CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA
Tuesday, May 24, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: https://us06web.zoom.us/j/82809816403

1. CALL TO ORDER
Roll Call, Pledge of Allegiance

2. AUDIENCE COMMENT

3. MAYOR'S REPORT

4. CONSENT AGENDA: *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*
The following items are presented for Council approval:

A. Regular City Council Meeting Minutes of May 10, 2022

B. Study Session Meeting Minutes of May 17, 2022

C. **AB22-029** – a motion approving May 2022 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of $149,427.66 and Vendor Check Numbers 25443 through 25455 with EFT and Direct Pay Payments in the amount of $390,702.12 and void check number 25292 in the amount of <$3,408.02>. Total distributions submitted for review and authorization in the amount of $536,721.76.

D. **AB22-0623** – Resolution 22-0623, authorizing the Mayor to execute a limited-term employment contract with Evan Hietpas

E. **AB22-0624 –** Resolution 22-0624, authorizing the mayor to execute a purchase order with Be Culture to help establish policy and procedures

F. **AB22-0625** – Resolution 22-0625, Comprehensive Plan Final Docket

5. COUNCIL BUSINESS

6. COUNCIL COMMENTS

7. EXECUTIVE SESSION

A. RCW 42.30.110(1)(i) - City enforcement actions, and to discuss with legal counsel potential litigation

8. ADJOURN

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

CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA SUMMARY
Tuesday, May 10, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led the attendees in the Pledge of Allegiance.
Present: Mayor Eidinger, Deputy Mayor Tomyn, Councilmember West, Councilmember Creley, Councilmember Day, Councilmember Buckley, Councilmember Lowry, Councilmember Keith
Staff Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Community & Economic Development Director Darren Groth, City Attorney Ann Marie Soto

2 PRESENTATION

A. Chief Jon Parkinson – East Pierce Fire Rescue Update

Chief Parkinson spoke to the Council, providing them with an update of who East Pierce Fire & Rescue is and where they're headed in the next few years.

3 AUDIENCE COMMENT

There were no audience comments.

4 MAYOR'S REPORT

Mayor Eidinger read his report into the record and then invited each Director to speak on topics of their choosing.

5 CONSENT AGENDA:

A. Review of Boards/Commission Minutes

B. Regular City Council Meeting Minutes of April 26, 2022

C. Study Session Meeting Minutes of May 3, 2022

D. **AB22-027** – a motion approving May 2022 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; and IRS 941 in the amount of $201,142.75 and Vendor Check Numbers 25421 through 25442 with EFT and Direct Pay Payments in the amount of $329,513.80. Total distributions submitted for review and authorization in the amount of $530,656.55.

E. **AB22-0622 –** Resolution 22-0622, awarding the contract for the Edgemont Park Playground replacement to R.S. Underground INC

Motion: As read, **Action:** Approve, **Moved by:** Councilmember Day **Seconded by:** Councilmember Creley **Motion Passed 7-0**

6 COUNCIL BUSINESS

A. **AB22-0627 –** Ordinance 22-0627, amending the Budget for the 2022 fiscal year

Assistant City Administrator Gray spoke about this agenda item briefly.
Motion: As read, **Action:** Approve, **Moved by:** Deputy Mayor Tomyn **Seconded by:**

Councilmember Lowry **Motion Passed 7-0**

B. **AB22-028** – Economic Development Advisory Board appointments

Community and Economic Development Director Groth discussed this agenda item, explaining it was to accept the Mayors recommendation.
Motion: As read, **Action:** Approve, **Moved by:** Councilmember Day **Seconded by:** Councilmember West **Motion Passed 7-0**

7 COUNCIL COMMENTS

Councilmember Keith spoke.

8 ADJOURN

Mayor Eidinger adjourned the meeting at 7:38pm.

Jill S. Herrera Communications Coordinator / Deputy City Clerk	Daryl Eidinger Mayor

CITY OF EDGEWOOD
STUDY SESSION MEETING AGENDA SUMMARY
Tuesday, May 17, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led attendees in the Pledge of Allegiance.
Present: Mayor Eidinger, Deputy Mayor Tomyn, Councilmember Creley, Councilmember Day, Councilmember West, Councilmember Buckley, Councilmember Lowry (joined 7:01pm, after roll call) **Excused:** Councilmember Keith

Staff Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Community and Economic Development Director Darren Groth, IT/Facilities Director Matthew Ray, Chief Berry

2 COUNCIL BUSINESS

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

Deputy Mayor Tomyn gave an update about the subcommittees meeting with Be Culture and meeting the needs of different communities within the community. Councilmember West led a detailed discussion about the video shared with the Council.

B. Discussion – Development Review

Code Compliance Manager John Fairbanks briefed the Council on the development around the city. Discussed creative ways to deal with individuals not wanting to come into compliance.

