



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

December 3, 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** - Addendum No. 2 to Public Finance, Inc. (PFI) Agreement
- B.  **Review/Discussion** - Staff Call Out, Emergency Pay (IAAC Policy)
- C.  **Discussion** - Public Works Job Descriptions
- D.  **Discussion** – Public Works Office Trailer
- E.  **Review/Discussion** - Draft 2020 Final Budget

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: Public Finance, Inc.(PFI) Personal Services Agreement Addendum No. 2: LID Administration	Agenda Item #:		Item No. 2A
	For Agenda of:		December 3, 2019
	Prepared by:		Dave Gray
ATTACHMENTS (list): ☒ Resolution 19-XXXX ☒ Addendum No. 2 PFI Personal Services Agreement			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>NTE \$10,000</u>
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$6,800.00</u>
Interim City Attorney, Ann Marie J. Soto	☒	Timeline: December 3, 2019 Study Session December 10, 2019 Regular Council Meeting	
City Clerk/HR Director, Rachel Pitzel	☒		
Community & Economic Development Director, Darren Groth	☐		
Public Works Director, Jeremy Metzler	☐		
Information Technology Director, Matthew Ray	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: We pay PFI approximately Six Thousand Dollars per year broken out into quarterly payments. The total payments under contract can include a segregation fee (passed through from the parcel owner) of \$975 per segregation application. In 2019 total payments to PFI were \$6,039.16 which included one segregation application.			
SUMMARY STATEMENT: PFI has been the vendor providing accounting, administration, segregation, notification and delinquent services since the LID No. 1 was created. They are one of few personal services companies specializing in LID Administration and are quite reasonably priced in comparison to having an accounting or law practice manage the administration. They provide a great deal of detailed information, annual reports and communication with outreach to the parcel owners under assessment.			
RECOMMENDED ACTION: Discuss with the Mayor and Staff any concerns Council may have with continuing the services provided by PFI.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Move to the next regular council meeting under the consent agenda. 2) Forward to another Study Session for further review			

RESOLUTION NO. 19-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A SECOND ADDENDUM EXTENDING A PERSONAL SERVICES AGREEMENT WITH PUBLIC FINANCE, INC. (PFI) FOR LID ADMINISTRATION SERVICES

WHEREAS, PFI has successfully provided collection, administration and assessment accounting services for the City's Sanitary Sewer Local Improvement District No.1 since 2013; and

WHEREAS, the City extended the original personal services agreement in 2016 and wishes to continue receiving PFI's services for another three years through December 31, 2022 thereby maintaining continuity with the individual assessments, assessment activity, late and potentially foreclosing parcels; and

WHEREAS, the City believes the services provided by PFI are reasonably priced, fall below the purchasing policy for professional services competitive bid best practices and require Council approval for a multi-year agreement;

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

Section 1. Authorizes the Mayor to execute a Second Addendum to the Personal Services Agreement with PFI for three years ending December 31, 2022.

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

ADOPTED THIS 10TH DAY OF DECEMBER, 2019

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

**ADDENDUM NO. 2
TO PROFESSIONAL SERVICES AGREEMENT
PUBLIC FINANCE, INC.**

THIS SECOND ADDENDUM is made by and between the City of Edgewood (hereinafter referred to as “City”), a Washington municipal corporation, and Public Finance, Inc. (hereinafter referred to as “Service Provider”), collectively the “Parties.”

WHEREAS, on April 9, 2013 the Parties entered into that certain Professional Services Agreement (“the Agreement”) for the provision of services related to the LID No. 1 Assessment Roll maintenance, notice and debt retirement administration and in January 2017 extended the agreement as Addendum 1 to December 31, 2019; and

WHEREAS, the Parties desire to amend the Agreement in order to extend the Agreement for three years, replacing the Duration of Work (section 5) to December 31, 2022;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises, terms and conditions set forth in the Agreement and contained herein, the Parties hereby agree as follows:

Section 1. Amendment of Section 5, Duration of Work. Section 5 of the Agreement is hereby revised to provide in its entirety as follows:

5. Duration of Work. This Agreement shall be effective as of date set forth above and shall expire automatically on December 31, 2022, unless extended by mutual agreement of the Parties or terminated earlier pursuant to Section 6.

Section 2. Effect of Addendum. This Second Addendum is in addition to the Agreement. Except as otherwise provided herein, the provisions of this Second Addendum modify, but do not supersede, the provisions of the original Agreement. Except as otherwise provided herein, each provision of the Agreement shall continue in full force and effect as if this Second Addendum did not exist. Except as otherwise provided herein, capitalized words and phrases shall have the meanings ascribed to them in the Agreement.

DATED THIS 10TH DAY OF DECEMBER 2019.

CITY OF EDGEWOOD

By: _____
Mayor Daryl Eiding

ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____
Ann Marie Soto, Interim City Attorney

SERVICE PROVIDER

By: _____
Rick Knopf, PFI



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Call Out and Emergency Pay IAAC (Internal Accounting & Administrative Controls)	Agenda Item #:		Item No. 2B
	For Agenda of:		December 3, 2019
	Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ Draft IAAC (Internal Accounting & Administrative Controls)			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>Emergency Basis</u>
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$4000.00</u>
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Study Session Discussion 12/3/19 Regular Council Meeting Action 12/10/19	
City Clerk/HR Director, Rachel Pitzel	☒		
Community & Economic Development Director, Darren Groth	☒		
Public Works Director, Jeremy Metzler	☒		
Information Technology Director, Matthew Ray	☒		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration:			
SUMMARY STATEMENT: City staff would like to propose the following changes be implemented during inclement weather. It is the city's goal to provide clear guidance on staff responsibility and to fairly compensate staff during periods City Facilities are closed or operating on limited hours or providing limited services due to circumstances beyond their control. The process proposed in the IAAC, with the Council and Mayor's approval, will allow staff the ability to implement these procedures moving forward, and it will be placed in the new Personnel Manual, which will be presented to Council for approval in 2020.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Hold a discussion and provide staff guidance regarding the proposed IAAC.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Move to the next regular council meeting under the consent agenda 2) Forward to another Study Session for further review			

IAAC (INTERNAL ACCOUNTING & ADMINISTRATIVE CONTROLS)

IAAC NO. _____

Revised: 2019

Approved:

STAFF PROCEDURES DURING CITY FACILITY CLOSURE & MODIFIED HOURS OF OPERATION

Purpose:

It is City Policy to remain open for business to the public Monday through Friday 8:30 AM through 5:00 PM except on published holidays or posted training periods. At times inclement weather or emergency events may occur that require closure or restricted service activity to the public.

It is the intent of the City to provide clear guidance on staff responsibility and to fairly compensate staff during periods City Facilities are closed or operating on limited hours or providing limited services due to circumstances beyond their control. Where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the City reserves the right to close or otherwise modify access to or services provided in City Facilities. This activity will likely effect staff schedules dramatically. Should this occur this IAAC serves as a guideline for managing staff activity, rates of pay, communication responsibilities, and the posting of notices.

Process:

The Mayor, or specified designee, will make an announcement at the earliest reasonable time on or before an inclement weather or emergency event. Staff Notice will be an all staff text containing an "Inclement Weather" or "Emergency Notification". It will identify what City Offices are closed, delayed in opening or any modification to normal hours of operation and/or City services to be provided. The Communications Coordinator or designee will post the announcement on the city's website and social media outlets for Public or Emergency Notice purposes.

