



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, May 17, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
<https://us06web.zoom.us/j/87253014081>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)

B. Discussion – Development Review

C. Discussion – Resolution – Employment Contract

D. Discussion – Resolution – Comprehensive Plan Final Docket

E. Discussion – Resolution – Be Culture – EDI Contract with Council

F. Discussion – Special Meeting - Open House May 31st

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 – Equity, Diversity and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 2.A
	For Agenda of: 5/17/2022
	Prepared by: Daryl Eiding
Attachments (list):	
Approval of Materials: Daryl Eiding Rachel Pitzel 5/12/2022 Dave Gray 5/12/2022 Daryl Eiding 5/12/2022	Expenditure Required: Amount Budgeted: Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

The City Council is committed to creating a stronger and more inclusive community and believe that equity, diversity and inclusion are essential for our present and our future.

Item History:

Deputy Mayor Tomyn will update the council on the Subcommittee's meeting with BeCulture.

Councilmember West will host a discussion on the the TEDxCambridge video On Diversity: Access Ain't Inclusion (12 min). "Getting into college for disadvantaged students is only half the battle. Anthony Abraham Jack, Assistant Professor at the Harvard Graduate School of Education, reveals how and why they struggle and explains what schools can do differently if these students are to thrive. He urges us to grapple with a simple fact: access is not inclusion." <https://www.youtube.com/watch?v=j7w2Gv7ueOc>

There are parallels to the diversity and inclusion challenges of administering and delivering municipal services, public works, planning, code enforcement and zoning.

1. What do we expect our diverse and underserved populace to do when they show up?
2. Assumptions about "Cultural Capital", preparedness, generalizing life experiences, etc.– Our demographics are constantly changing. Do we have hidden curriculums? What reasonable assumptions could one make?
3. Explaining what it is along with how to utilize it - as in his "Office Hours" example
 - a. By "it" can be anything: Planning Commission, EDAB, EDI, PRAB, Connect over Coffee, Study Session, Regular Council Meetings, Public Works, Code Enforcement, Community Development
 - b. What are my rights entitled to with regard to municipal government
 - c. Think "How To" or "How Do I" X,Y,Z

We must endeavor to move from simply access to inclusion. Data will help, but we have to ask what else we take for granted.

The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Development Review	Agenda Item #: 2.B
	For Agenda of: 5/17/2022
	Prepared by: Darren Groth
Attachments (list): 1. April Plat Buildout Summary 2. Monthly Projects - Council Summary 3. April Permit Inspection Tally	
Approval of Materials: Darren Groth Rachel Pitzel 5/12/2022 Dave Gray 5/12/2022 Daryl Eidingen 5/12/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: Recurring Monthly

Summary Statement:

The City's Community & Economic Development (CED) Department 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, CED staff members perform numerous customer interactions, code interpretations, permitting functions, project permit reviews, on-site inspections, code enforcement, and multiple other functions.

To summarize the departmental functions, staff created several reports to provide monthly status updates regarding the flow of project permits and inspections. These reports are attached to this agenda bill each month. In addition, the CED Dashboard is available for viewing online at any time (<https://edgewood-wa.maps.arcgis.com/apps/opsdashboard/index.html#/6bbcef192696453796fd56c7cc928217>). On a rotating basis, one of the three division managers from the CED Department will present a quarterly update regarding their specific work group--in addition to the monthly reports. John Fairbanks, Code Compliance Manager, will be presenting the Development Review this month.

Item History:

Recommended Action:

Presentation Only

Fiscal Note/Consideration:

Plat Construction Tracking Report- April 2022

Preliminary Plat						Site Development	Final Plat		Buildout		
Submitted		Project	Address	Total Lots	Status	Approved	Status	Status	Lots Recorded	Completed Homes #	Completion Date
2021	1	WINDMILL PARK TOWNHOMES	3117 MERIDIAN AVE E	45	APPLICATION		APPLICATION				
	2	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPROVED	9/20/2021					
2020	2	HUNTINGTON SHORT PLAT	9605 18TH STCT E	3	APPROVED	2/8/2021	FINALED	APPROVED	3	1	33%
	3	CONNOLLY SHORT PLAT	1711 122ND AV E	3	EXPIRED(CLOSED)						
	3	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	11/12/2020	N/A	APPLICATION			
	4	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED	2/1/2021					
	4	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED	2/1/2021	FINALED	APPROVED	2	1	50%
	5	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	12/29/2020	ISSUED	APPROVED	14		
	5	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	9/3/2020	N/A	APPROVED	2	1	50%
	6	SMITH SHORT PLAT	2506 117TH AV E	2	APPROVED	10/5/2021	APPLICATION				
2019	6	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	1/14/2020	N/A	APPROVED	2	1	50%
	7	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	5/5/2020	FINALED	APPROVED	6		
	7	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	9/14/2020	APPLICATION				
	8	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED	9/27/2019					
	8	WAGNER SHORT PLAT	11226 18TH ST E	3	APPROVED	10/23/2019	ISSUED	APPROVED	3	3	33%
	9	RAMSAUR SHORT PLAT	9505 24TH ST E	4	APPROVED	6/21/2019	N/A	APPROVED	4	1	25%
	10	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	7/1/2019	ISSUED	APPROVED	2	1	50%
2018	10	BARTH SUBDIVISION	XXX 96TH AV E	37	APPROVED	6/4/2020	ISSUED	APPLICATION		0	
	11	T GARRETT SHORT PLAT	10412 36TH ST E	2	APPROVED	3/1/2019	FINALED	APPROVED	2	1	50%
	12	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED	12/29/2020					
	12	HEART & SOUL SHORT PLAT	9725 18TH STCT E	4	APPROVED	12/26/2018	FINALED	APPROVED	4	3	75%
	13	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	6/22/2018	FINALED	APPROVED	4	1	25%
	14	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	1/10/2019	APPLICATION				
	14	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	9/13/2018	ISSUED	APPROVED	6	2	33%
2017	15	CIRILIUM (RESERVE AT HILLCREST) SUBDIVISION	12311 31ST ST E	18	APPROVED	8/15/2018	FINALED	APPROVED	18	12	67%
	16	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	3/20/2019	ISSUED				
	17	GAGNON SHORT PLAT	2620 110TH AV E	2	APPROVED	11/17/2017	FINALED	APPROVED	2	1	50%
2016	17	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	6/6/2017	ISSUED	APPROVED	15	0	
	18	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	1/11/2017	FINALED	APPROVED	55	17	31%
	18	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	8224 20TH ST E	67	APPROVED	12/14/2017	FINALED	APPROVED	67	63	94%
	20	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	12/22/2016	ISSUED	APPROVED	3	1	33%
	21	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	9623 24TH ST E	41	APPROVED	10/24/2017	ISSUED				
	22	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	3/21/2017	FINALED	APPROVED	19	5	26%
	22	EDGEWOOD TERRACE SUBDIVISION	2907 122ND AVE E	28	APPROVED	7/5/2017					
2015	23	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	12/15/2016	FINALED	APPROVED	38	29	76%
	24	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	9/8/2016	FINALED	APPROVED	6	5	83%
	26	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	9/29/2016	ISSUED	APPROVED	14		
	27	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	4/29/2016	FINALED	APPROVED	44	43	98%
	28	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	12/30/2015	FINALED	APPROVED	9	2	22%
2014	30	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	7/15/2014	FINALED	APPROVED	6	3	50%
2013	30	WESTRIDGE SUBDIVISION	FREEMAN RD	290	APPROVED	9/4/2014	FINALED	APPROVED	284	279	98%