C. Discussion – Resolution – Employment Contract

Assistant City Administrator Dave Gray brought this contract forward, explained the need for it, and asked the Council to move it forward to an upcoming consent agenda.

D. Discussion – Resolution – Comprehensive Plan Final Docket

Community and Economic Development Director Groth discussed this topic with the Council, asking if they would accept the Planning Commission's recommendation and place it on an upcoming consent agenda.

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

Assistant City Administrator Gray brought this contract forward for discussion with the Council asking that it be placed on an upcoming consent agenda. A detailed discussion then ensued, ending with the Council agreeing to move it forward.

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

Community and Economic Development Director Groth briefed the Council and those in attendance on what to expect at the May 31st open house.

3 OTHER COUNCIL ITEMS

Mayor Eidinger spoke.
Councilmember Day spoke.
Deputy Mayor Tomyn Spoke.

4 ADJOURN

Mayor Eidinger adjourned the meeting at 8:00pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinger
Mayor

City of Edgewood 2022

May 24th 2022 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank	**PAYROLL ACCOUNT DISTRIBUTION**		
10611	**Last Number Issued Previous Authorization**		
DCP EFT 5/13/2022	Deferred Compensation Program	5/13/2022	$17,255.64
DCS EFT 5/13/2022	WA State Support Registry	5/13/2022	$819.00
Direct Deposit Run -	Payroll Vendor	5/13/2022	$93,022.10
DRS EFT 5/13/2022	Dept of Retirement Systems	5/13/2022	$20,978.23
IRS EFT 5/13/2022	IRS 941	5/13/2022	$17,352.69
		Total	**$149,427.66**

Number	Name	Print Date	Amount
	CLAIM VOUCHER ACCOUNT DISTRIBUTION		
25442	**Last Number Issued Previous Authorization**		
25443	AHBL	5/24/2022	$23,264.55
25444	American Planning Association	5/24/2022	$668.00
25445	Drain-Pro	5/24/2022	$1,216.50
25446	First American Title Insurance Company	5/24/2022	$3,408.42
25447	Lakehaven Water & Sewer	5/24/2022	$424.53
25448	OMG National	5/24/2022	$342.59
25449	Pierce County Auditor's Office	5/24/2022	$209.50
25450	Pierce County Budget & Finance 2% Dist	5/24/2022	$999.39
25451	Pierce County Budget & Finance PW	5/24/2022	$11,347.09
25452	Pierce County Budget & Finance Sheriff	5/24/2022	$239,656.66
25453	Raedeke Associates, Inc.	5/24/2022	$3,317.22
25454	Fred Roesch	5/24/2022	$7,304.40
25455	Sterling Automotive Service	5/24/2022	$253.00
Direct Pay Payment	Amazon Capital Services	5/24/2022	$1,595.55
Direct Pay Payment	Consolidated Press	5/24/2022	$1,240.22
Direct Pay Payment	Department of Commerce	5/24/2022	$43,957.77
Direct Pay Payment	Flags A' Flying	5/24/2022	$224.88
Direct Pay Payment	Herrera Environmental Consultants, Inc.	5/24/2022	$3,756.68
Direct Pay Payment	Madrona Law Group, PLLC	5/24/2022	$16,507.00
Direct Pay Payment	McClatchy Company LLC	5/24/2022	$2,515.30
Direct Pay Payment	McKinstry Co, LLC	5/24/2022	$5,238.61
EFT Payment 5/19/2022	All Color	5/24/2022	$227.86
EFT Payment 5/19/2022	US Bank Corporate Payment System	5/24/2022	$12,326.21
EFT Payment 5/19/2022	American Shredding	5/24/2022	$67.50
EFT Payment 5/19/2022	ESI Security	5/24/2022	$25.00
EFT Payment 5/19/2022	Grainger	5/24/2022	$1,885.11
EFT Payment 5/19/2022	Lakehaven Water & Sewer District	5/24/2022	$355.66
EFT Payment 5/19/2022	Office Depot	5/24/2022	$93.74
EFT Payment 5/19/2022	Puget Sound Energy	5/24/2022	$4,619.69
EFT Payment 5/19/2022	Shell	5/24/2022	$2,311.33
EFT Payment 5/19/2022	Smarsh, Inc.	5/24/2022	$32.26
EFT Payment 5/19/2022	US Bank ACH/EFT	5/24/2022	$1,309.90
Total Claims Voucher Distribution			**$390,702.12**
Total Distribution Submitted for Review & Authorization			$540,129.78
Authorization Adjustments: Void Check Number 25259 & Reissue (outstanding check lost in mail)			**($3,408.02)**
Total Distribution Net of Prior Authorized Adjustments			**$536,721.76**