Regardless of whether the facility remains open or closed it is each employee's decision to determine if they can safely arrive at work under the conditions. Each employee will contact the individual identified in the notice text of their status upon receipt of the Staff or Emergency Notice.

Facility Closed or on a Limited Work Schedule:

If the facility is announced to be closed all staff will receive regular pay for the hours of closure. Employees who elect to not report to work during the time the facility is open for business will burn leave bank.

Facility Closed Early:

On days when weather conditions worsen as the day progresses, the Mayor or designee may decide to close the office early. Employees will be expected to remain at work until they receive permission from their department head to do otherwise. Employees will receive regular pay for the rest of their normal workday.

Call Out, Callback and Emergency “All-Hands” Rotation Schedule:

For non-exempt (hourly) staff members who are deemed Essential Employees, i.e., Public Works, communications, emergency management, and are called-out, called back, or placed on an emergency “All-Hands” rotation schedule to provide necessary services to the public after completing their regular shift, or who are called to work on a day off or day City Hall has been closed, shall be paid a minimum of four (4) hours pay at double time. Double time occurs for all time worked following a call out unless there is a break of at least 12 hours in-between shifts.

Staff members are required to notify their supervisor or check-in upon arrival at a designated location. Remote work that does not require reporting in person will be paid for either a one (1) hour minimum call out or their actual time worked, whichever is greater.

Definitions:

Authorization of Overtime, Double-Time, and Compensatory Time: All overtime, double-time and emergency pay must be authorized in advance by the Mayor, Assistant City Administrator, or the staff member’s respective department director, except in cases of emergency. Self-launching designated essential personnel may expect to be compensated at applicable defined rates until notified otherwise by their department director.

City Hall: includes the building and facilities owned and operated by the City of Edgewood municipal corporation.

Compensatory Time: Non-exempt employees entitled to overtime pay may request compensatory time be banked as an alternative to overtime or double-time cash payment. This is approved on a case-by-case basis, and is at the discretion of the Department Head. The City is not required to grant compensatory time as an alternative to cash payment. The accrual bank is credited at the overtime or double-time rate for each hour worked. Cash payment for overtime or double-time is required after an employee attains 40 hours banked compensatory time. Employees may use compensatory time in the same manner as vacation time.

Double-time: Double-time shall be compensated at the rate of two times the regular straight time pay. Double-time pay is designed to compensate employees for work performed for extraordinary circumstances such as afterhours call-out, call back or times when employees are working employer mandated inclement weather or emergency shifts on a rotating “All-Hands” schedule. During events covered by double-time pay an employee receiving regular pay (Holiday or Facility Closure Pay) will receive regular pay in addition to double-time pay.

Emergency Notice: Communication to all staff members and the public of an emergency event occurrence. May include advisory information or specific instructions, e.g., shelter in place, evacuate, resource availability, communication channels.

Essential Employees: those staff members determined by the Mayor to provide necessary services during inclement weather or emergency incidents.

Holiday Pay: Non-exempt, benefit-eligible employees will be paid eight (8) hours for the holiday plus overtime time for actual time worked or a minimum of four (4) hours, whichever is greater. A holiday shall be considered eight (8) hours worked for the purpose of computing overtime.

Mayor: the elected Mayor or, in succession, the City Administrator, Assistant City Administrator, HR Director, Police Chief, other department director.

Overtime: Overtime shall mean all time worked in excess of a forty (40)-hour workweek or the equivalent modified normal work schedule. Use of sick leave, vacation leave, holiday leave, or compensatory time shall constitute time worked for the purposes of calculating overtime. Overtime shall be compensated at the rate of one-and-one half (1 ½) times the employee's regular straight time hourly rate of pay.

Public Notice: Communication directed to the public of City Hall closures or Restricted Service Activity.

Restricted Service Activity: City Facilities may be closed for normal business activities while open for specific public services such as a "warming or cooling center" or to otherwise provide some limited service to the public during emergency events.

Staff Notice: Communications directed to staff for communicating changes to the normal working schedule of City Facilities, i.e., City Hall closures or modified hours of operation or limited service delivery to the public. Individual staff schedules, identified essential personnel and other staff specific information may be included.

Straight Time Pay: the typical rate of pay for any given staff member.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Public Works Department Job Descriptions	Agenda Item #:		Item No. 2C
	For Agenda of:		December 3, 2019
	Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ City Engineer Job Description ☒ Parks Maintenance Lead Job Description ☒ Field Supervisor Job Description			
Approval of Materials:			
Mayor, Daryl Eidinger	☐	Expenditure Required:	\$0
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Study Session Discussion 12/3/19 Regular Council Meeting Action 12/10/19	
City Clerk/HR Director, Rachel Pitzel	☒		
Community & Economic Development Director, Darren Groth	☐		
Public Works Director, Jeremy Metzler	☒		
Information Technology Director, Matthew Ray	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: The City of Edgewood brings all new job descriptions forward to Council for review, prior to adding a new position to the Salary Schedule. 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 budget ordinance process. Adding a job description to the salary schedule does not fund the position. Rather, it makes the position an “authorized” position, and the funding of authorized positions is covered under the annual budget process. The job descriptions included herein are included for consideration in the proposed 2020 budget and salary schedule.			
SUMMARY STATEMENT: This action is to add three new job descriptions as authorized positions recognized by the City, with no increase in total staffing / FTE's. The Public Works Department currently plans to promote from within for all three positions.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Hold a discussion and provide staff guidance regarding the three proposed job descriptions to be placed on the next regular council meeting consent agenda.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Move to the next regular council meeting under the consent agenda 2) Forward to another Study Session for further review			



City of Edgewood

2224 104th Avenue East, Edgewood, WA 98372-1513

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

City Engineer – Job Description

Department: Public Works

Salary Range: \$9,035- \$10,267/mo.

Opening Date: TBD

Closing Date: TBD

First Review: TBD

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

GENERAL SCOPE OF WORK

The City Engineer is responsible for: administration of the City's Surface Water Management Program and Municipal Stormwater Permit; review and approval of private development and franchise utility plans and permit applications; development and implementation of capital improvement plans and projects; management of construction contract solicitation and execution processes; and coordination of relevant municipal code updates.

This is an advanced technical office and field engineering position, with project management and direct supervision oversight pertaining to public works and land use projects / permits, focused on surface water and streets. This position requires complex engineering duties, which may include making field measurements and/or observations and performing site inspections. Office duties include complex computer work (which may include design and plan drafting), plan review, and customer service functions, preparing specifications and cost estimates related to the design of public works projects, and overseeing programs and projects to ensure that the contractors and field staff are in compliance with project design, construction, time, schedules, budget, and permit conditions. Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The ability to function effectively in a small team environment, where communication and initiative are critical, is mandatory for success in this position. This is a public service position where public interaction is routine and your ability to represent the team and City in a professional and courteous manner are required.

SUPERVISION

This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall. This position works under the general direction and supervision of the Public Works Director, but may be asked to perform work under the general supervision of the Assistant City Administrator, City Clerk/HR Director, Public Works Director, Community

Development Director, or City Attorney. This position supervises the Senior Engineer, Associate Engineer and Engineering Technician positions, is responsible for the duties of said positions when unfilled, and requires a high degree of independent judgment, initiative and discretion.

