



CITY OF EDGEWOOD

CITY COUNCIL SPECIAL MEETING AGENDA

December 17, 2019 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. SWEAR IN NEWLY ELECTED COUNCILMEMBERS

2. CALL TO ORDER

Pledge of Allegiance, Roll Call, Additions/Deletions

3. AUDIENCE COMMENT

4.  **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 December 10, 2019,

B. **AB19-051**, a motion approving August 2019 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support, and IRS 941 ACHs in the amount of \$101,640.70; and Vendor Check Numbers 24139 through 24153 with EFT and Direct Pay Payments in the amount of \$80,085.14. Total distributions submitted for review & authorization in the amount of \$181,725.84.

5. COUNCIL BUSINESS

A.  **AB19-052**, Development Review Discussion

B.  **AB19-0485**, a motion to adopt Resolution No. 19-0485, approving the Pascolo Estates Final Plat, located at 11611-32nd St. E.

C.  **AB19-0567**, a motion adopting Ordinance No. 19-0567, 2019 Budget Amendment

D.  **AB19-0486**, a motion adopting Resolution No. 19-0486, authorizing the Mayor to execute agreements for a total amount to not exceed \$100,000 (including sales tax) to acquire, deliver, install, and provide utilities to a new mobile office building on city-owned property located at 10311 22nd Street E.

E.  **AB19-053**, discussion and report regarding the 2020 annual Comprehensive Plan Amendments

F.  **AB19-054**, a motion approving the Internal Accounting & Administrative Control (IAAC) regarding Staff Procedures during City Facility Closure & Modified Hours of Operation

6. COUNCIL COMMENTS

7. 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

December 10, 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. Camden Hughes led the attendees in the Pledge of Allegiance.

ROLL CALL

Present: Mayor Daryl Eidinger (Not voting), Deputy Mayor Tyron Christopherson, Councilmember John C. West, Councilmember Mark Creley, Councilmember Ryan Day, Councilmember Colleen Wise, Councilmember Nate Lowry. **Excused:** Councilmember Rosanne Tomin.

Staff Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Community & Economic Development Director Darren Groth, Public Works Director Jeremy Metzler, IT Director, Matthew Ray, Police Chief Micah Lundborg, Interim City Attorney, Ann Marie J. Soto.

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

2. AUDIENCE COMMENT

There were no audience comments.

3. MAYOR'S REPORT

Mayor Eidinger spoke about the following:

- Thanked the Edgemont band staff and the Parks and Recreation Advisory Board for participating in the Annual Tree Lighting festivities
- Met with the WSDOT Gateway leaders about the progress on SR 167, the Pierce County Mayors Roundtable on Affordable Housing, Lakehaven Sewer District, PCCTA, and Philips Publishing to discuss the Edgewood Magazine.

Community Development Director Groth briefed on the following:

- Two resignations from the Economic Development Advisory Board

IT Director Ray briefed on the following:

- Discussed the new agenda software, and website.

City Clerk/HR Director Pitzel briefed on the following:

- New Engineer Tech will start January 2nd
- Conducted interviews for the Building Official and extended a conditional offer to one candidate

Chief Lundborg briefed on the following:

- School zone tickets
- Monthly crime and offense report stats

4. 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 November 26, 2019,
- B. Study Session Meeting Minutes of December 3, 2019,
- C. Review of Commission, Committee and Board meeting minutes of October 2019.
- D. **AB19-047**, a motion approving November 2019 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust, and IRS 941 ACHs in the amount of \$142,539.34; and Vendor Check Numbers 24121 through 24138 with EFT and Direct Pay Payments in the amount of \$1,052,620.48. Total distributions submitted for review & authorization in the amount of \$1,195,159.82.
- E.  **AB19-0483**, a motion to adopt Resolution No. 19-0483, authorizing the Mayor to execute a Second Addendum extending a Personal Services Agreement with Public Finance Inc.
- F.  **AB19-048**, a motion approving the City Engineer, Field Supervisor and Parks Maintenance Lead job descriptions.

Motion: As read, Action: Approve, Moved by Councilmember Colleen Wise, Seconded by Councilmember Mark Creley. Motion passed unanimously (6-0).

5. COUNCIL BUSINESS

- A. **AB19-0484**, a motion to adopt Resolution No. 19-0484, relating to the employment of an Interim City Attorney, confirming the appointment of Ann Marie J. Soto (Madrona Law Group, PLLC) as Interim City Attorney

Asst. City Administrator Dave Gray briefed on the agenda item.

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

- B. **AB19-0566**, a motion to adopt Ordinance No. 19-0566, 2020 Final Budget with Salary Schedule as Exhibit A.

Asst. City Administrator Dave Gray briefed on the agenda item.

Motion: As Read, Action: Approve, Moved by Councilmember Colleen Wise, Seconded by Councilmember Nate Lowry. Motion passed unanimously (6-0).

- C. **AB19-049**, continued discussion on the Public Works Office Trailer.

Public Works Director Jeremy Metzler brought this item back with follow up information to discuss with council. Office Manager Jennifer Bartelson discussed the challenges involved in trying to find accommodations for staff within city hall.

- D. **AB19-050**, continued discussion on the Call Out and Emergency Pay IAAC

City Clerk/HR Director Rachel Pitzel and Assistant City Administrator Dave Gray briefed on this agenda item. Discussion ensued between Council and staff. Staff was instructed to bring this forward under Continuing Business at a future Regular Council Meeting.

6. COUNCIL COMMENTS

Councilmember Wise spoke
Deputy Mayor Christopherson spoke
Councilmember Day spoke
Councilmember West spoke

7. EXECUTIVE SESSION

There was no executive session.

8.ADJOURN

Mayor Eidinge adjourned the meeting at 8:04 pm.

Jill S. Herrera, Deputy City Clerk/
Communications Coordinator

Daryl Eidinge, Mayor



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Claims and Payroll for December 2019	Agenda Item #:		AB19-051
	For Agenda of:		December 17, 2019
	Prepared by:		Stephanie Goff
ATTACHMENTS (list): ☒ Claims Register ☒ Voucher Directory			
Approval of Materials:			
Mayor, Daryl Eidinger	☐	Expenditure Required:	<u>\$181,725.84</u>
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$0</u>
Interim City Attorney, Ann Marie J. Soto	☐	Timeline:	
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: Approving December 2019 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support, and IRS 941 ACHs in the amount of \$101,640.70; and Vendor Check Numbers 24139 through 24153 with EFT and Direct Pay Payments in the amount of \$80,085.14. Total distributions submitted for review & authorization in the amount of \$181,725.84.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: MOTION to approve the Claims and Payroll Expenditures as presented under the Consent Agenda.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Move to adopt under the consent agenda 2) Forward to Study Session for further review			

City of Edgewood 2019

December 17th 2019 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10609 Last Number Issued Previous Authorization			
<u>DCP EFT 12/13/19</u>	Deferred Compensation Program	12/13/2019	\$11,001.03
<u>Direct Deposit Run -</u>	Payroll Vendor	12/13/2019	\$63,966.93
<u>DRS EFT 12/13/19</u>	Dept of Retirement Systems	12/13/2019	\$16,542.98
<u>DSHS-DCS EFT</u>	WA State Support Registry	12/13/2019	\$275.00
<u>IRS 941 EFT 12/13/19</u>	IRS 941	12/13/2019	\$9,854.76
Total			\$101,640.70

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
24138 Last Number Issued Previous Authorization			
<u>24139</u>	Berger Partnership	12/17/2019	\$8,520.22
<u>24140</u>	Berk Consulting	12/17/2019	\$6,125.00
<u>24141</u>	City of Sumner	12/17/2019	\$3,068.04
<u>24142</u>	Daily Journal of Commerce	12/17/2019	\$420.00
<u>24143</u>	Kenyon Disend, PLLC	12/17/2019	\$7,253.00
<u>24144</u>	Kyocera Document Solutions NW	12/17/2019	\$1,013.06
<u>24145</u>	Petty Cash Custodian	12/17/2019	\$210.33
<u>24146</u>	Pierce County Auditor's Office	12/17/2019	\$198.50
<u>24147</u>	Pierce County Budget & Finance PW	12/17/2019	\$551.73
<u>24148</u>	Raedeke Associates, Inc.	12/17/2019	\$2,019.25
<u>24149</u>	Powell, Ryan	12/17/2019	\$760.25
<u>24150</u>	Rick Pederson	12/17/2019	\$353.22
<u>24151</u>	Shred-it	12/17/2019	\$103.53
<u>24152</u>	The News Tribune	12/17/2019	\$1,356.41
<u>24153</u>	Wa. Cities Insurance Authority	12/17/2019	\$40.00
<u>Direct Pay Payment</u>	Amazon Capital Services	12/17/2019	\$55.16
<u>Direct Pay Payment</u>	CDW Government	12/17/2019	\$1,433.56
<u>Direct Pay Payment</u>	Columbia Ford	12/17/2019	\$40,560.03
<u>EFT Payment</u>	Crystal Springs	12/17/2019	\$154.16
<u>EFT Payment</u>	O'Reilly Auto Parts	12/17/2019	\$16.46
<u>EFT Payment</u>	Pitney Bowes Global Financial Services	12/17/2019	\$213.48
<u>EFT Payment</u>	Puget Sound Energy	12/17/2019	\$12.23
<u>EFT Payment</u>	Shell	12/17/2019	\$1,140.57
<u>EFT Payment</u>	Thomson Reuters	12/17/2019	\$274.75
<u>EFT Payment</u>	US Bank Corporate Payment System	12/17/2019	\$4,232.20
Total Claims Voucher Distribution			\$80,085.14

Total Distribution Submitted for Review & Authorization **\$181,725.84**

Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments **\$181,725.84**

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

_____ Accounting Manager, Stephanie Goff

_____ Mayor, Daryl Eiding

_____ Council Member



Voucher Directory

Fiscal: : 2019 - December

Council Date: : 2019 - December - Special Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Amazon Capital Services					
		Direct Pay Payment 12/13/2019 3:07:00 PM - 1	2019 - December - Special Council Meeting		
		1V7R-Q64V-7NMF			
			December Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$55.16
				Flu/Cold Supplies	
		Total 1V7R-Q64V-7NMF			\$55.16
		Total Direct Pay Payment 12/13/2019 3:07:00 PM - 1			\$55.16
Total Amazon Capital Services					\$55.16
Berger Partnership					
	24139		2019 - December - Special Council Meeting		
		31932			
			Nov Svcs- Prj 20195029.00		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$8,520.22
				36th & Meridian Phase One	
		Total 31932			\$8,520.22
	Total 24139				\$8,520.22
Total Berger Partnership					\$8,520.22
Berk Consulting					
	24140		2019 - December - Special Council Meeting		
		10439-11-19			
			Prj. R0010439		
			001-058-000-558-70-41-26	Economic Development Services	\$6,125.00
				Town Center Market Analysis and Economic Development	
		Total 10439-11-19			\$6,125.00
	Total 24140				\$6,125.00
Total Berk Consulting					\$6,125.00
CDW Government					
		Direct Pay Payment 12/13/2019 3:07:00 PM - 2	2019 - December - Special Council Meeting		
		SE1901312			
			November Services		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$1,433.56

Vendor	Number	Reference	Account Number	Description	Amount
				November Services	
		Total SE1901312			\$1,433.56
		Total Direct Pay Payment 12/13/2019 3:07:00 PM - 2			\$1,433.56
Total CDW Government					\$1,433.56
City of Sumner					
	24141			2019 - December - Special Council Meeting	
		231-COS			
			December Metro Animal Services		
			001-019-000-554-30-41-01	Animal Control Services	\$3,068.04
				Animal Control Svs. for December	
		Total 231-COS			\$3,068.04
	Total 24141				\$3,068.04
Total City of Sumner					\$3,068.04
Columbia Ford					
		Direct Pay Payment 12/13/2019 3:07:00 PM - 3		2019 - December - Special Council Meeting	
		3-K1587			
			Contract# 05916		
			501-000-000-594-18-65-03	City Equipment	\$40,560.03
				Vehicle Purchase- 2019 Ford F350	
		Total 3-K1587			\$40,560.03
		Total Direct Pay Payment 12/13/2019 3:07:00 PM - 3			\$40,560.03
Total Columbia Ford					\$40,560.03
Crystal Springs					
		EFT Payment 12/13/2019 3:08:20 PM - 1		2019 - December - Special Council Meeting	
		15787820 120419			
			Acct# 698722615787820		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$154.16
				CH Water Delivery	
		Total 15787820 120419			\$154.16
		Total EFT Payment 12/13/2019 3:08:20 PM - 1			\$154.16
Total Crystal Springs					\$154.16

Vendor	Number	Reference	Account Number	Description	Amount
Daily Journal of Commerce					
	24142		2019 - December - Special Council Meeting		
		3353840			
			November Services		
			001-019-000-511-30-41-02	Legal Publications	\$420.00
				Newspaper	
		Total 3353840			\$420.00
	Total 24142				\$420.00
Total Daily Journal of Commerce					\$420.00
Kenyon Disend, PLLC					
	24143		2019 - December - Special Council Meeting		
		189582			
			November Services-Acct 335-00000M		
			001-019-000-515-41-41-01	Legal Services-External	\$7,253.00
				November Services	
		Total 189582			\$7,253.00
	Total 24143				\$7,253.00
Total Kenyon Disend, PLLC					\$7,253.00
Kyocera Document Solutions NW					
	24144		2019 - December - Special Council Meeting		
		55T1067865			
			9/19-12/18/19 Services		
			001-018-000-518-30-45-06	Copier Lease	\$1,013.06
				Copy overage charges	
		Total 55T1067865			\$1,013.06
	Total 24144				\$1,013.06
Total Kyocera Document Solutions NW					\$1,013.06
O'Reilly Auto Parts					
	EFT Payment 12/13/2019 3:08:20 PM - 2		2019 - December - Special Council Meeting		
		3725-281525			
			November Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$16.46
				Motor Oil	
		Total 3725-281525			\$16.46
	Total EFT Payment 12/13/2019 3:08:20 PM - 2				\$16.46
Total O'Reilly Auto Parts					\$16.46
Petty Cash Custodian					
	24145		2019 - December - Special Council Meeting		
		121719-Petty Cash			
			Replenish Petty Cash		
			001-000-000-347-30-00-01	Edgemont Park Facility Fee	\$30.00
				C. Kim-Park Reservation Refund	

Vendor	Number	Reference	Account Number	Description	Amount
			001-021-000-521-10-43-01	Training/Travel Costs	\$50.00
				Ham Radio Class- S.Wheeler, B.Hooper	
			001-058-000-558-50-43-01	Training/Travel Costs	\$80.00
				ICC Meeting 10/17 & 10/21- G.Mehr, D.Mundy	
			001-076-000-576-80-31-02	Recreation Activities & Events	\$50.33
				Movie Night Snacks- R.Tomyn	
		Total 121719-Petty Cash			\$210.33
	Total 24145				\$210.33
Total Petty Cash Custodian					\$210.33
Pierce County Auditor's Office					
24146				2019 - December - Special Council Meeting	
		CI-279761			
			Recording Fees		
			001-058-000-558-60-41-10	Pierce County Recording Fees	\$198.50
				Recording Fees-Acct# 5049	
		Total CI-279761			\$198.50
	Total 24146				\$198.50
Total Pierce County Auditor's Office					\$198.50
Pierce County Budget & Finance PW					
24147				2019 - December - Special Council Meeting	
		CI-279745			
			November Services		
			101-000-000-542-64-41-02	Traffic Control Devices-Traffic Operations (Contract)	\$551.73
				November Services	
		Total CI-279745			\$551.73
	Total 24147				\$551.73
Total Pierce County Budget & Finance PW					\$551.73
Pitney Bowes Global Financial Services					
	EFT Payment 12/13/2019 3:08:20 PM - 3			2019 - December - Special Council Meeting	
	3310148294				
			9/30-12/29/19 Lease		
			001-018-000-518-20-45-03	Postage Meter Lease	\$213.48
				Postage Meter Lease	
		Total 3310148294			\$213.48
	Total EFT Payment 12/13/2019 3:08:20 PM - 3				\$213.48
Total Pitney Bowes Global Financial Services					\$213.48
Puget Sound Energy					
	EFT Payment 12/13/2019 3:09:11 PM - 1			2019 - December - Special Council Meeting	
	220020874792 11/21-12/4/19				
			11/21-12/4/19 Services		
			001-018-000-518-30-47-01	Electricity	\$12.23

Vendor	Number	Reference	Account Number	Description	Amount
				PW Storage Yard	
			Total 220020874792 11/21-12/4/19		\$12.23
			Total EFT Payment 12/13/2019 3:09:11 PM - 1		\$12.23
Total Puget Sound Energy					\$12.23
Raedeke Associates, Inc.					
24148				2019 - December - Special Council Meeting	
	58364				
			Nov Services-Prj 2018-097		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$355.25
			Barth Estates		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$33.50
			McCutcheon RUP		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$1,267.75
			36th & Meridian		
	Total 58364				\$1,656.50
	58365				
			Nov Services-Prj 2019-097		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$362.75
			36th & Meridian		
	Total 58365				\$362.75
Total 24148					\$2,019.25
Total Raedeke Associates, Inc.					\$2,019.25
Refunds/Reimbursements Vendor					
24149				2019 - December - Special Council Meeting	
	120519-RP			Ryan Powell	
			Withdrawn Permit# 19-1397		
			001-000-000-322-10-00-01	Building Permit	\$643.75
			Withdrawn Permit Application #19-1397		
			001-000-000-322-10-00-02	Mechanical Permit	\$110.00
			Withdrawn Permit Application #19-1397		
			650-000-000-389-30-00-04	State Building Code Fee	\$6.50
			Withdrawn Permit Application #19-1397		
	Total 120519-RP				\$760.25
Total 24149					\$760.25
Total Refunds/Reimbursements Vendor					\$760.25