Claims Voucher Approval: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

______________________________Accounting Manager, Stephanie Goff

______________________________Mayor, Daryl Eidinger ___________________________________Council Member

Voucher Directory

Fiscal: : 2022 - May
Council Date: : 2022 - May - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
AHBL					
	25443			**2022 - May - 2nd Council Meeting**	
		131725			
			April Svcs-Prologis Review		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv Prologis Review	$117.50
		Total 131725			**$117.50**
		131726			
			April Svcs-Edgewood Town Center Plan		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable) Edgewood Town Center Plan	$18,190.00
		Total 131726			**$18,190.00**
		131830			
			April Svcs-Edgewood Interurban Trail Grant Support		
			001-076-000-576-80-41-01	Professional Services Edgewood Interurban Trail Grant Support	$4,957.05
		Total 131830			**$4,957.05**
	Total 25443				**$23,264.55**
Total AHBL					**$23,264.55**
All Color					
	EFT Payment 5/19/2022 11:55:54 AM - 1			**2022 - May - 2nd Council Meeting**	
		4727			
			May Purchases		
			001-058-000-558-70-31-06	Economic Development Materials/Supplies Custom T-Shirts for City Staff (RECon)	$227.86
		Total 4727			**$227.86**
	Total EFT Payment 5/19/2022 11:55:54 AM - 1				**$227.86**
Total All Color					**$227.86**
Amazon Capital Services					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 1			**2022 - May - 2nd Council Meeting**	
		1LMN-XJW3-LGMR			
			May Credit		
			001-018-000-518-20-31-01	Office & Operational Supplies Return- Wireless Phone Charger	($42.90)
		Total 1LMN-XJW3-LGMR			**($42.90)**

Vendor	Number	Reference	Account Number	Description	Amount
		1M17-3TKV-46CQ			
			April Statement		
			001-011-000-511-60-31-05	Supplies-Misc	$19.24
				Nameplates for Council Chamber	
			001-018-000-518-20-31-01	Office & Operational Supplies	$835.74
				Misc Kitchen/Office Supplies, Bluetooth Headset (M.Dorner), Busy Lights	
			001-018-000-518-20-31-08	Wellness Supplies	$73.62
				Prizes for Spring Challenge, Wall Decal	
			001-018-000-518-20-35-02	Office Furniture	$632.86
				Sit/Stand Desk (B.Murray), Replacement Chairs for Breakroom	
			001-018-000-518-20-39-11	Teambuilding-Supplies	$76.99
				Coleman Rolling Cooler	
		Total 1M17-3TKV-46CQ			**$1,638.45**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 1				**$1,595.55**
Total Amazon Capital Services					**$1,595.55**
American Planning Association					
	25444			**2022 - May - 2nd Council Meeting**	
		128195-2243			
			7/1/22-6/30/23 Membership		
			001-058-000-558-60-49-01	Memberships	$668.00
				E.Arteche Membership 7/1/22-6/30/23	
		Total 128195-2243			**$668.00**
	Total 25444				**$668.00**
Total American Planning Association					**$668.00**
American Shredding					
	EFT Payment 5/19/2022 11:55:54 AM - 2			**2022 - May - 2nd Council Meeting**	
		15596050922			
			May Services		
			001-018-000-518-30-41-01	Professional Services	$67.50
				Shredding Services for May	
		Total 15596050922			**$67.50**
	Total EFT Payment 5/19/2022 11:55:54 AM - 2				**$67.50**
Total American Shredding					**$67.50**
Consolidated Press					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 2			**2022 - May - 2nd Council Meeting**	
		29138			
			Summer 2022 Magazine Postage		
			001-018-000-518-20-49-05	Printing & Binding-Magazine	$1,240.22
				Summer 2022 Magazine Postage	
		Total 29138			**$1,240.22**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 2				**$1,240.22**
Total Consolidated Press					**$1,240.22**