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. Oversee and/or perform the review of complex civil engineering designs, plans, specifications, and cost estimates, to include coordination and review of consultants.
2. Oversee engineering projects; perform quality control; monitor project budgets and expenditures; write project change orders; consult with others to establish project punch lists as required for project completion; recommend project completion and acceptance by the city.
3. Coordinate permit review with the planning and building divisions.
4. Perform technical review of engineering project plans and specifications for the city's capital projects and private improvements submitted to the city as part of development processes. Recommend and direct changes, comments, or corrections as it relates to the needs and interests of the city in terms of maintenance support of the proposed projects or improvements and in terms of compliance with city's construction standards.
5. Prepare detailed engineering, pre-design, and final design reports, as needed.
6. Oversee consultants contracted to perform engineering projects; perform research and provide engineering data, calculation, and information to consultants; answer consultants' questions; conduct onsite visits with consultants; work with management and consultants to prioritize and implement project corrective measures; communicate priorities with consultants; develop and manage consultant contracts for engineering services; and participate in consultant selection.
7. Analyze and review engineering project requirements, physical location, and other pertinent data to prepare scope of work, engineer's cost estimates, RFPs, RFQs, etc.
8. Implement municipal permit software tracking consistent with policies and procedures.
9. Coordinate submission of effective grant requests.
10. Communicate in person, in writing, and on the telephone with city personnel, consultants, developers, contractors, other agencies, property owners, and the public to exchange information, resolve concerns, issues, and complaints as necessary; and provide technical information related to codes, ordinances, regulations, policies, and projects.
11. Serve as the city representative at various technical committees, study groups, meetings and task forces as assigned; develop and deliver oral presentations.
12. Maintain related data and records and prepare comprehensive plans and reports conforming to related federal, state, and city regulations.
13. Visit construction sites to inspect work progress and compliance with approved plans and specifications.

14. Provide engineering and technical expertise to city staff and the public; provide municipal engineering expertise to city design projects.
15. Provide research, information, and assistance to the Director in the development and management of assigned budget sections; monitor purchasing, procurement, and usage of funds as it relates to the assigned budget's activities.
16. Oversee City capital improvement projects; provide estimates and forecasts of costs for long-range projects; and develop annual budget and staffing requests for such projects.
17. Perform supervisory responsibilities in accordance with the city's policies and procedures and applicable laws. Responsibilities include: planning, scheduling, coordinating, assisting with, directing and evaluating work in progress and upon completion; appraising performance and safety procedures; training employees to improve their skill and effectiveness; addressing complaints and resolving problems; reviewing/scheduling employee leave; assisting in interviews; making hiring recommendations, and recommending promotion and disciplinary actions to the Director.
18. Evening or variable hours to attend public meetings will be required.
19. Performs other duties as assigned.
20. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

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.

Knowledge of:

1. The principles and practices of civil engineering as applied to private land development and municipal public works projects.
2. The principles and practices of public works project administration.
3. Modern engineering methods and techniques used in the design, construction and inspection of public works projects.
4. Construction contract negotiation and administration principles and practices.
5. Mathematics and formulas for civil engineering computations.
6. Applicable federal, state and local laws, regulatory codes and professional standards for the design and construction of public works projects.
7. State and federal funding procedures for public works projects.
8. Guidelines established in the current Pierce County Site Development and Stormwater Management Manual (PCM), Washington State Department of Ecology Stormwater Management Manual (DOE SWMM), and established engineering techniques of hydraulic analysis.
9. Principles and practices of governmental budget preparation and administration.
10. Supervisory and training principles, methods, best management practices and techniques.
11. Safety and security hazards, precautions, standards, policies and procedures.

Ability to:

1. Work independently on multiple projects and manage complex contracts.
2. Plan and execute engineering assignments including research, investigations, calculations, reports, maps and other written materials and documentation.
3. Use technical tools such as project management software, drafting instruments, and computer systems, as required by the City, such as AutoCAD, ArcGIS, Microsoft Excel and Word, e-mail, internet, etc.
4. Interpret and prepare complex policies, codes, regulations, specifications, and ordinances used in engineering projects.
5. Manage workload effectively.
6. Calculate accurate cost estimates.
7. Work with contractors.
8. Develop and administer consultant contracts as necessary.
9. Perform work out-of-doors in all weather conditions.
10. Establish and maintain effective working relationships with supervisors, coworkers, or the public.
11. Understand plot plans, plats, site maps, legal descriptions, and topographical maps.
12. Maintain confidentiality and communicate with tact and diplomacy.
13. Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
14. Delegate tasks and workload assignments.
15. Understand and execute written and oral instructions.
16. Maintain neat and orderly files, including computer files.
17. Plan and organize work to meet required deadlines with a minimum amount of supervision.
18. Be at work as scheduled, on time and available to perform assigned duties.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Bachelor's degree in Civil Engineering or related field from an accredited educational institution, six (6) years of progressively responsible professional Civil Engineering design and construction experience in a municipal, state, or related environment that includes two (2) years of supervisory experience, and current registration as a Professional Civil Engineer in the State of Washington.

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.

SPECIAL CONSIDERATIONS

The incumbent will be joining an organization with approximately 25 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.

Duties are generally performed indoors, and some outdoor work may be necessary as described earlier. 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.

Fieldwork, such as site investigations, may require exposure to weather, working on rough terrain, in wetlands, and being in proximity to heavy equipment. Hand-eye coordination is necessary to operate computers and a variety of office equipment. While performing the duties of this job, the employee may be required to stand or sit, walk on all types of terrain, maintain balance, climb stairs, ladders, and inclines, use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee may occasionally be required to balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk or hear. Specific vision abilities required by this job include close vision, distance and depth vision, peripheral vision, and the ability to adjust focus. The employee must be able to operate a passenger vehicle.

ACKNOWLEDGEMENTS

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

This is an FLSA exempt position and is not eligible for overtime compensation. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

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. 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.

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

Name

Date



City of Edgewood

2224 104th Avenue East, Edgewood WA 98372-1513

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

Parks Maintenance Lead – Job Description

Department: Public Works

Salary Range: \$5,461-\$6,206/mo.

Opening Date: TBD

Closing Date: TBD

First Review: TBD

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

GENERAL SCOPE OF WORK

Areas of responsibility include, but are not limited to, care and maintenance of parks, grounds, and recreation facilities; oversees and participates in complex projects regarding park maintenance, landscape construction, irrigation systems, and weed and pest control; and performs related work as required.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. There will be occasions where this position will perform work under the direction and in support of the Public Works Superintendent or Field Supervisor. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

SUPERVISION

Under the general supervision of the Public Works Director, the Parks Maintenance Lead's work is performed with considerable latitude for independent judgment and action. Assignments are received in the form of oral instructions, written work orders, and established maintenance & service schedules. This position also operates large grounds equipment such as skid steers, riding mowers and tractors and serves as a fully skilled Parks Maintenance Worker in one or more specialties such as landscape construction or maintenance activities.

Minimal employee supervision is expected for this position, but there will be times that this position will oversee Maintenance Technician staff and volunteers.