Vendor	Number	Reference	Account Number	Description	Amount
Rick Pederson	24150			2019 - December - Special Council Meeting	
		110119-RP			
				November Mileage Reimbursement	
			101-000-000-542-90-43-03	Admin/Overhead-Mileage Reimbursement	\$176.61
				November Mileage Reimbursement	
			410-000-000-531-38-43-03	Mileage Reimbursement	\$176.61
				November Mileage Reimbursement	
		Total 110119-RP			\$353.22
	Total 24150				\$353.22
Total Rick Pederson					\$353.22
Shell					
	EFT Payment 12/13/2019 3:08:20 PM - 4			2019 - December - Special Council Meeting	
	62768695				
				November Statement	
			001-018-000-518-30-32-01	Fuel	\$1,140.57
				November Statement	
		Total 62768695			\$1,140.57
	Total EFT Payment 12/13/2019 3:08:20 PM - 4				\$1,140.57
Total Shell					\$1,140.57
Shred-it					
	24151			2019 - December - Special Council Meeting	
		8128658161			
				November Services	
			001-018-000-518-30-41-01	Professional Services	\$103.53
				November Services	
		Total 8128658161			\$103.53
	Total 24151				\$103.53
Total Shred-it					\$103.53
The News Tribune					
	24152			2019 - December - Special Council Meeting	
		255556 11/4-12/1/19			
				November Statement	
			001-019-000-511-30-41-02	Legal Publications	\$1,141.02
				Legal Notice	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$215.39
				Legal Notice	
		Total 255556 11/4-12/1/19			\$1,356.41
	Total 24152				\$1,356.41
Total The News Tribune					\$1,356.41

Vendor	Number	Reference	Account Number	Description	Amount
Thomson Reuters					
	EFT Payment 12/13/2019 3:08:20 PM - 5			2019 - December - Special Council Meeting	
	841436050				
			November Services		
			001-019-000-511-30-41-02	Legal Publications	\$274.75
				November Services	
		Total 841436050			\$274.75
	Total EFT Payment 12/13/2019 3:08:20 PM - 5				\$274.75
Total Thomson Reuters					\$274.75
US Bank Corporate Payment System					
	EFT Payment 12/13/2019 3:08:20 PM - 6			2019 - December - Special Council Meeting	
	112519-USBank				
			November Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$31.82
				D.Eidinger-Ebay-Outdoor Lights for CH	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$311.89
				D.Eidinger-Lowes-Christmas Tree fir GH	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$13.18
				J.Privett-Walgreens-Batteries/Charger for CH Weather Station	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$84.10
				D.Eidinger-McLendons-Outdoor Ligth for CH	
			001-018-000-518-20-31-08	Wellness Supplies	\$17.97
				J.Bartelson-Safeway-Fresh Fruit Friday (x2)	
			001-018-000-518-20-31-08	Wellness Supplies	\$5.58
				J.Bartelson-Safeway-Fresh Fruit Friday	
			001-018-000-518-20-41-01	Professional Service	\$50.00
				R.Pitzel-AWC-JobNet Posting for Building Official	
			001-018-000-518-20-41-01	Professional Service	\$495.00
				R.Pitzel-ASCE-Job Posting for Engineering Tech	
			001-018-000-518-20-43-04	Employee Meals	\$37.00
				J.Metzler-Olive Garden-WCIA Training-Lunch (Jeremy,Kristin,Cory)	
			001-018-000-518-20-43-04	Employee Meals	\$9.35
				J.Metzler-Wendys-WCIA Training-Lunch (Jeremy, Kristin)	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$10.98
				D.Eidinger-O'Reilly-Antifeeze	
			001-018-000-518-30-35-01	Small Tools/Minor Equip.	\$74.46
				J.Privett-Grainger-Hitch for Dump Truck	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$115.40
				J.Privett-Evergreen Automotive-2012 Ford Snowplow Diagnostic	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	\$410.89
				D.Eidinger-Jet Chevrolet-1998 Chevy Pickup Door Repair	
			001-019-000-514-20-43-01	Travel & Training Costs	\$481.44
				M.Ray-Semiahmoo Resort-ACCIS Conference-Lodging	
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$40.00
				J.S-Herrera-iStock-Photo Renewal Subscption	

Vendor	Number	Reference	Account Number	Description	Amount
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$30.00
				J.Bartelson-DOL-Notary License Renewal	
			001-021-000-521-20-31-05	Supplies-Misc	\$391.09
				M.Lundborg-FSAstore.com-First Aid Kits	
			001-021-000-521-20-31-05	Supplies-Misc	\$347.52
				M.Lundborg-Sawyer Products-Water Bottles & Filters	
			001-021-000-521-20-31-05	Supplies-Misc	\$46.16
				B.Murray-Dollar Tree-Supplies for PD Emergency Kits	
			001-021-000-521-20-31-05	Supplies-Misc	\$51.29
				B.Murray-Safeway-14 Cases of Water for PD Emergency Kits	
			001-021-000-521-30-43-01	Travel & Training Costs	\$75.00
				M.Lundborg-University Place Police-CFMH Training Registration Fee (x3)	
			001-058-000-558-50-43-01	Training/Travel Costs	\$375.00
				C.McVay-ICC Region II-Registration	
			001-058-000-558-50-43-01	Training/Travel Costs	\$100.43
				C.McVay-Shilo Inn-ICC Code Training-Lodging	
			001-058-000-558-50-43-01	Training/Travel Costs	\$307.98
				C.McVay-Red Lion Hotel-ICC Code Training-Lodging	
			001-058-000-558-50-43-04	Meals Expense	\$12.17
				C.McVay-Miss Tamale-ICC Code Training-Lunch	
			001-058-000-558-60-31-01	Office & Operational Supplies	\$14.33
				N.Montes de Oca-Fred Meyer-Supplies for Lean Process	
			001-058-000-558-60-31-01	Office & Operational Supplies	\$42.32
				N.Montes de Oca-Grocery Outlet-Supplies for Lean Process	
			001-058-000-558-60-31-01	Office & Operational Supplies	\$7.99
				N.Montes de Oca-Michaels-Supplies for Lean Process	
			001-058-000-558-60-31-01	Office & Operational Supplies	\$75.47
				K.Moerler-Planner Pad-Planning Pad Organizer (Kristin & Silas)	
			001-058-000-558-60-43-01	Training/Travel Costs	\$140.00
				K.Moerler-American Planning Assc.-Planning Supervisors Playbook Series	
			650-000-000-589-10-00-09	Suspense	\$26.39
				D.Eidinger-City of Edgewood-Person Exp. Error- Reimbursed on rec#7090	
				Total 112519-USBank	\$4,232.20
				Total EFT Payment 12/13/2019 3:08:20 PM - 6	\$4,232.20
				Total US Bank Corporate Payment System	\$4,232.20
Wa. Cities Insurance Authority					
	24153			2019 - December - Special Council Meeting	
		14800			
			Notery Bond Renewal-107180820		
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$40.00

Vendor	Number	Reference	Account Number	Description	Amount
				Notery Bond Renewal-J. Bartelson	
		Total 14800			\$40.00
	Total 24153				\$40.00
Total Wa. Cities Insurance Authority					\$40.00
Grand Total		Vendor Count	25		\$80,085.14



City Of Edgewood Council Agenda Summary Sheet

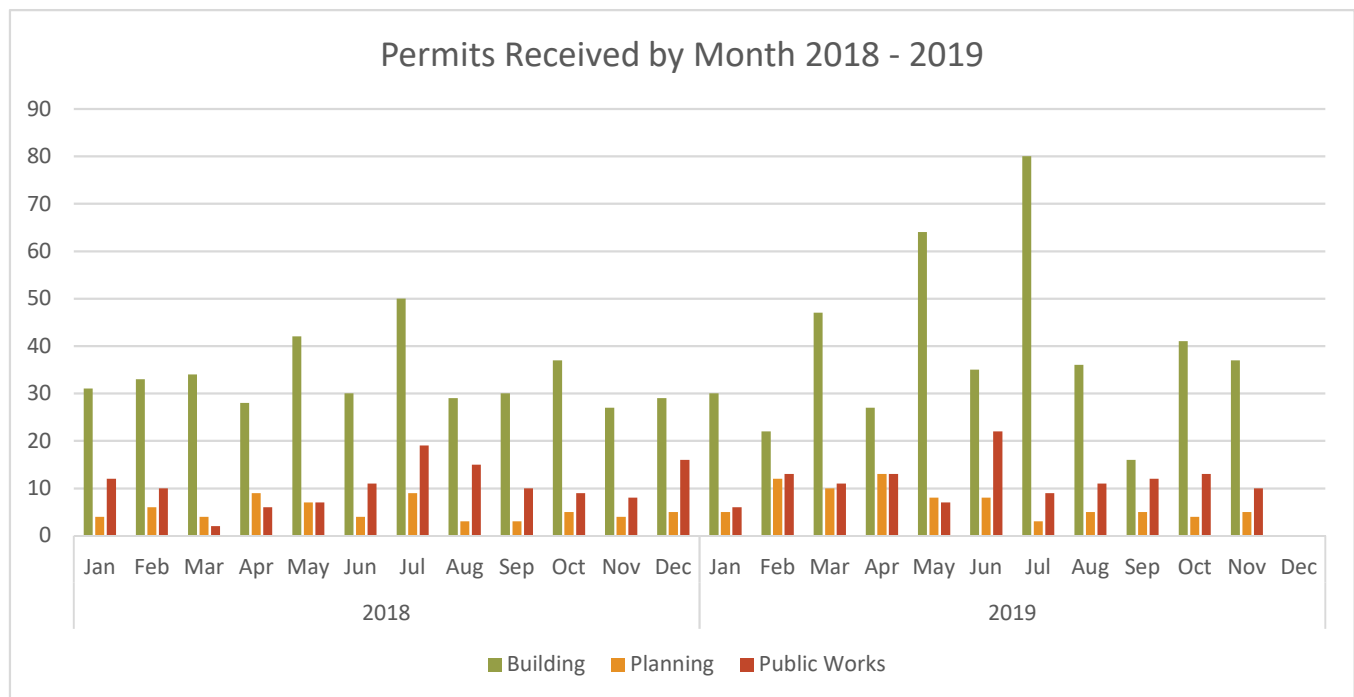
SUBJECT: Development Review	Agenda Item #:		AB19-052
	For Agenda of:		December 17, 2019
	Prepared by:		Darren & Kristin
ATTACHMENTS (list): ☒ November 2019 Monthly Permit Tally ☒ November Pending Projects - Planning and Engineering Permits Report ☒ Land Division Report November 2019			
Approval of Materials:			
Mayor, Daryl Eiding	☐	Expenditure Required:	\$0
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:	\$0
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Monthly	
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: N/A			
SUMMARY STATEMENT: The City's Community Development Department (CDD) is entrusted by City Council, Edgewood citizens, and the State of Washington to provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services necessary to ensure the healthy, safety, and quality of life of Edgewood residents. To carry out these responsibilities, the CDD staff members perform numerous customer interactions, code interpretations, permitting functions, project reviews, on-site inspections, and multiple other functions. Kristin Moerler, Senior Planner, will be presenting the Development Review this month.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: Receive a briefing, hold a discussion, and provide any direction to staff regarding the reporting of community development project and permit statuses.			

November 2019

Number of Applications Received and Issued



Department	Month to Month Comparison				Year to Year Comparison			
	Nov-19		Nov-18		YTD 2019		YTD 2018	
Department	Received	Issued	Received	Issued	Received	Issued	Received	Issued
Building Permits	37	28	27	35	435	416	400	389
Planning Permits	5	3	4	2	78	62	63	20
Public Works Permits	10	7	8	8	127	115	125	81



Average Permits per Month

	2019	2018
Building	40	33
Planning	7	5
Public Works	12	10

Highest Month

	2019	2018
Building	Jul - 80	Jul - 50
Planning	Apr - 13	Apr - 9
Public Works	Jun - 22	Jul - 19

Inspections Completed

Nov-19				Nov-18		
Department	Stops	Insp.	YTD Insp.	Stops	Insp.	YTD Insp.
Building	175	361	4040	206	430	5277
Public Works Inspections	20	5	1037	39	43	1314

Number of Inspections by Inspector

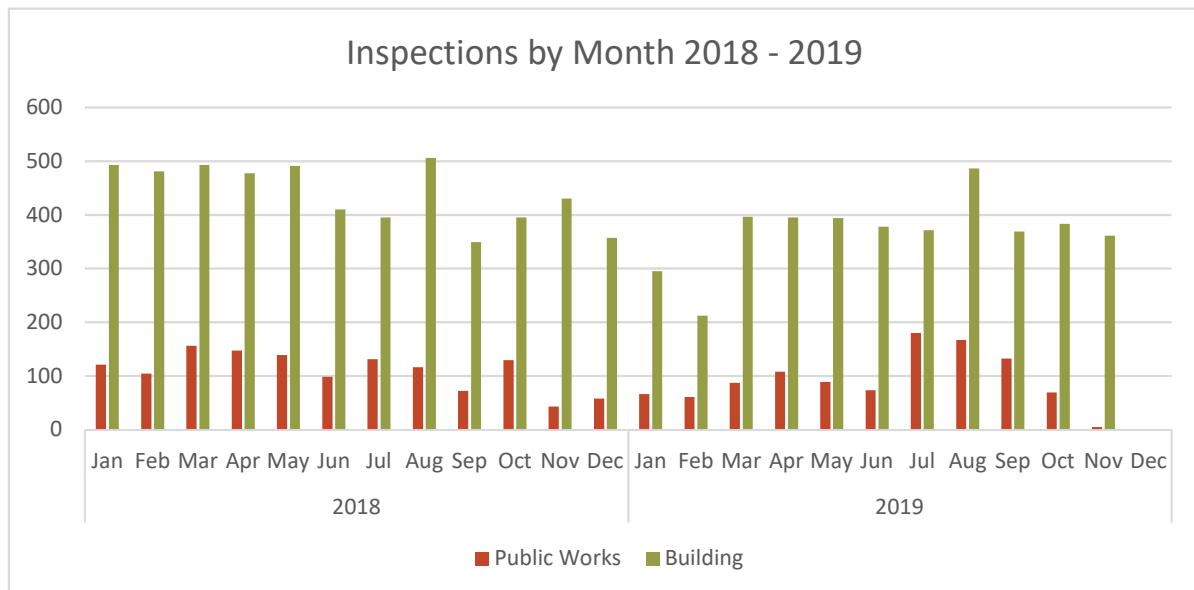
	Inspections	YTD
Dean	20	209
Gene	263	2135
Cory	78	1696
Taylor	0	701
Jeremy	2	3
JP	3	41
Chuck	0	292

Average Inspections per Month

	2019	2018
Building	367	440
Public Works	94	110

Highest Month

	2019	2018
Building	Aug - 486	Aug - 506
Public Works	Jul - 180	Mar - 156



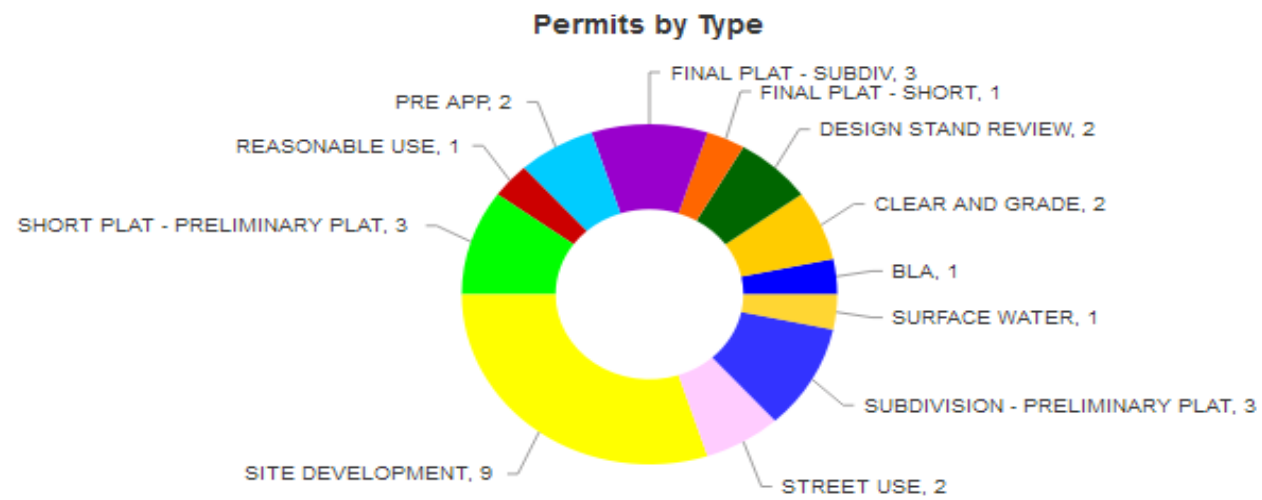
Pending Projects - Planning and Engineering Permits