Vendor	Number	Reference	Account Number	Description	Amount
Department of Commerce					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 3			**2022 - May - 2nd Council Meeting**	
		PWTF-254018			
			Ph 1 Sewer Design PR08-951-083		
			202-000-000-591-35-78-02	Principal PWTF Loan Payment	$29,411.77
				Ph 1 Sewer System Design Contract PR08-951-083	
			202-000-000-592-35-83-02	Interest PWTF Loan Payment	$1,029.41
				Ph 1 Sewer System Design Contract PR08-951-083	
		Total PWTF-254018			**$30,441.18**
		PWTFNT-291328			
			Jovita Blvd Realignment Prj PC12-951-080		
			340-000-000-591-95-78-02	Principal PWTF Loan Payment	$13,186.92
				Jovita Blvd Realignment-Contract PC12-951-080	
			340-000-000-592-95-82-01	Interest PWTF Loan Payment	$329.67
				Jovita Blvd Realignment-Contract PC12-951-080	
		Total PWTFNT-291328			**$13,516.59**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 3				**$43,957.77**
Total Department of Commerce					**$43,957.77**
Drain-Pro					
	25445			**2022 - May - 2nd Council Meeting**	
		99387			
			5/15-6/11/22 Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	$479.00
				Edgemont Park (regular service & hand sanitizer refill)	
		Total 99387			**$479.00**
		99388			
			5/15-6/11/22 Svcs Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	$259.00
				Nelson Nature Park (regular service & hand sanitizer refill)	
		Total 99388			**$259.00**
		99389			
			5/15-6/11/22 Svcs Nelson Farm		
			001-076-000-576-80-45-03	Operating Rentals	$129.50
				Nelson Farm (regular service & hand sanitizer refill)	
		Total 99389			**$129.50**
		99390			
			5/15-6/11/22 Svcs Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	$219.50
				Trailhead Park (regular service & hand sanitizer refill)	
		Total 99390			**$219.50**
		99391			
			5/15-6/11/22 Svcs PW Garage		
			001-076-000-576-80-45-03	Operating Rentals	$129.50

Vendor	Number	Reference	Account Number	Description	Amount
				PW Garage (regular service & hand sanitizer refill)	
		Total 99391			**$129.50**
	Total 25445				**$1,216.50**
Total Drain-Pro					**$1,216.50**
ESI Security					
	EFT Payment 5/19/2022 11:55:54 AM - 3			**2022 - May - 2nd Council Meeting**	
		001423*			
			April Invoice- Returned Check Fee		
			001-019-000-514-20-42-05	Bank & Bond Fees	$25.00
				NSF Fee- COE Banking Error	
		Total 001423*			**$25.00**
	Total EFT Payment 5/19/2022 11:55:54 AM - 3				**$25.00**
Total ESI Security					**$25.00**
First American Title Insurance Company					
	25446			**2022 - May - 2nd Council Meeting**	
		ETN 4581699*			
			Refund Dup Excise Tax Pmt		
			130-000-000-318-34-00-01	Real Estate Excise Tax (REET1)	$1,704.01
				Reissue Check #25259 (Refund Duplicate Excise Tax Rec'd from County-Parcel 6026881080)	
			132-000-000-318-34-00-01	Real Estate Excise Tax (REET 2)	$1,704.41
				Reissue Check #25259 (Refund Duplicate Excise Tax Rec'd from County-Parcel 6026881080)	
		Total ETN 4581699*			**$3,408.42**
	Total 25446				**$3,408.42**
	V25259			**2022 - May - 2nd Council Meeting**	
		Void ETN 4581699			
			Void Refund Dup Excise Tax		
			130-000-000-318-34-00-01	Real Estate Excise Tax (REET1)	($1,704.01)
				Refund Duplicate Excise Tax Rec'd from County-Parcel 6026881080	
			132-000-000-318-34-00-01	Real Estate Excise Tax (REET 2)	($1,704.01)
				Refund Duplicate Excise Tax Rec'd from County-Parcel 6026881080	
		Total Void ETN 4581699			**($3,408.02)**
	Total V25259				**($3,408.02)**
Total First American Title Insurance Company					**$0.40**

Vendor	Number	Reference	Account Number	Description	Amount
Flags A' Flying					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 4			**2022 - May - 2nd Council Meeting**	
		96008			
			May Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$224.88
				Replacement Flags- US & WA State	
		Total 96008			**$224.88**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 4				**$224.88**
Total Flags A' Flying					**$224.88**
Grainger					
	EFT Payment 5/19/2022 11:55:54 AM - 4			**2022 - May - 2nd Council Meeting**	
		9291702075			
			April Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$1,364.28
				Pet Waste Bag Dispensers, Garbage Cans- Edgewood Community Park	
		Total 9291702075			**$1,364.28**
		9299649534			
			May Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	$17.14
				Safety Glass	
			001-076-000-576-80-31-01	Operational Supplies	$406.03
				Trash Cans- Edgewood Community Park	
		Total 9299649534			**$423.17**
		9299649542			
			May Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	$33.67
				Safety Glasses	
			001-076-000-576-80-31-01	Operational Supplies	$11.48
				Door Holder- Edgewood Community Park	
			101-000-000-542-30-31-01	Roadway-Operational Supplies	$13.17
				Paint Markers	
		Total 9299649542			**$58.32**
		9300038842			
			May Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$7.86
				Cable, Wire Rope Sleeve (PW Supplies)	
			101-000-000-542-30-31-01	Roadway-Operational Supplies	$15.74
				Cable, Wire Rope Sleeve (PW Supplies)	
			410-000-000-531-38-31-01	Operational Supplies	$15.74
				Cable, Wire Rope Sleeve (PW Supplies)	
		Total 9300038842			**$39.34**
	Total EFT Payment 5/19/2022 11:55:54 AM - 4				**$1,885.11**
Total Grainger					**$1,885.11**