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. Oversees and performs the operations and activities of assigned park maintenance.
2. Oversees and participates in complex projects in park maintenance, landscape construction, irrigation systems, and weed and pest control; ensures adherence to safe and efficient work methods, procedures, and practices.
3. Works with Public Works Director in planning work assignments, including gathering of materials and staff resources needed to perform the work; assists in the development of work plans, procedures, and schedules.
4. Evaluates work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of the project; acquires necessary resources as appropriate.
5. Provides Public Works Director with updates on project status; informs Director of park maintenance and horticultural problems and needs.
6. Operates a variety of standard power tools and equipment used in parks maintenance and repair activities on a regular basis.
7. Utilizes department vehicles to perform assigned work assignment.
8. Maintains and repairs playground equipment, benches and restrooms in parks.
9. Identifies unsafe working conditions and takes action to immediately correct.
10. Follows safe working practices and makes appropriate use of related safety equipment as required.
11. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to Public Work Director as appropriate.
12. Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
13. Maintains records and logs of daily activities.
14. Assists with special events as needed.
15. Performs related duties as assigned.
16. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

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.

Knowledge of:

1. Methods, materials, tools and equipment utilized in grounds maintenance;
2. Safety standards and regulations related to grounds keeping work;
3. Principles and practices of supervision;
4. Irrigation and drainage system design and operation;
5. Landscape maintenance and pesticide application;
6. Basic equipment repair and maintenance;
7. Basic office computer applications and software;
8. Crafts such as carpentry, electrical work, and plumbing; and
9. Leading and or supervising the work of other performing grounds maintenance work.

Ability to:

1. Perform the essential functions of the position;
2. Effectively apply the methods, operations and activities of park maintenance programs;
3. Operate and repair a variety of equipment in a safe and effective manner;
4. Guide and direct the work of less experienced employees;
5. Use a variety of hand tools and motorized grounds keeping equipment;
6. Communicate effectively both orally and in writing;
7. Follow written and verbal instruction;
8. Establish and maintain effective working relationships with other employees, supervisors, and the public;
9. Demonstrate and maintain interpersonal skills using tact, patience, and courtesy;
10. Work independently and effectively;
11. Understand and follow oral and written instructions; and
12. Sufficient physical strength to meet job requirements for extended period under uncomfortable conditions in all types of weather. May involve lifting up to 100 lbs and hard manual labor.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Associates degree in related field and four years related work experience and experience leading or supervising maintenance workers;

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

Possession of a valid Washington State Driver's License; Possession of a driving record acceptable to the City's risk manager, and ability to maintain throughout employment; Possession of or the ability to obtain a current Certified Playground Safety Inspector (CPSI) certification; Possession of or the ability to obtain a current Commercial Pesticide Operator's License; and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

Preferred

Possession of or the ability to readily acquire a Commercial Driver's License (CDL); Possession of a current Washington State Department of Transportation Traffic Flagging Card, or the ability to obtain one within three (3) months of hire, and ability to maintain throughout employment; and prior experience in parks maintenance is highly desirable.

SPECIAL CONSIDERATIONS

The incumbent will be joining an organization with approximately 25 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. 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.

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

Name

Date



City of Edgewood

2224 104th Avenue East, Edgewood WA 98372-1513

Phone (253) 952-3299

Field Supervisor – Job Description

Department: Public Works

Salary Range: \$6,128 - \$6,964/mo.

Opening Date: TBD

Closing Date: TBD

First Review: TBD

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

GENERAL SCOPE OF WORK

The Field Supervisor frequently works independently, tasked with ensuring proper and safe operation of the City's roadways and utilities. This is accomplished through coordinating operation of city-owned and/or contracted maintenance equipment with Maintenance Technicians and contract operators, the operation of which may require additional specialized training or licensing. This position also supports the Senior Engineer and Public Works Roads Superintendent, coordinating civil construction-related activities such as inspection, monitoring, and acceptance of construction projects and materials within the public right-of-way.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The ability to function effectively in a small team environment, where communication and initiative are critical, is mandatory for success in this position. This is a public service position where public interaction is routine and your ability to represent the team and City in a professional and courteous manner are required.

SUPERVISION

Under the general supervision of the Public Works Director and day-to-day supervision of the Public Works Roads Superintendent, the Field Supervisor's work is performed with considerable latitude for independent judgment and action. Assignments are received in the form of oral instructions, work orders, established maintenance and service schedules, plans, sketches, and rough notes. Work requires the application of sound judgment and the application of technical engineering and trades-and-crafts techniques and practices in a wide variety of public works activities. The incumbent's work is reviewed for supervisory effectiveness, quality and timeliness of completed projects, and conformance with governing laws, ordinances, and local policies and procedures. May be asked to perform work under the general supervision of the Mayor, Assistant City Administrator, and Public Works Director. 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. Performs field inspections in the public right-of-way, documenting, analyzing and troubleshooting problems such as street and sidewalk damage or utility obstructions.
2. Investigates complaints of street cut restoration work and recommends appropriate corrective action.
3. Coordinates review of right-of-way construction permits with the Senior Engineer and Public Works Roads Supervisor, to verify impacts related to utilities, traffic, transportation, and street improvements; recommends permit approval requirements to mitigate impacts of development and assures plans conform to City policies.
4. Responds to inquiries from the public and other departments about right-of-way construction projects and procedures; investigates inquiries to find resolutions as needed.
5. Plans and schedules daily work assignments and establishes work priorities for Maintenance Technician position(s); requisitions supplies and equipment; and periodically inventories and inspects tools and equipment to insure that proper care and maintenance is being performed.
6. Prepares periodic work progress reports; maintains required records, logs, maps, blueprints and charts regarding permitted uses of the streets and public rights-of-way.
7. Provides on-site direction and guidance to employees during assignments, and inspects work in progress and completed work to ensure compliance with local codes, work standards, and proper safety techniques and procedures.
8. Assures field and laboratory sampling and testing of construction materials and site conditions is performed, to ensure compliance with plans and material specifications.
9. Prepares field notes, diaries, records, process estimates and “as-built” drawings for any observed work within public right-of-way.
10. Assists the Public Works Roads Superintendent as needed with the following:
 - a. Road operations, including direct coordination with contractors.
 - b. Capital Improvement Project planning and development.
 - c. Reviewing and providing comment on technical reports.
11. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

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. Thorough knowledge of materials, methods, and techniques commonly used in construction, maintenance, and repair activities as relates to assigned areas of specialization.

2. Thorough knowledge of the occupational hazards and safety standards and practices applicable to the work being supervised.
3. Good knowledge of federal, state and local regulations and standards, as well as City standards, department policies and procedures.
4. Good knowledge of the properties, utilization, and care of the materials, tools, and equipment used by the employees supervised.
5. Ability to efficiently and effectively supervise and coordinate the activities of skilled and semi-skilled employees performing a wide variety of maintenance, repair, and service functions.
6. Ability to make sound and timely recommendations for project implementation, and/or modification based upon established department plans and results of personal observations and needs analysis.
7. Ability to read maps, diagrams, and plans.
8. Ability to effectively communicate both orally and in writing. Establish and maintain effective working relationships with management, elected officials, City employees, and the general public.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Minimum three years of progressively responsible work experience in roadway and utilities operations or general maintenance and trades areas, with some supervisory experience;

OR

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job with or without accommodation.

AND

The ability to obtain, and maintain a valid Washington State Driver's License throughout employment, with drivers abstract, 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 25 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.