Pending Projects - Planning and Engineering Permits

37 Permits

Exported: 05/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
BLA								
21-1646	MICKELSON BLA	2804 90TH AVE E	420093089	PLANNING	BLA	WAITING ON REVISIONS	12/30/2021	04/22/2022
22-1057	BENNETT BLA	5423 MONTA VISTA DR E	420235006	PLANNING	BLA	INCOMPLETE	02/04/2022	02/09/2022
22-1128	DHALIWAL TC LANDING BOUNDARY LINE ADJUSTMENT	1914 MERIDIAN AVE E	420091134	PLANNING	BLA	INCOMPLETE	03/22/2022	04/04/2022
CLEAR AND GRADE								
21-1298	PROLOGIS PARK PHASE I CLEAR AND GRADE	3926 90TH AVE E	420163076	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	06/29/2021	02/08/2022
22-1101	DEROSS CLEAR AND GRADE	1105 108TH AVE E	420037014	ENGINEERING	CLEAR AND GRADE	INCOMPLETE	03/24/2022	03/30/2022
CODE UPDATES AND CHANGES								
21-1574	ENVIRONMENTAL NOISE ORDINANCE	2224 104th Ave E		PLANNING	CODE UPDATES AND CHANGES	APPLICATION	11/30/2021	02/18/2022
22-1064	TOWN CENTER SUBAREA PLAN	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	02/09/2022	04/26/2022
22-1108	STORMWATER MANUAL CODE UPDATES TITLE 13	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	03/08/2022	04/20/2022
22-1127	GENERAL SEWER PLAN UPDATE-PHASE 1 MAP AMENDMENT (WOLF POINT SUBDIVISION)	2224 104TH AVE	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	03/15/2022	04/12/2022
22-001CODE	IMPACT FEE EXEMPTIONS CODE UPDATE (LOW-INCOME HOUSING)	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	03/28/2022	04/20/2022
22-002CODE	PARKS RECREATION OPEN SPACE AND TRAILS (PROST) PLAN UPDATE	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	04/20/2022	04/25/2022
22-003CODE	FIREWORKS REGULATIONS CODE AMENDMENT	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	04/26/2022	04/26/2022
22-004CODE	2021 CITY INITIATED COMPREHENSIVE PLAN AMENDMENT	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	04/26/2022	04/26/2022
CONDITIONAL USE PERMIT (CUP)								
21-1275	VIEW POINTE RV CUP	10315 12TH STREET CT E	420037059	PLANNING	CONDITIONAL USE PERMIT (CUP)	UNDER REVIEW	06/15/2021	04/28/2022
22-1038	PINTO TIRE AND AUTO CARE CUP	1009 MERIDIAN AVE E	420033140	PLANNING	CONDITIONAL USE PERMIT (CUP)	INCOMPLETE	01/28/2022	02/07/2022
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AV E	420091134	PLANNING	DESIGN STAND REVIEW	UNDER REVIEW	07/13/2020	04/26/2022
POST REVISION - ENG								
19-1413 PR1	WOLF POINTE SITE DEVELOPMENT POST REVISION	9810 36TH ST E	420165030	ENGINEERING	POST REVISION - ENG	INCOMPLETE	03/10/2022	03/14/2022
PRE APP								
22-1143	BLRB EDGEWOOD APARTMENTS (LAKE CHALET)	XXX 24TH ST E	420107031	PLANNING	PRE APP	UNDER REVIEW	03/25/2022	04/27/2022
SHORT PLAT - FINAL								
21-1613	TEBALDI SHORT PLAT FINAL PLAT	4625 126TH AVE E	6755000240	PLANNING	SHORT PLAT - FINAL	WAITING ON REVISIONS	01/10/2022	03/15/2022
SHORT PLAT - PRELIMINARY								
20-1533	CONNOLLY SHORT PLAT PRELIMINARY SHORT PLAT	1711 122ND AV E	420112155	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	10/26/2020	04/05/2022