Vendor	Number	Reference	Account Number	Description	Amount
Herrera Environmental Consultants, Inc.					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 5			**2022 - May - 2nd Council Meeting**	
		50961			
			April Svcs-Prj 21-07553-000		
			410-000-000-531-38-41-01	Professional Service	$3,756.68
				SW Management Action Plan	
		Total 50961			**$3,756.68**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 5				**$3,756.68**
Total Herrera Environmental Consultants, Inc.					**$3,756.68**
Lakehaven Water & Sewer					
	25447			**2022 - May - 2nd Council Meeting**	
		051022-LAK			
			Prj 6320006-Meridian Sewer Ext		
			310-000-000-594-76-41-03	Professional Svs.-Property	$424.53
				36th & Meridian Park Sewer Extension	
		Total 051022-LAK			**$424.53**
	Total 25447				**$424.53**
Total Lakehaven Water & Sewer					**$424.53**
Lakehaven Water & Sewer District					
	EFT Payment 5/19/2022 11:55:54 AM - 5			**2022 - May - 2nd Council Meeting**	
		3833501 12/22/21-4/11/22			
			12/22/21-4/11/22 Svcs Edgewood Community Park		
			001-018-000-518-30-47-04	Sewer Charges	$355.66
				Edgewood Community Park	
		Total 3833501 12/22/21-4/11/22			**$355.66**
	Total EFT Payment 5/19/2022 11:55:54 AM - 5				**$355.66**
Total Lakehaven Water & Sewer District					**$355.66**
Madrona Law Group, PLLC					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 6			**2022 - May - 2nd Council Meeting**	
		11300			
			April Services		
			001-019-000-515-41-41-01	Legal Services-External	$93.00
				Dhaliwal Service	
		Total 11300			**$93.00**
		11301			
			April Services		
			001-019-000-515-41-41-01	Legal Services-External	$16,414.00
				General City Services	
		Total 11301			**$16,414.00**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 6				**$16,507.00**
Total Madrona Law Group, PLLC					**$16,507.00**

Vendor	Number	Reference	Account Number	Description	Amount
McClatchy Company LLC					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 7			**2022 - May - 2nd Council Meeting**	
		118202			
			April Statement		
			001-019-000-511-30-41-02	Legal Publications	$1,161.17
			001-058-000-558-60-41-08	Legal Notices/Publications	$1,354.13
		Total 118202			**$2,515.30**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 7				**$2,515.30**
Total McClatchy Company LLC					**$2,515.30**
McKinstry Co, LLC					
	Direct Pay Payment 5/19/2022 11:57:08 AM - 8			**2022 - May - 2nd Council Meeting**	
		10174535			
			May Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	$1,535.23
				May Maintenance	
		Total 10174535			**$1,535.23**
		10175057			
			March Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	$1,535.23
				March Maintenance	
		Total 10175057			**$1,535.23**
		10175058			
			April Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	$1,535.23
				April Maintenance	
		Total 10175058			**$1,535.23**
		10175348			
			March Service		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	$632.92
				Hot Water Leak Repair at City Hall (downstairs)	
		Total 10175348			**$632.92**
	Total Direct Pay Payment 5/19/2022 11:57:08 AM - 8				**$5,238.61**
Total McKinstry Co, LLC					**$5,238.61**
Office Depot					
	EFT Payment 5/19/2022 11:55:54 AM - 6			**2022 - May - 2nd Council Meeting**	
		240248855001			
			April Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$93.74
				Paper Towels	
		Total 240248855001			**$93.74**
	Total EFT Payment 5/19/2022 11:55:54 AM - 6				**$93.74**
Total Office Depot					**$93.74**

Vendor	Number	Reference	Account Number	Description	Amount
OMG National					
	25448		**2022 - May - 2nd Council Meeting**		
		N1072741			
			April Purchases		
			001-021-000-521-20-31-01	Office & Operational Supplies	$342.59
			PO 2022026 3000 Stickers- PD Swag for Edgewood Picnic		
		Total N1072741			**$342.59**
	Total 25448				**$342.59**
Total OMG National					**$342.59**
Pierce County Auditor's Office					
	25449		**2022 - May - 2nd Council Meeting**		
		CI-315868			
			May Svcs- Acct #5049		
			001-018-000-518-30-41-01	Professional Services	$209.50
			Recording of Ordinance No. 20-0625		
		Total CI-315868			**$209.50**
	Total 25449				**$209.50**
Total Pierce County Auditor's Office					**$209.50**
Pierce County Budget & Finance 2% Dist					
	25450		**2022 - May - 2nd Council Meeting**		
		CI-315833			
			Q1 2022 Liquor & Excise Taxes		
			001-021-000-521-10-42-01	Intergov Chemical Dependency	$999.39
			Q1 2022 Liquor & Excise Taxes		
		Total CI-315833			**$999.39**
	Total 25450				**$999.39**
Total Pierce County Budget & Finance 2% Dist					**$999.39**
Pierce County Budget & Finance PW					
	25451		**2022 - May - 2nd Council Meeting**		
		CI-316061			
			April M&O Services		
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	$296.00
			101-000-000-542-70-41-04	Roadside-ROW Veg Maint (Intergov)	$1,891.78
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	$213.00
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	$1,879.69
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	$7,066.62
		Total CI-316061			**$11,347.09**
	Total 25451				**$11,347.09**
Total Pierce County Budget & Finance PW					**$11,347.09**