Work is performed primarily out-of-doors involving moderate risks, discomfort, or unpleasantness such as a high level of noise; dust, grease or mud; moving vehicles or machines; and cold and/or wet weather. Normal safety precautions are required, and the incumbent may wear some protective clothing and equipment such as rain and snow gear, boots, goggles, and gloves. Work requires some physical exertion, such as long periods of standing; walking over rough, uneven surfaces; and recurring bending, crouching, stooping and reaching; and occasional lifting of moderately heavy items. Work requires average physical agility and dexterity.

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. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

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.

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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.

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Human Resources
2224 104th Ave E
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The City of Edgewood Employment Application may be found on our website at cityofedgewood.org. Incomplete submittals will be disqualified. Only those applicants selected

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

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

Name

Date

DRAFT



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Public Works Office Trailer	Agenda Item #:		Item No. 2D
	For Agenda of:		December 3, 2019
	Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ DRAFT Resolution 19-xxxx ☒ Sale Quote from DesignSpace Modular Buildings ☒ 12'x40' Mobile Office Building with Restroom ☒ 10'x32' Mobile Office Building with Restroom			
Approval of Materials:			
Mayor, Daryl Eiding	☐	Expenditure Required:	NTE \$75,000
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	\$0
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Study Session Discussion 12/3/19 Regular Council Meeting Action 12/10/19	
City Clerk/HR Director, Rachel Pitzel	☐		
Community & Economic Development Director, Darren Groth	☐		
Public Works Director, Jeremy Metzler	☒		
Information Technology Director, Matthew Ray	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: The estimated cost for the new 12'x40' office with restroom, delivered and installed, is approximately \$68,700 including sales tax. For the used 10'x32', the estimated total is closer to \$40,000 including tax. There are additional fees for utility connections. These are one-time costs associated with installation, and we expect this to serve up to a ten-year useful life.			
SUMMARY STATEMENT: Due to a number of factors, City Hall is operating at capacity and there is an immediate need for additional office space to house City staff. The Public Works department, specifically those who work predominantly in the field, are most readily relocatable. Under the Mayor's direction, staff has identified the area behind the existing garage just north of City Hall as the ideal location for a mobile office. Attached is a draft resolution authorizing the Mayor to execute an agreement with DesignSpace Modular Buildings to acquire and install a mobile office building for Public Works staff, in an amount not to exceed \$75,000 (including sales tax). Any additional costs to connect utilities will be covered through a separate Public Works contract under the Small Works Roster.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Hold a discussion and provide staff guidance regarding the acquisition of a mobile office building to house Public Works staff.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Move to the next regular council meeting under the consent agenda 2) Forward to another Study Session for further review			

RESOLUTION NO. 19-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH DESIGNSPACE MODULAR BUILDINGS TO ACQUIRE, DELIVER, AND INSTALL A MOBILE OFFICE BUILDING ON CITY-OWNED PROPERTY LOCATED AT 10311 22ND STREET EAST

WHEREAS, due to a number of factors, City Hall is at capacity and there is an immediate need for additional office space to house City staff; and

WHEREAS, the Public Works department, specifically those who work predominantly in the field, are most readily relocatable; and

WHEREAS, under the Mayor's direction, staff has identified the area behind the existing garage just north of City Hall as the ideal location for a mobile office; and

WHEREAS, this mobile office is expected to adequately serve the needs of the Public Works Department for up to ten years;

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

Section 1. Authorization. The Mayor is hereby authorized to enter into an agreement with DesignSpace Modular Buildings for acquisition, delivery and installation of a mobile office building in an amount not to exceed \$75,000.

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

ADOPTED THIS 10TH DAY OF DECEMBER, 2019

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

885 Valentine Ave SE
Pacific, WA 98047
206-825-1136
PRESENTED BY:
RHONDA BANGHART
SALES REPRESENTATIVE

SALE QUOTE

City of Edgewood QUOTE CONTACT: Jeremy Metzler PHONE NUMBER: 253-952-3299 x 114 E-MAIL: jeremy@cityofedgewood.org	Ship To: TBD Edgewood, WA
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REVISED 11/25/2019

Wednesday, November 27, 2019 Salesperson: Rhonda Banghart rhonda@designspacemod.com P: 253-447-7251 M: 206-825-1136	Terms: Upon Invoice 12X40 1 PRIVATE OFFICE WITH RESTROOM AND OPEN AREA	Ship Via: Truck Date Required: TBD
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SALE BUDGETARY ONLY

12X40 WITH RESTROOM		\$58,500.00	
DELIVERY TO EDWOOD W/PILOTS		980.00	
2 SETS OF STEPS		1,350.00	
SALE OF BLOCKING MATERIALS		1,080.00	
DOES NOT INCLUDED TAXES		\$61,910.00	

OPTIONS:

TIE DOWNS	125.00 EA	\$1,250.00	

Quote good for 15 days from the above date.

this Agreement is related, or use of this Equipment after delivery. Buyer shall pay and all attorney's fees and expenses incurred or paid by the Seller on account of any such claims; and Buyer, if requested by Seller, shall assume and defend at its own expense any suit, action or other legal proceeding arising therefrom.

8. The Buyer agrees that it shall not assign or transfer this Agreement or any part hereof or any amount payable hereunder, except with the prior written consent of the Seller. Seller may assign its interest, obligations, and rights of this Agreement.

9. THE BUYER SHALL:

a. Reimburse Seller for all costs incurred in order to correct improper or inaccurately constructed foundations, to correct misalignment or inaccuracy in any bolts, walls, footings, cutoffs for doors, or other work.

b. Provide storage and be responsible for loss of or damage to materials and Equipment if site and foundations are not ready or accessible in accordance with delivery provision contained in this contract, and reimburse the Seller for all additional costs incurred by the Seller including, but not limited to, the cost of unloading, reloading, and hauling materials resulting from the Buyer's failure to perform this condition. Delay in completing foundation and inaccessibility of the site may necessitate rescheduling of the order for which Seller shall not be responsible, and shall extend the period of performance by the period of delay.

c. Schedule his operations so that the erection, by the Seller, can be carried out in one continuous operation and in proper sequence. Should delays in preparation of the foundation and the site be encountered which would delay erection, Seller must be advised thereof not less than ten (10) days in advance of the tentative shipping date set by the Seller at the time of acknowledgement of order. In the event that the provisions of this sub-paragraph are not complied with, Buyer shall reimburse the Seller for actual costs and damages incurred, including a reasonable profit for the work performed thereon resulting from such delay. Any delay resulting therefrom shall extend the period of performance under this agreement by the period of delay.

d. Provide and maintain roadway to each building site so that trucks can drive alongside each building site; provide suitably leveled and compacted area with each building unit for the support of crane operation in erection; furnish power for the Seller's machine tools during the course of erection; and furnish accessible utility services required by the Seller in the performance of the contract at the job site.

10. Unless otherwise specified, additional expense caused by obstructions, either overhead or underground, demolition work, grading to bring site to level, or depth or width of concrete footings, foundations or excavations caused by earth fill, or abnormal soil conditions which may require foundations different from the standard plans approved by Building Department, are to be paid for by the Buyer.

11. The Buyer warrants that they own, or have the right to construct buildings on the property upon which the Equipment is to be located. If required by the seller, buyer shall provide proof of title or other documentation as may be required to assert this representation.

