM - 3					
032519-US Bank					
March Pcard Statement					
	001-011-000-511-60-41-01			Professional Services	\$78.19
				J.Herrera-Award.com-S.Hunter Recognition Plaque	
	001-013-000-513-10-43-04			Meals Expense	\$35.74
				D.Eidinger-Ranchito-Reimb Rec #6001	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$234.31
				J.Bartelson-Walmart-Bulletin Boards	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$45.30
				S.Goff-Amazon-Paper Coffee Cups	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$9.89
				D.Eidinger-Ebay-Pers Exp-reimb Rec#5829	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$109.89
				D.Eidinger-Ebay-Parking Lot LED Lights	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$108.10
				S.Goff-DS Services-CH Water Delivery	
	001-018-000-518-20-31-01			Office & Operational Supplies	\$20.44
				D.Eidinger-Ebay-Pers Exp-Reimb Rec #6001	
	001-018-000-518-20-41-01			Professional Service	\$50.00
				R.Pitzel-AWC-Admin Asst Job Posting	
	001-018-000-518-30-32-01			Fuel	\$30.00
				D.Eidinger-Costco-Gas	
	001-018-000-518-30-35-01			Small Tools/Minor Equip.	\$69.24
				D.Eidinger-Ebay-Shovel Rack Holder	
	001-018-000-518-30-48-07			Maintenance & Repairs-Vehicles	\$320.83
				D.Eidinger-Sterling Auto-98 Chevy 2500-Crank Sensor,Oil Change	
	001-018-000-518-85-49-03			Computer Subscriptions	\$329.51
				D.Groth-BlueBeam-Software	
	001-019-000-514-20-43-01			Travel & Training Costs	\$344.79
				J.Herrera-Semiahmoor Resort-Hotel-WMCA Spring Conference	
	001-019-000-514-20-43-04			Meals Expense	\$25.00
				R.Pitzel-FME Chamber-Luncheon-D.Gray	
	001-019-000-514-20-49-01			Memberships & Subscriptions	\$75.00
				J.Herrera-WAMC-Membership	
	001-019-000-594-18-63-01			Gen'l Govt-Cap Exp-City Campus Improvements	\$159.36
				D.Eidinger-Lowes-Installation-Dishwasher	
	001-058-000-558-50-43-01			Training/Travel Costs	\$708.48
				D.Mundy-Hotel-ICC Training-Leavenworth	
	001-058-000-558-50-43-01			Training/Travel Costs	\$209.00
				D.Mundy-ICC-Residential Plans Examiner Test-G.Mehr	
	001-058-000-558-50-43-04			Meals Expense	\$69.28

Vendor	Number	Reference	Account Number	Description	Amount
				D.Mundy-3/12-3/14 Meals-ICC Training-Leavenworth	
		Total 032519-US Bank			\$3,032.35
		Total EFT Payment 4/19/2019 12:16:56 PM - 3			\$3,032.35
Total US Bank Corporate Payment System					\$3,032.35
Washington Assoc of Code Enforcement					
	23795			2019 - April - 2nd Council Meeting	
		041819-WACE			
				2019 Spring Training Conference	
			001-019-000-514-20-43-01	Travel & Training Costs	\$40.00
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$40.00
		Total 041819-WACE			\$80.00
		Total 23795			\$80.00
Total Washington Assoc of Code Enforcement					\$80.00
Wells Fargo Financial Leasing					
		EFT Payment 4/19/2019 12:16:56 PM - 4		2019 - April - 2nd Council Meeting	
		5006147534			
				5/4-6/3/19 Lease	
			001-018-000-518-30-45-06	Copier Lease	\$85.93
				Lexmark Printers	
		Total 5006147534			\$85.93
		Total EFT Payment 4/19/2019 12:16:56 PM - 4			\$85.93
Total Wells Fargo Financial Leasing					\$85.93
Grand Total		Vendor Count	25		\$122,623.70



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: City of Edgewood Wellness Program and Policy		Agenda Item #:		AB19-0455
		For Agenda of:		April 23, 2019
		Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ Resolution No. 19-0455 ☒ 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: **MOTION** to adopt Resolution No. 19-0455, establishing a City Employee Wellness Program and adopting the Wellness Committee Policy.