Vendor	Number	Reference	Account Number	Description	Amount
Pierce County Budget & Finance Sheriff					
	25452			**2022 - May - 2nd Council Meeting**	
		CI-315951			
			May Services		
			001-021-000-521-20-41-01	Police Services	$239,656.66
				May Services	
		Total CI-315951			**$239,656.66**
	Total 25452				**$239,656.66**
Total Pierce County Budget & Finance Sheriff					**$239,656.66**
Puget Sound Energy					
	EFT Payment 5/19/2022 11:55:54 AM - 7			**2022 - May - 2nd Council Meeting**	
		300000011233 April 2022			
			April Statement		
			001-018-000-518-30-47-01	Electricity	$4,619.69
				April Statement	
		Total 300000011233 April 2022			**$4,619.69**
	Total EFT Payment 5/19/2022 11:55:54 AM - 7				**$4,619.69**
Total Puget Sound Energy					**$4,619.69**
Raedeke Associates, Inc.					
	25453			**2022 - May - 2nd Council Meeting**	
		59907			
			Prj 2018-097 April Services		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	$1,759.97
				205-1 Frunchak Wetland Review	
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	$1,557.25
				204-1 Satwant (Dhaliwal) Final Mitigation Plan Review	
		Total 59907			**$3,317.22**
	Total 25453				**$3,317.22**
Total Raedeke Associates, Inc.					**$3,317.22**
Refunds/Reimbursements Vendor					
	25454			**2022 - May - 2nd Council Meeting**	
		051022-FR		**Fred Roesch**	
			Assignment of Funds Final Release- Permit #3786		
			006-000-000-582-10-00-02	Refunds-Assignment of Funds	$7,304.40
				Assignment of Funds Final Release- Permit #3786	
		Total 051022-FR			**$7,304.40**
	Total 25454				**$7,304.40**
Total Refunds/Reimbursements Vendor					**$7,304.40**

Vendor	Number	Reference	Account Number	Description	Amount
Shell					
	EFT Payment 5/19/2022 11:55:54 AM - 8			**2022 - May - 2nd Council Meeting**	
		80756993			
			April Statement		
			001-018-000-518-30-32-01	Fuel	$2,311.33
				April Statement	
		Total 80756993			**$2,311.33**
	Total EFT Payment 5/19/2022 11:55:54 AM - 8				**$2,311.33**
Total Shell					**$2,311.33**
Smarsh, Inc.					
	EFT Payment 5/19/2022 11:55:54 AM - 9			**2022 - May - 2nd Council Meeting**	
		INV00708480			
			4/1-9/30/22 Web Archiving		
			001-018-000-518-85-49-03	Computer Subscriptions	$32.26
				4/1-9/30/22 Web Archiving	
		Total INV00708480			**$32.26**
	Total EFT Payment 5/19/2022 11:55:54 AM - 9				**$32.26**
Total Smarsh, Inc.					**$32.26**
Sterling Automotive Service					
	25455			**2022 - May - 2nd Council Meeting**	
		0003449			
			May Services		
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$253.00
				Diagnose Check Engine Light (Vehicle #13)	
		Total 0003449			**$253.00**
	Total 25455				**$253.00**
Total Sterling Automotive Service					**$253.00**
US Bank ACH/EFT					
	EFT Payment 5/19/2022 11:56:48 AM - 1			**2022 - May - 2nd Council Meeting**	
		050622-USBank			
			April Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	$30.00
				April Safekeeping Fees	
		Total 050622-USBank			**$30.00**
		051322-USBank			
			April Customer Analysis Fee		
			001-019-000-514-20-42-05	Bank & Bond Fees	$1,279.90
				April Customer Analysis Fee	
		Total 051322-USBank			**$1,279.90**
	Total EFT Payment 5/19/2022 11:56:48 AM - 1				**$1,309.90**
Total US Bank ACH/EFT					**$1,309.90**
US Bank Corporate Payment System					