12. The Buyer agrees not to interfere with the progress of the work, and not to occupy any portion of the building until all terms and conditions herein are fulfilled by both parties. Buyer further agrees not to permit any workmen other than those of the Seller to work at or in the immediate vicinity of the building without the Seller's written consent until the Seller's work on the building is completed. Should any workmen or contractors or sub- contractors of the Buyer perform any such work, the Buyer will furnish to the Seller in writing their names before such work is commenced. The Buyer agrees to pay the Seller for any damage that may be caused by anyone other than workmen or sub-

contractors of the Seller, by reason of disturbing or damaging concrete forms, grade finishing or any construction work in process whatsoever.

13. No charge for labor or material furnished by the Buyer shall be allowed as a credit under this agreement unless authorized in writing by the Seller.

14. The Buyer shall obtain insurance naming Seller as sole insured on all Seller's property located on the building site, against loss by fire, lightning, wind, storm, riot, civil disobedience, earthquake, Act of God and against other perils ordinarily included under the extended coverage endorsement as well as any other insurance which the Buyer deems necessary upon the work covered by the proposal for the full insurable value thereof. The minimum coverage of said insurance shall be the fair market value of such property as established of the contract price contained herein. Such

insurance shall also cover the following items whether they be in or adjacent to the structure insured, materials in place or used to be as part of permanent construction including surplus materials, temporary structures, scaffoldings protective fence, bridging, forms and miscellaneous materials and supplies. Insurance need not cover tools or Equipment owned by or rented by the Seller. Buyer shall furnish to the Seller certificates of insurance on demand by Seller.

15. Expressly incorporated herein by reference thereto are the plans and specifications relating to the Equipment specified in this proposal and Agreement of Sale.

16. In the event any act or thing required by Buyer hereunder shall not be done and performed in the manner and at the time or times required by this Agreement, Buyer shall thereby be held in default and all amounts due under the terms and conditions of this Agreement shall be payable immediately by Buyer to Seller, without demand by Seller. In addition Buyer will reimburse Seller for any legal fees and costs that become due as a direct result of Buyer's default of this Agreement, and Buyer will pay to Seller interest at the rate of 18% per annum, calculated on a 360 days = equals one (1) year base, on the unpaid balance owed. Interest will be calculated from the date said default takes place, through and including the date of Settlement.

17. The Seller's Equipment as described herein is warranted for a period of one year against structural failure due to defective material or workmanship in the Equipment manufactured, unless otherwise stated by warranties of the Seller's supplier of purchased components. Such warranties will be conveyed to Buyer and Buyer will deal directly with the Supplier if a claim arises. Seller's liability is limited to replacing (but not to dismantling and installing) defective parts on an exchange basis. F.O.B. the manufacture's factory. The warranty is limited to "Normal" usage and exposure. The following are excluded by the definition of "Normal" and therefore from this warranty if such conditions exist:

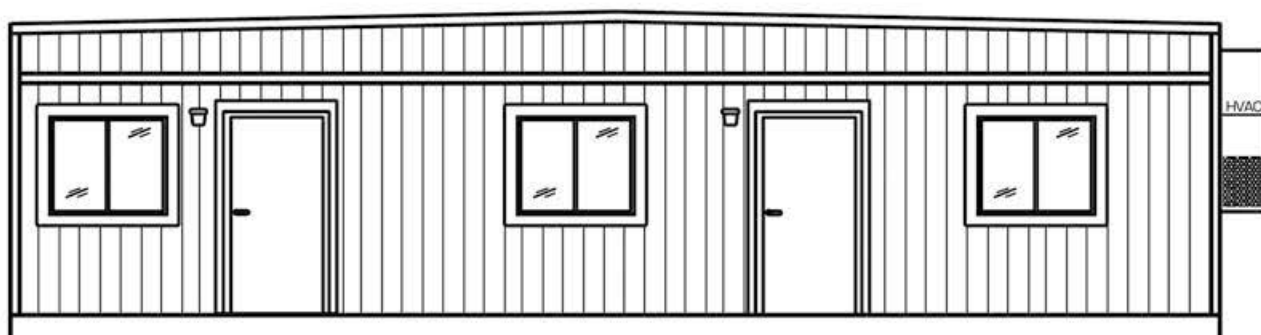
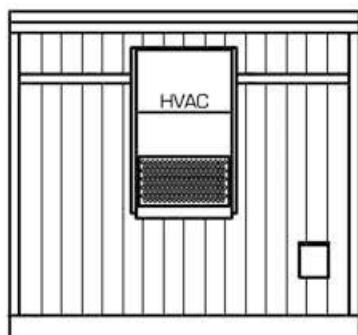
a. Improper installation affecting the structural design of the building or failure to provide drainage of water from all surfaces without internal penetration of the building.

b. Improper Maintenance

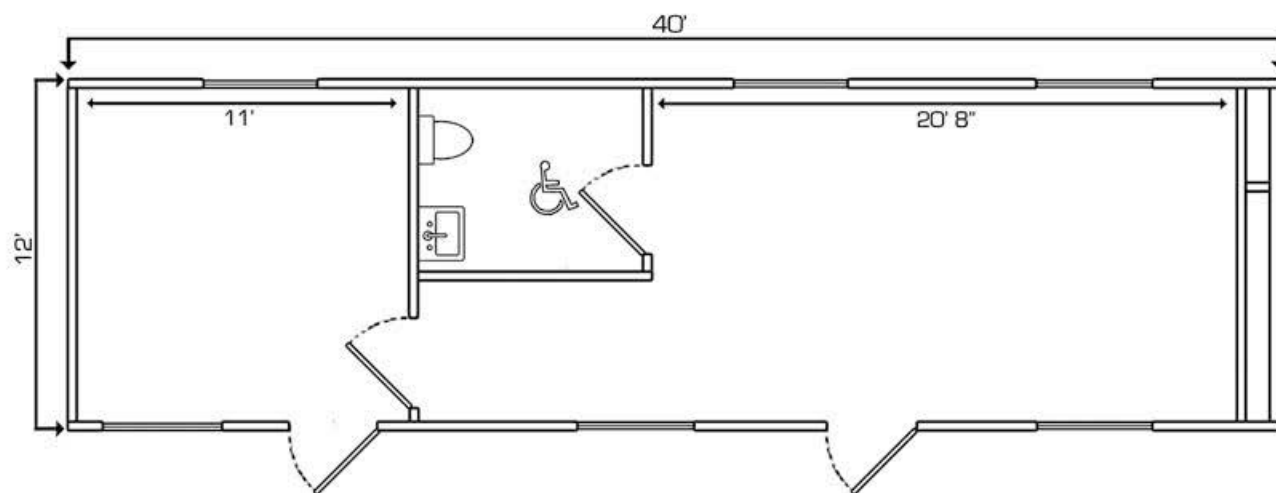
c. Installation in an area subject to heavy fall out or corrosive chemicals, ash or fumes from chemical plants, foundries, plating works, kilns, fertilizing manufactures, paper plants and the like.

d. Acts of God, vandalism, falling objects, external forces, explosion, fire, riots, acts of war and radiation. In the event that any defect is discovered by the Buyer, notice of the defect shall be given to the Seller in writing and such notice must be sent within the warranty period by certified registered mail. The warranty is tendered for the sole benefit of the original Buyer and is not transferable or assignable and further is void in the event the product is removed from its original location of installation. THERE ARE NO OTHER WARRANTIES EXPRESSED OR IMPLIED (INCLUDING WARRANTIES RELATING TO MERCHANTABILITY) EXCEPT THOSE STATED HEREIN.

