

# AGENDA

**City Council Committee Meetings  
Council Chambers  
250 5th Avenue North, Edmonds  
April 10, 2007  
6:00 p.m.**

The City Council Committee meetings are work sessions for the City Council and staff only. The meetings are open to the public but are not public hearings. The Committees will meet in the following rooms:

Community/Development Services (Council Chambers), Finance (Jury Room), Public Safety (Police Training Room)

1. **Finance Committee**
  - A. (10 Min) 2007 First Quarter Budget Amendment
  
2. **Public Safety Committee**
  - A. (15 Min) Request for Qualifications - Fire Department Medical Program Director
  
3. **Adjourn**

*Note: The Community/Development Services Committee will not meet this evening.*

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**AM-925**  
**2007 First Quarter Budget Amendment**  
**City Council Committee Meetings**

**1.A.**

**Date:** 04/10/2007  
**Submitted By:** Debra Sharp, Administrative Services  
**Submitted For:** Kathleen Junglov  
**Department:** Administrative Services  
**Committee:** Finance  
**Time:** 10 Minutes  
**Type:** Action

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**Agenda Memo**

**Subject Title**

2007 First Quarter Budget Amendment

**Recommendation from Mayor and Staff**

Forward ordinance to full council for approval.

**Previous Council Action**

**Narrative**

In governmental budgeting, expenditures may take place up to the amount appropriated in the current budget. Financial activity impacting appropriation levels are brought before the Edmonds City Council on a quarterly basis in the form of a budget amendment ordinance.

The first quarter 2007 budget amendment contains a total of 12 proposed adjustments, seven of which have previously been before Council.

General Fund requests total \$91,595 of which \$3,190 will be funded by a new private donation. The net impact to the General Fund's ending cash is a decrease of \$88,405.

Non-General Fund expenditures will increase by \$187,500. Of this amount \$31,000 is for capital projects in the Street Construction Fund. The Utility Fund expenditure increase of \$104,500 is for storm water utility taxes that will be transferred to the General Fund. These costs are offset by revenue received from the customer. A replacement patrol car purchased out of the Internal Service Fund increases the budget by \$30,000. The fund received \$13,332 from insurance reimbursements in 2006 and the remaining \$16,668 will decrease ending cash in the Internal Service Fund. Non-General Fund expenditures in the amount of \$22,000 remain, of this \$8,000 will be offset by an increase in new private donations and the remaining \$14,000 is a decrease to Non-General Fund ending cash.

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**Revenue & Expenditures**

**Fiscal Impact**

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**Attachments**

**Link:** [2007 1st Qtr Budget Amendment](#)

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**Form Routing/Status**

<b>Route Seq</b>	<b>Inbox</b>	<b>Approved By</b>	<b>Date</b>	<b>Status</b>
1	Admin Services	Dan Clements	04/05/2007 01:14 PM	APRV
2	City Clerk	Sandy Chase	04/05/2007 01:26 PM	APRV
3	Mayor	Gary Haakenson	04/05/2007 01:26 PM	APRV
4	Final Approval	Sandy Chase	04/05/2007 01:28 PM	APRV

**Form Started By:** Debra Sharp

**Started On:** 04/04/2007 03:53 PM

**Final Approval Date:** 04/05/2007

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**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, AMENDING ORDINANCE NO. 3613 AS A RESULT OF UNANTICIPATED TRANSFERS AND EXPENDITURES OF VARIOUS FUNDS, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

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WHEREAS, previous actions taken by the City Council require Interfund Transfers and increases in appropriations; and

WHEREAS, state law requires an ordinance be adopted whenever money is transferred from one fund to another; and

WHEREAS, the City Council has reviewed the amended budget appropriations and information which was made available; and approves the appropriation of local, state, and federal funds and the increase or decrease from previously approved programs within the 2007 Budget; and

WHEREAS, the applications of funds have been identified;

THEREFORE,

THE CITY COUNCIL OF THE CITY OF EDMONDS, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 1. of Ordinance No. 3613 adopting the final budget for the fiscal year 2007 is hereby amended to reflect the changes shown in “Exhibit A” adopted herein by reference.

