



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, March 3, 2020 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Training - Council Rules and Responsibilities

B. Discussion - City Logo / Website

C. Discussion - Prioritizing the Future Agendas List

D. Discussion - Tree Preservation

E. Discussion - Planning Manager Job Description

F. Discussion/Review - Ordinance - Budget Amendment

3. OTHER COUNCIL ITEMS

4. ADJOURN

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

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



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - City Logo / Website	Agenda Item #: 2.B
	For Agenda of: 3/3/2020
	Prepared by: Matthew Ray
Attachments (list):	
Approval of Materials: Matthew Ray Rachel Pitzel 2/27/2020 Dave Gray 2/28/2020 Daryl Eidingen 2/28/2020	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: N/A

Summary Statement:

The City will be launching a redesign of the City's Website this year. The first step in the design process is to decide on a color pallet, appropriate fonts and a web friendly logo. We will be providing a first look at proposed pallet, fonts and logo.

Item History:

N/A

Recommended Action:

Presentation Only

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Prioritizing the Future Agendas List	Agenda Item #: 2.C For Agenda of: 3/3/2020 Prepared by:
Attachments (list): 1. Proposed FAL Items from SCM 2. FutureAgendasList_030320	
Approval of Materials: Rachel Pitzel 2/27/2020 Dave Gray 2/28/2020 Daryl Eidinger 2/28/2020	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 01/30/2020 – Strategic Planning Retreat Topic 03/03/2020 - SS Discussion

Summary Statement:

During discussion at the Strategic Planning Retreat, Council created a list of items/projects. Attached is the list of items discussed that evening, including ideas for topics for Town Hall meetings. Staff believes adding these meetings to the Future Agendas List (FAL) now, will allow ample time to prepare and send notifications well in advance of the event for citizen engagement.

Staff is looking for recommendations of prioritization to populate the FAL to help forecast future agenda items being brought to Council for discussion and potential action as well as forecasting upcoming Town Hall Meetings.

Item History:

01/30/2020- Strategic Planning Retreat discussion.

Recommended Action:

Hold a discussion and provide staff direction to Discussion - Prioritizing the Future Agendas List

Fiscal Note/Consideration:

N/A

City of Edgewood – City Council Strategic Planning Meeting – 01/30/2020

Proposed items for Future Agendas List (FAL)

Public Works:

1. Traffic Signage
2. Pierce County Public Works Contract – costs & benefits
3. Jovita & 114th Left Turn Signals
4. Jovita & W. Valley - Approach Channelization
5. Stormwater Town Hall discussion
6. PW Performance Metrics
7. Alternative Transportation Routes (off the hill)
8. Assumption of Drainage District 21
9. Facility Improvements
10. City Hall Exterior Improvements
11. Long Range Planning for PW Facilities
12. Long term goals for public use (City Hall- rentals, etc.)
13. PRAB involvement: *(These items have been placed on the Work Plan for PRAB discussed at the joint meeting)*
 - a. Park Facilities
 - b. Update additional facilities (Edgemont Park)
 - c. City Hall walkable space (more useable)
14. Sumner Heights Drive Improvements
15. Jovita Blvd Shoulder Improvements
16. Chrisella & Karshner Drainage Improvements
17. City-wide Trail Network
18. Simons Mill Drainage Improvements
19. 102nd Ave. E. / Meridian Intersection Safety
20. 8th St E / Milton Way & Meridian Ave E Signal Improvements
21. Jovita & Meridian Traffic flow
22. Town Hall Task Force/Long term goal

Community & Economic Development

1. Population Updates
2. Density
3. GMA (Growth Management Act)
4. Height requirements
5. Town Center / Mixed Use
6. ADU's (Additional Dwelling Units)
7. Add to each SS update on house bills affecting Edgewood
8. Presentation on what Edgewood could look like using our design codes

9. Zoning (moving boundaries)
10. Community involvement in GMA discussions
11. Berk Study

Administration / IT:

1. Quarterly Town Hall meetings
2. Chat Box
3. Review of Policies (need clarification on WHICH policies)
4. Council Rules of Procedures update:
 - a. Council Attendance
 - b. Dress Code
5. Mayor Term Limit
6. Emergency Management
7. Council's Role during an Emergency Training
8. Active Shooter Training
9. Civic 101 (Community Academy)

The following are topics to help with the scheduling of the quarterly Town Hall meetings:

1. Speed Limits
2. City Logo/Website
3. Traffic
4. Stormwater
5. Growth Management Act (GMA)

EDGEWOOD CITY COUNCIL

FUTURE AGENDAS LIST

This list is for planning purposes only and is not intended to mean all items will be on the agenda for each shown date.

Please check with staff should you have any questions regarding a particular item. The City may in its sole discretion, add or delete agenda items to the extent permissible by law.