Pending Projects - Planning and Engineering Permits

37 Permits

Exported: 05/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
SITE DEVELOPMENT								
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	08/16/2019	02/22/2022
20-1236	JENNA ACRES SHORT PLAT SITE DEVELOPMENT	1419 114TH AV E	420034061	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	05/20/2020	04/25/2022
20-1624	DHALIWAL TC LANDING SITE DEVELOPMENT	1914 MERIDIAN AV E	420091134	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	11/30/2020	10/18/2021
20-1657	MICKELSON SUBDIVISION SITE DEVELOPMENT	2804 90TH AV E	420093089	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	12/22/2020	03/12/2021
21-1430	WINDMILL PARK TOWNHOMES SITE DEVELOPMENT	3117 MERIDIAN AVE E	420103072	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	09/24/2021	01/31/2022
22-1218	TAPPS APARTMENT SITE DEVELOPMENT	XXX 29TH ST E	3625000372	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	04/22/2022	04/29/2022
SITE PLAN DESIGN REVIEW								
21-1031	PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	01/22/2021	04/11/2022
21-1348	TAPPS APARTMENTS SITE PLAN REVIEW	XXX 29TH ST E	3625000372	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	07/29/2021	04/27/2022
22-1042	1315 MERIDIAN ACCESSIBLE ROUTE REVISION SITE PLAN REVIEW	1315 TO 1327 MERIDIAN AVE E	7420000013	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	01/31/2022	04/25/2022
22-1169	ACORN BREWING EXPANSION SITE PLAN REVIEW	2105 MERIDIAN AVE E	420102110	PLANNING	SITE PLAN DESIGN REVIEW	INCOMPLETE	03/31/2022	04/06/2022
22-1206	Emergency and hazardous tree removal	2820 112TH AVE E	420104075	PLANNING	SITE PLAN DESIGN REVIEW	APPLICATION	04/26/2022	04/27/2022
SUBDIVISION - FINAL								
22-1017	BARTH ESTATES SUBDIVISION FINAL PLAT	3624 96TH AVE E	420161087	PLANNING	SUBDIVISION - FINAL	INCOMPLETE	01/20/2022	04/28/2022
SUBDIVISION - PRELIMINARY PLAT								
21-1282	WINDMILL PARK TOWNHOMES SUBDIVISION PRELIMINARY PLAT	3117 MERIDIAN AVE E	420103072	PLANNING	SUBDIVISION - PRELIMINARY PLAT	UNDER REVIEW	06/17/2021	04/26/2022
22-1026	ESTATES ON CALDWELL PLAT ALTERATION (21-1051)	4433 128TH AVE E	6027710020	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	01/25/2022	04/11/2022
SURFACE WATER								
21-1328	MANZA SIMPLE PAVING PERMIT	1019 114TH AVE E	420038030	ENGINEERING	SURFACE WATER	WAITING ON REVISIONS	07/19/2021	12/27/2021
22-1144	SMITH SHORT PLAT SITE DEVELOPMENT	2506 117TH AVE E	420108013	ENGINEERING	SURFACE WATER	UNDER REVIEW	03/21/2022	04/29/2022
TUP								
22-1181	BARTH ESTATES LOT 2 SALES OFFICE TUP	3624 96TH AVE E	420161087	PLANNING	TUP	INCOMPLETE	04/07/2022	04/29/2022

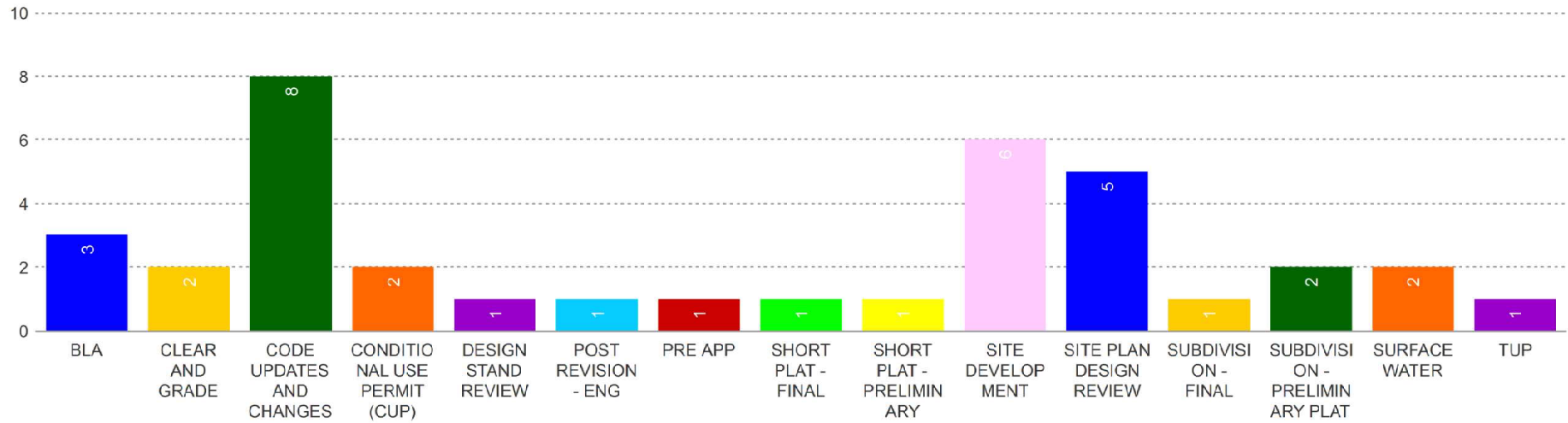
Pending Projects - Planning and Engineering Permits

37 Permits

Exported: 05/01/2022

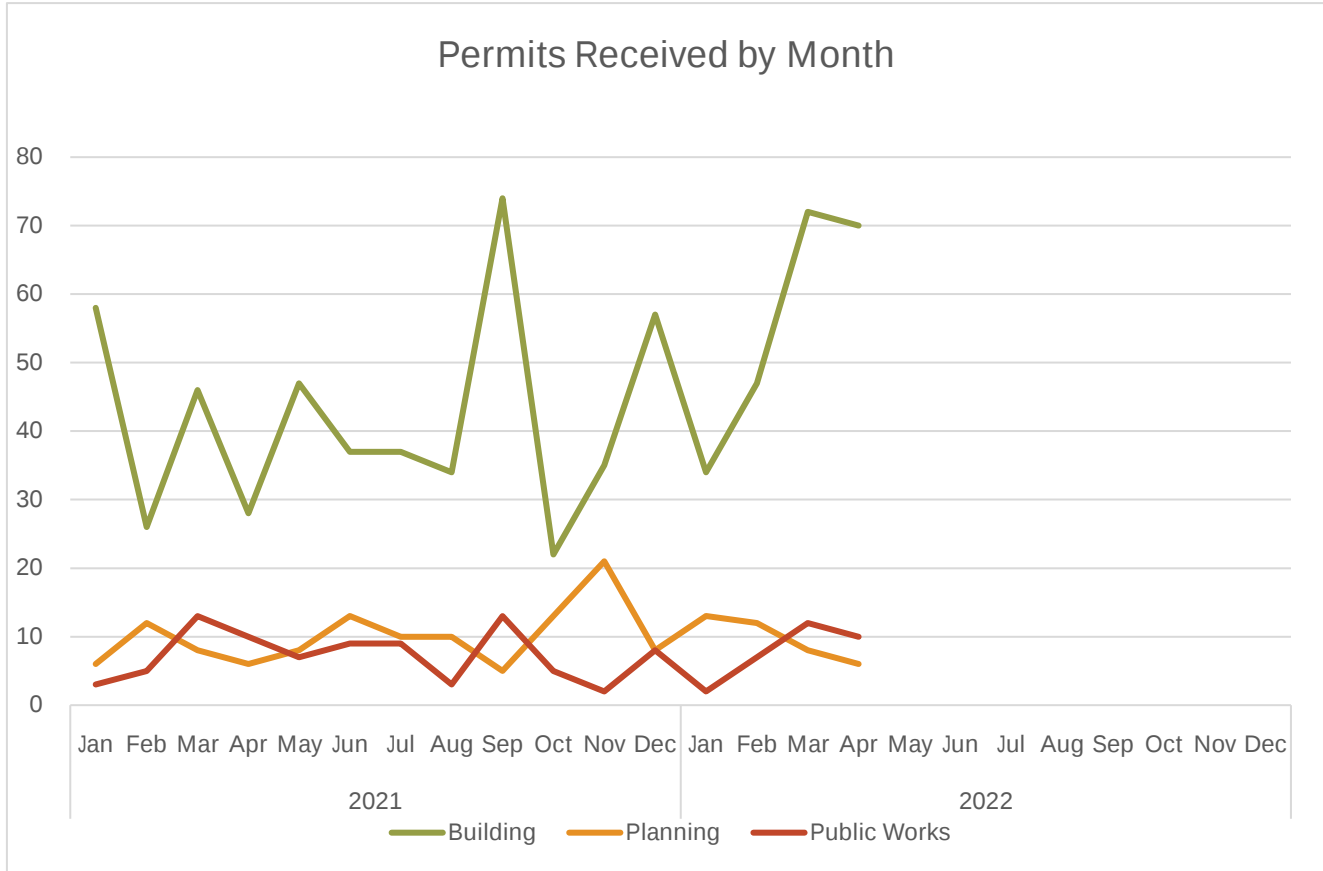
Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
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Permits by Type