ALTERNATIVES TO RECOMMENDED ACTION:

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

RESOLUTION NO. 19-0455

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 23RD DAY OF APRIL, 2019

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, City Clerk

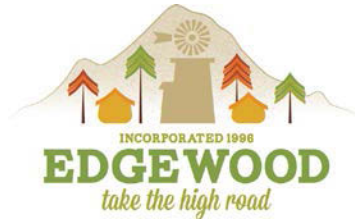


EXHIBIT A

**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: Planning Commission 2019 Work Plan		Agenda Item #:		AB19-014
		For Agenda of:		April 23, 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: <u>04/16/19</u> 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.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: On April 8, 2019, the PC finalized the Planning Commission's 2019 Work Plan.				
RECOMMENDED ACTION: MOTION to approve the 2019 Planning Commission Work Plan as presented under the Consent Agenda.				
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 Director/Manager Job Descriptions		Agenda Item #:		AB19-015
		For Agenda of:		April 23, 2019
		Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ IT Director Job Description & IT Manager Job Description				
Approval of Materials:				
Mayor, Daryl Eiding	☒	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: The City of Edgewood brings all new or substantially revised job descriptions forward to Council for review, prior to adding them to the Salary Schedule. Some cities do, others do not. Edgewood believes it best to provide Council the opportunity to review, analyze and better understand the specifics of those positions they are funding during the annual or amendment budget ordinance process. Adding a job description does not signify the position will be funded. It makes the position an “authorized” position. The annual budget process identifies which authorized jobs will be funded. Adding a new job descriptions midyear also requires a revision of the Salary Schedule passed with the original budget (Budget Amendment) even when the job may not be funded in the current fiscal year.				
SUMMARY STATEMENT: This action is to add two new job descriptions as authorized positions recognized by the City. This action alone does not automatically mean the positions will be funded or filled in the current fiscal year. Per the study session discussion on April 16 th , the Administration has asked for authorization to fill one of the two positions with a preference for the Director position.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: MOTION to approve the IT Manager and the IT Director job descriptions.				
ALTERNATIVES TO RECOMMENDED ACTION: 1) Revise the presented Work Plan 2) Remand back to PC with recommended changes				



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, operations and trends.
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.

Previous experience at Mid to Upper level utilization of IT project design & management such as AGILE, LEAN.

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 13, 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.
19. Manage Interlocal cooperative IT efforts to achieve the Mayor's mandate for intergovernmental synergies.
20. A partial list of City Wide 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 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.
9. Knowledge of network backup methods and emergency/disaster recovery.
10. Knowledge of PC virus protections, detection, removal and prevention.
11. Knowledge of networking, routers, switches and hubs.
12. Knowledge of Microsoft Exchange server and unified massaging & communication.
13. Skill in producing complex documentation and technical writing to record network topologies, systems, and security protocols.
14. Skill in troubleshooting and resolving network connectivity and client hardware and software problems.
15. Skill in installing configuring, and upgrading network hardware.
16. Ability to set priorities under demanding customer service, workload and deadline expectations.
17. Ability to communicate effectively with staff highly technical concepts to users at all skill and understanding levels.
18. Ability to teach, guide, instruct and inform as necessary.
19. Ability to analyze system requirements, prepare budgets and recommendations and make purchasing decisions.
20. Ability to transport, move, remove, and install a variety of network equipment, components and parts.
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.

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. Previous experience at Introductory to Mid-level utilization of IT project design & management such as AGILE, LEAN.

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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.

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**City of Edgewood
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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)



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: 2019 Budget Exhibit A, Salary Schedule Amendment		Agenda Item #:		AB19-0548
		For Agenda of:		April 23, 2019
		Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ Ordinance No. 19-0548 and Exhibit A				
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 Budget Amendment is to change the salary schedule to add two new job descriptions. The intent is to only hire one or the other, not both. 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: **MOTION** to approve Ordinance 19-0548, amending the 2019 Budget Salary Schedule to add two new salary ranges for an IT Director and an IT Manager.

ALTERNATIVES TO RECOMMENDED ACTION:

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

ORDINANCE NO. 19-0548

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AMENDING THE BUDGET EXHIBIT A SALARY SCHEDULE FOR THE 2019 FISCAL YEAR, 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 2019 Budget in Ordinance No. 18-0539; and

WHEREAS, the City Council desires to amend the 2019 Budget Exhibit A Salary Schedule to reflect the addition of an Information Technology Director and Information Technology Manager staff positions; and

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

Section 1. Amending the 2019 Salary Schedule. The 2019 Salary Schedule approved with Ordinance 18-0539 is amended to add the Information Technology Director and Information Technology Manager positions, attached as Exhibit A.

Section 3. Direction to Staff: Staff is hereby authorized and instructed to make the necessary changes to the printed form of the 2019 Budget Exhibit A Salary Schedule to reflect the above 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.