Section 2. Effective Date. This ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum, and shall take

effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

APPROVED:

\_\_\_\_\_  
MAYOR, GARY HAAKENSON

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
CITY CLERK, SANDRA S. CHASE  
APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY \_\_\_\_\_  
W. SCOTT SNYDER, CITY ATTORNEY

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO. \_\_\_\_\_

**SUMMARY OF ORDINANCE NO. \_\_\_\_\_**

of the City of Edmonds, Washington

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On the \_\_\_\_ day of \_\_\_\_\_, 2007, the City Council of the City of Edmonds, passed Ordinance No. \_\_\_\_\_. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF EDMONDS, WASHINGTON, AMENDING ORDINANCE NO. 3613 AS A RESULT OF UNANTICIPATED TRANSFERS AND EXPENDITURES OF VARIOUS FUNDS, AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

The full text of this Ordinance will be mailed upon request.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2007.

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CITY CLERK, SANDRA S. CHASE

EXHIBIT "A:" BUDGET SUMMARY BY FUND

FUND NO.	FUND DESCRIPTION	2007 BEGINNING CASH	REVENUE	EXPENDITURES	2007 ENDING CASH
001	GENERAL FUND	3,551,328	29,885,253	32,118,393	1,318,188
006	EMERGENCY/FINANCIAL RESERVE	1,927,600	0	0	1,927,600
009	LEOFF-MEDICAL INS. RESERVE	338,670	476,095	497,250	317,515
104	DRUG ENFORCEMENT FUND	46,260	61,883	89,213	18,930
111	STREET FUND	101,683	1,273,029	1,340,217	34,495
112	COMBINED STREET CONST/IMPROVE	793,490	2,136,696	2,246,699	683,487
113	MULTIMODAL TRANSPORTATION FD.	0	625,000	625,000	0
116	BUILDING MAINTENANCE	247,138	1,173,675	1,142,460	278,353
117	MUNICIPAL ARTS ACQUIS. FUND	204,625	65,930	103,250	167,305
118	MEMORIAL STREET TREE	15,847	600	0	16,447
120	HOTEL/MOTEL TAX REVENUE FUND	55,268	63,625	66,625	52,268
121	EMPLOYEE PARKING PERMIT FUND	71,574	18,600	18,000	72,174
122	YOUTH SCHOLARSHIP FUND	8,303	2,740	3,200	7,843
123	TOURISM PROMOTIONAL FUND/ARTS	26,941	17,035	21,800	22,176
125	PARK ACQ/IMPROVEMENT	4,996,514	1,517,500	4,508,200	2,005,814
126	SPECIAL CAPITAL FUND	214,648	1,470,000	880,661	803,987
127	GIFTS CATALOG FUND	148,875	16,260	12,866	152,269
129	SPECIAL PROJECTS FUND	0	316,000	327,000	-11,000
130	CEMETERY MAINTENANCE/IMPROV	160,240	261,214	180,559	240,895
131	FIRE DONATIONS	13,778	5,838	0	19,616
132	PARKS CONSTRUCTION	0	420,000	420,000	0
211	LID FUND CONTROL	1,766	351,000	345,300	7,466
213	LID GUARANTY FUND	41,529	2,000	0	43,529
234	LTGO BOND DEBT SERVICE FUND	0	415,710	415,710	0
411	COMBINED UTILITY OPERATION	4,787,026	12,735,067	13,734,875	3,787,218
412	COMBINED UTILITY CONST/IMPROVE	2,666,800	7,330,805	7,861,000	2,136,605
414	CAPITAL IMPROVEMENTS RESERVE	1,121,321	947,982	1,286,844	782,459
511	EQUIPMENT RENTAL FUND	3,739,375	2,170,364	2,640,299	3,269,440
601	PARKS TRUST FUND	124,908	4,000	0	128,908
610	CEMETERY MAINTENANCE TRUST FD	323,949	60,126	0	384,075
617	FIREMEN'S PENSION FUND	283,727	100,368	113,000	271,095
621	SPECIAL LIBRARY	0	0	0	0
623	SISTER CITY COMMISSION	14,937	21,200	20,000	16,137
	<b>Totals</b>	<b>26,028,120</b>	<b>63,945,595</b>	<b>71,018,421</b>	<b>18,955,294</b>