Apr 2022

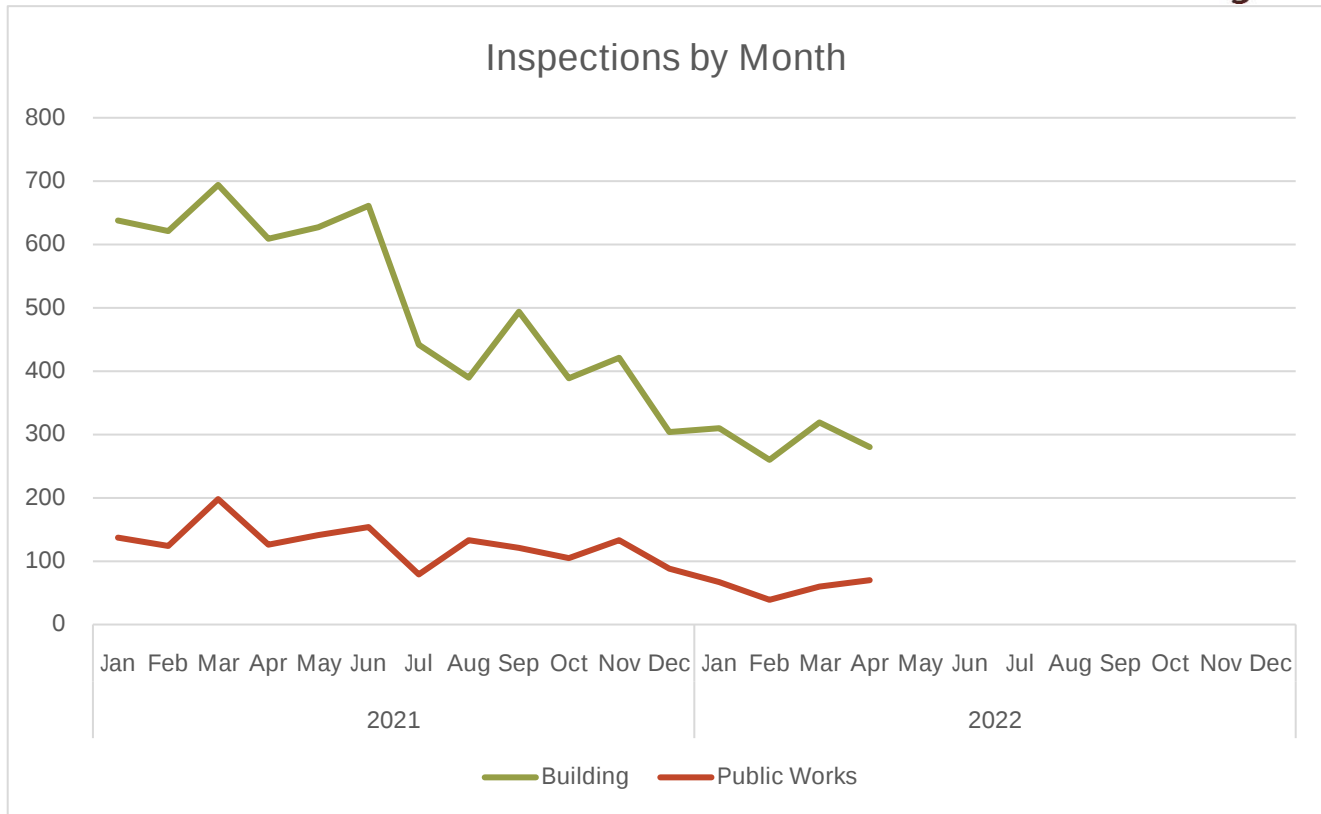
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
Apr 2022	70	30	6	2	10	9
Apr 2021	28	38	6	6	10	10
Average 2022	56	27	10	4	8	7
Average 2021	40	46	8	7	8	7
YTD 2022	223	107	39	17	31	26
YTD 2021	158	182	32	27	31	28
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2022	Mar	72	Jan	13	Mar	12
Highest Month 2021	Sep	74	Nov	21	Mar	13

Apr 2022

Monthly Development Report



<i>Inspections</i>	Building		Public Works	
Apr 2022	280		70	
Apr 2021	609		126	
Average 2022	292		59	
Average 2021	524		128	
YTD 2022	1169		236	
YTD 2021	2562		585	
	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2022	Mar	319	Apr	70
Highest Month 2021	Mar	694	Mar	198



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Resolution – Employment Contract	Agenda Item #: 2.C
	For Agenda of: 5/17/2022
	Prepared by: Ann Marie Soto
Attachments (list): 1. Resolution 22-XXXX Evan Hietpas Employment Contract - AMS edits 2. 2022 Employment Contract Hietpas_V2 Ann Marie edits 05032022 clean	
Approval of Materials: Ann Marie Soto Rachel Pitzel 5/12/2022 Dave Gray 5/12/2022 Daryl Eidinger 5/12/2022	Expenditure Required: Budgeted Salary Expenditure Amount Budgeted: \$112,596 appropriated for 2022 Timeline: 05/17/2022 SS 05/24/2022 RCM

Summary Statement:

Employment contract for an employee who moved out of state during the pandemic and was able to work remotely. The City policy does not offer a permanent remote as an employment option. This employee (like all our employees) is greatly valued and is scheduled to run the 1st year of the now permanent Edgewood Experience (last year was the pilot program officially adopted by Council resolution in 2021). The Mayor believes the public is best served by keeping this employee on staff to complete the 2022 Edgewood Experience and continue the Town Center Sub-Area Development Plan through the end of the year with a termination date of December 31, 2022. The employment contract is necessary as the employment to a specific date is how the City is choosing to manage the remote work out of policy during the contract period.