(Week 10) March 3, 2020 – City Council Study Session

- **Training** – Council Rules and Responsibilities – Ann Marie J. Soto
- *(All Directors/Mayor)* Discussion – Prioritizing the Future Agendas List
- *(Darren/Rachel)* Discussion / Review – Planning Manager Job Description
- *(Dave)* Discussion / Review – Ordinance – Budget Amendment
- *(Darren)* Discussion – Tree Preservation
- *(Matthew/Jill)* Discussion – City Logo / Website

(Week 11) March 10, 2020 – Regular Council Meeting

- **PRESENTATION** – Pierce Transit Long Range Plan – Darin Stavish
- **Consent Agenda** – Planning Manager Job Description
- *(Dave)* Ordinance – Budget Amendment
- *(Mayor)* Discussion – South Sound Housing Affordability Partners

(Week 12) March 17, 2020 – City Council Study Session

- *(James)* Discussion – Development Review
- *(Jeremy)* Discussion – Windmill
- *(Dave)* Discussion / Review – Ordinance – Lease of Public Property
- *(Dave)* Discussion/ Review – Resolution – McKinstry HVAC Contract
- *(Jen/Britt/Rachel)* Discussion / Review – Uniform Policy
- *(Mayor)* Discussion – Annual Vehicle Licensing Fees

(Week 13) March 24, 2020 – Regular Council Meeting

- **Consent Agenda** – Uniform Policy
- **Consent Agenda** – Resolution – McKinstry HVAC Contract
- *(Dave)* Ordinance – Lease of Public Property

(Week 14) March 31, 2020 – City Council Study Session

(Week 15) April 7, 2020 – City Council Study Session

(Week 16) April 14, 2020 – Regular Council Meeting

EDGEWOOD CITY COUNCIL

FUTURE AGENDAS LIST

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(Week 17) April 21, 2020 – City Council Study Session

- *(Kristin/Silas)* Discussion – Development Review

(Week 18) April 28, 2020 – Regular Council Meeting

(Week 19) May 5, 2020 – City Council Study Session

(Week 20) May 12, 2020 – Regular Council Meeting

(Week 21) May 19, 2020 – City Council Study Session

- *(James)* Discussion – Development Review

(Week 22) May 26, 2020 – Regular Council Meeting

(Week 23) June 2, 2020 – City Council Study Session

(Week 24) June 9, 2020 – Regular Council Meeting

(Week 25) June 16, 2020 – City Council Study Session

- *(Kristin/Silas)* Discussion – Development Review

(Week 26) June 23, 2020 – Regular Council Meeting

(Week 27) June 30, 2020 – City Council Study Session

PENDING:

- (SS) Discussion/Review – Park Reservation Policy
- (SS) Discussion/Review – Boards, Commissions & Committees
- (SS) Discussion/Review – Ordinance- Firework Regulations (Jan/Feb or Mar 2019)
- (RCM) **Public Hearing** - Ordinance- Firework Regulations (Jan/Feb or Mar 2019)
- (RCM) Ordinance- Firework Regulations(Jan/Feb or Mar 2019)
- *(Jeremy) (SS)* Discussion/Review – Resolution – Purchasing Policy Procedures
- *(Jeremy)(SS)* Discussion/Review – Ordinance – Repealing Ch. 2.65 Small Works Roster
- *(Jeremy)(RCM)* Resolution – Purchasing Policy Procedures
- *(Jeremy) (RCM)* Ordinance – Repealing Ch. 2.65 Small Works Roster

EDGEWOOD CITY COUNCIL

FUTURE AGENDAS LIST

This list is for planning purposes only and is not intended to mean all items will be on the agenda for each shown date.

- (Dave) (SS) Discussion/Review – Ordinance – Utility Tax Modification- Gross Receipts Definition
- (Dave) (RCM) **Public Hearing** – Ordinance – Utility Tax Modification- Gross Receipt Def.
- (Dave) (SS) Discussion/Review – Ordinance – Utility Tax Modification- Gross Receipts Definition
- (Dave) (RCM) Ordinance – Utility Tax Modification- Gross Receipts Definition
- (Darren) Discussion/Review – Ordinance - elements of a complete bldg. permit application and associated checklists
- (Darren) Ordinance - relating to elements of a complete bldg. permit application and associated checklist
- (Darren) Discussion/Review - Ordinance – Use Tables
- (Darren) **Public Hearing** – Ordinance – Use Tables
- (Darren) Ordinance – Use Tables
- (Jeremy/Dave) Discussion/Review - Resolution – Fees Schedule Adoption
- (Jeremy / Dave) Resolution – Fees Schedule Adoption

YEARLY ITEMS:

- (First SS in January) OPMA/PRA Training for new Council
- (Second SS in January) All Staff Meet and Greet
- Select Deputy Mayor (Biennially-next selection 1/1/22)
- (Yearly First SS in Jan) Appointments to External Boards, Commissions, Committees/Organizations
- (Jan) Council Strategic Retreat – Special Meeting
- (Oct) Council Budget Retreat
- (Second SS in Feb) Joint Meeting with Commission and Boards (Year Work Plans)
- Comprehensive Plan Update
- Capital Facilities Plan (CFP)
- Capital Improvement Plan (CIP) }
- Six Year TIP - 2nd April Council meeting - Public Hearing
- Six Year TIP – Resolution adoption - 1st May Council meeting
- November (first SS) – Sign-up Sheet for Council Highlight Article for the Year (Doodle Poll)
- November (first SS) – Sign-up Sheet for new year Connect over Coffee (Doodle Poll)
- Last December RCM- Recognition of Outgoing Council (if applicable)