Vendor	Number	Reference	Account Number	Description	Amount
	EFT Payment 5/19/2022 11:55:54 AM - 10			**2022 - May - 2nd Council Meeting**	
		042522-USBank			
			April Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	$19.77
				D.Eidinger-Lowes-Cleaning Supplies for City Hall	
			001-018-000-518-20-31-01	Office & Operational Supplies	$22.62
				D.Eidinger-Stewart Signs-Antena for City Hall LED Sign	
			001-018-000-518-20-43-04	Employee Meals	$68.85
				S.Goff-Dominos-Pizza for Volunteers (shred event)	
			001-018-000-518-20-43-04	Employee Meals	$27.90
				S.Goff-Happy Donuts-Donuts for Volunteers (shred event)	
			001-018-000-518-20-49-01	Memberships	$135.00
				S.Goff-MRSC-MRSC Rosters Renewal	
			001-018-000-518-20-49-11	City Employee Team Building	$31.63
				M.Sullivan-Dollar Tree-BE Team Supplies	
			001-018-000-518-20-49-11	City Employee Team Building	$27.04
				B.Murray-Target-BE Team (event supplies)	
			001-018-000-518-20-49-11	City Employee Team Building	$669.43
				M.Sullivan-Crocketts-BE Team Even (staff lunch)	
			001-018-000-518-20-49-11	City Employee Team Building	$18.37
				M.Sullivan-Costco-BE Team Event (staff lunch)	
			001-018-000-518-20-49-11	City Employee Team Building	$68.67
				B.Murray-Fred Meyer-BE Team (event supplies)	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	$176.48
				B.Whitman-Peak Industrial-Bobcat Mower Blades	
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	$268.42
				B.Whitman-Peak Industrial-Bobcat Mower Belts	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$12.00
				C.McVay-Tahoma Market-Carwash (Vehicle #13)	
			001-018-000-518-85-49-03	Computer Subscriptions	$139.82
				M.Ray-Amazon Web Services-Cloud Backup	
			001-018-000-518-85-49-03	Computer Subscriptions	$199.00
				M.Ray-LiquidFiles-Large Transfer Files Yearly License	
			001-018-000-518-85-49-03	Computer Subscriptions	$15.16
				M.Ray-Name Cheap-Domain Yearly Registration	
			001-018-000-518-85-49-03	Computer Subscriptions	$69.00
				M.Ray-Netflare-Email Security Service	
			001-018-000-518-85-49-04	Subscriptions	$40.00
				J.S-Herrera-iStock Photo-Monthly Subscription for Stock Photos	
			001-019-000-514-20-49-01	Memberships & Subscriptions	$75.00
				M.Ray-EEM Creative-ACCIS (IT & County) Yearly Membership	
			001-019-000-514-20-49-01	Memberships & Subscriptions	$75.00
				R.Pitzel-WMCA-Membership Renewal	
			001-019-000-514-20-49-01	Memberships & Subscriptions	$425.00
				R.Pitzel-AWC-Labor Relations Institute Conference	

Vendor	Number	Reference	Account Number	Description	Amount
			001-058-000-558-50-43-01	Training/Travel Costs	$230.00
				J.Tumelson-Int' Code Council-R3 Residential Plans Examiner Exam (M.George)	
			001-058-000-558-50-43-01	Training/Travel Costs	$276.48
				J.Tumelson-Enzian Inn-Lodging for WABO Spring Meeting (Leavenworth)	
			001-058-000-558-50-49-04	Subscriptions	$99.99
				J.Tumelson-Nat'l Fire Protection Assoc.-Annual Subscription	
			001-058-000-558-60-43-01	Training/Travel Costs	$457.20
				E.Hietpas-Alaska Airlines-Flight for ICSC Conference (RECon- Las Vegas)	
			001-058-000-558-60-43-01	Training/Travel Costs	$822.92
				D.Groth-Harrah's Hotel-Lodging for RECon, Las Vegas (M.Dorner, E.Hietpas)	
			001-058-000-558-60-43-01	Training/Travel Costs	$400.00
				S.Read-APA-National Planning Conference (NPC 2022)	
			001-058-000-558-60-43-01	Training/Travel Costs	$297.96
				C.Swearingen-Southwest Airlines-Flight for ICC Conference (RECon- Las Vegas)	
			001-058-000-558-60-43-01	Training/Travel Costs	$2,385.00
				D.Groth-ICSC-RECon Registration (M.Dorner, E.Hietpas, C.Swearingen)	
			001-058-000-558-60-43-01	Training/Travel Costs	$400.00
				M.Dorner-APA-National Planning Conference (NPC 2022)	
			001-058-000-558-60-43-01	Training/Travel Costs	$350.00
				C.Swearingen-APA-National Planning Conference (NPC 2022)	
			001-058-000-558-60-43-01	Training/Travel Costs	$411.46
				D.Groth-Harrah's Hotel-Lodging for RECon, Las Vegas (C.Swearingen)	
			001-058-000-558-60-43-01	Training/Travel Costs	$199.00
				C.Swearingen-Planetizen-Online Planning Courses Subscription	
			001-058-000-558-60-49-01	Memberships	$500.00
				D.Groth-ICSC-Annual Membership Dues (D.Groth, M.Dorner, E.Hietpas, C.Swearingen)	
			001-058-000-558-60-49-01	Memberships	$227.00
				M.Dorner-APA-Annual Membership	
			001-076-000-576-80-31-01	Operational Supplies	$157.00
				B.Whitman-Costco-Restroom Supplies (Edgewood Community Park)	
			001-076-000-576-80-31-01	Operational Supplies	$1,153.08
				J.Privett-Carpinito Brothers-35 Yards of Bark for City Hall Grounds	
			001-076-000-576-80-31-01	Operational Supplies	$13.83
				B.Whitman-Dollar Tree-Restroom Supplies (Edgewood Community Park)	
			001-076-000-576-80-31-01	Operational Supplies	$15.21
				B.Whitman-Dollar Tree-Restroom Supplies (Edgewood Community Park)	
			101-000-000-542-30-35-01	Roadway-Small Tools & Minor Equipment	$672.96
				J.Metzler-Kuker Ranker-Magnetic Locator	
			410-000-000-531-38-35-05	Equipment - Surface Water	$672.96
				J.Metzler-Kuker Ranker-Magnetic Locator	
		Total 042522-USBank			**$12,326.21**
	Total EFT Payment 5/19/2022 11:55:54 AM - 10				**$12,326.21**
Total US Bank Corporate Payment System					**$12,326.21**