Item History:

Recommended Action:

Discuss the Mayor's request to move a salaried employee to a short term employment contract for the remainder of 2022.

Fiscal Note/Consideration:

RESOLUTION NO. 22-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A LIMITED TERM EMPLOYMENT CONTRACT WITH EVAN HIETPAS.

WHEREAS, Mr. Hietpas has been employed by the City since October 2018; and

WHEREAS, at the start of the Covid-19 pandemic, the City required all employees to work remotely when possible; and

WHEREAS, as the remote policy was being implemented, Mr. Hietpas inquired if he could continue his position remotely during the pandemic and beyond, if possible, as he was moving out of state; and

WHEREAS, the Mayor allowed Mr. Hietpas to work remotely out of state while the remote policy was in effect, but noted he could not guarantee any ability to continue remote work if the policy were to change; and

WHEREAS, City Administration finds that the City staff and the public benefit from an in-person environment to best serve the customers of Edgewood and to facilitate a collaborative, team approach among the City's workgroups; and

WHEREAS, the City's updated work schedule policy does not offer permanent remote work as an option, and all City staff have returned to a primarily in-person schedule; and

WHEREAS, Mr. Hietpas is an at-will employee, but is in the midst of working on several pending projects that the City would like to have completed with as little disruption as possible; and

WHEREAS, the Mayor believes it is in the public's interest to allow Mr. Hietpas to complete several open work projects and coordinate his departure as an Edgewood employee post completion of the projects; and

WHEREAS, the Mayor believes a limited term employment contract identifying the projects and work to be completed will produce the best outcome for the City and the employee;

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

Section 1. The City Council hereby authorizes the Mayor to execute a limited term employment contract between the City of Edgewood and Mr. Evan Hietpas in an amount not to exceed \$72,000. A copy of such contract is attached hereto as Exhibit A.

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

ADOPTED THIS 24TH DAY OF MAY, 2022

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

LIMITED TERM EMPLOYMENT AGREEMENT

This limited term employment agreement (“Agreement”) is made and effective as of May 9, 2022, by and between the City of Edgewood, a Washington municipal corporation (“Employer” or “City”) and Evan Hietpas, an individual (“Employee”).

WHEREAS, Employer has employed Employee in an FTE capacity since October 2018; and

WHEREAS, due to changes in the City’s policies regarding remote work, a permanent FTE position is currently no longer a viable long-term option, and

WHEREAS, Employee has been working on various special projects that Employer desires to have completed by the end of the year; and

WHEREAS, the Employer intends to employ Employee for a limited term position as Associate Planner-2 (FLSA non-exempt) to complete special projects and perform other tasks, and the Employee desires to provide their services during this limited term on the conditions set forth;

IN CONSIDERATION of promises and other good and valuable consideration the parties agree to the following:

1. Employee Duties. Employee shall perform the duties set forth in Scope of Duties, attached hereto as Exhibit A and incorporated herein. The Employee shall report to the Director of Community and Economic Development for the performance of specific duties under this Agreement.

2. Working Hours and Schedule. Employee’s position is FLSA non-exempt with normal working hours of the Employee equivalent to forty (40) hours per week, exclusive of the meal period. Employee shall be entitled to additional compensation, either in cash or compensatory time off, for hours worked in excess of 40 hours during a workweek per the City’s Personnel Manual. The Employee and City may negotiate a mutually agreed upon work schedule. Employee shall be allowed to continue working remotely in consideration of this Agreement. If, during the term of this Agreement, the City amends or rescinds the “Work Schedule including Informal Remote and Flexible or Alternate Work Schedules Policy and Procedures” and/or Employee is able to meet the requirement to work on premises at City Hall, the Parties may amend or terminate this Agreement and return Employee to an in-person schedule, or work out another arrangement as mutually agreed, in writing, by the Parties.

3. Limited Term Employment Period. The position for which Employee is being employed has a limited term, which ends on December 31, 2022, unless Employee resigns or is terminated prior to that date.

4. Compensation. As compensation for the services provided, the Employee shall be paid the monthly amount authorized on the current 2022 Salary Schedule, for the assigned job description range and the step authorized by the Mayor. The Compensation is a gross amount that is subject to all local, State, Federal, and any other taxes and deductions as prescribed by law. Payment shall be distributed to the Employee on a semi-monthly basis as set forth in City policy.

5. Benefits. During the Term of this Agreement, the City shall provide medical, dental, and vision coverage for Employee and any dependents on the same basis and to the same extent that such benefits are provided to other City employees, as set forth in City policies. It is understood and agreed by the Parties that the benefits offered by the City may change from time to time at the City's discretion. Employee is eligible for retirement benefits through the State of Washington Public Employees Retirement System for the duration of this Agreement.

6. Vacation and Sick Leave Time. The Employee shall accrue and may use vacation and sick leave as set forth in City policies.

7. Holidays. Employee shall be entitled to paid holidays (e.g., Christmas Day, New Year's Day) on the same basis and to the same extent as other City employees, as set forth in City policies.

8. Compliance with Agreement, Laws, and Policies Required. In carrying out the responsibilities in Exhibit A, Employee agrees to adhere to all sections of this Agreement in addition to any rules, regulations, or conduct standards of the Employer, and to obey all local, State and Federal laws, and City policies, including, but not limited to, the Personnel Manual as it now reads and as amended, except for the City's "Work Schedule including Informal Remote and Flexible or Alternate Work Schedules Policy and Procedures."

9. Termination. Employee understand and acknowledges that this position is temporary in nature and that this is an employment at-will agreement, which can be cancelled for any reason by either party. Termination will cease the obligations of both Parties under this Agreement and no salary or benefits will be due the Employee past the effective termination date.