**EXHIBIT "B": BUDGET AMENDMENTS BY EXPENDITURE**

FUND NO.	FUND DESCRIPTION	ORD. NO. 3613 11/21/2006	ORD. NO.	ORD. NO.	ORD. NO.	2007 Amended Budget
001	GENERAL FUND	32,026,798	91,595	0	0	32,118,393
006	EMERGENCY/FINANCIAL RESERVE	0	0	0	0	0
009	LEOFF-MEDICAL INS. RESERVE	497,250	0	0	0	497,250
104	DRUG ENFORCEMENT FUND	89,213	0	0	0	89,213
111	STREET FUND	1,340,217	0	0	0	1,340,217
112	COMBINED STREET CONST/IMPROVE	2,215,699	31,000	0	0	2,246,699
113	MULTIMODAL TRANSPORTATION FD.	625,000	0	0	0	625,000
116	BUILDING MAINTENANCE	1,142,460	0	0	0	1,142,460
117	MUNICIPAL ARTS ACQUIS. FUND	103,250	0	0	0	103,250
118	MEMORIAL STREET TREE	0	0	0	0	0
120	HOTEL/MOTEL TAX REVENUE FUND	63,625	3,000	0	0	66,625
121	EMPLOYEE PARKING PERMIT FUND	18,000	0	0	0	18,000
122	YOUTH SCHOLARSHIP FUND	3,200	0	0	0	3,200
123	TOURISM PROMOTIONAL FUND/ARTS	21,800	0	0	0	21,800
125	PARK ACQ/IMPROVEMENT	4,508,200	0	0	0	4,508,200
126	SPECIAL CAPITAL FUND	880,661	0	0	0	880,661
127	GIFTS CATALOG FUND	4,866	8,000	0	0	12,866
129	SPECIAL PROJECTS FUND	316,000	11,000	0	0	327,000
130	CEMETERY MAINTENANCE/IMPROV	180,559	0	0	0	180,559
131	FIRE DONATIONS	0	0	0	0	0
132	PARKS CONSTRUCTION FUND	420,000	0	0	0	420,000
211	LID FUND CONTROL	345,300	0	0	0	345,300
213	LID GUARANTY FUND	0	0	0	0	0
234	LTGO BOND DEBT SERVICE FUND	415,710	0	0	0	415,710
411	COMBINED UTILITY OPERATION	13,528,375	206,500	0	0	13,734,875
412	COMBINED UTILITY CONST/IMPROVE	7,861,000	0	0	0	7,861,000
414	CAPITAL IMPROVEMENTS RESERVE	1,286,844	0	0	0	1,286,844
511	EQUIPMENT RENTAL FUND	2,610,299	30,000	0	0	2,640,299
601	PARKS TRUST FUND	0	0	0	0	0
610	CEMETERY MAINTENANCE TRUST FD	0	0	0	0	0
617	FIREMEN'S PENSION FUND	113,000	0	0	0	113,000
621	SPECIAL LIBRARY	0	0	0	0	0
623	SISTER CITY COMMISSION	20,000	0	0	0	20,000
	<b>Totals</b>	<b>70,637,326</b>	<b>381,095</b>	<b>0</b>	<b>0</b>	<b>71,018,421</b>