30 Permits

Exported: 12/01/2019

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
BLA								
18-1280	VIEW POINTE SELF STORAGE BLA	10315 12TH STCT E	420037059	PLANNING	BLA	WAITING ON REVISIONS	07/23/2018	10/08/2019
CLEAR AND GRADE								
18-1428	GREENE CLEAR AND GRADE	2818 105TH AV E	3625000211	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	11/06/2018	08/22/2019
19-1408	BELYAYEVA CLEAR AND GRADE	11826 24TH ST E	420113150	ENGINEERING	CLEAR AND GRADE	UNDER REVIEW	08/21/2019	08/23/2019
DESIGN STAND REVIEW								
19-1046	SINGH MULTIFAMILY PROJECT	1914 MERIDIAN AV E	420091134	PLANNING	DESIGN STAND REVIEW	WAITING ON REVISIONS	02/07/2019	11/12/2019
19-1436	THE LEARNING EXPERIENCE DESIGN STANDARDS REVIEW	527 MERIDIAN AV E	420036068	PLANNING	DESIGN STAND REVIEW	INCOMPLETE	09/18/2019	11/22/2019
FINAL PLAT - SHORT								
19-1488	CHUMAKIN SHORT PLAT- FINAL PLAT	2005 112TH AV E	9770000082	PLANNING	FINAL PLAT - SHORT	APPLICATION	11/06/2019	11/22/2019
FINAL PLAT - SUBDIV								
19-1421	PASCOLO ESTATES FINAL PLAT	11611 32ND ST E	420104145	PLANNING	FINAL PLAT - SUBDIV	UNDER REVIEW	09/05/2019	11/14/2019
19-1484	EDGEWOOD VIEW ESTATES PHASE I FINAL PLAT	8224 20TH ST E	420081007	PLANNING	FINAL PLAT - SUBDIV	UNDER REVIEW	10/30/2019	11/19/2019
19-1486	CIRILIUM SUBDIVISION FINAL PLAT	12311 31ST ST E	420113007	PLANNING	FINAL PLAT - SUBDIV	APPLICATION	10/31/2019	11/12/2019
PRE APP								
19-1487	UCHIDA INDUSTRIAL SITE PRE-APPLICATION MEETING	4120 90TH AV E	420163702	PLANNING	PRE APP	APPLICATION	11/01/2019	11/29/2019
REASONABLE USE								
19-1134	MCCUTCHEON REASONABLE USE PERMIT	XXX 36TH ST E	420152089	PLANNING	REASONABLE USE	WAITING ON REVISIONS	04/05/2019	11/12/2019
SHORT PLAT - PRELIMINARY PLAT								
19-1044	NEW HOPE SHORT PLAT PRELIMINARY PLAT	4902 EDGEWOOD DR E	420235048	PLANNING	SHORT PLAT - PRELIMINARY PLAT	WAITING ON REVISIONS	02/06/2019	09/12/2019
19-1416	JENNA ACRES SHORT PLAT PRELIMINARY PLAT	1419 114TH AV E	420034061	PLANNING	SHORT PLAT - PRELIMINARY PLAT	INCOMPLETE	08/28/2019	11/12/2019
19-1490	BJERK SHORT PLAT- PRELIMINARY PLAT	9815 31ST ST E	420098061	PLANNING	SHORT PLAT - PRELIMINARY PLAT	APPLICATION	11/07/2019	11/15/2019
SITE DEVELOPMENT								
17-1488	THE LEARNING CENTER SITE DEVELOPMENT	XXX JOVITA BLVD E	420036058	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	11/13/2017	09/13/2019
17-1527	NORTHWOOD ESTATES WEST PHASE II SITE DEVELOPMENT	9609 24TH ST E	420091136	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	12/05/2017	05/02/2019

18-1040	VIEW POINTE SELF STORAGE RV STORAGE SITE DEVELOPMENT & DESIGN REVIEW	10315 12TH STCT E	420037059	ENGINEERING	SITE DEVELOPMENT	INCOMPLETE	02/05/2018	10/07/2019
18-1412	2818 MERIDIAN APARTMENTS SITE DEVELOPMENT	2818 MERIDIAN AV E	420098023	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	10/25/2018	08/12/2019
19-1240	HEART & SOUL SHORT PLAT SITE DEVELOPMENT	9725 18TH STCT E	420095021	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	05/30/2019	11/19/2019
19-1289	GAGNON SHORT PLAT SITE DEVELOPMENT	2620 110TH AV E	420103056	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	07/01/2019	09/19/2019
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	INCOMPLETE	08/16/2019	11/22/2019
19-1413	WOLF POINT SUBDIVISION SITE DEVELOPMENT	XXX MERIDIAN AV E	420164094	ENGINEERING	SITE DEVELOPMENT	INCOMPLETE	08/27/2019	09/10/2019
19-1435	EDGEWOOD ESTATES SUBDIVISION SITE DEVELOPMENT	12220 12TH ST E	420023062	ENGINEERING	SITE DEVELOPMENT	APPLICATION	09/18/2019	11/29/2019
STREET USE								
19-074	MILLER STREET USE	2004 123RD AV E	420112052	PUBLIC WORKS	STREET USE	UNDER REVIEW	08/09/2019	10/02/2019
19-096	WEIVODA STREET USE PERMIT	3605 96TH AV E	420165026	PUBLIC WORKS	STREET USE	UNDER REVIEW	10/21/2019	11/01/2019
SUBDIVISION - PRELIMINARY PLAT								
18-1132	MICKELSON SUBDIVISION PRELIMINARY PLAT	2804 90TH AV E	420093089	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	04/17/2018	10/06/2019
18-1447	BARTH SUBDIVISION PRELIMINARY PLAT	XXX 96TH AV E	420164083	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	11/26/2018	11/25/2019
19-1471	ESTATES ON CALDWELL PRELIMINARY PLAT	XXX CALDWELL RD E	6755000022	PLANNING	SUBDIVISION - PRELIMINARY PLAT	APPLICATION	10/18/2019	11/29/2019
SURFACE WATER								
19-1423	56TH ST E STORMWATER IMPROVEMENTS	13122 56th St E	420234043	ENGINEERING	SURFACE WATER	APPLICATION	09/09/2019	09/16/2019



Land Division Report- November 2019

Preliminary Plat						Site Development	Final Plat		
Start Year	Submitted	Project	Total Lots Proposed	Status	Approved	Status	Status	Recorded Date	Total Lots Recorded
2019	11/7/2019	BJERK SHORT PLAT	2	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	10/18/2019	ESTATES ON CALDWELL SUBDIVISION	6	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	8/28/2019	JENNA ACRES SHORT PLAT	4	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	4/8/2019	SELLERS SHORT PLAT	2	APPROVED	9/27/2019	NOT SUBMITTED	NOT SUBMITTED		
	3/26/2019	WAGNER SHORT PLAT	3	APPROVED	10/23/2019	NOT SUBMITTED	NOT SUBMITTED		
	3/26/2019	RAMSAUR SHORT PLAT	4	APPROVED	6/21/2019	NOT SUBMITTED	NOT SUBMITTED		
	3/18/2019	MISENAR SHORT PLAT	2	APPROVED	5/23/2019	N/A	APPROVED	6/14/2019	2
	3/12/2019	BECKER SHORT PLAT	2	APPROVED	7/1/2019	N/A	NOT SUBMITTED		
	2/6/2019	NEW HOPE SHORT PLAT	2	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
2018	11/26/2018	BARTH SUBDIVISION	37	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	10/17/2018	T GARRETT SHORT PLAT	2	APPROVED	3/1/2019	APPROVED	APPROVED	10/4/2019	2
	7/13/2018	MAKSIMCHUK SHORT PLAT	2	APPROVED	1/25/2019	N/A	APPROVED	3/13/2019	2
	4/17/2018	HEART & SOUL SHORT PLAT	4	APPROVED	12/26/2018	APPLICATION	NOT SUBMITTED		
	4/17/2018	MICKELSON SUBDIVISION	10	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	2/15/2018	CHUMAKIN SHORT PLAT	4	APPROVED	6/22/2018	ISSUED	APPLICATION		
	2/8/2018	BEREZNYOV SHORT PLAT	4	APPROVED	1/10/2019	APPLICATION	NOT SUBMITTED		
	1/9/2018	ABEL SHORT PLAT	6	APPROVED	9/13/2018	ISSUED	NOT SUBMITTED		
2017	12/6/2017	CIRILIUM SUBDIVISION	18	APPROVED	8/15/2018	ISSUED	APPLICATION		
	10/11/2017	CHAMBERLIN SHORT PLAT	2	APPROVED	4/26/2018	N/A	APPROVED	7/11/2018	2
	10/10/2017	WOLF POINT SUBDIVISION	56	APPROVED	3/20/2019	APPLICATION	NOT SUBMITTED		
	3/23/2017	YURINA-COLLINS SHORT PLAT	3	APPROVED	10/19/2017	FINALED	APPROVED	3/12/2019	3
	3/22/2017	GAGNON SHORT PLAT	2	APPROVED	11/17/2017	APPLICATION	NOT SUBMITTED		
2016	11/3/2016	VOLENTE SUBDIVISION	15	APPROVED	6/6/2017	ISSUED	NOT SUBMITTED		
	9/23/2016	DOMUS TOWNHOMES PRD (THE WOODLANDS)	55	APPROVED	1/11/2017	ISSUED	APPROVED	7/11/2018	55
	9/2/2016	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	92	APPROVED	12/14/2017	ISSUED	NOT SUBMITTED		
		EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 1					APPLICATION		
	7/15/2016	PETERSON SHORT PLAT	3	APPROVED	12/10/2016	NOT SUBMITTED	NOT SUBMITTED		
	7/13/2016	DAFFODIL FARMS SHORT PLAT	5	APPROVED	3/7/2017	FINALED	APPROVED	5/29/2018	5
	6/3/2016	GERVAIS SHORT PLAT	3	APPROVED	12/22/2016	APPLICATION	NOT SUBMITTED		
	5/12/2016	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	41	APPROVED	10/24/2017	APPLICATION	NOT SUBMITTED		
		NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 1	13	APPROVED	10/24/2017	ISSUED	APPROVED	1/25/2018	13
	4/4/2016	PASCOLO ESTATES SUBDIVISION	19	APPROVED	3/21/2017	ISSUED	APPLICATION		
	2/16/2016	EDGEWOOD TERRACE SUBDIVISION	28	APPROVED	7/5/2017	NOT SUBMITTED	NOT SUBMITTED		
2015	12/10/2015	NICKLAUS SUBDIVISION	38	APPROVED	12/15/2016	FINALED	APPROVED	6/12/2019	38
	11/13/2015	CALDWELL CREST SUBDIVISION	15	APPROVED	6/30/2016	FINALED	APPROVED	11/16/2017	15
	11/12/2015	RAINIER VISTA SUBDIVISION	13	APPROVED	7/28/2016	ISSUED	APPROVED	11/28/2018	13
	11/2/2015	CALIBER SHORT PLAT	6	APPROVED	9/8/2016	FINALED	APPROVED	9/6/2019	
	10/26/2015	EDGEWOOD HEIGHTS SHORT PLAT	2	APPROVED	8/4/2016	ISSUED	APPROVED	5/4/2017	0
	7/21/2015	LEEPER SHORT PLAT	3	APPROVED	9/26/2015	FINALED	APPROVED	3/5/2018	3
	7/8/2015	EDGEWOOD ESTATES SUBDIVISION	14	APPROVED	9/29/2016	APPLICATION	NOT SUBMITTED		
	6/24/2015	LARSON SHORT PLAT	4	APPROVED	2/23/2016	FINALED	APPROVED	1/20/2017	4
	3/3/2015	GRAHAM-WHITSON SHORT PLAT	2	APPROVED	5/1/2015	NOT SUBMITTED	NOT SUBMITTED		
	2/27/2015	VIEW POINTE SUBDIVISION	44	APPROVED	4/29/2016	FINALED	APPROVED	8/16/2017	44
	1/26/2015	MAPLE GROVE SUBDIVISION	8	APPROVED	9/13/2016	ISSUED	APPROVED	11/13/2019	8
	1/23/2015	CURRAN ESTATES SUBDIVISION	9	APPROVED	12/30/2015	FINALED	APPROVED	6/12/2019	9
2014	10/31/2014	WAMPOLD SHORT PLAT	6	APPROVED	1/15/2015	FINALED	APPROVED	3/15/2017	6
	4/24/2014	FOREST WOOD ESTATES SHORT PLAT	4	APPROVED	7/15/2014	N/A	APPROVED	12/19/2014	4
	4/4/2014	NOLAN SHORT PLAT	2	APPROVED	7/21/2014	FINALED	APPROVED	7/17/2015	2
	1/27/2014	LISITSYN SHORT PLAT	6	APPROVED	7/15/2014	FINALED	APPROVED	7/15/2019	6
2013	6/19/2013	WESTRIDGE SUBDIVISION	360	APPROVED	9/4/2014	FINALED	APPROVED	7/20/2016	284



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Pascolo Estates Final Plat, File # 19-1421	Agenda Item #:		AB19-0485
	For Agenda of:		December 17, 2019
	Prepared by:		Kristin Moerler
ATTACHMENTS (list): ☒ Resolution No. 19-0485 ☒ Final Plat Drawing (4 pages) ☒ Staff Report dated December 12, 2019 ☒ City Engineer's Certificate dated December 12, 2019 ☒ Condition Review Spreadsheet ☒ Reference Location Map			
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: RCW 58.17.140 requires that a final decision on a final plat must be issued within 30 days or less after submission of the complete application.	
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: Not Applicable			
SUMMARY STATEMENT: The Pascolo Estates subdivision is located at 11611-32nd Street East, Edgewood, Washington. This project subdivides 14.01 acres located in the Single Family 2 (SF-2) zoning classification into a total of nineteen (19) single-family lots. A State Environmental Policy Act (SEPA) Mitigated Determination of Non-significance (MDNS) was issued on January 19, 2017. The City of Edgewood Hearing Examiner granted preliminary approval subject to fifty-four (54) conditions on March 21, 2017. The Final Plat application was submitted to the City on September 5, 2019. The staff report (Exhibit 3) details the facts relating to the applicant's compliance with the approvals issued for the project. The project has been fully constructed. The only bonding is for the maintenance of the public road improvements. The maintenance bond has not yet been submitted to the City and has been included as a condition of the approval to occur prior to recording of the final plat. The applicant is in process of finalizing the Stormwater Maintenance Agreement and CC&R's at this time to assure all conditions are fully met. Staff anticipates that if these documents are not provided to the City in advance of the Council Review, the item will need to be pulled from the Council's agenda. Final plat approval must be made by the legislative body (City Council). The final plat approval is in the nature of a ministerial, non-discretionary process; that is, if the applicant meets the terms of preliminary approval and the plan conforms with state law and local ordinances, final approval must be granted (RCW 58.17.170). The process to be followed by the City Council in the review, approval or denial of this application is that of a closed record decision under EMC 18.40.190(H)(8). There is no opportunity for public testimony.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			

RECOMMENDED ACTION: MOTION to adopt Resolution No. 19-0485, approving the Pascolo Estates Final Plat, File No. 19-1421.

ALTERNATIVES TO RECOMMENDED ACTION: 1) Forward to next Regular Meeting for further review and discussion
2) Take no action

RESOLUTION NO. 19-0485

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, APPROVING THE PASCOLO ESTATES FINAL PLAT, LOCATED AT 11611-32ND ST. E., EDGEWOOD WASHINGTON

WHEREAS, April 4, 2016, an application was submitted to the City for a preliminary plat to subdivide 14.04 acres into nineteen (19) single-family lots. The site is zoned Single-Family 2 (SF-2), located at 11611-32nd Street East, Edgewood Washington; and

WHEREAS, the City issued a Mitigated Determination of Nonsignificance (MDNS) on January 19, 2017, with Twenty Nine (29) mitigating conditions, and there were no appeals to the MDNS; and

WHEREAS, on March 2, 2017, the Hearing Examiner held a hearing on the preliminary plat, and on March 21, 2017, the Hearing Examiner granted preliminary plat approval for nineteen (19) single family lots, subject to fifty six (56) conditions; and

WHEREAS, the site development permit for the subdivision infrastructure was submitted to the City on January 10, 2018, and permit number 18-1015 was approved on May 17, 2018, and issued to the applicant on June 26, 2018; and

WHEREAS, on September 5, 2019, an application was submitted to the City for final plat approval and was deemed complete on November 26, 2019, and

WHEREAS, the City of Edgewood issued the City Engineer's Certificate of Improvements Project 18-1015 on December 12, 2019 documenting the completion of the required infrastructure improvements through construction and maintenance bonding subject to conditions; and

WHEREAS, the final plat application has been reviewed by relevant City departments in a staff report dated December 12, 2019 and attached as Exhibit B, and City staff determined the applicant has met the criteria for final plat approval;

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

Section 1. Final Plat Approval. The City Council of Edgewood finds that the conditions of preliminary plat approval for the Pascolo Estates Subdivision final plat have been met and the requirements for recording the final plat have been met and hereby adopts the findings of fact as set forth in the Staff Report dated December 12, 2019, attached hereto as Exhibit B and incorporated herein by this reference. The final plat of the Pascolo Estates Subdivision is **APPROVED**, subject to the City's acceptance of a maintenance bond in City approved form for

the public roadway improvements as identified in Exhibit B, and staff and the Mayor are authorized to inscribe and execute the Council's approval on the face of the plat after receipt of the bond. The original of the plat shall be filed for record by the City at the applicant's cost with the Pierce County Auditor's office.

Section 2. Severability. If any section, sentence, clause or phrase of this resolution 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 resolution.