PASSED BY THE CITY COUNCIL ON THE 23RD DAY OF APRIL 2019

Mayor, Daryl Eiding

Attest/Authenticated:

City Clerk, Rachel Pitzel, CMC

Approved As To Form:

City Attorney Carol Morris

Date of Publication: *April 25, 2019*

Effective Date: *April 30, 2019*

EXHIBIT "A"

2019

CITY OF EDGEWOOD

SALARY RANGE PLAN

ORDINANCE 19-0548 2019 BUDGET AMENDMENT

Budget Amendment No 1 (add IT Director & Manager)

FULL TIME CLASSIFICATIONS:

		2019 Monthly Wage Range				
	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
FT-19-01	Administrative Assistant	\$4,122	\$4,263	\$4,403	\$4,544	\$4,684
FT-19-02	Communications Coordinator/Deputy Clerk	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385
FT-19-02	Permit Coordinator	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385
FT-19-02	Public Works Maintenance Tech	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385
FT-19-02	Accounting Tech	\$4,739	\$4,900	\$5,062	\$5,224	\$5,385
FT-19-03	Public Works Maintenance Tech II	\$4,941	\$5,109	\$5,277	\$5,446	\$5,614
FT-19-04	Planning Technician	\$5,171	\$5,347	\$5,524	\$5,700	\$5,876
FT-19-05	ROW Inspector	\$5,171	\$5,347	\$5,524	\$5,700	\$5,876
FT-19-06	Engineering Tech	\$5,611	\$5,802	\$5,994	\$6,185	\$6,376
FT-19-07	Associate Planner	\$5,780	\$5,978	\$6,175	\$6,372	\$6,569
FT-19-07	Code Compliance Specialist	\$5,780	\$5,978	\$6,175	\$6,372	\$6,569
FT-19-08	Combination Inspector	\$6,238	\$6,450	\$6,663	\$6,876	\$7,088
FT-19-09	Information Technology Manager	\$6,729	\$6,959	\$7,188	\$7,418	\$7,647
FT-19-09	Accounting Manager	\$6,729	\$6,959	\$7,188	\$7,418	\$7,647
FT-19-09	Office Manager	\$6,729	\$6,959	\$7,188	\$7,418	\$7,647
FT-19-09	Building Inspector/Plans Examiner	\$6,729	\$6,959	\$7,188	\$7,418	\$7,647
FT-19-10	Senior Planner	\$6,974	\$7,212	\$7,450	\$7,687	\$7,925
FT-19-11	Building Official	\$7,783	\$8,048	\$8,313	\$8,579	\$8,844
FT-19-12	Senior Engineer	\$7,916	\$8,186	\$8,456	\$8,725	\$8,995
FT-19-13	Public Works Superintendent	\$8,109	\$8,386	\$8,662	\$8,939	\$9,215
FT-19-14	Information Technology Director	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959
FT-19-14	City Clerk/ HR Director	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959
FT-19-14	Public Works Director, PE	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959
FT-19-14	Community Development Director	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959
FT-19-14	Finance Director	\$8,764	\$9,063	\$9,361	\$9,660	\$9,959
FT-19-15	Assistant City Administrator	\$9,523	\$9,847	\$10,172	\$10,497	\$10,821
All Steps are 3% lower than the higher step. All Comparables are at step 5 (AWC averages are step 5).						
All Hourly Compensation Rates are based upon the Monthly Rate Divided by 173.33 Hours.						



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Speed Limits in School Zones – enforcement by traffic cameras		Agenda Item #:		AB19-0549
		For Agenda of:		April 23, 2019
		Prepared by:		Micah Lundborg
ATTACHMENTS (list): ☒ Ordinance No. 19-0549				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$0	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0	
City Attorney, Carol Morris	☒	Appropriation Required:	\$0	
City Clerk, Rachel Pitzel	☒	Timeline: 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: No effect on City's finances as a result of the adoption of this ordinance.				
SUMMARY STATEMENT: In December of 2019, the City Council adopted Ordinance 18-538, amending EMC 10.10.100(E), to establish penalties for speeding in school zones, as enforced by traffic cameras. Under this ordinance, if a driver were traveling 6-10 miles per hour over the speed limit of 20 miles per hour, the driver would receive a ticket with a penalty in the amount of \$166.00. We have learned that the effect of this ordinance has been to allow drivers to travel up to 25 miles per hours without receiving a ticket. In order to get drivers to slow down, we recommend to the City Council that the ordinance be amended to that drivers traveling 1-10 miles per hour over the speed limit be subject to ticketing and a penalty in the amount of \$166.00.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: MOTION to adopt Ordinance No. 19-0549, relating to speeding and traffic enforcement, amending the speed limits triggering a traffic safety camera infraction from 6-10 mph over the speed limit within school zones to 1-10 mph over the speed limit within school zones, amending Edgewood Municipal Code (EMC) section 10.10.100(E)				
ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to Study Session for further review				