18. The warranty as outlined in Paragraph 17 is hereby specifically EXCLUDED as to materials and Equipment currently owned (or “used”) and is in possession of the Seller. Said material and Equipment is sold in an “as is” condition with NO WARRANTIES EXPRESSED OR IMPLIED.
19. The failure by Seller to enforce at any time, or for any period of time, any one or more of the terms of this Proposal and Agreement shall not be a waiver of such terms and conditions or of the Seller’s right thereafter to enforce each and every term and condition contained herein.
20. Upon acceptance of this Proposal, together with its terms and conditions, shall constitute the entire agreement between the Seller and the Buyer, there being merged all prior and collateral representations, promises and conditions in connection with this proposal, and any representation, promise or condition not incorporated herein shall not be binding on either party.
21. Manufacture’s certificate of origin or title (if applicable) to the Equipment described herein will be conveyed to the Buyer within 60 days of payment in full to Seller.
22. Dispute Resolution: The parties will promptly give each other written notice of problems or concerns arising in connection with the other’s actions under this agreement and will meet as needed, but not later than three (3) business days after receipt of a written request for a meeting, to discuss and make all possible efforts through good faith discussions and negotiations to resolve the matter. If after full good faith effort to resolve the problem has been unsuccessful, and the dispute is not resolved by a meeting between the parties as provided above, then either party may refer the dispute to mediation or arbitration by request made in writing upon the other. Then venue for such proceeding or any litigation will be within the county of the headquarters of the Seller. Arbitration shall be conducted in accordance with the American Arbitration Association Construction Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The prevailing party at arbitration shall be entitled, in addition to such other relief as may be granted, to a reasonable sum for all its costs and expenses related to such arbitration, including, without limitation, the fees and expenses of the arbitrator and attorney’s fees, which shall be determined by the arbitrator or any court of competent jurisdiction that may be called upon to enforce or review the award.
23. Definitions:
a. Delivery – Date that structures arrive at site address.
b. Notice of Completion – Date of written notice given by Seller to Buyer that structures are complete and available for Buyer’s occupancy.
c. Equipment – The term Equipment as used herein shall refer to the item or items provided by the Seller as described on the front page of this Proposal and Agreement of Sale.
24. Stenographical and clerical errors herein are subject to correction.
25. This Agreement and Terms and Conditions of Sale shall be construed in accordance by the laws of the State of California.



- 480 square feet of office space; includes one private office, one handicapped accessible restroom, and a spacious open area, providing generous office space for four to six people.
- All offices are 11 feet wide, no need to conserve on the size of your office furniture.
- Buildings are completely insulated and come with a heating and air conditioning system to provide a comfortable work environment.
- Vinyl floors offer an almost maintenance free office building.
- Upgraded interior wall coverings and decorative wood siding provides for a professional appearance.



Note: Dimensions, and door & window locations shown are nominal. Actual dimensions, layout and roof slope may vary depending on model or model year selected

Call Your Local Sales
Professional:

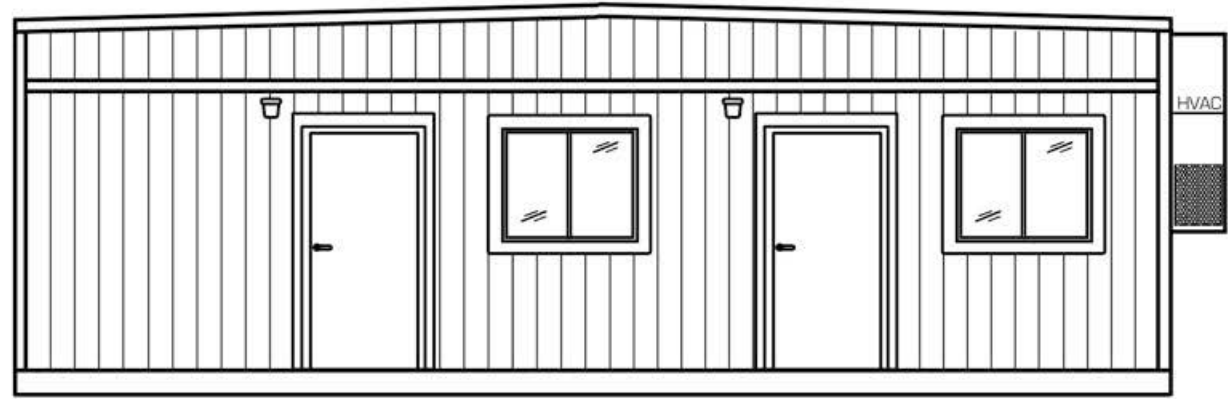
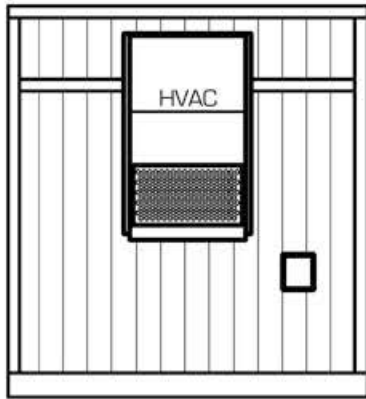
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12 x 40' Mobile Office Building With Restroom

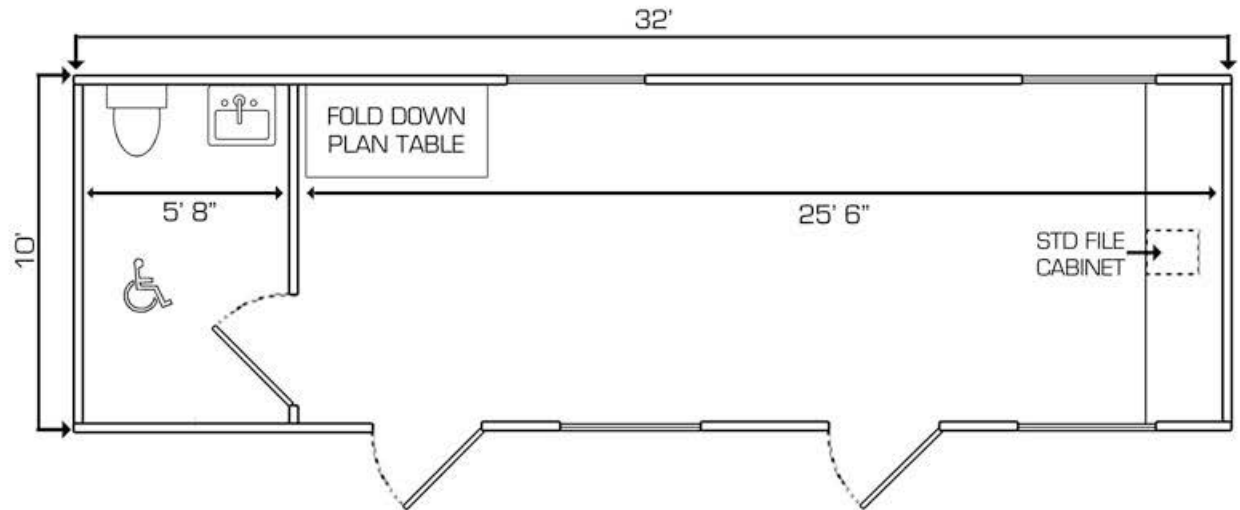
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Note: Dimensions, and door & window locations shown are nominal. Actual dimensions, layout and roof slope may vary depending on model or model year selected