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

ADOPTED THIS 17TH DAY OF DECEMBER, 2019

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Ann Marie J. Soto, Interim City Attorney

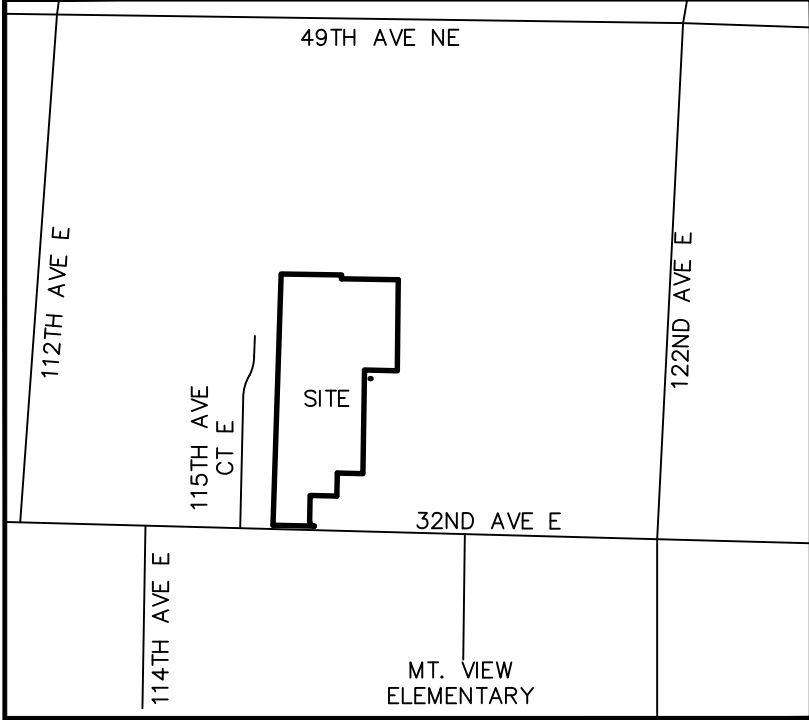
Exhibit A

The Pascolo Estates Final Plat

Exhibit B

November 17, 2019 - City of Edgewood Staff Report 19-1388

CITY OF EDGEWOOD
PLAT # 19-1420



VICINITY MAP
NTS

LEGAL DESCRIPTION

PER CHICAGO TITLE INSURANCE COMPANY
ORDER NO. 190609-TC DATED FEBRUARY 27, 2019

PARCELS B AND C, CITY OF EDGEWOOD BOUNDARY LINE ADJUSTMENT
NO. 3838, RECORDED UNDER RECORDING NO. 201005205002, RECORDS
OF PIERCE COUNTY, WASHINGTON.
SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

EQUIPMENT AND PROCEDURE

3" TOTAL STATION USING STANDARD FIELD TRAVERSE FOR CONTROL AND STAKING.

BASIS OF BEARING

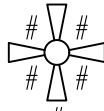
NAD 83/91 WASHINGTON STATE PLANE COORDINATE SYSTEM
SOUTH ZONE.

BASIS OF BEARING FROM PIERCE COUNTY MONUMENT 2220 TO 2225.

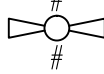
2220	2225
N: 696104.42	N: 696037.74
E: 1197365.54	E: 1199997.91

HELD NORTH 88°32'56" WEST ALONG THE SOUTH LINE OF THE
SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 10,
TOWNSHIP 20 NORTH, RANGE 04 EAST, WILLAMETTE MERIDIAN, PIERCE
COUNTY, WASHINGTON.

LEGEND



SECTION CORNER



QUARTER SECTION CORNER

PARCEL NUMBER(S)

APN 0420104145 AND 0420104143

EASEMENT INDEX

- 10' PUBLIC UTILITY EASEMENT
- STORM TRACT A FENCE EASEMENT. WEST 40 FEET OF EAST 80 FEET OF NORTH 2 FEET OF LOT 8.
- 10' PRIVATE STORM DRAINAGE EASEMENT
- VARIABLE WIDTH ACCESS EASEMENT FOR THE BENEFIT OF THE PASCOLO ESTATES HOME OWNERS ASSOCIATION. SEE DETAIL "D" ON SHEET 4.
- ACCESS AND UTILITY EASEMENT AFN 201005205002. SEE DETAIL B ON SHEET 4. EASEMENT IS HEREBY VACATED
- ACCESS AND UTILITY EASEMENT AFN 201005205002. SEE DETAIL A ON SHEET 4. EASEMENT IS HEREBY VACATED

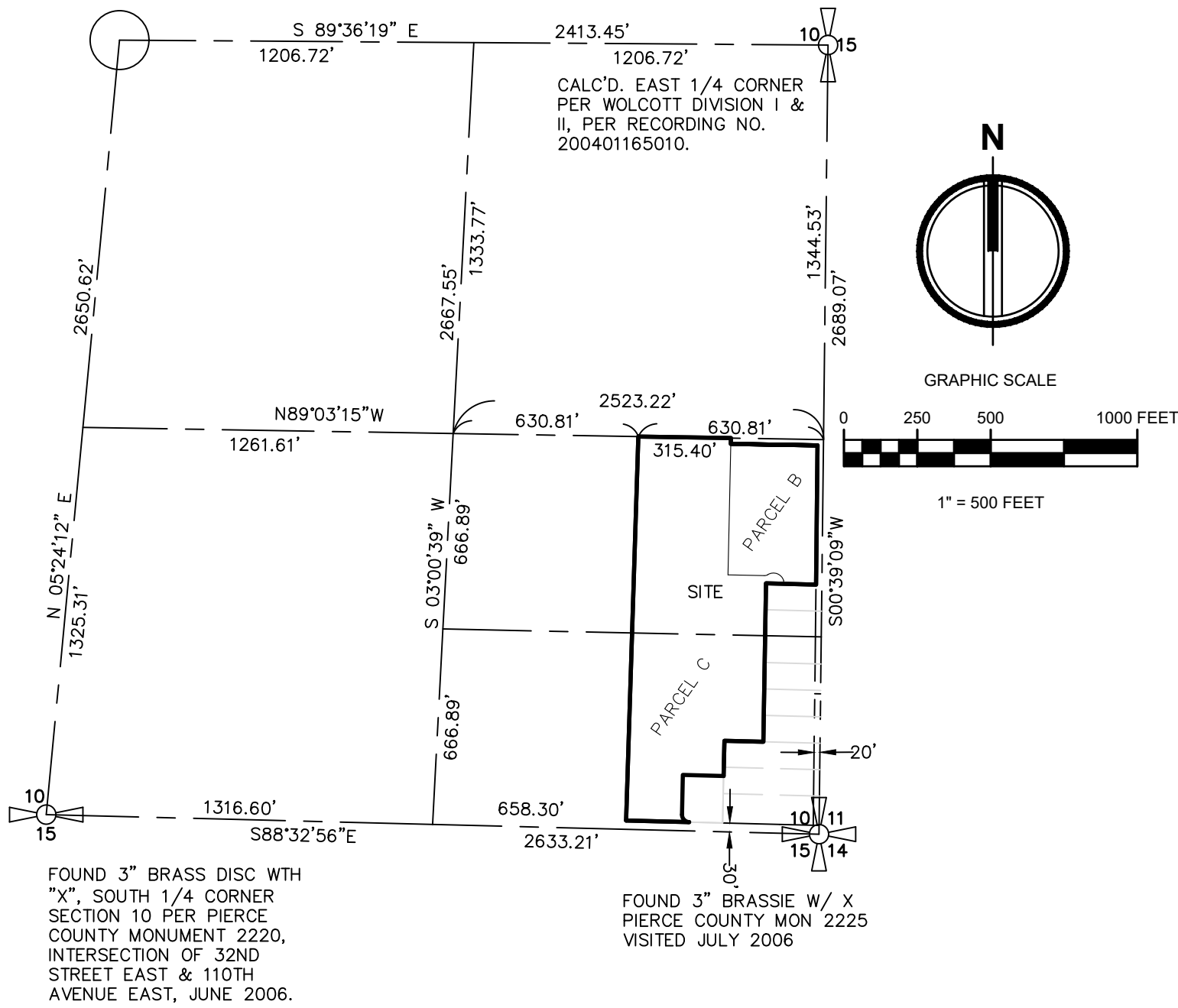
TRACT TABLE

TRACT	USE	OWNERSHIP
TRACT A	STORMWATER DETENTION/TREATMENT	ALL LOTS HAVE AN UNDIVIDED INTEREST
TRACT B	ACCESS AND UTILITIES	ALL LOTS HAVE AN UNDIVIDED INTEREST

PASCOLO ESTATES

A PORTION OF THE SE 1/4 OF THE SE 1/4 OF SEC. 10, TWN. 20 N., RGE. 04 E. W.M.
CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON.

SHEET 1 OF 4



CITY OF EDGEWOOD AGENCY APPROVAL

APPROVED AS BEING IN COMPLIANCE WITH THE TERMS OF THE PRELIMINARY APPROVAL
OF THE PLAT.

COMMUNITY DEVELOPMENT DIRECTOR

DATE

APPROVED AS TO THE LAYOUT OF THE STREETS, ALLEYS AND OTHER RIGHTS OF WAY,
DESIGN OF STORM SEWER SYSTEMS AND OTHER STRUCTURES.

PUBLIC WORKS DIRECTOR

DATE

EDGEWOOD CITY COUNCIL APPROVAL

PURSUANT TO RESOLUTION # _____
THE EDGEWOOD CITY COUNCIL FINDS THIS PLAT CONFORMS TO ALL TERMS OF ITS
PRELIMINARY APPROVAL, APPLICABLE STATE LAWS AND THE EDGEWOOD MUNICIPAL CODE
AND DO HEREBY AUTHORIZE THE MAYOR TO EXECUTE IT'S WRITTEN APPROVAL ON THE
FACE OF THE PLAT.

MAYOR - CITY OF EDGEWOOD

DATE

ASSESSOR-TREASURER

I HEREBY CERTIFY THAT ALL STATE AND COUNTY TAXES HERETOFORE LEVIED AGAINST THE
PROPERTY DESCRIBED HEREIN ACCORDING TO THE BOOKS AND RECORDS OF MY OFFICE HAVE
BEEN FULLY PAID AND DISCHARGED.

ASSESSOR - TREASURER, PIERCE COUNTY

TACOMA PIERCE COUNTY HEALTH DEPT.

LOTS WITHIN THIS PLAT ARE SUITABLE FOR ON-SITE SEWAGE DISPOSAL SYSTEMS

DIRECTOR

DATE

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT OF ROYAL FIRS IS BASED ON AN
ACTUAL SURVEY DONE BY ME OR UNDER MY DIRECT SUPERVISION; THAT
THE BEARINGS AND DISTANCES ARE SHOWN CORRECTLY; THAT THE
PERIMETER MONUMENTS HAVE BEEN SET AND THAT ALL OTHER MONUMENTS
AND LOT CORNERS HAVE BEEN SET; THAT I HAVE COMPLIED WITH ALL
STATE AND COUNTY REGULATIONS GOVERNING PLATTING AND THAT IT
CONFORMS TO THE APPROVED PRELIMINARY PLAT AND THE CONDITIONS
THEREOF.

DWN. BY

DATE

TD

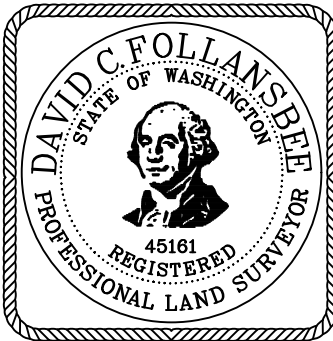
11/26/18

CHKD. BY

JOB NO.

DF

2130230



AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _____ DAY OF _____, 20____

AT _____ MINUTES PAST _____ M., RECORDS OF PIERCE

COUNTY AUDITOR, TACOMA, WASHINGTON.

PIERCE COUNTY AUDITOR

RECORDING NUMBER

FEE

BY

DAVID C. FOLLANSBEE P.L.S. NO. 45161

DATE



2215 North 30th Street,

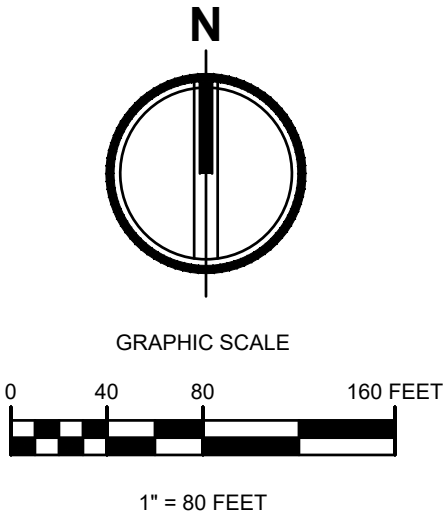
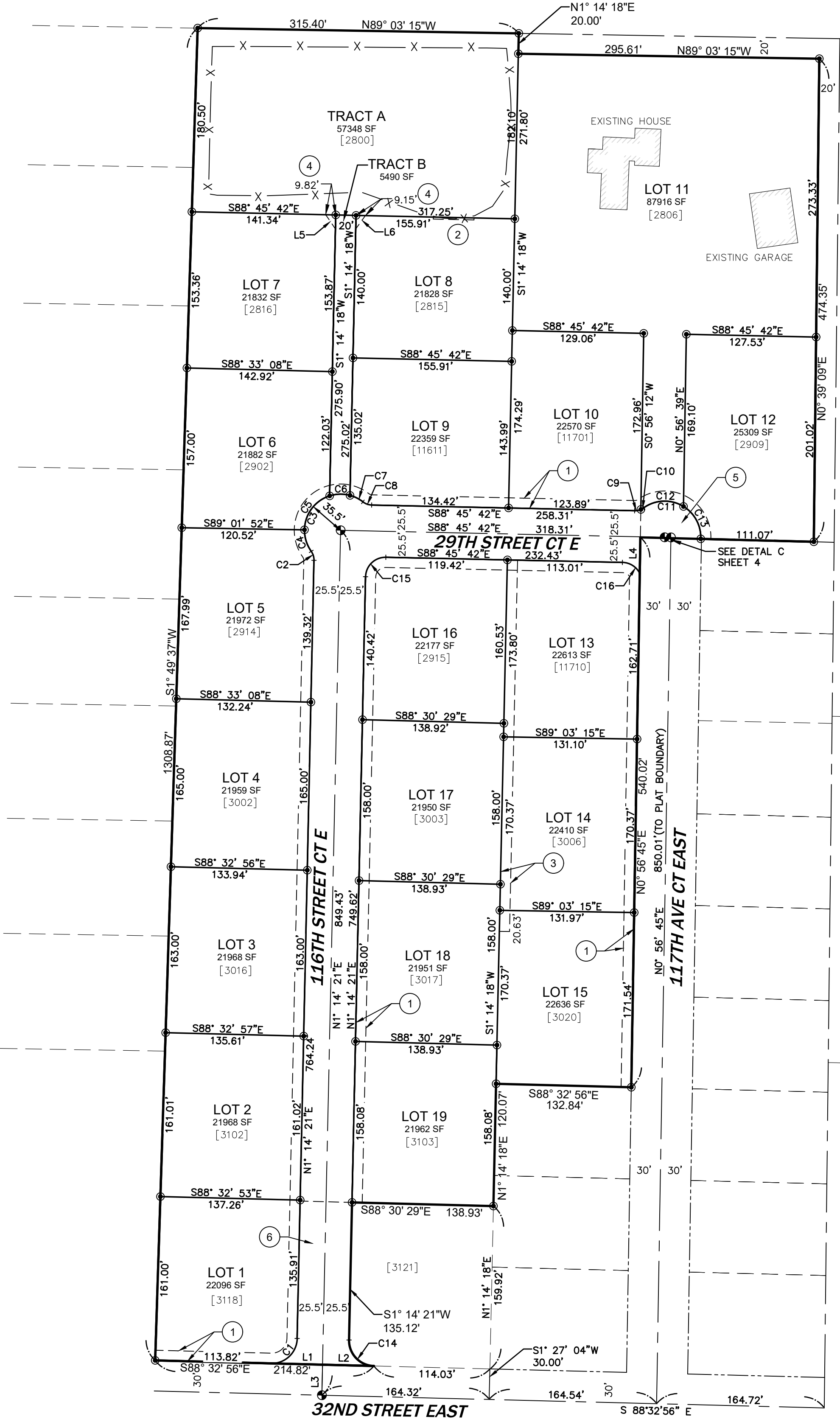
Suite 300,

Tacoma, WA 98403

253.383.2422 TEL

253.383.2572 FAX

PLAT NOTES



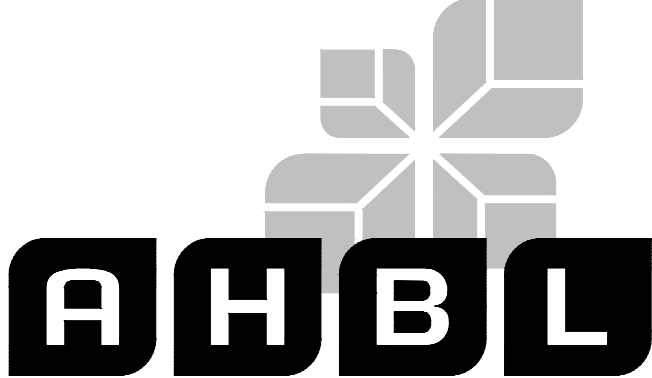
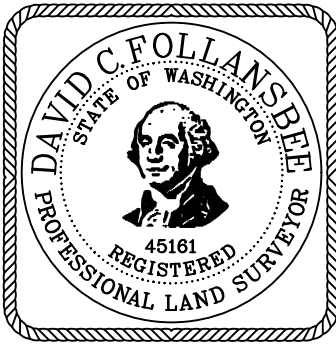
LEGEND