10. Reference. The Employer desires to assist Employee in finding new employment opportunities after the term of this Agreement. Should the Employer be contacted for verification of Employee's employment with the Employer, the Employer will provide a positive reference for Employee, unless Employee is terminated for cause, in which case Employer shall respond with Employee's position title and dates of employment only. Reference requests shall be directed to the Human Resources Director.

11. Return of Property. Following the Term of this Agreement, the Employee agrees to promptly return any and all property of the Employer. This includes, but is not limited to, equipment, electronics, records, access, notes, data, tests, vehicles, reports, models, or any property that is requested by the Employer.

12. Notices. All notices that are to be sent under this Agreement shall be done in writing and to be delivered:

Notice to Employer must be delivered to the Edgewood City Clerk.

Notice to Employee may be delivered either in person or by first class mail to the address on record.

13. Severability. This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such case, the affected provision or section shall be enforced as so limited.

14. Waiver of Contractual Right. If the Employer or Employee fails to enforce a provision or section of this Agreement, it shall not be determined as a waiver or limitation. Either party shall remain the right to enforce and compel the compliance of this Agreement to its fullest extent.

15. Governing Law. This Agreement shall be governed under the laws in the State of Washington. Venue for any action arising out of this Agreement shall be in Pierce County, Washington.

16. Dispute Resolution. In the event a formal dispute arises regarding this Agreement, Employee and the City shall engage in nonbinding mediation prior to institution of any legal proceeding.

17. Other Provisions. This Agreement constitutes the entire agreement and understanding between the Parties as to its subject matter. All prior agreements or understandings, whether oral or written, are superseded by this Agreement and cannot be used as evidence of the Parties' intent herein. As both Parties have been fully involved in drafting this Agreement, neither side may argue that the Agreement should be construed against its drafter if a dispute arises. This Agreement may not be amended or modified except in writing by the Parties and as expressly approved by the Mayor. Neither party may assign any right or delegate any duties hereunder without the prior written consent of the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement effective on the latest date of signature below.

CITY OF EDGEWOOD
a Washington municipal corporation

EMPLOYEE

By: _____
Daryl Eidinger,
Its Mayor

Evan Hietpas

Date: _____, 2022

Date: _____, 2022

EXHIBIT A SCOPE OF DUTIES

1. Current Projects

- A. Town Center Subarea Plan
 - i. Community workshops
 - ii. Communications with 1) neighboring cities and schools; 2) Library; 3) Mt. View Community Center; 4) Chamber of Commerce; 5) Puyallup Tribe; and 6) Rotary
 - iii. Keep website updated
 - iv. Write text language for draft and final plans
- B. Edgewood Experience Annual Program
 - i. Coordinate with schools to recruit students (April and May)
 - ii. Onboard students (June and July)
 - iii. Coordinate staff and guest speakers (July)
 - iv. Facilitate six-week program (July and August)
 - v. End of Program Items (September)
 - 1) Magazine article
 - 2) After Action review with staff
 - vi. Program Maintenance (October through December)
 - 1) Update Manual
 - 2) Work through staffing changes, if any, with schools or City
 - 3) Promotion and marketing
 - a) Awards
 - b) Conference presentations

2. General Continuous Projects

- A. Planning Commission Staff Liaison
 - i. Research topics
 - ii. Prepare meeting packets
 - iii. Maintain Future Agenda List
 - iv. Coordinate with other Departments
 - v. Lead monthly meetings
 - vi. Strategic collaboration with the Parks and Recreation Advisory Board (PRAB) and the Economic Development Advisory Board (EDAB)
- B. Public Engagement projects
 - i. Quarterly magazine articles
 - ii. Webpage updates
- C. Customer service/planning technician backup
 - i. Field calls/emails regarding planning related inquiries
 - ii. Facilitate permit intake and processing
- D. Other duties as assigned by Employer



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Resolution – Comprehensive Plan Final Docket	Agenda Item #: 2.D
	For Agenda of: 5/17/2022
	Prepared by: Darren Groth
Attachments (list):	
Approval of Materials: Darren Groth Rachel Pitzel 5/12/2022 Dave Gray 5/12/2022 Daryl Eidinger 5/12/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 05/17/2022: Study Session 05/24/2022: RCM

Summary Statement:

Applications for amendments to the City's comprehensive plan may be considered once every year. All applications for comprehensive plan amendments submitted to the planning director by December 31st of the current calendar year are included in the director's preliminary docket of suggested amendments to be considered during the following year's amendment process.

For 2022, two suggested amendments were included on the preliminary docket. Neither amendment is related to a Site-Specific Development Proposal and both broadly apply to the goals, policies and implementation strategies of the comprehensive plan. The docket items are related to the incorporation and reference of the Town Center Subarea Plan and the updated Parks, Recreation, Open Space, and Trails (PROST) plan into the Comprehensive Plan. Each of these separate planning documents are anticipated to follow timelines that enable completion before the end of 2022. If included in the final docket, City staff will follow the process outlined in Edgewood Municipal Code (EMC) Chapter 18.60 to incorporate both plans into the existing Edgewood Comprehensive Plan.

This agenda item is intended to allow City Council to discuss the docket recommended by the Planning Commission in anticipation of Council's final action during their May 24, 2022 meeting. It should be noted that the city council's decision to adopt the final docket does not constitute a decision or recommendation that the substance of any site-specific amendment or suggested amendment be adopted. No additional amendment proposals shall be considered by the city after adoption of the final docket for that year.

Item History:

On May 9, 2022, the Planning Commission voted 6-0 to recommend approval of the docket.

Recommended Action:

Hold a discussion and provide staff direction to **Discussion** – Resolution – Comprehensive Plan Final Docket

Fiscal Note/Consideration:



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Resolution – Be Culture – EDI Contract with Council	Agenda Item #: 2.E
	For Agenda of: 5/17/2022
	Prepared by: Dave Gray
Attachments (list): 1. Resolution 21-XXXX Be Culture 2. 2022028 Be Culture 3. Resolution 22-xxxx BeCulture Exhibit A Agreement	
Approval of Materials: Dave Gray Rachel Pitzel 5/12/2022 Dave Gray 5/12/2022 Daryl Eidinger 5/12/2022	Expenditure Required: Not to exceed \$7,000.00 Amount Budgeted: \$7,366.00 2022 Appropriated Budget-Original Timeline: 05/17/2022 SS 05/24/2022 RCM

Summary Statement:

For the past two years, the City Council has led a city-wide exploration of equity, diversity and inclusion. As a municipal government, that effort has included staff and elected official training through the National League of Cities, Association of Washington Cities, Washington Cities Insurance Authority and Be Culture.