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City Of Edgewood Council Agenda Summary Sheet

SUBJECT: 2020 Preliminary Budget	Agenda Item #:		Item No. 2E
	For Agenda of:		12/03/2019
	Prepared by:		Dave Gray
ATTACHMENTS (list): ☒ Draft Ordinance No. 19-0xxx and Exhibit A			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$35,311,015
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	To be Appropriated
Interim City Attorney, Ann Marie J. Soto	☒	Timeline: Study Session Discussion 12/3/19 Regular Council Meeting Action 12/10/19	
City Clerk/HR Director, Rachel Pitzel	☒		
Community & Economic Development Director, Darren Groth	☐		
Public Works Director, Jeremy Metzler	☒		
Information Technology Director, Matthew Ray	☐		
Police Chief, Micah Lundborg	☐		
Fiscal Note/Consideration: We will be discussing the total 2020 Budget Ordinance Draft which reflects the fund totals for the line item budget rolled up into the "Waterfall" model including fund transfers of \$5,320,283. Fund transfers increase spending and income values in each fund. Expense increases in the fund the transfer comes out of, incomes increase in the fund the transfer goes into. This has the effect of increasing the "total" budget by the aggregate of the funds being moved around between funds. The total budget proposal expressed as a draft ordinance is \$35,311,015.			
SUMMARY STATEMENT: A draft budget ordinance will be presented in this study session in preparation for action at the December 10 th regular council meeting. Post action, staff will complete the final budget including the roll up "Waterfall" model, line item Revenue & Expenditures Budgets, Transfers, Labor Models, Capital Improvement Plan Funding Page, Budget in Brief for quick public understanding of Sources & Uses within the City and some charts and graphs for historical comparison.			
RECOMMENDED ACTION: Hold a discussion and provide staff guidance regarding the Proposed Ordinance and Exhibit A.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Move to the next regular council meeting under council business for action. Appropriation requires four (4) Council Members in approval. 2) Failing passage on December 10th the City will need to refer action to December 17th. A budget is required to be appropriated for spending to occur as of January 1, 2020.			

ORDINANCE NO. 19-xxxx

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
EDGEWOOD, PIERCE COUNTY, WASHINGTON, ADOPTING
THE BUDGET AND SALARY SCHEDULE FOR THE 2020
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, a preliminary budget for the fiscal year 2020 has been prepared and filed in the Office of the City Clerk for the City of Edgewood; and

WHEREAS, the City Council of the City of Edgewood held public hearings on November 12th and November 26th, 2019 regarding the proposed budget and revenues and has deliberated and made adjustments and changes deemed necessary and proper;

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

Section 1. 2020 Budget Adoption and Funds Appropriated. The 2020 Annual Budget for the City of Edgewood, Washington, on file in the Office of the City Clerk, covering the period of January 1, 2020 through December 31, 2020, with regular revenues and unencumbered fund balances of \$35,311,015 and expenditures and ending fund balances of \$35,311,015, is hereby approved and adopted. The respective amounts for the several funds of the City of Edgewood are hereby fixed and adopted as follows:

<i>Fund Name</i>	<i>Fund</i>	<i>Appropriated</i>
General Fund	001	\$12,478,773
Strategic Reserve Fund	005	\$1,491,071
Street Fund	101	\$1,262,034
Park Impact Fee Fund	110	\$2,594,964
Traffic Impact Fee Fund	111	\$3,439,002
Municipal Capital Reserve (REET1) Fund	130	\$314,361
Municipal Capital Reserve (REET2) Fund	132	\$649,431
Civic Center Debt Service Fund	201	\$429,248
LID No.1 Debt Service Fund	202	\$3,107,036
LID No. 1 Reserve Fund	203	\$715,504
Capital Parks Fund	310	\$3,471,002
Capital Roads Fund	340	\$1,865,467
Transportation Improvement Board Fund	350	\$918,635
Sewer Utility Fund	401	\$285,854
Surface Water Utility Fund	410	\$2,036,271
Equip. & Facility Reserve Fund	501	\$252,362
<i>Total</i>		<i>\$35,311,015</i>

Section 2. 2020 Salary Schedule. The 2020 Salary Schedule for authorized positions, attached hereto as Exhibit A of this Ordinance, is hereby adopted by reference.

Section 3. 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 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of final passage. The full text of this Ordinance shall be mailed without charge, upon request.

PASSED BY THE CITY COUNCIL ON THE 10TH DAY OF DECEMBER, 2019

Mayor Daryl Eiding

ATTEST/AUTHENTICATED:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Interim City Attorney, Ann Marie J. Soto

Date of Publication:

Effective Date:

EXHIBIT "A"
ORDINANCE 19-XXXX 2020 BUDGET
CITY OF EDGEWOOD

SALARY RANGE PLAN

2020 Wage Rate, AWC Comp Adjusted to 2018 Wage + 1.8% for 2019 COLA

FULL TIME CLASSIFICATIONS:		2020 Monthly Wage Range				
	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
FT-19-01	Administrative Assistant	\$4,389	\$4,538	\$4,688	\$4,838	\$4,987
FT-19-02	Public Works Maintenance Tech	\$4,824	\$4,989	\$5,153	\$5,317	\$5,482
FT-19-02	Accounting Tech	\$4,824	\$4,989	\$5,153	\$5,317	\$5,482
FT-19-03	Public Works Maintenance Tech II	\$5,029	\$5,201	\$5,372	\$5,544	\$5,715
FT-19-04	Permit Coordinator	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-19-04	Planning Technician	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-19-04	ROW Inspector	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-19-04	Parks Maintenance Lead	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-19-05	Field Supervisor	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-19-05	Engineering Tech	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-19-05	Associate Planner	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-19-05	Code Compliance Specialist	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-19-06	Communications Coordinator/Deputy City Clerk	\$6,722	\$6,952	\$7,181	\$7,410	\$7,639
FT-19-06	Combination Inspector	\$6,722	\$6,952	\$7,181	\$7,410	\$7,639
FT-19-07	Associate Engineer	\$6,954	\$7,191	\$7,429	\$7,666	\$7,903
FT-19-08	Accounting Manager	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-19-08	Office Manager	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-19-08	Information Technology Manager	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-19-08	Building Inspector/Plans Examiner	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-19-09	Senior Planner	\$7,283	\$7,531	\$7,780	\$8,028	\$8,276
FT-19-10	Building Official	\$7,990	\$8,262	\$8,535	\$8,807	\$9,080
FT-19-11	Senior Engineer	\$8,404	\$8,690	\$8,977	\$9,263	\$9,550
FT-19-11	Public Works Superintendent	\$8,404	\$8,690	\$8,977	\$9,263	\$9,550
FT-19-12	City Engineer	\$9,035	\$9,343	\$9,651	\$9,959	\$10,267
FT-19-13	Information Technology Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-19-13	City Clerk/ HR Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-19-13	Public Works Director, PE	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-19-13	Community & Economic Development Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-19-13	Finance Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-19-14	City Attorney	\$10,850	\$11,219	\$11,589	\$11,959	\$12,329
FT-19-14	Assistant City Administrator	\$10,850	\$11,219	\$11,589	\$11,959	\$12,329

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.