EDGEWOOD CITY COUNCIL FUTURE AGENDAS LIST

***This list is for planning purposes only and is not intended to mean all items will
be on the agenda for each shown date.***

- Last December RCM- Swearing In of New Electeds (if applicable)



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Tree Preservation	Agenda Item #: 2.D
	For Agenda of: 3/3/2020
	Prepared by: Darren Groth
Attachments (list): 1. Tree City USA Standards 2. Close the Subdivision Loophole Option 3. Tree Removal Permits Required 4. Current Tree Preservation Code	
Approval of Materials: Darren Groth Rachel Pitzel 2/27/2020 Dave Gray 2/28/2020 Daryl Eidinger 2/28/2020	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 02/04/2020 - SS 03/03/2020 - SS

Summary Statement:

In light of recent events in Edgewood, City Council has requested that the topic 'Tree Preservation' be added to their Study Session agendas. This discussion topic was restarted on February 4, 2020 and City Council asked for additional details to come back on a future agenda. This agenda item is intended to provide three options that were specifically requested during the prior study session discussion. Those options are 1) requirements for the City of Edgewood to obtain Tree City USA designation; 2) how the 'loophole' of exemptions for previously divided property could be reduced to a more reasonable standard; and 3) recommendations for tree size and species that could require preservation through a required permit for any removal. Additional details for each of these options is provided in the respective attachments. In addition, Attachment 4 provides the City's current Tree Preservation code (EMC 18.90.180) for reference.

Item History:

July 2017 - Planning Commission Discussion

September 2017 - Planning Commission Discussion

November 2017 - Planning Commission Discussion

December 5, 2017 - City Council Discussion

January 9, 2018 - 'Start with Why' presentation to City Council setting Planning Commission work plan for 2018

January 30, 2018 - Planning Commission work plan finalization discussion with City Council

Recommended Action:

Hold a discussion and provide staff direction to Discussion - Tree Preservation

Fiscal Note/Consideration:

N/A

TREE CITY USA STANDARDS

To qualify as a Tree City USA community, you must meet 4 standards established by the Arbor Day Foundation and the National Association of State Foresters. These standards were established to ensure that every qualifying community would have a viable tree management program and that no community would be excluded because of size.

FOUR STANDARDS FOR TREE CITY USA RECOGNITION

Standard 1: A Tree Board or Department

Someone must be legally responsible for the care of all trees on city- or town-owned property. By delegating tree care decisions to a professional forester, arborist, city department, citizen-led tree board or some combination, city leaders determine who will perform necessary tree work. The public will also know who is accountable for decisions that impact community trees. Often, both professional staff and an advisory tree board are established, which is a good goal for most communities.

The formation of a tree board often stems from a group of citizens. In some cases a mayor or city officials have started the process. Either way, the benefits are immense. Involving residents and business owners creates wide awareness of what trees do for the community and provides broad support for better tree care.

Standard 2: A Tree Care Ordinance

A basic public tree care ordinance forms the foundation of a city's tree care program. It provides an opportunity to set good policy and back it with the force of law when necessary.

A key section of a qualifying ordinance is one that establishes the tree board or forestry department—or both—and gives one of them the responsibility for public tree care (as reflected in Standard 1). It should also assign the task of crafting and implementing a plan of work or for documenting annual tree care activities.

Ideally, the ordinance will also provide clear guidance for planting, maintaining and removing trees from streets, parks and other public spaces as well as activities that are required or prohibited. Beyond that, the ordinance should be flexible enough to fit the needs and circumstances of the particular community.

Standard 3: A Community Forestry Program With an Annual Budget of at Least \$2 Per Capita

City trees provide many benefits—clean air, clean water, shade and beauty to name a few—but they also require an investment to remain healthy and sustainable. By providing support at or above the \$2 per capita minimum, a community demonstrates its commitment to grow and tend these valuable public assets. Budgets and expenditures require planning and accountability, which are fundamental to the long-term health of the tree canopy and the Tree City USA program.

To meet this standard each year, the community must document at least \$2 per capita toward the planting, care and removal of city trees—and the planning efforts to make those things happen. At first this may seem like an impossible barrier to some communities. However, a little investigation usually reveals that more than this amount is already being spent on tree care. If not, this may signal serious neglect that will cost far more in the long run. In such a case, working toward Tree City USA recognition can be used to reexamine the community's budget priorities and redirect funds to properly care for its tree resources before it is too late.