- SET STANDARD MONUMENT
- SET REBAR AND CAP
- ① SEE EASEMENT INDEX ON SHEET 1
- [####] ADDRESS

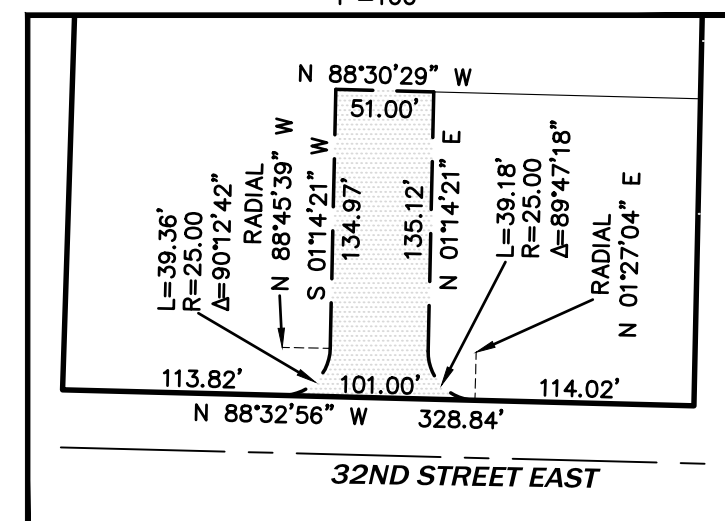
LINE-CURVE TABLE

SEE SHEET 4 OF 4

DWN. BY	DATE
TD	11/26/18
CHKD. BY	JOB NO.
DF	2130230



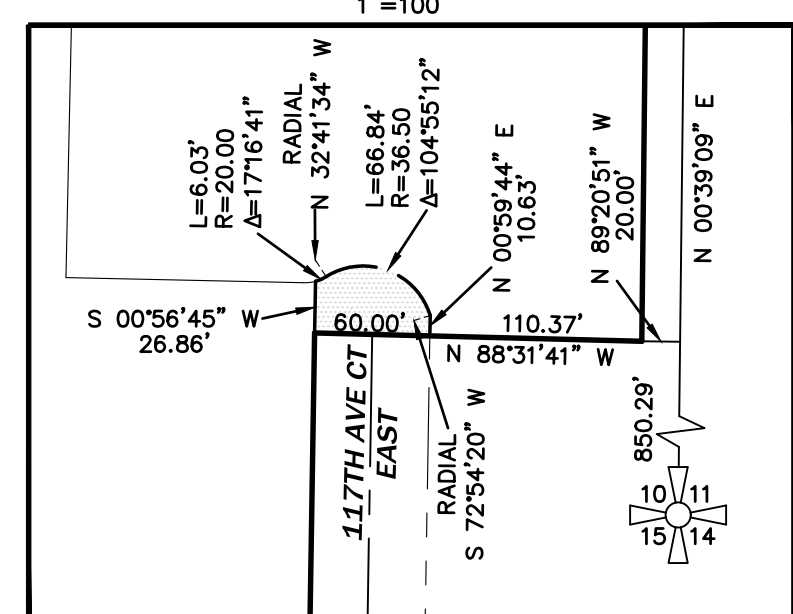
2215 North 30th Street,
Suite 300,
Tacoma, WA 98403
253.383.2422 TEL
253.383.2572 FAX



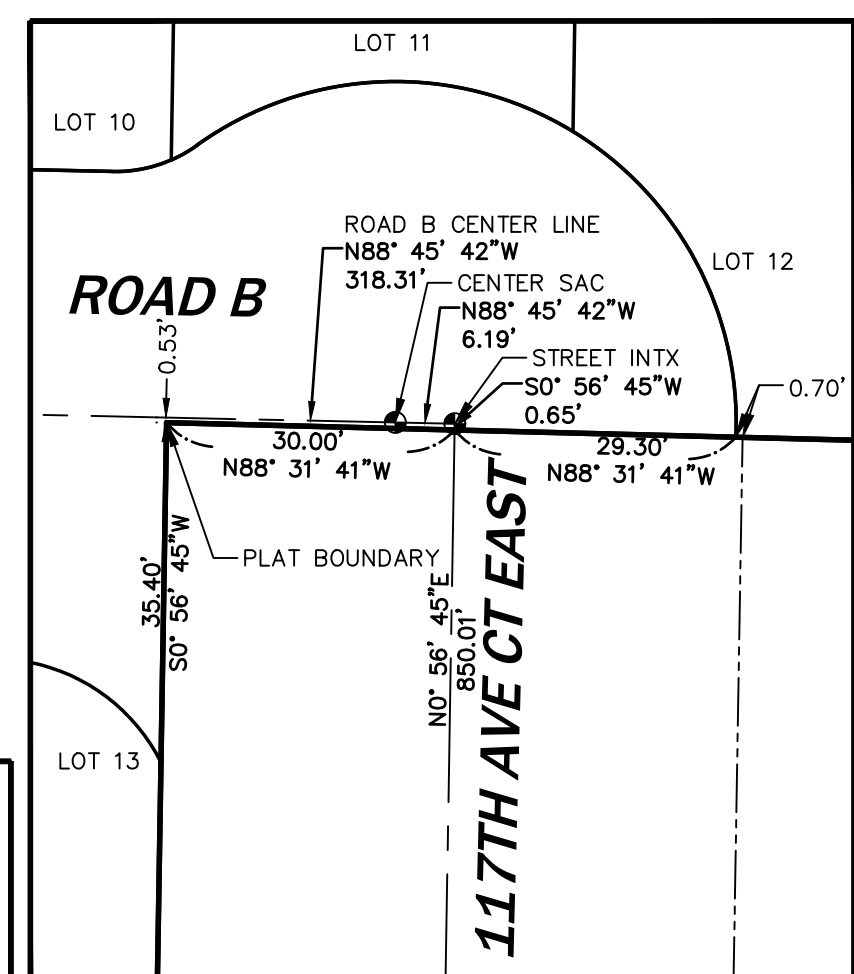
LINE TABLE		
LINE #	LENGTH	DIRECTION
L1	50.59	S88° 32' 56"E
L2	50.41	S88° 32' 56"E
L3	30.00	N1° 14' 21"E
L4	35.40	N0° 56' 45"E
L5	16.92	S34° 15' 26"E
L6	16.08	S35° 55' 14"W

CURVE TABLE					
CURVE #	LENGTH	RADIUS	DELTA	CHORD DIRECTION	CHORD LENGTH
C1	39.36	25.00	90°12'42"	N46° 20' 42"E	35.42
C2	9.33	14.50	36°52'12"	N17° 11' 44"W	9.17
C3	101.45	35.50	163°44'20"	S46° 14' 20"W	70.29
C4	22.56	35.50	36°24'25"	N17° 25' 38"W	22.18
C5	44.35	35.50	71°34'18"	N36° 33' 44"E	41.52
C6	20.29	35.50	32°45'17"	N88° 43' 31"E	20.02
C7	14.25	35.50	23°00'21"	S63° 23' 40"E	14.16
C8	9.33	14.50	36°52'12"	S70° 19' 36"E	9.17
C9	6.27	14.50	24°46'49"	N78° 50' 54"E	6.22
C10	3.06	14.50	12°05'23"	N60° 24' 48"E	3.05
C11	79.38	35.50	128°06'42"	N61° 34' 32"W	63.84
C12	41.55	35.50	67°03'20"	N87° 53' 47"E	39.22
C13	37.83	35.50	61°03'22"	S28° 02' 52"E	36.07
C14	39.18	25.00	89°47'18"	S43° 39' 18"E	35.29
C15	30.63	19.50	90°00'00"	S46° 14' 17"W	27.58
C16	21.19	19.50	62°15'51"	N57° 37' 46"W	20.16

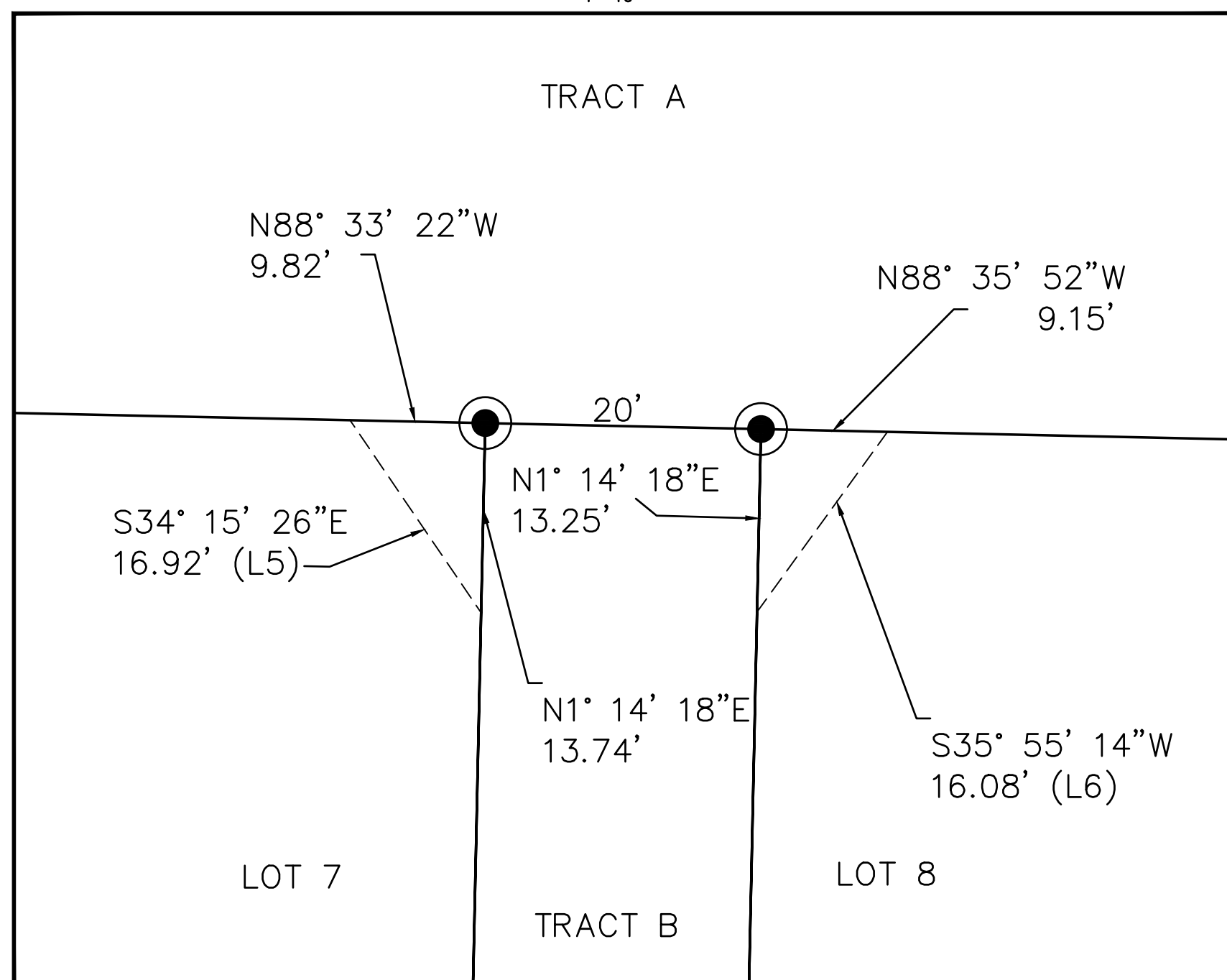
DETAIL B
1"=100'



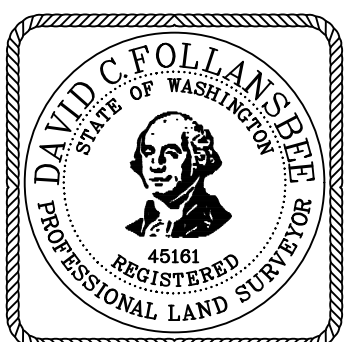
DETAIL C
1"=20'



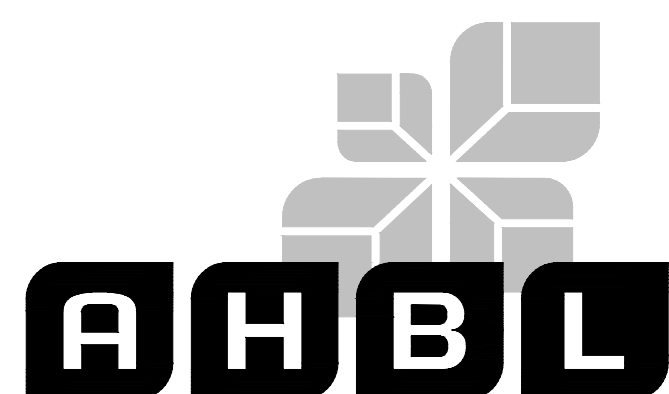
DETAIL D
1"=10'



DWN. BY	DATE
TD	11/26/18
CHKD. BY	JOB NO.
DF	2130230



2215 North 30th Street,
Suite 300,
Tacoma, WA 98403
253.383.2422 TEL
253.383.2572 FAX





City of Edgewood, Washington

2224 104th Avenue East, Edgewood WA 98372-1513

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

Staff Report and Recommendation Pascolo Estates Subdivision Final Plat Approval

To: Edgewood City Council
From: Kristin Moerler, Senior Planner
Date: December 12, 2019
Subject: Final Plat Approval for Pascolo Estates Subdivision

NAME OF SUBDIVISION: Pascolo Estates Subdivision

NUMBER OF LOTS: Nineteen (19) single family residential lots

CITY FILE NUMBER: 19-1421

CITY FILE NUMBER AND NAME FOR PRELIMINARY PLAT APPROVAL:

16-5366 Pascolo Estates Subdivision

City File Number and Name for Site Development Permit Approval:

18-1015 Pascolo Estates Site Development

LOCATION: 11611-32nd Street East Edgewood, WA 98372

TAX PARCEL: 0420104145 and 0420104143

APPLICANT/ PROPERTY OWNER: Matt Bowling on behalf of Pascolo Estates LLC

ADDITIONAL PROPERTY OWNERS: Don and Patricia Nelson

LEGAL DESCRIPTION: PARCELS B AND C, CITY OF EDGEWOOD BOUNDARY LINE ADJUSTMENT NO. 3838, RECORDED UNDER RECORDING NO. 201005205002, RECORDS OF PIERCE COUNTY, WASHINGTON. SITUATE IN THE COUNTY OF PIERCE, STATE OF WASHINGTON.

ZONING: Single Family 2 (SF-2)

COMPREHENSIVE PLAN DESIGNATION: Single Family Low

CRITICAL AREAS: A small wetland occurred on the site which was reviewed and determined to be non-jurisdictional given its size and characteristics.

SEPA: The City of Edgewood issued a Mitigated Determination of Nonsignificance (MDNS) on January 19, 2017, and there were no appeals to the MDNS.

PRELIMINARY PLAT APPROVAL: The City of Edgewood Hearing Examiner granted preliminary approval subject to fifty six (56) conditions on March 21, 2019.

FINAL PLAT APPLICATION: Application was received on September 5, 2019. The City deemed the application complete on November 26, 2019. The City requested additional information related to project completion and satisfaction of conditions needed to support approval of the final plat on December 9 and 11, 2019.

The applicant submitted the revised final plat for review on December 11, 2019 and it was accepted by staff on December 12, 2019. The CC&R document and Stormwater Maintenance Agreement have both been reviewed by City staff and are being revised by the applicant to assure all details required for the project are provided.

Staff anticipates having these items resubmitted for final acceptance prior to the Council Review on December 17, 2019. Hearing Examiner Conditions #3 and #44 relate to the CC&R document, while #41 and #43 related to the Stormwater Maintenance Agreement. Staff will address the final compliance with these conditions at the meeting.

ATTACHMENTS:

1. The City of Edgewood Engineer's Certificate of Completion dated December 12, 2019
2. Resolution No. 19-xxxx
3. Final Plat Map attached as Exhibit A to Resolution No. 19-xxxx

I. APPROVAL PROCESS

The final plat is reviewed by staff for conformance with preliminary plat approval conditions and all applicable laws and regulations. In this report, City staff is submitting written findings and a recommendation to the City Council for final plat approval.

Pursuant to EMC Section 16.04.160 and RCW 58.17.170(1), "when the legislative body of the city . . . finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval and that said subdivision meets the requirements of chapter 58.17 RCW, other applicable state laws and any local ordinances adopted under this chapter which were in effect at the time of preliminary plat approval, it shall suitably inscribe and execute its written approval on the face of the plat."

II. PROJECT ANALYSIS

The proposed subdivision is determined by staff to meet the criteria established in the Edgewood zoning and subdivision ordinances, the City of Edgewood Comprehensive

Plan, and to be generally consistent with the requirements and conditions of the preliminary plat approval.

A. Conformance with the City of Edgewood Zoning Ordinance (EMC Title 18)

The zoning designation of the property is Single Family 2 (SF-2). The preliminary plat approval details the project's compliance with the zoning designation applicable to the site. The project includes nineteen (19) single family residential lots. All lots generally have sufficient building area to accommodate a reasonably sized, single-family residential home with an individual septic system. The building permit process will include review of zoning provisions applicable to the individual lot development and assure compliance.