Be Culture is a private organization sprinting from the roots of Eastside Leadership (King County) focused on internal structural change within municipal governments with a strong component of EDI based evaluative processes underlying the philosophy of adaptive leadership. Be Culture's expertise is to learn the current culture and policies of an entity and tailor their training to most effectively deliver change within the organization utilizing adaptive leadership skills.

City staff have been immersed in this training for over six months and are delighted the Council has chosen to work with this provider. The Mayor believes it will help continue to build on the success of the overall coordinated effort to be more responsive to the community.

Item History:

Recommended Action:

Discuss the agreement and determine the City Councils intent to modify or move forward with the agreement.

Fiscal Note/Consideration:

This item is fully budgeted.

RESOLUTION NO. 21-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A PURCHASE ORDER NOT TO EXCEED SIXTY THOUSAND DOLLARS WITH BE CULTURE TO HELP ESTABLISH POLICY AND PROCEDURES TO ACHIEVE EXCELLENCE IN COMMUNICATION, TRANSPARENCY, INTERPERSONAL INTERACTION AMONG STAFF, ELECTED OFFICIALS AND OUR COMMUNITY.

WHEREAS, the City Council and Mayor have been focused on the growing national awareness that bias, driving inequality of opportunity, continues to effect large percentages of our population; and

WHEREAS, the City of Edgewood, a municipal publicly funded service provider, has a responsibility to serve the community and public at large with a level of excellence measured not only by metrics and statistics but also the level of equity, inclusion and diversity the recipients of services receive; and

WHEREAS, Be Culture, a Washington State based Adaptive Leadership training and coaching company, known for delivering excellence in the process of helping government design and implement change that overcomes the status quo's tendency to resist changes and assist staff and elected officials build frameworks for equitable, thriving organizational cultures; and

WHEREAS, as the Staff, Council and Mayor begin to engage the community in the development of a long term, multiyear Strategic Plan, incorporating a "living" business model, guided by internal policy and processes that will inform the creation of our next and future Comprehensive Plans; and

WHEREAS, Staff, Council and Mayor all agree the quality of that engagement within the City is directly related to the cultural and communication prowess of the people representing the City.

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

Section 1. The City of Edgewood City Council does hereby resolve to authorize the Mayor to execute a purchase order in an amount not to exceed sixty thousand dollars to engage Be Culture to pursue with Staff, Council and the Mayor those goals and objectives outlined in Exhibit A, attached hereto and incorporated herein.

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

ADOPTED THIS XTH DAY OF XXXXXXXXXXXX, 2021

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk



CONTACT/CONFIRMATION INFORMATION:
City of Edgewood
Finance Department
2224 104th Avenue East
Edgewood, WA 98372-1513
(253)952-3299
finance@cityofedgewood.org

BE CULTURE OVERVIEW

Culture makes the difference. The performance and satisfaction of any group is determined by the systems that make up the group's culture. Improving outcomes requires seeing and changing those culture systems in ways that overcome the status quo.

BE CULTURE helps boards, executives, and other leaders strategically mobilize people across their organizations and/or communities to effectively and sustainably develop the culture they desire. Customized to fit the unique aspects of each engagement, the **BE CULTURE** approach is rooted in the system change and equity tenets of Adaptive Leadership and Beloved Community.

It is common for organizations to invest time and resources on strategic, equity, and/or other efforts, only to have the organization's status quo reinforce existing outcomes. **BE CULTURE** works with leadership to design and implement engagements that overcome the status quo's tendency to resist change and does so in ways that unify and engage people, even across hierarchical, demographic, and ideological spectrums. Leading with the primary value of Love, **BE CULTURE** replaces contempt and polarization with equitable and thriving organizations, communities, and teams.

BE CULTURE Values

- Love. We believe everyone always deserves to be loved.
- Equity. We believe justice results from authentic shared determination.
- Thriving. We believe in nurturing people's unique gifts, talents, and purpose.
- Systemic Solutions. We believe effective, sustainable solutions engage individuals, their relationships, and their guiding structures.

BE CULTURE Framework for Equitable, Thriving Organizational Cultures

Each engagement is customized to address the organization/community's unique needs, effectively and sustainably mobilizing people to:

BE Committed to the "Why"

We help participants clarify and collectively own the equitable shared purpose and core values, balancing pursuit of purpose with authentic care for the people involved.

BE Collectively Responsible for the "How"

We help spread the responsibility for successful interactions across the system rather than limiting that function to positions of authority. Each person is equipped and encouraged to "HOST" the culture through:

- Honorable Collaboration
- Openness to Learn and Adapt
- Shared Accountability
- Tending to Relationships

BE Effective with the "What"

We help ensure each functional group within the system understands how their priorities and unique characteristics contribute to collective success, while being interdependent with the broader group.

BE CULTURE creates enjoyable learning/working environments and weaves together a mix of interactive presentations, expert counsel, large-group exercises, small-group discussions, and structured individual reflection to help leaders mobilize their companies and communities – using the system change and equity tenets of Adaptive Leadership and Beloved Community.

Overcome the status quo with **BE CULTURE**. And be the culture you wish to see.

PROPOSAL OVERVIEW

The City of Edgewood has embarked upon efforts to better understand and advance efforts related to Diversity, Equity, and Inclusion. This includes a committee of the City Council as well as considerations regarding launching a citizen board or commission to contribute to this work.

Be Culture proposes supporting the City Council as they play their critical role moving EDI efforts forward by providing technical expertise for the Council's EDI Committee through the launch and initial phase of the citizen board/commission. This support will maximize and accelerate the commission's likelihood for success.

One of the most important drivers of success is ensuring the purpose of the board/commission is aligned with sound EDI principles. Another key element for success is role clarity between the board/commission, other boards & commissions, the Council, the Officer of the Mayor, and staff functions. Focusing efforts early in clarifying the interrelationship between the new board/commission and existing functions is both a critical policy issue and foundational to the success of the effort.

The proposal includes advisory meetings with the Council EDI Committee to work through options to be ultimately presented to the full Council. The proposal also includes a presentation and facilitated Council discussion at a Council Study session to clarify the will of the council regarding how sound EDI principles will be applied in advancing the work of the board/commission in relationship to the other functions of the Council and City.