**EXHIBIT "C": BUDGET AMENDMENT DETAIL**

<b>Items Previously Before Council</b>				
Community Services	Professional Services	2,000		Expenditure initially budgeted in 2006 but unable to complete the analysis
Community Services	Ending Fund Balance		2,000	
Non-deparmental	Professional Services	36,405		Fiber Optic Improvement project carried forward from 2006
Non-deparmental	Ending Fund Balance		36,405	
Street Construction	Professional Services	20,000		Evaluation of the intersection at 88th Ave. W. and 196th Street SW
Street Construction	Transfer-In		20,000	
Non-deparmental	Transfer-Out	20,000		
Non-deparmental	Ending Fund Balance		20,000	
Log Cabin Maintenance	Professional Services	3,000		Log cabin log maintenance-initially budgeted in 2006 but unable to complete
Log Cabin Maintenance	Ending Fund Balance		3,000	
Special Projects Fund	Professional Services	11,000		Professional services budget from 2006 carried forward to 2007
Special Projects Fund	Ending Fund Balance		11,000	
Utility Fund	Stormwater Tax Trf	104,500		Stormwater Utility Tax transfer to general fund-tax approved after budget docs prepared
Utility Fund	Stormwater Tax Trf		104,500	
Utility Fund	Ending Fund Balance	102,000		Water rate increase - increase was approved after the budget docs prepared
Utility Fund	Water Utility Increase		102,000	
<b>New Items for Council to Consider</b>				
Legal	Professional Services	30,000		Labor negotiations
Legal	Ending Fund Balance		30,000	
Parks & Recreation	Small Equipment	3,190		Purchase of a touch tank to be used at the Beach Ranger Visitor Station
Parks & Recreation	Private Donation		3,190	
Street Construction	Construction	11,000		92nd Ave W/ 234th St Sw intersection safety impr change order request
Street Construction	Ending Fund Balance		11,000	
Gifts Catalog Fund	Supplies	8,000		Purchase three non coin operated viewing scopes for the waterfront
Gifts Catalog Fund	Private Donation		8,000	
Internal Service Fund	Equipment	30,000		Patrol vehicle #234 totaled in accident, need to replace
Internal Service Fund	Beginning Fund Balance		13,332	
Internal Service Fund	Ending Fund Balance		16,668	



AM-926

2.A.

**Request for Qualifications- Medical Program Director  
City Council Committee Meetings**

**Date:** 04/10/2007  
**Submitted By:** Mark Correira, Fire  
**Submitted For:** Tom Tomberg **Time:** 15 Minutes  
**Department:** Fire **Type:** Action  
**Committee:** Public Safety

**Agenda Memo**

**Subject Title**

Request for Qualifications - Fire Department Medical Program Director

**Recommendation from Mayor and Staff**

Approval

**Previous Council Action**

December 23, 2002: Approval of agreement for shared technical services between the City of Edmonds, City of Lynnwood, and James Mercer, M.D.

**Narrative**

Dr. James Mercer, a member of the Stevens Healthcare Emergency Physician's Group, and long time Medical Program Director (MPD) for the Edmonds and Lynnwood Fire Departments has requested an early termination of his professional services contract. He began service under Medic 7 in 1998, served three years after the January 1, 2003 Medic 7 dissolution under the interlocal with the Lynnwood Fire Department, and then signed individual contracts with the two fire departments to continue as MPD.

After consulting with the City Attorney on a replacement process, we were advised that a "Request for Qualifications" process would be the best course of action.

Attached you will find a copy of the Request for Qualifications - Medical Program Director for Committee review. The Fire Department wishes to discuss this document and the process that will follow approval at the April 10, 2007 Meeting.

**Revenue & Expenditures  
Fiscal Impact**

**Attachments**

**Link:** [EFD MPD RFO 3-2007](#)

**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
1	City Clerk	Sandy Chase	04/05/2007 10:36 AM	APRV
2	Mayor	Gary Haakenson	04/05/2007 10:42 AM	APRV
3	Final Approval	Sandy Chase	04/05/2007 11:58 AM	APRV

**Form Started By:** Mark Correira **Started On:** 04/05/2007 10:23 AM

**Final Approval Date:** 04/05/2007

**PROFESSIONAL CONTRACT POSITION**  
**REQUEST FOR QUALIFICATIONS AND PROPOSAL**  
**Fire Department Medical Program Director**

The City of Edmonds seeks proposals from highly qualified medical professionals to be appointed as the City's Fire Department Medical Program Director.