Standard 4: An Arbor Day Observance and Proclamation

An effective program for community trees would not be complete without an annual Arbor Day ceremony. Citizens join together to celebrate the benefits of community trees and the work accomplished to plant and maintain them. By passing and reciting an official Arbor Day proclamation, public officials demonstrate their support for the community tree program and complete the requirements for becoming a Tree City USA!

This is the least challenging—and probably most enjoyable—standard to meet. An Arbor Day celebration can be simple and brief or an all-day or all-week observation. It can include a tree planting event, tree care activities or an award ceremony that honors leading tree planters. For children, Arbor Day may be their only exposure to the green world or a springboard to discussions about the complex issue of environmental quality.

The benefits of Arbor Day go far beyond the shade and beauty of new trees for the next generation. Arbor Day is a golden opportunity for publicity and to educate homeowners about proper tree care. Utility companies can join in to promote planting small trees beneath power lines or being careful when digging. Fire prevention messaging can also be worked into the event, as can conservation education about soil erosion or the need to protect wildlife habitat.

Proposed Amendment to the EMC to Close the Subdivision “Loophole”

18.90.180 Tree preservation.

A. This section establishes significant tree preservation for any development action or land use development to protect the treed environment within the city of Edgewood by regulating the removal of significant trees and providing incentives to preserve trees that, because of their size, species, or location, provide special benefits. Tree preservation protects and enhances critical areas, facilitates aquifer recharge, reduces erosion and stormwater runoff, and helps to define public and private open spaces. Existing residential development or single-family residences that comply with current EMC Subsection 18.80.040.E.1 minimum and maximum densities, are exempt from this section.

18.80.040 Single-Family Residential zoning districts.

E. In addition to the regulations and requirements contained in other sections of this title, the following property development standards apply to all land and buildings in the Single-Family zoning districts:

1. The density for the Single-Family zoning districts is the number of dwelling units allowed per net buildable acre (dua) and shall be as follows:

	Maximum	Minimum
a. SF-2 zoning district:	2 dua	1 dua
b. SF-3 zoning district:	3 dua	1 dua
c. SF-5 zoning district:	5 dua	2.5 dua

Proposed Amendment to the EMC to Require Tree Removal Permits

18.90.180 Tree preservation.

C. Significant tree preservation shall be required for any development action or land use development permit.

Removal of any tree identified as significant shall require a tree removal permit from the Department.

1. A significant tree is an existing tree which:
 - a. When measured at three feet above grade, has a minimum diameter of 15 inches for evergreen trees and deciduous trees;
 - b. Regardless of the tree diameter, is determined to be significant by the community development director or designee due to the uniqueness of the species.

18.90.180 Tree preservation.

A. This section establishes significant tree preservation for any development action or land use development to protect the treed environment within the city of Edgewood by regulating the removal of significant trees and providing incentives to preserve trees that, because of their size, species, or location, provide special benefits. Tree preservation protects and enhances critical areas, facilitates aquifer recharge, reduces erosion and stormwater runoff, and helps to define public and private open spaces. Existing residential development or single-family residences are exempt from this section.

B. The requirements for tree preservation are applicable to all zoning districts and shall be provided in accordance with the requirements of each individual zoning district and the provisions of this section. In the event a permit is not required for the establishment of a use, the standards of this section still apply.

C. Significant tree preservation shall be required for any development action or land use development permit.

1. A significant tree is an existing tree which:

- a. When measured at three feet above grade, has a minimum diameter of 15 inches for evergreen trees and deciduous trees;
- b. Regardless of the tree diameter, is determined to be significant by the community development director or designee due to the uniqueness of the species.

2. Trees will not be considered “significant” if, following inspection by a registered landscape architect, certified nursery professional or certified arborist, and upon review and concurrence by the city, they are determined to be:

- a. Safety hazards due to potential root, trunk or primary limb failure, or exposure of mature trees which have grown in a closed, forested situation.
- b. At the discretion of the city, damaged or standing dead trees may be retained and counted toward the significant tree requirement, if demonstrated that such trees will provide important wildlife habitat and are not classified as danger trees.
- c. A significant tree permit is required for the removal of any significant tree or street tree as defined herein or trees removed pursuant to a tree retention plan unless specifically exempted within this section. All significant trees shall be preserved according to the following criteria:
 - i. All significant trees within 15 feet of the lot perimeter or required buffer or setback, whichever is greater, shall be preserved. At the discretion of the community development director or designee, significant trees may be removed for access, buildings, sight areas, required roads, utilities, sidewalks, trails, or storm drainage improvements provided they are replaced in accordance with subsection (D) of this section.
 - ii. A percentage of all significant trees within the interior of a lot, not including the perimeter area, shall be preserved within the applicable zoning district.
 - iii. In new single-family subdivision developments (excluding short subdivision (i.e., four lots or less), multifamily residential developments, and public/quasi-public institutional developments, 50 percent of the significant trees located within the interior landscaping area of the lot, or individual lots in the case of residential subdivisions, shall be retained.
 - iv. In commercial and industrial developments, 10 percent of the significant trees located within the interior landscaping area of the lot, or individual lots in the case of subdivisions, shall be retained.
- d. Tree preservation criteria listed above shall exclude sensitive/critical areas and their buffers, and designated open space areas and tracts. All trees within such areas shall be retained except as may be specifically indicated in a discretionary land use permit or tree removal permit.

e. State Environmental Policy Act Requirements. Additional or specific tree retention may be required as SEPA mitigation in addition to the requirements of this section.

i. Requirements. Any development action or land use permit shall identify, preserve, and replace significant trees in accordance with the following:

(A) Submit a tree retention plan that consists of a tree survey that identifies the location, size and species of all significant trees on a site.

(1) The tree survey may be conducted by a method that locates individual significant trees; or

(2) Where site conditions prohibit physical survey of the property, standard timber cruising methods may be used to reflect general locations, numbers and groupings of significant trees.

(B) If tree retention and/or landscape plans are required, no clearing shall be allowed on a site until approval of such plans.

(C) The tree retention plan shall also show the location, species, and dripline of each significant tree that is intended to qualify for retention credit, and identify the significant trees that are proposed to be retained, and those that are designated to be removed.

(D) Each significant tree that is located outside of the perimeter area and is retained may be credited as two trees for complying with the retention requirements above, provided it meets one or more of the following criteria:

(1) The tree exceeds 60 feet in height, or 24 inches in diameter for evergreen trees, or 30 inches in diameter for deciduous trees;

(2) The tree is located in a grouping of at least five other significant trees with canopies that touch or overlap;

(3) The tree provides energy savings, through wind protection or summer shading, as a result of its location relative to buildings;

(4) The tree belongs to a unique or unusual species;

(5) The tree is located within 25 feet of any critical area or required critical area buffers; or

(6) The tree is 18 inches in diameter or greater and is identified as providing valuable wildlife habitat.

(E) In any required perimeter landscaping area as defined in this section, the applicant shall retain all significant trees, except as provided in this section.

(F) An area free of disturbance, corresponding to the dripline of the significant tree's canopy shall be identified and protected during the construction stage with a temporary three-foot-high chain-link or plastic net fence. No impervious surfaces, fill, excavation, storage of construction materials, operations or parking of vehicles shall be permitted within the area defined by such fencing or stakes.

(G) At community development director or designee's sole discretion, a protective tree well may be required to be constructed if the grade level around the tree is to be raised or lowered. The inside diameter of the well shall be at least equal to the diameter of the tree spread dripline, plus at least five feet of additional diameter.

(H) The community development director or designee may approve use of tree protection techniques other than those listed above if the trees will be protected to an equal or greater degree than by the techniques listed above. Alternative techniques must be approved by a registered landscape architect, certified nursery professional or certified arborist, and reviewed and concurred by the city.

(I) The applicant shall demonstrate on the tree retention plan those tree protection techniques intended to be utilized and approved by the community development director or designee during land alteration and construction in order to provide for the continual healthy life of retained significant trees.

(J) If any significant tree that has been specifically designated to be retained in the tree preservation plan dies within three years of the development of the site, then the significant tree shall be replaced at the rate of five trees if the significant tree was in the perimeter landscape area and three trees if the significant tree was in the interior landscape area.

D. When a significant tree subject to this section cannot be retained, the tree shall be replaced in accordance with the following as a condition for the removal of the significant tree.

1. On-Site Replacement.

- a. Significant trees shall be replaced at a rate of 1.5 times to one of the total diameter inches of all the significant trees removed.
- b. Replacement trees shall be no smaller than two inches in diameter at three feet above grade.
- c. Existing healthy and nonhazardous trees between three and 12 inches in diameter, which are retained to support the remaining significant trees can be counted against the on-site replacement requirements.

E. Tree Retention Plan Required.

1. A significant tree retention plan shall be submitted to the community development department for any development action or land use permit. The plans shall be submitted according to the requirements of the application form provided by the community development department.
2. The community development director or designee shall review and may approve, approve with modifications, or disapprove a tree retention plan subject to the provisions of this section. (Ord. 15-448 § 2 (Exh. A); Ord. 03-203 § 1).



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Planning Manager Job Description	Agenda Item #: 2.E
	For Agenda of: 3/3/2020
	Prepared by: Darren Groth
Attachments (list): 1. Planning Manager_ 02-28-20	
Approval of Materials: Darren Groth Rachel Pitzel 2/28/2020 Dave Gray 2/28/2020 Daryl Eidingen 2/28/2020	Expenditure Required: \$98,272 (See Fiscal Note/Consideration)
	Amount Budgeted: \$99,312 (See Fiscal Note/Consideration)
	Timeline: 03/03/2020 - SS

Summary Statement:

On August 27, 2019, City Council authorized adding another Senior Planner to the Community and Economic Development (CED) Department. While that newly created vacant position was filled after a posting and recruitment period, the second Senior Planner position is again vacant. This request is to ask City Council to modify the recruitment of that vacant position from Senior Planner to Planning Manager, which would require approval of the job description (this agenda item) and a budget amendment (Agenda Item 2F) to include the Planning Manager on the salary survey. The new position would increase the salary range from FT-20-09 to FT-20-10. Since the new Planning Manager will manage CED's Planning Division, the FT-20-10 wage rate was set as equivalent to the Building Official's position, which is the managing position for CED's Building Division. The AWC's published 2019 Salary and Benefit Survey supports this pairing by grouping "Building Official" with other titles like "Development Services Manager," "Assistant Director of Development Services," and "Code Administrative Manager" in Job Code 624. The proposed job description treats our Planning Manager similarly to those identified Job Code 624 Assistant Directors in two ways. First, a Community Development Department is often entitled as the Development Services Department in other cities. Second, the proposed job description specifically states this position "may function as a deputy for the...Director or even serve as Acting Director in the Director's stead."

Further increases in workload volume, over the levels used for justification last August, and the rapid increase in complexity of projects has necessitated the requested change in classification. In addition, the amount of time the CED Director spends focused on planning specific issues is getting more and more limited as building permit numbers rise, the Code Enforcement Program gets initiated, and economic development endeavors increase. Having a management position leading the Planning Division under the Director's guidance seems imperative at this moment in Edgewood's history, especially with numerous large-scale, complex developments in the pipeline.

Item History:

08/20/2019 - SS

08/27/2019 - RCM

Recommended Action:

Hold a discussion and provide staff guidance regarding Discussion - Planning Manager Job Description

Fiscal Note/Consideration:

The elevation of the vacated Senior Planner position into a Planning Manager is proposed to modify the salary range from FT-20-09, with a monthly rate of \$7,283-\$8,276, to FT-20-10, with a monthly rate of \$7,990-\$9,080; which results in a maximum increase of approximately \$800 per month.

Knowing it will take at least a month to post, advertise, interview, and staff the position, the maximum salary in 2020 would be \$98,282: \$81,720 (Step 5 of FT-20-10 at \$9,080 for nine months) plus \$16,552 (Step 5 of FT-20-09 at \$8,276 for two months).

The maximum total budget for 12 months of Senior Planner wage at Step 5 is \$99,312. As such, this proposal has a negligible impact to the 2020 budget.



City of Edgewood

2224 104th Ave E, Edgewood WA 98372-1513

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

Planning Manager – Job Description

Department: Community & Economic Development

Salary Range: \$7,990 - \$9,080/mo.

Opening Date:

Closing Date: Open until Filled

First Review:

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

GENERAL SCOPE OF WORK

The Planning Manager requires advanced professional planning experience of high complexity and variety. Some functions, such as: project manager for land use applications (ex: Short Plat, BLA and Subdivision); coordination of on-site field inspections; perform research and prepare complex staff reports; and provide expert advice and policy recommendations to the Community Development Director, Mayor and City Council, are similar to those of the Senior Planner level; however, the Planning Manager manages and oversees the Planning Division within the larger Community and Economic Development Department. The Planning Manager may function as a deputy for the Community and Economic Development Director or even serve as Acting Director in the Director's stead.

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

SUPERVISION

This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall and reports to the Community and Economic Development Director. Work is performed under limited supervision of the Mayor and Executive Staff Members. This position requires a high degree of independent judgment, initiative, and discretion. Supervision of others is also required.

ESSENTIAL JOB FUNCTIONS

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

1. Performs and manages complex and sensitive professional planning projects, research and analysis;
2. Monitors and ensures Planning Division compliance with local, state and federal laws;
3. Oversees specialized planning functions such as large-scale new development proposals and environmental studies;
4. Provides overall management of issues germane to the Planning Division;
5. Advises the Community and Economic Development Director on all planning-related matters;
6. Advises various councils, boards, commissions and elected officials in planning-related issues;
7. Oversees the GIS, Front Counter, and Customer Service sections of the Department;
8. Serves as liaison and performs all necessary functions in support of Planning Commission;
9. Assigns work to professional staff and ensures appropriate training is provided;
10. Evaluates operations and activities of assigned responsibilities;
11. Prepares reports on operations and activities, recommending improvements and modifications;
12. Handles sensitive personnel matters;
13. Participates in budget preparation and administration, monitors and controls expenditures;
14. Attends substantial number of evening and weekend meetings;
15. Assists in updating City Codes, Comprehensive Plan, and other regulations as necessary;
16. Respond to citizen inquiries regarding the Comprehensive Plan; Zoning, Subdivision and Land Use Codes; either at the counter, over the phone, in writing, at formal and informal meetings, or all of the above;
17. Coordinate project proposal reviews with other agencies and City departments; organize, participate in, and lead meetings as needed;
18. Individuals may be required to perform other duties as assigned;
19. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines; and
20. From time to time may be asked to serve as the acting Community and Economic Development Director.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge

1. Thorough knowledge of urban planning and development and local government policies and procedures;
2. Thorough knowledge of specialization such as housing, zoning, historic preservation, and economic development;
3. Research methods and statistical principles related to urban growth and development;
4. Methods and techniques of effective technical report preparation and presentation;

5. Pertinent federal, state and local laws, codes and regulations including recent changes;
6. Principles and practices of supervision, training and personnel management;
7. Budgeting procedures and techniques;
8. Recent developments, current literature and sources of information related to municipal planning and administration;
9. Knowledge of local government procedures and practices;
10. Citizen involvement techniques and processes;
11. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS.

Skills and Abilities

12. Excellent oral and written communication skills for preparing and presenting planning reports and projects;
13. Must be innovative, detail-oriented, experienced in highly visible/controversial projects;
14. Capable of managing multiple, high-priority assignments;
15. Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints;
16. Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations;
17. Reading comprehension to understand technical and legal materials;
18. Ability to work on several projects or issues simultaneously;
19. Ability to provide effective supervision and staff management;
20. Ability to manage projects effectively and meet firm deadlines;
21. Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers;
22. Creative problem-solving skills to gather relevant information to solve less well- defined planning problems;
23. Group facilitation skills for use with community workshops;
24. Ability to work on several projects or issues simultaneously;
25. Ability to provide effective supervision and staff management;
26. Ability to manage projects effectively and meet firm deadlines;
27. A sense of humor and positive attitude are essential.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

A master's degree in urban planning, architecture, public policy, or related area of study in addition to eight years of planning experience and three years of supervisory experience;

OR

A bachelor's degree in urban planning, architecture, public policy, or related area of study in addition to ten years of planning experience and five years of supervisory experience;

OR

Any equivalent combination of education and experience that provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential job functions.

AND

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

Preferred

AICP Certification

SPECIAL CONSIDERATIONS

The incumbent will be joining an organization with approximately 20+ full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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

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

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

ACKNOWLEDGEMENTS

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

EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT

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

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

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

APPLICATION SUBMITTAL

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

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

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

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

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

Name

Date

SUPPLEMENTAL QUESTIONS

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Please separately describe both your planning experience and supervisory experience.
2. Please describe your experience or knowledge of research and interpretation of municipal codes and planning documents.
3. Please describe your experience within in growth communities and share any development and redevelopment challenges you experienced and how you addressed them.
4. Please tell us why you are interested in this position and why you are looking to leave your current position.



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion/Review - Ordinance - Budget Amendment	Agenda Item #: 2.F
	For Agenda of: 3/3/2020
	Prepared by: Dave Gray
Attachments (list): 1. Ord No 20-0XXX 2020 Budget Amendment No 1 2. 2020 Budget Amendment No. 1 Salary Schedule Add Planning Manager 3. 2020 BA No. 1 S&B Full Year Impact	
Approval of Materials: Dave Gray Rachel Pitzel 2/28/2020 Dave Gray 2/28/2020 Daryl Eidinger 2/28/2020	Expenditure Required: \$133,681 Amount Budgeted: \$133,681 Timeline: Study Session Discussion 03/03/2020 Potential Regular Council Meeting Action 03/10/2020

Summary Statement:

The City hired a second budgeted Senior Planner at the end of 2019 who did not complete the probationary period. During the post exit conference discussion on rehiring the position the Mayor determined the City may best be served by hiring a Planning Manager as opposed to a Senior Planner. The logic behind the decision is driven by the need for a seasoned case management individual. Given the extremely tight local market for planning personnel most candidates will be coming from an existing position with another municipality or consultant. Associate or Assistant planners ready to move into a senior planning role. The City's current need for a seasoned planner includes a level of expertise with some experience in process improvement development. Attracting a Senior Planner who is looking to make the next step to Planning Manager would be a better fit for current City needs. The other option would be to look for an Assistant or Deputy Community Development Director. Given the size of our City this position would be unusual. The Mayor recommends we attempt to attract a Planning Manager.

Item History:

Recommended Action:

Council is respectfully asked to consider the Mayor's ask for a Planning Manager addition to the Salary Schedule in lieu of a second Senior Planner.

If Council agrees with the Mayor, we ask permission to move the Budget Amendment Ordinance to New Business on the next Regular Council Agenda of March 10th for Council Action.

Fiscal Note/Consideration:

The total impact on the 2020 fiscal budget, as of this date, would be negligible as there are several unfilled position budgeted for the 2020 12 month labor model that would cover the increased cost of a Planning Manager for the remainder of the year. Always focused on the following year total budget increase the traditional Budget Amendment Increase Impact Worksheet is included for Council review. It shows a full year impact, fully absorbed (total cost of compensation) of \$19,108.39. This model is based upon filling the position with a candidate at step 3 of range 10 with a family consisting of a spouse and three dependents.

ORDINANCE NO. 20-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AMENDING THE BUDGET EXHIBIT A SALARY SCHEDULE FOR THE 20120 FISCAL YEAR, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

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

WHEREAS, the City of Edgewood established its 2020 Budget in Ordinance No. 19-0566; and

WHEREAS, the City Council desires to amend the 2020 Budget Exhibit A Salary Schedule to reflect the addition of a Planning Manager staff position; and

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

Section 1. Amending the 2020 Salary Schedule. The 2020 Salary Schedule approved with Ordinance 19-0566 is amended to add the Planning Manager position, attached as Exhibit A.