ORDINANCE NO. 19-0549

AN ORDINANCE OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, RELATING TO SPEEDING AND TRAFFIC ENFORCEMENT, AMENDING THE SPEED LIMITS TRIGGERING A TRAFFIC SAFETY CAMERA INFRACTION FROM 6-10 MPH OVER THE SPEED LIMIT WITHIN SCHOOL ZONES TO 1-10 MPH OVER THE SPEED LIMIT WITHIN SCHOOL ZONES, AMENDING EDGEWOOD MUNICIPAL CODE (EMC) SECTION 10.10.100(E); PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council has established speed limits within the City; and

WHEREAS, the City Council has established speed limits in school zones and crosswalks;
and

WHEREAS, the speed limits are enforced by police officers and by automated traffic safety cameras which detect speeding violations in school zones and crosswalks; and

WHEREAS, RCW 46.63.100(1) establishes the limits on monetary penalties for traffic infractions as \$250.00 for each offense, unless there is an exception in state law; and

WHEREAS, RCW 46.63.170 limits the monetary penalty for an infraction relating to speed restrictions within a school or playground speed zone that is detected by an automated safety camera to be no more than \$250.00, or the amount of a fine issued for other parking infractions within the City; and

WHEREAS, the City Council established the penalties for speeding limit violations within school zones detected through the use of an automated traffic safety camera in EMC 10.10.100(E) to be \$166.00 for speeding 6-10 miles over the speed limit; and

WHEREAS, since making this amendment in Ordinance 18-538, the City has learned that triggering the penalty of \$166.00 when drivers travel 6-10 miles over the speed limit of 20 mph has the effect of allowing drivers to travel 25 mph in a school zone before a ticket is generated by the traffic camera; and

WHEREAS, the City Council desires to change this so that drives will have to slow down to 20 mph in school zones;

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

Section 2. Edgewood Municipal Code (EMC) Section 10.10.100, as last amended by Ordinance 18-538, is hereby amended to read as follows:

10.10.100 Penalties.

A. A person found to have committed a traffic infraction shall be assessed a monetary penalty. No penalty may exceed \$250.00 for each offense unless a higher penalty is specifically provided for in this title, as authorized by State law.

B. There shall be a penalty of \$25.00 for failure to respond to a notice of traffic infraction, to appear at a requested hearing or to pay a monetary penalty imposed pursuant to this Chapter.

C. A traffic violation of this chapter 10.10 (exceeding speed limits) when the violation is not detected through the use of an automated traffic safety camera shall be subject to the following penalties:

Miles per hour over speed limit	Penalty
1-5 mph over	\$ 125.00
6-10 mph over	\$ 136.00
11-15 mph over	\$ 166.00
16-20 mph over	\$ 207.00
21-25 mph over	\$ 259.00
26-30 mph over	\$ 310.00

D. A traffic violation of EMC 10.10.050 (Speed limits within School Zones) that is not detected through the use of an automated traffic safety camera shall be subject to the following penalties. These penalties may not be waived, reduced or suspended:

Miles per hour over speed limit	Penalty
1-5 mph over	\$ 250.00
6-10 mph over	\$ 272.00
11-15 mph over	\$ 332.00
16-20 mph over	\$ 414.00
21-25 mph over	\$ 518.00
26-30 mph over or more	\$ 620.00

E. A traffic violation of EMC 10.10.050 (Speed limits within School Zones) that is detected through the use of an automated traffic safety camera (chapter 10.25 EMC) shall be processed in the same manner as a parking infraction and be subject to the following penalties:

Miles per hour over speed limit	Penalty
6-10 1-10 mph over	\$ 166.00
11+ over or more	\$ 250.00

Section 2. 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 3. Effective Date and Publication. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City. This ordinance shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL ON THE 23RD DAY OF APRIL, 2019.

Daryl Eidinger, Mayor

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

APPROVED AS TO FORM:

Carol Morris, City Attorney

Date of Publication: 04/25/19

Effective Date: 04/30/19