**DUTIES:**

The City of Edmonds Fire Department Medical Program Director duties include primary medical oversight for the Fire Department's Emergency Medical Services Program (EMS). This includes, but is not limited to, the following duties:

- Performance and system feedback as it relates to the Edmonds' provision of EMS,
- Supervise and review results of paramedic training, and recommend certification and recertification to the Snohomish County Medical Program Director in accordance with WAC 248-15-080 and approved standard operating procedures,
- Review emergency medical calls and recommend to the Fire Chief improvements regarding Edmonds' EMS system,
- Evaluate paramedic performance and recommend to the Fire Chief any necessary formal disciplinary or corrective action, including retraining, disciplinary measures, and termination,
- Provide input into the hiring process of Firefighter/Paramedics,
- Direct, on the radio and/or using other communications devices, paramedic activities related to patient care at the scene of medical emergencies when on duty,
- And exercise final authority over paramedics and other agents of Edmonds while performing emergency medical services.

**QUALIFICATIONS:**

The best qualified applicant will have / be:

- A physician, MD or DO, licensed to practice in the State of Washington, and currently practicing as an emergency physician in an emergency department.
- Demonstrated knowledge of and an interest in pre-hospital medical care and emergency medicine through employment and education history.
- A person of high integrity and a proven history of working as a partner in a highly skilled pre-hospital Fire Department based emergency medical system.

**APPOINTMENT:**

The Fire Department Medical Program Director position shall be appointed by the Mayor subject to the approval of the professional services contract by City Council for a term not to exceed three years. At the end of three years subsequent agreement(s) may be signed if both parties agree to the terms.

**COMPENSATION/HOURS OF WORK:**

The required hours of work for the Fire Department Medical Program Director position include, but are not limited to, the necessary time needed to fulfill the requirements of the position including reviewing all paramedic medical incident

reports, one monthly meeting with the Fire Chief or his designee, not less than three-hours of monthly quality assurance education/training with the Fire Department's Paramedics, and attendance at the Quarterly Snohomish County Medical Program Directors meeting. On average the required hours for this scope ranges from 8-10 hours per month.

**SELECTION PROCEDURE:**

All proposals will be reviewed and screened based upon the qualifications and requirements outlined in this request. Those individuals deemed most qualified will be screened further based upon reference checks. Finalists will be invited for interviews. The appointment will be made by the Mayor subject to the approval of the professional services contract by City Council.

**REQUIREMENTS:**

The person selected will be required to undergo a comprehensive background investigation prior to appointment and provide proof of professional liability insurance to the City.

**TO REPLY TO THIS REQUEST FOR QUALIFICATIONS AND PROPOSAL:**

Please submit a cover letter, resume, and statement of qualifications by **May 11, 2007 at 4:30 p.m.** The application packet must include three (3) professional and three (3) personal references with addresses and phone numbers. In addition, the application packet should also include answers to the application questions below.

**Application Questions:**

The following questions should be fully answered in order to be considered for this position. Please place your name on the top of each sheet of paper used.

1. Detail your expected compensation requirements for this position.
2. Describe your knowledge and experience of the local EMS system and emergency medicine.
3. Describe your vision of how pre-hospital medicine should be performed and how it interacts with the area hospitals.

All application materials should be mailed or e-mailed to:

Via Mail: City of Edmonds Fire Department  
121 5<sup>th</sup> Avenue North  
Edmonds, WA 98020  
Attn: Mark Correira, Assistant Fire Chief

.ia e-mail: [correira@ci.edmonds.wa.us](mailto:correira@ci.edmonds.wa.us)

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