Outline:

Regular Check-In meetings with the Chair of the Council EDI Committee for planning purposes. (Included)

Advisory meetings with Council EDI Committee (Subtotal: \$4,000 for 2, 2 hr. sessions)

- Foundational EDI principles for use within the Committee and board/commission.
- Gaging the needs of the community.
- Equitable practices to support increased diversity and inclusion.
- Pitfalls to avoid.

Study Session Presentation and Facilitated Discussion (Subtotal: \$3,000 for 1, 2 hr. session)

- Report on Council EDI Committee Advisory meetings, including Foundational EDI principles to be used within the Committee and board/commission.
- Facilitated discussion providing City Council direction regarding the board/commissions core purpose / strategic imperative relative to the ongoing growth and success of the City.
- Facilitated discussion providing City Council direction regarding interrelationship between the board/commission and other boards & commissions, the Council, the Officer of the Mayor, and staff functions.

Proposal Total: \$7,000

<u>Proposal date:</u>	6/6/2021 (expires in 30 days)
<u>Submitted to:</u>	City of Edgewood 2224 104 th Ave E Edgewood, WA 98372
<u>Point of contact:</u>	Daryl Eidinger, Mayor



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Special Meeting - Open House May 31st	Agenda Item #: 2.F
	For Agenda of: 5/17/2022
	Prepared by: Darren Groth
Attachments (list):	
Approval of Materials: Darren Groth Rachel Pitzel 5/12/2022 Dave Gray 5/12/2022 Daryl Eidinger 5/12/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 05/17/22: Study Session Briefing 05/31/22: Open House

Summary Statement:

On May 31, 2022, the City of Edgewood will host a drop-in Open House from 6-8 p.m. This meeting is intended to provide an opportunity for the public to hear from City Council and City staff regarding topics pertaining to growth management, comprehensive planning, Town Center, community engagement, and access to information. The Planning Division will be available to answer questions in a hybrid format. Five stations will be set up in City Hall and five distinct Zoom links (corresponding to the five topic areas) have been created for virtual attendance.

For physical guests, the foyer at City Hall will provide the opportunity to talk with Senior Planner Morgan Dörner regarding the Growth Management Act (GMA). Discussion items include what GMA is, why it was adopted, where to find information about it, and how it applies to Edgewood. Morgan will be placed at the front counter near the main entrance to City Hall. This will allow guests to hear about the broad framework of planning and development in Washington before getting into more specific topics. Virtual guests can use the following Zoom link: <https://us06web.zoom.us/j/85768900419?pwd=OUdCZGphaXNYVE0zLzBtbXdrbnBxZz09> (Meeting ID: 857 6890 0419 and Passcode: 878912) to ask questions about GMA through the Zoom chat feature.

A second station will be set up in the foyer near the stairs where Planning Manager Emily Arteché will share information about Comprehensive Planning. Emily will be able to explain the process; how municipal plans must be consistent with GMA, regional plans (PSRC's Vision 2050), and Countywide Planning Policies; and the efforts Edgewood will be undertaking to ensure our Comprehensive Plan is certified by December 31, 2024. For this topic, virtual guests can use the following Zoom link: <https://us06web.zoom.us/j/81629252940?pwd=Z2tuWHhiQVpKL3NBZTVVZUwZEITdz09> (Meeting ID: 816 2925 2940 and Passcode: 787794) to listen in and ask questions through Zoom chat.

The City Council Chamber will host two additional stations. Associate Planner Evan Hietpas and Planning Technician Claire Swearingen are teaming up again (they will be the primary speakers for the Town Center

Subarea Plan workshop on May 19) to answer questions about Town Center and Public Engagement. The May 19 workshop will unveil a skeleton draft of the Subarea Plan, share the results of the community survey, and provide a lot of information regarding the work to date and the work ahead necessary to adopt the plan by December 2022. These main stations in the Council Chamber will be a great opportunity to engage with the public post the workshop. Virtual guests will utilize the following links. For the Town Center Subarea discussion: <https://us06web.zoom.us/j/86441633764?pwd=QUc5eUFNUGJ2UE4xZlN5eWhWV1NSdz09> (Meeting ID: 864 4163 3764 and Passcode: 258411) and for the Public Engagement discussion: <https://us06web.zoom.us/j/81146930195?pwd=OFJlemxpcVcxWS9weS93MXYwVDRVUT09> (Meeting ID: 811 4693 0195 and Passcode: 540408).

The final station will be hosted by Associate Planner Silas Read in the Rainier Conference Room, which is located off the side of the City Council Chamber. Silas will be helping guests gain access to all the information provided during the Open House by giving demonstrations of the City's online GIS mapping program, public permitting portal, SeeClickFix reporting tools, and general navigation of the City's website. To join Silas virtually, the following link will be available <https://us06web.zoom.us/j/81890105042?pwd=TIhVQkhvamcwTzhuUFU1SIBYUFhjZz09> (Meeting ID: 818 9010 5042 and Passcode: 884152).

This hybrid Open House is a novel approach to community engagement. Open-house style public meetings have long been a great way to hold discussions on various topics. The drop-in style intended for this meeting should allow for anyone to share their opinions and obtain answers to questions they have regarding the topic areas. If staff were instead giving presentations covering each of these areas, that would likely overwhelm someone who does not interact with the material daily--it would be a LOT of information. As such, this approach enables the conversations to be tailored to each customer. Personalized conversations have been used in Edgewood in the past with success. In 2019, City Hall hosted a well-attended discussion on growth. In 2017, focused conversations regarding the City Hall campus also allowed for a great exchange of ideas. The multiple public engagement efforts for the 2015 Comprehensive Plan update also demonstrated how successful discussion-style meetings can be for Edgewood.

Holding open discussions works, but this will be the first time Edgewood hosts a meeting like this in a hybrid format. The staff have tested the equipment and the planning team is very familiar with holding Zoom meetings. We anticipate a good showing and will evaluate the success of this event based on whether all stakeholders are clear about the process for the two-hour meeting. To help with clarity, this agenda item has been prepared as a discussion with City Council, staff posted information online regarding how to participate, the event was shared on social media, a press release was shared with TNT, the sign on City Hall's campus will advertise the event, the Planning Commission was briefed, Evan and Claire will outline the process during the May 19 workshop, and an email will be sent to registered stakeholders.

Item History:

Recommended Action:

Presentation Only

Fiscal Note/Consideration: