



## CITY OF EDGEWOOD

### COUNCIL STUDY SESSION MEETING SUMMARY

Tues., March 31, 2015 – 8:00 p.m. ♦ City Hall – 2224 104<sup>th</sup> Avenue East ♦ Edgewood, WA

**ORIGINAL**

#### 1. CALL TO ORDER

Mayor Eidinger called the Study Session to order at 8:00 p.m.

Councilmember Christopherson led attendees in the Pledge of Allegiance.

#### ROLL CALL

**Present:** Mayor Daryl Eidinger, Deputy Mayor Steve Cope, Councilmember Donna O'Ravez, Councilmember Paul Crowley, Councilmember Stephanie Shook, Councilmember Tyron Christopherson. **Excused:** Councilmember Luke Meyers.

**Staff Present:** Acting City Manager Eric Phillips, Acting City Clerk Jane Montgomery, Police Chief Ed Knutson.

#### 2. COUNCIL BUSINESS

##### A. Discussion- Purchase Cards

Acting City Manager Phillips briefed the Council on this agenda item.

He informed Council that there is no fee for this service and it is managed thru US Bank. There will be one card for City staff which will have to be checked in and out. Acting City Manager Phillips intends to have the purchasing policy updated. Discussion ensued between Council and staff. Council would like this to move forward for consideration.

##### B. Discussion - Staffing Levels

Acting City Manager Phillips briefed the Council on the following:

1. The contract employee from Office Team
2. Billing of ROW permits
3. The contract employee from BHC for building inspection services
4. Implementing a schedule to take in SFR permits
5. Resignation of Interim Assistant City Manager Becky Hasart
6. Housekeeping measures with current finance staff to update signatories
7. Associate Planner recruitment
8. Administrative Assistant recruitment

Discussion ensued between Council and staff. Council would like the following actions:

- Pursue a temporary human resource staff person to help with recruitments, update resource manuals
- Pursue a short term/long term Finance Director
- Recruit interim City Manager/City Administrator

##### C. Discussion- Change of Government

Acting City Manager Phillips handed out a packet from MRSC titled "Mayor and Councilmember handbook". Council had directed Acting City Manager Phillips on the 24<sup>th</sup> of March to research the change of government and what steps they need to take to prepare. Acting City Manager Phillips told

the Council that he had contacted Pat Mason from MRSC who referred him to a gentleman named Bob Jean. Mr. Jean was the City Manager for University Place and is currently the interim City Manager of Normandy Park. He is also a trainer and has offered to come speak to Council about the transition of government and topics and actions that they might want to consider. Mr. Jean is scheduled to come speak to the Council at the next study session.

Additional discussion ensued between staff and Council about the change of government, position approvals and confirmations, and any associated code updates.

#### **D. Communication/Community Engagement**

##### **a. Website update**

Acting City Clerk Montgomery presented the new City website to Council on an overhead projector and went thru the major features and pages. While content was transferred over by Revize there is still work which will be done to update old content and add new content. Additional discussion ensued between staff and Council. Council was asked to review the website and email the City Clerk with any changes they would like made. It is now possible for staff to edit content.

##### **b. Project Updates**

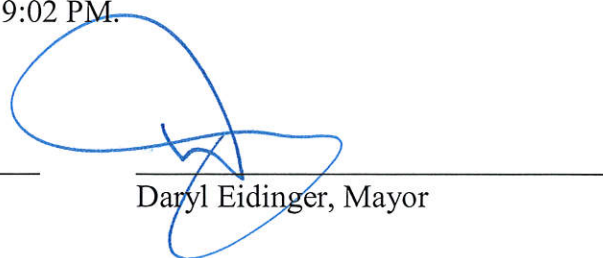
Acting City Manager Phillips briefed the Council on the following:

- The first public hearing on the Comprehensive plan update is scheduled for April 8<sup>th</sup>, and proper notices have been made and postcards mailed out
- Mountain View Water Company is having a ribbon cutting ceremony on Tuesday April 7<sup>th</sup> at 3:30 PM at their new location
- The City is working with the Zayo group and another fiber franchise to fix a stay wire that is attached to a PSE pole. The Municipal liaison has asked to the City for assistance to fix the issue

### **3. ADJOURN**

Mayor Eidinger adjourned the meeting at 9:02 PM.

  
Jane Montgomery, Acting City Clerk

  
Daryl Eidinger, Mayor