B. Conformance with the City of Edgewood Subdivision Ordinance (EMC Title 16) and Issuance of the Hearing Examiner's conditions of approval.

The applicant submitted a final plat application in conformance with 16.04.100-16.04.180. Staff finds the proposed subdivision conforms to EMC Title 16.

C. Conformance with the Comprehensive Plan

The Comprehensive Plan designation of the property is Single Family Low. Allowed uses in the Single-Family Low designation includes single family detached dwelling units and compatible uses. The maximum number of allowable dwelling units in the Single-Family Low is two dwelling units per acre. Staff finds the proposed subdivision is in conformance with the Comprehensive Plan.

D. Conformance with the City of Edgewood Engineering Requirements

The City's Public Works staff and City Engineer have reviewed the civil design, construction drawings and final plat application with the purpose to promote the public health, safety, and welfare in accordance with the standards established by the state and the City to provide and promote safe, convenient vehicle access on public streets, to facilitate the adequate provision of public water service and for the proper handling of stormwater. Each new residence will be served by an individual private on-site septic system.

The City Engineer issued a City Engineer's Certificate of Improvements for Pascolo Estates file #18-1015 for site development improvements in accordance with Chapter 16.04 EMC on December 12, 2019. A Maintenance Bond for the public right-of-way improvements is pending, pursuant to the Engineers Certificate. The approval resolution requires that this bond be submitted to and accepted by the City prior to recording of the final plat.

E. Conformance with Hearing Examiner's conditions of approval

The Hearing Examiner imposed fifty six (56) conditions of approval on the Pascolo Estates Preliminary Plat. The bulk of the permit conditions imposed on the project reflected code requirements to be met during the site development phase of the

subdivision construction relative to development of access, stormwater facilities, and preservation of trees. Planning and Engineering staff reviewed the Site Development Permit for compliance the Hearing Examiner's Conditions and have determined the required features have been designed and installed consistent with the conditions of approval.

The planning conditions imposed on this project required installation of street trees and storm pond landscaping. Tree preservation was also conditioned to comply. Landscaping was approved as a part of the initial Site Development Permit and revised to address driveway locations in June of 2018. The applicant installed both the stormwater pond landscaping and the street trees. Tree preservation has complied with the requirements of the code and the condition.

Further, conditions were imposed to require the formation of a Homeowners Association (HOA) to receive and maintain the shared facilities and tracts contained within the subdivision for the benefit of the homeowners. Shared improvements within this plat include stormwater facilities and a shared access tract. The HOA has been established and the initial assessments provided to the City for review. The applicant is in the process of finalizing the CC&R document to better address the HOA responsibilities, clearly include all lots as members, and limitations on revisions to the document to sections that were required by the approval. The revised document is anticipated be provided to the City Friday December 13, 2019 and accepted by staff prior to the Council meeting. Staff will report on the status of the CC&R document at the meeting.

Similar to the CC&R document, the Stormwater Maintenance Agreement is being finalized by the applicant at this time and is anticipated to be provided in its final format with all required signatures prior to Tuesday. Staff will report on the status of the Stormwater Maintenance Agreement document at the meeting.

Finally, Hearing Examiner conditions imposed on the project included a number of procedural and informative conditions specifying the duration of the permit approval, final plat permit submittal and final plat recording requirements. Applicant has conformed to the procedural requirements for Final Plat approval at this time. Staff will assure remaining procedural requirements are met.

III. STAFF RECOMMENDATION

Based on the information above and materials provided in the file, the City of Edgewood staff has determined that the final plat meets the applicable requirements for final plat approval. The applicant has completed required improvements for the development as discussed above. Therefore, the City staff recommends the City Council adopt the findings in this report and **APPROVE** the Pascolo Estates Subdivision Final Plat, File Number 19-1421, subject to acceptance of the maintenance bond for public road improvement prior to recording of the final plat.



December 12, 2019

Mr. Don Nelson
429 29th Street NE, Suite A
Puyallup, Washington 98372

SUBJECT: CITY ENGINEER'S CERTIFICATE OF IMPROVEMENTS,
PASCOLO ESTATES SUBDIVISION (PROJECT 18-1015)
CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON
G&O #17572.00

Dear Mr. Nelson:

This letter is to inform you that pursuant to the City of Edgewood Municipal Code (EMC) Section 16.04.110, the City has determined that Substantial Completion of the required improvements associated with conditions for preliminary subdivision approval and requirements as described within the approved Site Development Plans have been substantially approved by the Public Works and Engineering Department.

A copy of this letter certifying Substantial Completion of site improvements along with accompanying documents as outlined in Section 16.04.140 shall be submitted with the final plat application.

Prior to final plat approval, the City must be in receipt of a maintenance bond for development improvements located in the public right-of-way.

Please contact Chuck Hendricksen, P.E., in the Public Works Department at (253) 952-3299 if you have any questions regarding this letter.

Sincerely,

GRAY & OSBORNE, INC.



Tanl Stafford, P.E.
Contract City Engineer

TLS/hh

cc: Mr. Jeremy Metzler, P.E., Public Works Director, City of Edgewood
Ms. Kristin Moerler, Senior Planner, City of Edgewood
City File 18-1015

19-1421 Pascolo Estates Final Plat Conditions Review

Cond. No.	Condition Text	Notes
1.	The preliminary full subdivision shall be finalized and recorded within five (5) years of the preliminary approval in accordance with 58.17.140 RCW.	Approved on March 21, 2017, Expiration date is 3/21/2022; condition met
2.	The Mitigated Determination of Nonsignificance was issued January 19, 2017. The conditions are hereby incorporated fully and shall be incorporated into the design of the plat and considered as conditions of the final plat approval.	All 29 MDNS conditions were incorporated into the Hearing Examiner's Condition List and are addressed within this summary
3.	A Homeowners' Association shall be established under the provisions set forth in RCW 64.38 to assume responsibility for, and insure proper maintenance of, common or community facilities. In order to insure proper responsibility and authority to carry out necessary maintenance activities, the Homeowners' Association shall, at a minimum, include the following provisions: a. Membership in the Homeowners' Association will be mandatory for all lot owners within the project boundaries. b. The Homeowners' Association shall have the power to levy fees and dues necessary to successfully accomplish necessary activities. c. The Homeowners' Association shall have the provision for the collection of attorney fees extended in collecting delinquent assessments from lot owners. d. Responsibility of the Homeowners' Association for maintenance of common areas shall be specifically detailed. e. Assessment of the Association dues shall initially be established by the applicant and submitted to the City of Edgewood Department of Community Development for review. The applicant shall provide a description of the organization, including its bylaws, and all documents governing maintenance requirements and use restrictions for common facilities. Such documents shall be reviewed and approved by the City prior to final plat approval. f. The Homeowners' Association and CCRs shall be recorded prior to recording the final plat and the Auditor's File Number shall be noted on the Final Plat with the following note: "The Homeowners' Association shall be responsible for ongoing maintenance of all common Tracts within this Subdivision including the planter buffer strips (including weeding, mowing, etc.), stormwater facilities, and street lighting."	<i>CC&RS have been submitted for review and comments provided to the applicant. Revisions must be provided to staff addressing remaining concerns prior to the Council Meeting.</i> <i>The required note appears on the face of the plat. The Homeowners Association has been established and the required documents related to initial assessments have been provided.</i>
4.	EMC Chapter 4.20 establishes a park impact fee for new development. A fee will be collected at the time of application for a building permit to construct each new dwelling unit. The amount of the fee will be based on the Park Impact Fee Schedule in place when the building permit application is submitted.	The applicant is required to pay Park Impact Fees consistent with EMC Chapter 4.20. The amount will be calculated at the time of application and paid at issuance of each building permit unless a deferral is requested until final inspection. The deferral process includes additional fees.

Cond. No.	Condition Text	Notes
5.	Pursuant to RCW 58.17.170, the subdivision shall be governed by the terms of approval of the final plat, and the statutes, ordinances, and regulations in effect at the time of final approval.	This condition is informative in nature, reflecting the vesting provisions of State law.
6.	Addresses for individual residential lots shall be obtained from the City at the time of final plat submittal and shown on the face of the final plat drawings.	Addresses have been provided on the face of the plat consistent with the issued addresses issued by the City.
7.	Two (2) copies of a plat certificate shall accompany a request for approval of the final plat.	Provided
8.	The final plat drawing shall be prepared in accordance with the requirements in RCW Chapter 58.09, WAC Chapter 332-130, EMC Title 16, and the conditions contained within this approval. Six (6) copies of the final plat drawings shall be submitted for review. After the City is satisfied that all requirements and conditions have been met, a Mylar drawing of the final plat with the appropriate signatures shall be submitted to the City for City Council approval within five (5) years of the date the preliminary plat approval pursuant to 58.17140 RCW.	The final plat has been prepared in accordance with RCW Chapter 58.09, WAC Chapter 332-130, EMC Title 16, and the conditions contained within this approval. Staff was provided adequate copies of the final plat for the review to occur. Staff authorized the applicant to proceed with preparation of the final plat document and obtaining final signatures on December 12, 2019. Mylar is no longer required for recording due to improved scanning capabilities, the applicant has been informed that Mylar or paper is acceptable for recording.
9.	The applicant will be responsible for obtaining the following signatures on the Mylar prior to the Mylar being submitted for final review and approval by the City Council: Pierce County Assessor-Treasurer Owner's Free Consent Tacoma-Pierce County Health Department City of Edgewood Community Development and Public Works	This condition reflects that it is the applicant's responsibility to obtain the final review and approval of each of the agencies listed. The applicant has provided documentation of the final acceptance of each agency required for approval and is in the process of obtaining final signatures which are anticipated to be in hand by staff prior to the Council review.
10.	The Mylar shall also include approval signature blocks for the following: City Public Works Director Community Development Director Pierce County Assessor-Treasurer Pierce County Auditor Mayor, representing the City Council	All required signature blocks have been provided.

Cond. No.	Condition Text	Notes
11.	The Plat shall not be deemed final until it has been duly recorded with the Pierce County Auditor. A copy of the recorded plat shall be submitted to the City prior to issuance of building permits for the construction of residential dwellings within the full subdivision.	The condition reflects the process of recording the final plat which cannot occur until after the council review and approval of the final plat.
12.	Dust control measures shall be performed during site development and any home construction, as needed due to soil conditions during periods of dry weather. Dust control measures shall be addressed in the SWPPP.	SWPPP Submitted and Accepted under, SDP 18-1015
13.	Appropriate provisions shall be made to minimize the tracking of sediment by construction vehicles onto paved public roads during site development and home construction. If sediment is deposited, it shall be cleaned by the end of each working day by shoveling or sweeping. Water cleaning shall only be done after the area has been shoveled out or swept.	Design complies with the noted standards, SDP 18-1015
14.	In accordance with EMC Chapter 13.25, all oils, hydraulic fluids, fuels, other petroleum products, paints, solvents, and other deleterious materials must be contained onsite during construction, and removed in a manner that will prevent their discharge from the site, either to surface waters or soils. The cleanup of any spills shall take precedence over any other work on the site.	Design complies with the noted standards, SDP 18-1015
15.	Provisions (tire washings of vehicles or approved alternatives (e.g. quarry spalls) should be made to minimize the tracking of sediment by construction vehicles onto paved public roads. If sediment is deposited, it should be cleaned every day by shoveling or sweeping. Water cleaning should only be done after the area has been shoveled out or swept.	Design complies with the noted standards, SDP 18-1015
16.	No significant cultural/historical resources have been identified on this site. If, however, during construction, any artifacts are uncovered, contact either the Community Development Department at (253) 952-3299, or the State Historic Preservation Office in Olympia at (360) 753-4405.	No such finds occurred
17.	The applicant shall provide adequate site control measures for erosion control for the proposed movement of up to 12,200 cubic yards of soil. The applicant's engineer of record shall submit verification of total soil movement amount at the completion of soil disturbing activity.	Design complies with the noted standards, SDP 18-1015. The net import/export of soils on this site was approximately 7000 cubic yards. Erosion Control measures were reviewed and accepted for the proposed movement of soils.
18.	If over 12,200 cubic yards of soil is moved an addendum to the SEPA Environmental Checklist is required addressing the additional amounts of soil to be moved.	Design complied with the limitation and did not trigger additional SEPA review, SDP 18-1015

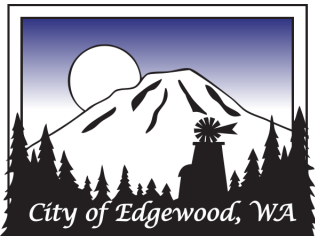
Cond. No.	Condition Text	Notes
19.	The applicant shall submit street improvement construction plans for the proposed public roadways, for review and approval by the City Engineer, prior to final plat submittal. Improvements shall be designed in compliance with EMC Title 12 (Streets, Sidewalks and Public Places), which adopts Pierce County Code (PCC) Title 12 by reference. The specific cross section shall be in accordance with the "Manual on Design Guidelines and Specifications for Road and Bridge Construction in Pierce County," and Pierce County Standard Drawing PC.A3.2 and as described therein.	Submitted and Accepted under, SDP 18-1015
20.	The proposed public roads shall include, at minimum and as already proposed, a 28-foot driving surface width per City of Edgewood Local Street cross-section and PCC Section 17B.20.040, Table 17B.20.040-3, a 1.5-foot curb and gutter section on both sides of the road, a stormwater management system per EMC 13.05, a 4-foot landscaping strip, and a 5-foot concrete sidewalk. The site development plans must be submitted to the City of Edgewood and be approved prior to site development permit issuance.	Design complies with the noted standards, SDP 18-1015
21.	The proposed road right-of-way must include the entire width of the roadway improvements, from back-of-sidewalk to back-of-sidewalk, with a minimum width of 40 feet.	Road is 51 feet wide. Design complies with the noted standards, SDP 18-1015
22.	The applicant shall submit street improvement construction plans for the new roadway intersection to the proposed public road from 32nd Street East, for review and approval by the City Engineer, at the time of site development application submittal. The intersection shall be constructed in accordance with EMC Title 12, which adopts by PCC Title 17B, including Section 17B.10.060, the "Manual on Design Guidelines and Specifications for Road and Bridge Construction in Pierce County." Details on the roadway intersection improvements may be found in Chapter 5: Access and Intersections.	Submitted and Accepted under, SDP 18-1015
23.	The public roads and ROW, Road 'A' and Road 'B,' and improvements to 117th Avenue Court East shown on the preliminary site plan, shall be dedicated to the City at the time of final plan approval.	Both Roads are proposed for public dedication at the time of final plat recording/approval as required by this condition.
24.	The applicant shall elevate the southbound landings at 32nd Street E/Road 'A' and 32nd Street E/117th Avenue Ct E as much as possible to maximize entering sight distance.	Design complies with the noted standards, SDP 18-1015
25.	The applicant shall provide a school bus stop, consistent with the Puyallup School District standards, near the intersection of the proposed public road and 32nd Street East within the 32nd Street East Right-of-Way and within the 4-foot landscaping strip. The location and final design shall be determined through coordination with the Puyallup School District and the City of Edgewood at the time of site development submittal.	Verification of Puyallup School District on this matter was filed with SDP 18-1015
26.	The applicant shall submit frontage street improvement construction plans for 32nd Street East, for review and approval by the City Engineer, at the time of site development submittal. Improvements shall be constructed for the half of the right-of-way abutting the project site, including a minimum 12-foot travel lane, 5-foot bike lane, 1.5-foot asphalt wedge curb, 4-foot planting buffer, 5-foot concrete sidewalk, and drainage improvements, all designed in accordance with EMC Title 12.	Submitted and Accepted under, SDP 18-1015

Cond. No.	Condition Text	Notes
27.	The applicant shall install crosswalks on the north side of 32nd Street East at the Road 'A' landing and 117th Avenue Ct East landing to form a continuous pedestrian walkway along the north side of 32nd Street East ROW.	Design complies with the noted standards, SDP 18-1015
28.	The applicant shall submit lighting plans for the proposed public roadway, consistent with City of Edgewood design standards, for review and approval by the City Engineer, at the time of site development submittal. Vehicle-level street lighting shall be provided at the proposed "knuckle" corners / turnarounds and at the intersection with 32nd Street East per PCC 17B.20.005, Table 17B.20.005-2, as incorporated in EMC Title 12. Installation, utility charges, and ongoing maintenance of street lighting shall be the responsibility of the developer and future homeowner's association.	Submitted and Accepted under, SDP 18-1015
29.	The applicant shall submit a plan detailing all roadway signs in accordance with Manual on Uniform Traffic Control Devices (MUTCD) standards, for review and approval by the City Engineer, prior to site development permit issuance.	Design complies with the noted standards, SDP 18-1015
30.	"No Parking" signage shall be placed along the private roadway.	No parking signage has been installed on the private roadway (tract B)
31.	The design and construction of the new roadways and pedestrian improvements shall meet or exceed current Americans with Disabilities Act (ADA) requirements. This includes but is not limited to design of sidewalk transitions, curb ramps, street crossings, and lighting.	Design complies with the noted standards, SDP 18-1015
32.	The applicant shall submit off-site pedestrian improvement construction plans for 32nd Street East, between the project site and 119th Avenue East, for review and approval by the City Engineer prior to site development submittal. The improvement shall consist of a minimum 5-foot wide gravel shoulder pathway and drainage improvements consistent with EMC 13.05. The shoulder shall form a continuous pathway located on the north side of 32nd Street East between the eastern property line and existing pedestrian crosswalk at 32nd Street East/119th Avenue East for pedestrian access based on suggested recommendations in Transpo Group's letter dated August 16, 2016. Safety treatments shall be consistent with the City of Edgewood Pedestrian Safety Final Report recommendations, including the installation of a detectable warning surface (the specific improvement to be determined prior to site development permit approval) in the eastbound drive lane 150 to 700 feet west of 119th Ave E and a thermoplastic fog stripe adjacent to the gravel shoulder/path along the path's entire length. "No Parking" signs shall be installed along the back edge of the gravel pathway (minimum 5 feet from edge of asphalt to edge of sign face), consistent with MUTCD 2009 (or better) and using galvanized sign posts per Pierce County Standard Detail PC.G2.2, placed at maximum 150-foot intervals.	Design complies with the noted standards, SDP 18-1015
33.	The applicant shall provide roadway design and site development plans that meet the minimum requirements for stopping sight distance for the new and existing intersections with 32nd Street East from the project site as a submittal document for site development.	Submitted and Accepted under, SDP 18-1015

Cond. No.	Condition Text	Notes
34.	Compliance with EMC Chapters 13.05 (Stormwater Manual – Site Development Regulations) and 13.25 (Illicit Stormwater Discharges) is required during and following any site development activity.	Design complies with the noted standards, SDP 18-1015
35.	Engineered stormwater drainage facilities are required for all disturbed areas of the project site. The applicant shall provide a Stormwater Site Plan in accordance with EMC Chapter 13.05 at the time of site development. The plan shall include a Stormwater Pollution Prevention Plan (SWPPP) addressing Minimum Requirement Two for all proposed development. The applicant shall provide engineering plans for City approval for all required surface water facilities prior to site development approval.	Design complies with the noted standards, SDP 18-1015
36.	Any proposed surface water discharged from the project site (including areas bypassing proposed facilities) must meet all of the Minimum Requirements of EMC 13.05, with any stormwater modeling of pre-development conditions assuming “forested” land coverage. A downstream analysis must be prepared and submitted in accordance with EMC 13.05 to ensure downstream property is not adversely impacted by the proposal.	This is also MDNS #8. Design complies with the noted standards, SDP 18-1015
37.	A Temporary Erosion and Sedimentation Control (TESC) plan must be submitted with the SWPPP prior to site development permit issuance, approved by the City Engineer, and implemented during site development and any future home construction. A Certified Erosion and Sediment Control Lead (CESCL) shall be present throughout the construction of site development improvements, implement and maintain the SWPPP, and provide regular reports to the City of Edgewood.	Design complies with the noted standards, SDP 18-1015
38.	As more than one (1) acre of land disturbance is expected, the applicant shall acquire a National Pollution Discharge Elimination System (NPDES) permit and provide a copy of the permit to the City of Edgewood prior to site development pre-construction meeting and permit issuance.	NPDES Permit #: WAR302933
39.	A Pre-Construction Meeting with the City of Edgewood shall be held prior to any site development activity and scheduled at least 72 hours in advance. All site development construction activity shall occur between 7 a.m. and 5 p.m., Monday through Friday. Special provisions to work beyond these hours may be permitted through written request to the Mayor (or designee) a minimum of 48 hours before the special hours or days requested.	This was documented as having occurred under case 18-1015
40.	The applicant’s geotechnical engineer shall verify and confirm soil conditions and design infiltration rates during and following construction of any proposed stormwater retention BMPs, including facilities designed using Low Impact Development (LID) techniques. If conditions are found to be different than designed, the applicant’s geotechnical engineer shall provide a revised design infiltration rate and the stormwater retention BMPs shall be redesigned accordingly. Any revisions shall be submitted to the City of Edgewood and approved prior to implementation and final site development construction approval. Corrections and/or design errors may require revisions to the plat.	Submitted and Accepted under, SDP 18-1015

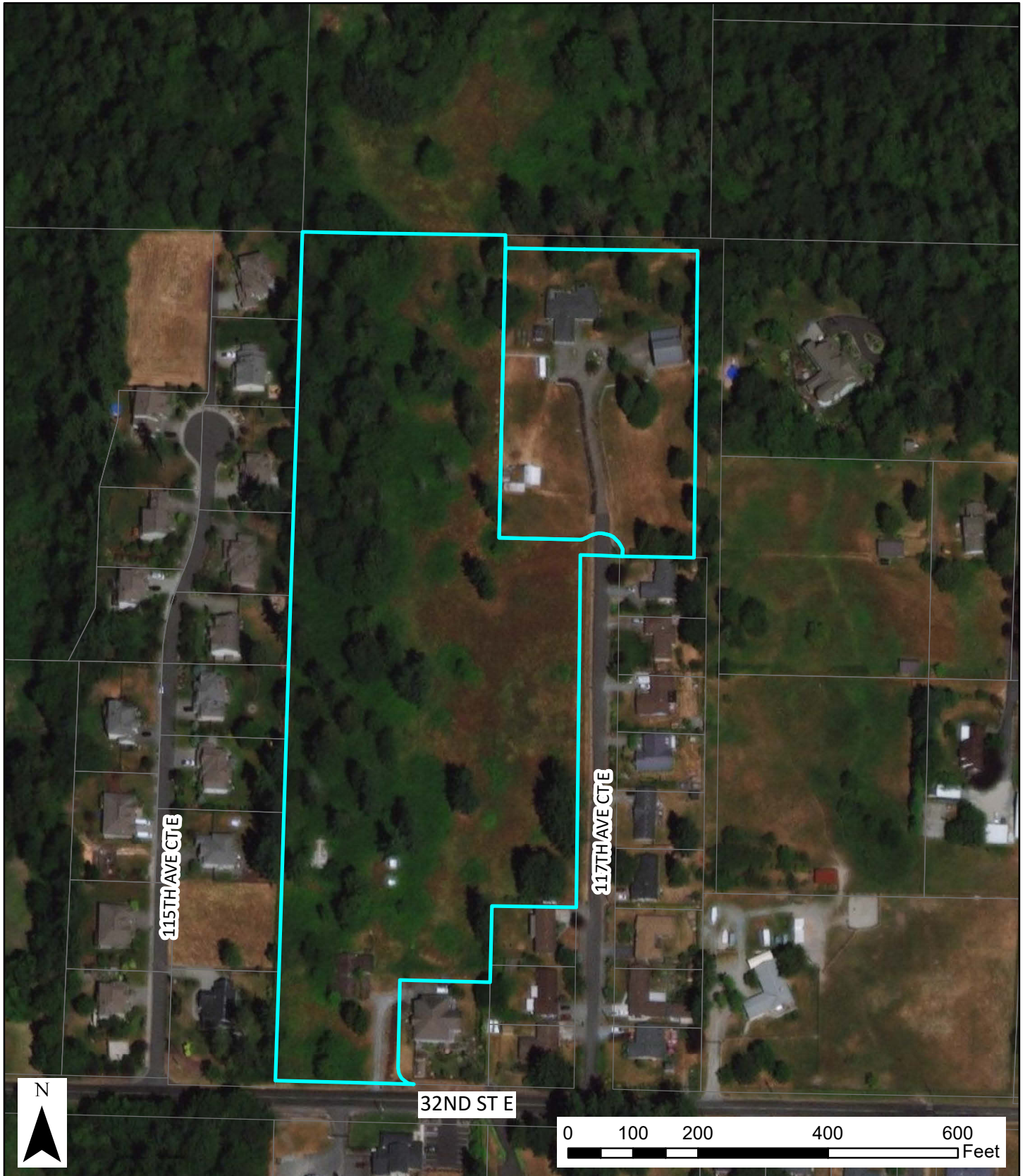
Cond. No.	Condition Text	Notes
41.	The applicant shall provide right of entry by the City of Edgewood for all stormwater facilities prior to final site development approval. If constructed conditions are found to be different than those designed and approved, the applicant's engineer shall revise the stormwater system accordingly. Any revisions shall be provided to the City of Edgewood and approved prior to implementation and final site development construction approval. Corrections and/or design errors may require revisions to the plat.	<i>This document is in review with the Engineering Division. The applicant must complete the document and have it executed and ready for recording prior to the Council Meeting.</i>
42.	The applicant shall submit and receive approval of a landscape plan in accordance with EMC 18.90.090 prior to approval of site development plans. The landscape plans shall include provisions for the streetscape, storm tract landscaping as well as permanent irrigation. Common space and storm tract landscaping shall be required at the time of site development unless otherwise approved by Community Development Director.	Landscape plan was approved as a part of SDP 18-1015. Landscaping has been installed at the site.
43.	The applicant shall provide a copy of the landscape and streetscape maintenance plan prior to permit issuance of the first building permit to address all common spaces and shall specifically include provisions regarding stormwater maintenance referencing the Operation and Maintenance (O&M) Manual prepared by the Engineer of Record, landscaping, roadway, and storm tract.	<i>This document is in review with the Engineering Division. The applicant must complete the document and have it executed and ready for recording prior to the Council Meeting.</i>
44.	Management and maintenance of the streetscape landscaping, both onsite and along the 32nd Street frontage, shall be the responsibility of the HOA.	<i>The detail of this is part of the CCR revisions staff noted in response to condition #3. The current version does not explicitly address the 32nd street frontage.</i>
45.	The applicant shall submit a more detailed significant tree inventory and retention plan identifying significant trees that cannot be retained and replacement trees proposed per EMC 18.90.180.	A detailed tree inventory and retention plan has been reviewed and accepted as a part of SDP 18-1015
46.	Fire hydrants shall be installed per Pierce County Fire District #8 (East Pierce Fire and Rescue) requirements.	Submitted and Accepted under, SDP 18-1015. Fire has recommended approval of the final plat.
47.	Lot 15 for a hydrant is 15 feet short. A restriction shall be placed on the plat to meet fire flow credits (sprinkler system, monitored alarm, etc.).	Note is provided.
48.	The applicant shall provide approved lot applications for each individual lot from the Tacoma-Pierce County Health Department (TPCHD) at the time of application for building permits unless TPCHD states otherwise.	All new SFR Building Permits are reviewed for an approved Septic design or Sewer connection
49.	The applicant shall comply with the requirements of Mountain View-Edgewood Water Company (MTVE) as outlined within "General Project Recommendations" above and provide written approval of system acceptance prior to final plat submittal.	Written acceptance by the water company has been provided to document their acceptance of the constructed improvements.

Cond. No.	Condition Text	Notes
50.	The applicant shall comply with the requirements of East Pierce Fire and Rescue as outlined within "General Project Recommendations" above.	Fire approval has been confirmed for this subdivision.
51.	The applicant shall pay School Impact Fees to the Puyallup School District in accordance with EMC 4.10.	All new SFR Building Permits trigger this fee, City will verify a receipt documenting payment to the School District as a part of the future building permit.
52.	The applicant shall pay Park Impact Fees in accordance with EMC 4.20.	All new SFR Building Permits trigger this fee, collection will occur with the building permit.
53.	The applicant shall pay Traffic Impact fees in accordance with EMC 4.30.	All new SFR Building Permits trigger this fee, collection will occur with the building permit.
54.	If significant changes are made to the proposal, additional documentation and study will be required to be submitted to the City of Edgewood and supplemental SEPA environmental review will be required.	Noted.
55.	The decision set forth herein is based upon representations made and exhibits, including plans and proposals submitted at the hearing conducted by the hearing examiner. Any substantial change(s) or deviation(s) in such plans, proposals, or conditions of approval imposed shall be subject to the approval of the hearing examiner and may require further and additional hearings.	Noted.
56.	The authorization granted herein is subject to all applicable federal, state, and local laws, regulations, and ordinances. Compliance with such laws, regulations, and ordinances is a condition precedent to the approvals granted and is a continuing requirement of such approvals. By accepting this/these approvals, the applicant represents that the development and activities allowed will comply with such laws, regulations, and ordinances. If, during the term of the approval granted, the development and activities permitted do not comply with such laws, regulations, or ordinances, the applicant agrees to promptly bring such development or activities into compliance.	Noted.



Reference Map

Pascolo Plat





City Of Edgewood Council Agenda Summary Sheet

SUBJECT: 2019 Budget Amendment No. 3	Agenda Item #:		AB19-0567
	For Agenda of:		December 17, 2019
	Prepared by:		Stephanie Goff
ATTACHMENTS (list): ☒ Ordinance 19-0567:2019 Budget Amendment No. 3 ☒ Exhibit A: 2019 Budget Amendment No. 3 Line Item Budget Adjustment Worksheet			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>Zero \$ Impact</u>
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>Zero \$ Impact</u>
Interim City Attorney, Ann Marie J. Soto	☒	Timeline: Special Council Meeting Action 12/17/19	
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 2019 Budget Amendment No. 3 has no increase or decrease to the original 2019 Budget appropriation. It closes an LID construction Fund (411) and opens an LID Debt Service Fund (202) and LID Debt Service Reserve Fund (203) under advisement with the Washington State Auditor's Office. The other amendment activity is to close a Roads Capital Improvement Fund (341) and moves the Fund Balance back to the Reet2 Fund (132) where it was transferred from in 2015 in anticipation of use in the Jovita Realignment Capital Project.			
SUMMARY STATEMENT: Worksheet Item A: After discussion with the State Auditor's Office the City will execute an accounting housekeeping activity which is to move the LID Construction Fund (411) and LID Construction Fund Loan Reserve (412) to new Debt Service Funds (202 & 203). Worksheet Item B: When the current administration under the elected Mayor took over management of the City operations and execution of the Operating & Capital Budgets, the previous administration had ear marked \$250,000 for transfer from the REET 2 Fund (132) to a new Roads Capital Improvement Fund (341). The use for the money was vague but appears to be related to the Jovita Realignment Project. The 2019 Budget Amendment Ordinance No.1 has the effect of closing this "management fund" and transfer the fund balance back to REET2 for use in other qualified REET 2 capital improvement projects identified in the 2020 CIP approved by Council. Best accounting practices for the City require the transfers from REET or Impact sources be moved from the original revenue receiving fund directly to the qualifying capital expenditure fund to ensure the continuity and audit trail is maintained for the city's First In-First Out (FIFO) disclosure identified in each year in the City of Edgewood Annual Report.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: MOTION to adopt Ordinance No. 19-0567, authorizing the Mayor to execute certain accounting housekeeping actions to the original 2019 Budget Ordinance No. 18-0539.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Move to the next council meeting for action 2) Forward to another Study Session for further review			

ORDINANCE NO. 19-0567

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING THE 2019 BUDGET FOR ACCOUNTING HOUSEKEEPING PURPOSES, CLOSING SEVERAL FUNDS AND TRANSFERRING 100% OF THE FUND BALANCE TO NEWLY ESTABLISHED FUNDS, 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 to perform accounting housekeeping actions closing the Sewer LID Construction Funds and opening Sewer LID Debt Service Funds and transferring and closing a Roads Capital Improvement Management Fund returning the fund balance back to REET2 affecting specific budget line items identified in the 2019 Budget Amendment No. 3 Exhibit A attached hereto and incorporated herein, and

WHEREAS, the performance of said housekeeping actions allows the City to close out it's 2019 financial activity in accordance with guidance from the State Auditor's Office (Debt Service Funds Identified) and the City's Internal Administrative & Accounting Controls best practices (REET & Impact Revenues transferred directly to the authorized receiving capital expenditure fund for specific project expenditures);

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

Section 1. Amending the 2019 Budget. The 2019 Budget approved with Ordinance 18-0539 is hereby amended with no change in the overall budget appropriation balance as identified in the attached Exhibit A.

Section 2. Direction to Staff: Staff is hereby authorized and instructed to make the necessary changes to the printed form of the 2019 Budget pursuant to Exhibit A to reflect the above amendments

Section 3. 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 4. 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.

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.

PASSED BY THE CITY COUNCIL ON THE 17TH 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: December 19, 2019

Effective Date: December 24, 2019

EXHIBIT A

12/17/2019

FISCAL YEAR FUND IMPACT STATEMENT

December 2019

Fund Name/Department	Fund Number	Original Budget	Description of Request	New Fund Added	New Fund Amount	Original Budget Impact
Sewer LID Construction Fund	411	\$3,520,806.00	Transfer & Close Fund	202	\$3,520,806.00	zero
Sewer LID Construction Reserve Fund	412	\$595,306.00	Transfer & Close Fund	203	\$595,306.00	zero
Roads Capital Improvement Management Fund	341	\$250,000.00	Transfer & Close Fund	132	\$250,000.00	zero
Total Fund Balance Impact to the 2019 Budget						\$0.00

This Budget Amendment will not affect the overall Budget Appropriation approved by Council in Ordinance 18-0539.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Public Works Mobile Office Building	Agenda Item #:		AB19-0486
	For Agenda of:		December 17, 2019
	Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ Resolution 19-0486 ☒ Sale Quote from DesignSpace Modular Buildings ☒ Purchase Quote from Modern Building Systems			
Approval of Materials:			
Mayor, Daryl Eidinger	☐	Expenditure Required:	<u>NTE \$100,000</u>
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$0</u>
Interim City Attorney, Ann Marie J. Soto	☒	Timeline: Study Session Discussion 12/3/19 Regular Council Meeting Discussion 12/10/19 Special Council Meeting Discussion 12/17/19	
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, with one ADA-compliant ramp and one OSHA-compliant staircase, is between \$63,100 and \$68,700 (including sales tax). The estimated cost to prepare the preferred site is between \$24,350 and \$38,100 (including sales tax). There is an additional fee for sanitary sewer connections through Lakehaven. These are one-time costs associated with installation, and we expect this office 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 preferred site for a mobile office. Staff respectfully brings to Council the attached resolution for action, authorizing the Mayor to execute agreements for a total amount not to exceed \$100,000 (including sales tax) with: 1) a licensed and bonded general contractor registered on the MRSC Small Works Roster to extend utility connections and prepare the site for a mobile office building, and 2) a mobile office building supplier to purchase, deliver and install a mobile office building for Public Works staff.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A			
RECOMMENDED ACTION: MOTION to adopt Resolution No. 19-0486, authorizing the Mayor to execute agreements for a total amount not to exceed \$100,000 (including sales tax) to acquire, deliver, install, and provide utilities to a new mobile office building on city-owned property located at 10311 22 nd St. E.			
ALTERNATIVES TO RECOMMENDED ACTION: 1) Do not adopt 2) Forward to another Study Session for further review			

RESOLUTION NO. 19-0486

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS FOR A TOTAL AMOUNT NOT TO EXCEED \$100,000 (INCLUDING SALES TAX) TO ACQUIRE, DELIVER, INSTALL, AND PROVIDE UTILITIES TO A NEW MOBILE OFFICE BUILDING ON CITY-OWNED PROPERTY LOCATED AT 10311 22ND STREET EAST

WHEREAS, due to exponential growth over the last four years, City Hall staffing has increased from a pre-growth high of 18 employees to a current authorized level of 25, and

WHEREAS, the construction of City Hall in 2009 anticipated a maximum staff of approximately 18 City Staff and 11 Law Enforcement staff, and

WHEREAS, after several consultant reports evaluating options for housing additional staff administration has determined the City Hall facility was not designed to be modified to add higher density of staffing without severely impacting work flow and eliminating the original architectural aesthetics of the structure, and

WHEREAS, the imminent addition of staff authorized but not hired has presented the need for Administration to analyze all options for housing employees while maintaining work force productivity; 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; and

WHEREAS, staff has solicited three (3) licensed and bonded general contractors on the Municipal Research and Services Center (MRSC) Small Works Roster and received responses from two of the three contractors; and

WHEREAS, staff has solicited three (3) mobile office building suppliers in the region and received quotes to purchase 12'x40' units from two of the three suppliers.

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 agreements, for a total amount not to exceed \$100,000 (including sales tax), with:

- A. a licensed and bonded general contractor registered on the MRSC Small Works Roster to extend utility connections and prepare the site for installation of an office building, and
- B. a mobile office building supplier to purchase, deliver and install a 12'x40' mobile office building on the prepared site, including a restroom, one ADA-compliant ramp and one OSHA-compliant staircase.

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

ADOPTED THIS 17TH DAY OF DECEMBER, 2019

Daryl Eiding, 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

Friday, December 13, 2019	Terms: Upon Invoice	Ship Via: Truck
Salesperson: Rhonda Banghart rhonda@designspacemod.com P: 253-447-7251 M: 206-825-1136	12X40 1 PRIVATE OFFICE WITH RESTROOM AND OPEN AREA	Date Required: TBD

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.

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.

QUOTE NUMBER	DATE QUOTED	VALID UNTIL	REPRESENTATIVE
1681	2019-12-06	01/05/2020	Lynn Campbell 253.455.3596 lcampbell@modernbuildingsystems.com

GENERAL INFORMATION

Company	City of Edgewood	Email	jeremy@cityofedgewood.org
Contact	Jeremy Metzler	Term	Purchase
Phone	(253) 952-3299	Site Address	Edgewood, Washington 98372

QUOTE
Proposal

Quantity	Item	Unit Price	Subtotal
1.00	NEW 12X42 With Bathroom	\$45,920.00	\$45,920.00
1.00	Delivery	\$600.00	\$600.00
1.00	Installation	\$125.00	\$125.00
1.00	5X5 Landing W/30' RAMP Single	\$7,300.00	\$7,300.00
1.00	Installation Ramp	\$1,600.00	\$1,600.00
1.00	Tie Downs	\$1,200.00	\$1,200.00
1.00	Osha Stair	\$650.00	\$650.00
Subtotal			\$57,395.00
			(Plus Applicable Tax)

Grand Total **\$57,395.00**
(Plus Applicable Tax)

TERMS AND CONDITIONS

- Building Delivery/Return: Estimate subject to standard permits, pilot cars and highway restriction.
- Quote based on delivery and set-up to a flat level truck accessible site with a maximum of a 3" slope.
- Building Installation: per specs/plans.
- Stated building sizes do not include hitch length.
- Taxes, permits, fees, utilities and their connections are by Purchaser, unless stated elsewhere.
- Sizes and options subject to availability.
- Quote subject to execution of 179D tax allotment form if purchaser is a nonprofit or public agency.
- Any additional requirements or directives by local inspectors and/or other regulatory agencies or officials shall be the responsibility of the buyer.

NOTES

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City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Planning Commission's Comprehensive Plan Amendment Recommendations	Agenda Item #:	AB19-053
	For Agenda of:	December 17, 2019
	Prepared by:	Darren Groth
ATTACHMENTS (list): ☒ Exhibit 1 – Planning Commission Recommendation ☒ Exhibit 2 – Clarification Map for Recommendation No. 1		
Approval of Materials:		
Mayor, Daryl Eiding	☐	Expenditure Required:
Asst. City Administrator, Dave Gray	☐	Amount Budgeted:
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Special Council Meeting Discussion 12/17/19
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: Per Edgewood Municipal Code (EMC) Subsection 18.60.130.B, Any interested person, including citizens, hearing examiners, staff of other agencies, planning commission and city council members, may suggest an amendment to the comprehensive plan. All applications for comprehensive plan amendments shall be submitted to the Director by December 31st of the current calendar year; therefore, on December 9, 2019, the Planning Commission, after months of deliberation, voted to recommend four amendments to the City's Comprehensive Plan for consideration in 2020. The four amendments are identified in Exhibit 1. Please note, however, that the parcel count for Recommendation 1 should specify 11 parcels and not 10 parcels, see Exhibit 2 for context and clarification.		
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A		
RECOMMENDED ACTION: Hear a report from the Director regarding the 2020 annual Comprehensive Plan Amendments.		
ALTERNATIVES TO RECOMMENDED ACTION: 1) Forward to another Study Session for further review		



CITY OF EDGEWOOD

PLANNING COMMISSION RECOMMENDATION

Per Edgewood Municipal Code (EMC) Section 18.60.130, the Planning Commission voted 5-0 to suggest the following four amendments to the Comprehensive Plan:

1. Update the Future Land Use Map (FLUM) and any associated textual references to change the designation of ten (10) properties along or near West Valley Highway East from Single-Family Low to Commercial.
2. Update the Future Land Use Map (FLUM) and any associated textual references to change the designation for any property not previously or currently proposed as a Comprehensive Plan amendment that is located within the Special Land Use Study Overlay from Mixed Residential Moderate or Single-Family Moderate to Industrial, with a concurrent zoning change from Single-Family 3 (SF3) to Industrial (I).
3. Remove the Special Land Use Study Overlay from the FLUM and delete any associated textual references to the overlay within the body of the Comprehensive Plan.
4. Update the Future Land Use Map (FLUM) and any associated textual references to eliminate the Public designation and to re-designate those properties as reasonable into the adjoining designations, with concurrent zoning changes from Public (P) zoning to the correlated zoning districts that coincide with the Comprehensive Plan designations.

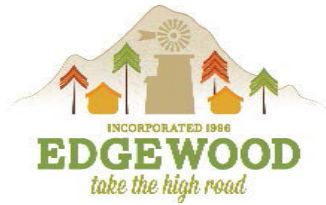
It is the recommendation of the City of Edgewood Planning Commission to approve the four amendment(s) as motioned and discussed during the December 9, 2019 Planning Commission agenda.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION ON THE 9TH
DAY OF DECEMBER 2019.**

Attest by:

Darren Groth, AICP, CPM
Director, Comm. & Econ. Dev.

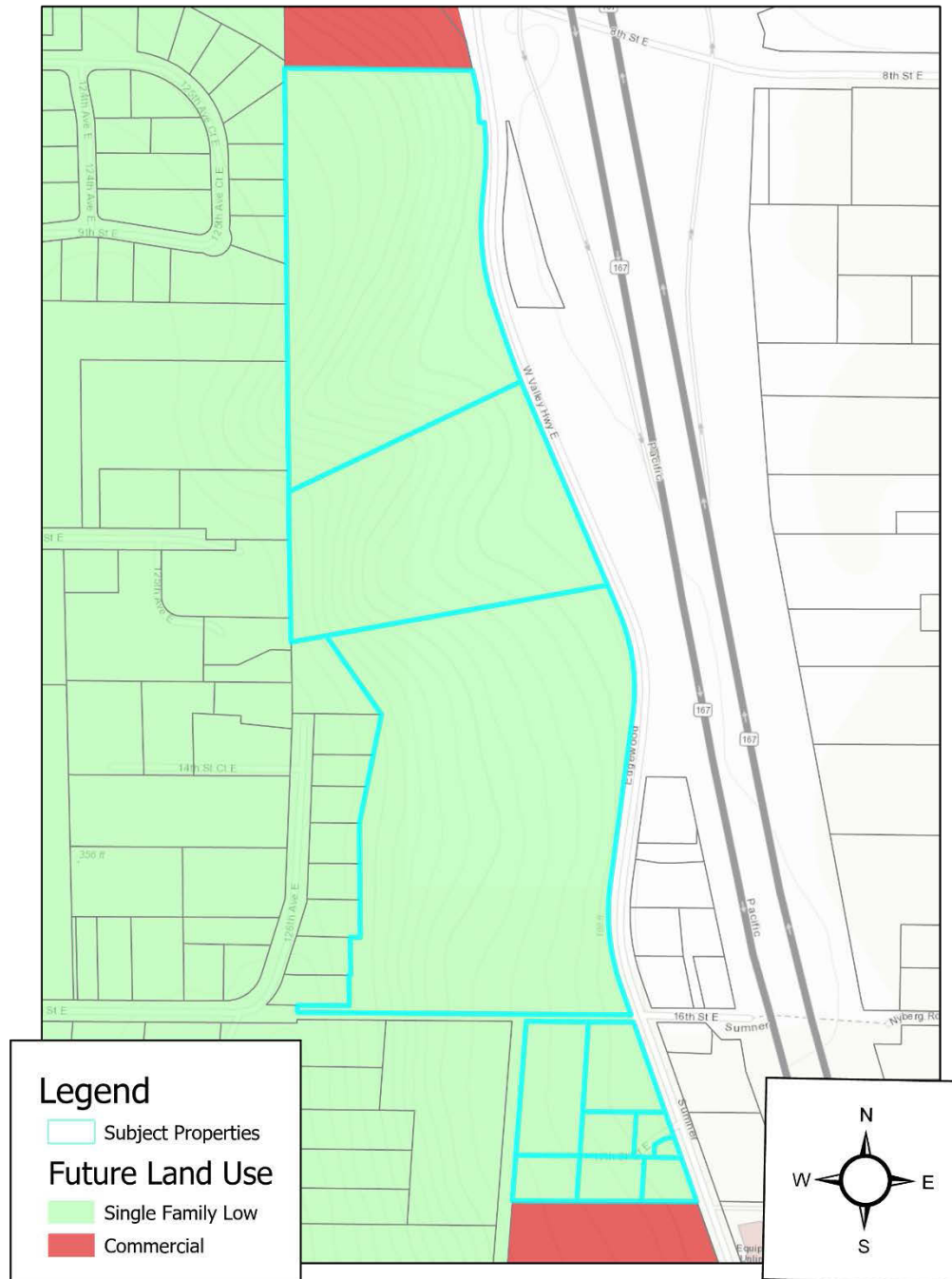
Planning Commission Chair



RECOMMENDATION NO. 1 CLARIFICATION MAP

COMMUNITY DEVELOPMENT DEPARTMENT

2224 104TH AVENUE EAST, EDGEWOOD, WA 98372 • (253)952-3299



This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This product has been produced by the City of Edgewood for the sole purpose of geographic reference. No warranty is made by the City of Edgewood regarding specific accuracy or completeness. The base data contained herein was taken from the City's Official Zoning Map.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Call Out and Emergency Pay IAAC (Internal Accounting & Administrative Controls)	Agenda Item #:		AB19-054
	For Agenda of:		December 17, 2019
	Prepared by:		Rachel Pitzel
ATTACHMENTS (list): ☒ Draft IAAC (Internal Accounting & Administrative Controls) ☒ Examples of Fife, Puyallup and Sumner CBA Language			
Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	<u>Emergency Basis</u>
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	<u>\$4,000.00*</u>
Interim City Attorney, Ann Marie J. Soto	☐	Timeline: Study Session Discussion 12/3/19 Regular Council Meeting Discussion 12/10/19 Special Council Meeting Action 12/17/19	
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	☐		
*For Streets, Parks & Surface Water Funds Each			
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 will be placed in the new Personnel Manual, which will be presented to Council for approval in 2020. Attached are examples of CBA's from Fife, Puyallup and Sumner- each document has highlighted pages reflective of the proposed IAAC for Call Out and Holiday pay: Fife: - Page 7 – Article IX- Holidays – 9.2 - Page 14- Article XIV – Emergency Call-In and Standby – 14.1 Sumner: - Page 18 – Article 18 - Scale of Wages/Hours of Work – 14.3 (4)- Call Out - Page 19 – Article 18 - Scale of Wages/Hours of Work – 14.4 Puyallup: - Page 7 – Article 10 – Holidays – 10.3 – Holiday Pay - Page 18 - Article 18 – Overtime and Standby Pay – 18.2			
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 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 ~~the City's p~~Policy to remain open for business to the public Monday through Friday 8:30-~~AM~~am through 5:00-~~PM~~pm except on published holidays ~~or and during~~ posted training periods. ~~At times~~In ~~a~~Addition-~~inclement, inclement~~ weather or ~~other~~ emergency events may occur that will require closure or restricted service activity to the public with limited notice.

It is the intent of the City to provide clear guidance ~~on for all staff~~ members regarding their responsibility responsibilities during those periods and to fairly compensate staff during periods City Facilities are Hall is closed or operating on ~~limited hours~~ Restricted Service Activity ~~or providing limited services~~ due to circumstances beyond their control. It is also the intent of the City to provide fair compensation to staff members when City Hall is closed or operating on Restricted Service Activity. 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 ~~the~~ City ~~Facilities~~. This activity will likely ~~a~~effect staff members' 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 notification", or other notification method deemed necessary as circumstances warrant ~~AMS1~~. It will also identify ~~what which~~ City Offices are closed, or delayed in opening or whether the City made other any modifications to normal City Hall hours of operation and/or City services to be provided. The City's Communications Coordinator or designee, will post the announcement notification on the ~~city's~~ City's website and social media outlets for Public or Emergency Notice purposes as soon as reasonable after receipt of the Staff Notice.

~~Regardless of w~~Whether ~~the facility~~ City Hall remains open or closed for business, it is the responsibility of each employee's decision staff member to determine if they can safely arrive at work ~~under the conditions~~. Each ~~employee~~ staff member is responsible to ~~will~~ contact the individual identified in the ~~notice notification~~ text and their Supervisor or Director of their status upon receipt of the Staff ~~or~~ Emergency Notice.

Facility-City Hall Closed or on Restricted Service Activity ~~Limited Work Schedule:~~

Upon notification that ~~if the facility~~ City Hall is ~~announced to be~~ closed, all staff members will receive regular straight time pay for the hours of closure.

Employees who elect to not report to work during the time City Hall is open may use vacation, compensatory time or flex time. Working from home qualifies as time worked if it was approved prior to the event.

If City Hall is delayed in opening, staff members may elect to not report to work that day, and use their leave balance to make up a full workday for the time City Hall was open for business.

~~Employees who elect to not report to work during the time the facility is open for business will burn leave bank.~~

~~Facility~~ City Hall Closed Early:

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

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

Call Out, Callback and Emergency pay is used to compensate employees for unexpected emergent events. It does not apply to scheduled overtime or holiday work (see overtime).

~~For a~~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 work day shift, or who are called to work on a day off or during a period day City Hall has been closed, shall be paid a minimum of four (4) hours pay at double time (2x the normal rate of pay). Double time occurs for all time worked following a call out or callback until the beginning of the employee’s regular workday schedule begins (reverts to straight time pay), or, in the case of a rotating “all hands” event, less until 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. Pay begins from this point. 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 and Explanations:

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 Such requests may be 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 ~~12 for 19 extraordinary~~ circumstances such as afterhours call-out, call back or times when employees are working employer ~~Page 65 of 67~~

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: All benefit-eligible employees will be paid Holiday pay for each Holiday identified in the personnel policy. Full time employees will be paid eight (8) hours for the holiday. Part time employees will be paid four (4) hours of holiday pay. Holiday pay is an established employee benefit and does not affect other pay types.

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 hourly rate for each employee is their monthly salary (published on the Salary Schedule Appendix A of the current year budget) divided by 173.33.

Full-Time Non-Exempt Employee Pay Rate Matrix

	<u>Scheduled</u>	<u>Emergency Call Out / Callback</u>
<u>Straight-time</u>	<u>1.0x Hourly Rate for Hours Worked</u>	<u>2.0x Hourly Rate for Hours Worked (4-hour minimum)</u>
<u>Overtime</u>	<u>1.5x Hourly Rate for Hours Worked in excess of 40 in a week</u>	

<u>Holiday Worked</u>	<u>1.5x Hourly Rate for Hours Worked</u>	<u>2.0x Hourly Rate for Hours Worked (4-hour minimum)</u>
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