Section 3. Direction to Staff: Staff is hereby authorized and instructed to make the necessary changes to the printed form of the 2020 Budget Exhibit A Salary Schedule to reflect the above amendments.

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

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

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

Presented to Council for adoption on March 10, 2020.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD THIS 10TH DAY OF MARCH, 2020.

Mayor, Daryl Eiding

Attest/Authenticated:

City Clerk, Rachel Pitzel, CMC

Approved As To Form:

Acting City Attorney Ann Marie Soto

Date of Publication: *March XX, 2020*

Effective Date: *March XX, 2020*

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EXHIBIT "A"

ORDINANCE 19-XXXX 2020 BUDGET

CITY OF EDGEWOOD

SALARY RANGE PLAN

2020 Budget Amendment No. 1 Add Planning Manager

FULL TIME CLASSIFICATIONS:		2020 Monthly Wage Range				
Job Title		Step 1	Step 2	Step 3	Step 4	Step 5
FT-20-01	Administrative Assistant	\$4,389	\$4,538	\$4,688	\$4,838	\$4,987
FT-20-02	Public Works Maintenance Tech	\$4,824	\$4,989	\$5,153	\$5,317	\$5,482
FT-20-02	Accounting Tech	\$4,824	\$4,989	\$5,153	\$5,317	\$5,482
FT-20-03	Public Works Maintenance Tech II	\$5,029	\$5,201	\$5,372	\$5,544	\$5,715
FT-20-04	Permit Coordinator	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-20-04	Planning Technician	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-20-04	ROW Inspector	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-20-04	Parks Maintenance Lead	\$5,461	\$5,647	\$5,833	\$6,020	\$6,206
FT-20-05	Field Supervisor	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-20-05	Engineering Tech	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-20-05	Associate Planner	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-20-05	Code Compliance Specialist	\$6,128	\$6,337	\$6,546	\$6,755	\$6,964
FT-20-06	Communications Coordinator/Deputy City Clerk	\$6,722	\$6,952	\$7,181	\$7,410	\$7,639
FT-20-06	Combination Inspector	\$6,722	\$6,952	\$7,181	\$7,410	\$7,639
FT-20-07	Associate Engineer	\$6,954	\$7,191	\$7,429	\$7,666	\$7,903
FT-20-08	Accounting Manager	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-20-08	Office Manager	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-20-08	Information Technology Manager	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-20-08	Building Inspector/Plans Examiner	\$7,009	\$7,248	\$7,487	\$7,726	\$7,965
FT-20-09	Senior Planner	\$7,283	\$7,531	\$7,780	\$8,028	\$8,276
FT-20-10	Planning Manager	\$7,990	\$8,262	\$8,535	\$8,807	\$9,080
FT-20-10	Building Official	\$7,990	\$8,262	\$8,535	\$8,807	\$9,080
FT-20-11	Senior Engineer	\$8,404	\$8,690	\$8,977	\$9,263	\$9,550
FT-20-11	Public Works Superintendent	\$8,404	\$8,690	\$8,977	\$9,263	\$9,550
FT-20-12	City Engineer	\$9,035	\$9,343	\$9,651	\$9,959	\$10,267
FT-20-13	Information Technology Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-20-13	City Clerk/ HR Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-20-13	Public Works Director, PE	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-20-13	Community & Economic Development Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-20-13	Finance Director	\$9,964	\$10,304	\$10,644	\$10,983	\$11,323
FT-20-14	City Attorney	\$10,850	\$11,219	\$11,589	\$11,959	\$12,329
FT-20-14	Assistant City Administrator	\$10,850	\$11,219	\$11,589	\$11,959	\$12,329

All Steps are 3% lower than the higher step. All Comparables are at step 5 (AWC averages are step 5).

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

2020 Original Budget to Amended Budget: Budget Amendment No. 1

		General Fund	GF- Building	Total General Fund	Street Fund	Surface Water	City Total
ADDs	2018 Total FTE Funded	7.21	11.82	19.03	2.09	2.74	23.86
	Total Salary & Benefits 2020 Budget	1,020,363	1,619,941	2,640,304	291,564	399,695	3,331,563
	Planning Manager Added Replacing Budgeted Senior Planner		19,108	19,108			19,108
	SubTotal Increase	0	19,108	19,108	0	0	19,108
	Fully Funded Budget	1,020,363	1,639,049	2,659,412	291,564	399,695	3,350,671
	2020 Total FTE Funded	7.21	11.82	19.03	2.09	2.74	23.86
	These totals pull from worksheet B by type of Funding	1,020,363	1,639,050	2,659,413	291,564	399,695	3,350,671
		Total Labor Model Increase (Decrease) over Prior Year					\$19,108.39
	Budget Increase	0	0	0	0	0	0