Grand Total	**Vendor Count**	**32**	**$387,294.10**

EDGEWOOD Washington

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB22-0623** – Resolution 22-0623, authorizing the Mayor to execute a limited-term employment contract with Evan Hietpas	**Agenda Item #:** **4.D** **For Agenda of:** **5/24/2022** **Prepared by: Ann Marie Soto**

Attachments (list):

1. Resolution 22-0623 Evan Hietpas Employment Contract - AMS edits
2. E. Hietpas Signed Limited Term Employment Contract

Approval of Materials:	
Ann Marie Soto Rachel Pitzel 5/19/2022 Dave Gray 5/19/2022 Daryl Eidinger 5/19/2022	**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:

MOTION to adopt **AB22-0623** – Resolution 22-0623, authorizing the Mayor to execute a limited-term employment contract with Evan Hietpasas presented under the Consent Agenda

Fiscal Note/Consideration:

RESOLUTION NO. 22-0623

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 Eidinger, 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 it 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.

Employee's Initials - EH Employer's initials - ______

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. <u>Reference</u>. 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.

Employee's Initials - EH Employer's initials - ______

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

By: ______________________________
Daryl Eidinger,
Its Mayor

Date: __________________, 2022

EMPLOYEE

Evan Hietpas

Date: March 18, 2022

Employee's Initials - EH Employer's initials - ______

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 inquires
   ii. Facilitate permit intake and processing

D. Other duties as assigned by Employer

Employee's Initials - EH Employer's initials - ______

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB22-0624** – Resolution 22-0624, authorizing the mayor to execute a purchase order with Be Culture to help establish policy and procedures	**Agenda Item #:** **4.E** **For Agenda of:** **5/24/2022** **Prepared by: Dave Gray**

Attachments (list):
1. Resolution 22-0624 Be Culture
2. Resolution 22-0624 BeCulture Exhibit A Agreement
3. 2022028 Be Culture

Approval of Materials:		
Dave Gray		**Expenditure Required:** Not to exceed $7,000.00
Rachel Pitzel	5/18/2022	**Amount Budgeted:** $7,366.00 2022 Appropriated Budget-Original
Dave Gray	5/18/2022	**Timeline:** ~~05/17/2022 SS~~ 05/24/2022 RCM
Daryl Eidinger	5/18/2022	

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:
MOTION to adopt **AB22-0624** – Resolution 22-0624, authorizing the mayor to execute a purchase order with Be Culture to help establish policy and proceduresas presented under the Consent Agenda

Fiscal Note/Consideration:
This item is fully budgeted.

RESOLUTION NO. 22-0624

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 SEVEN THOUSAND DOLLARS WITH BE CULTURE TO HELP ESTABLISH POLICY AND PROCEDURES TO ACHIEVE EXCELLENCE IN COMMUNICATION, TRANSPARENCY, INTERPERSONAL INTERACTION AMONG MEMBERS OF THE CITY COUNCIL 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 seven thousand dollars to engage Be Culture to pursue with 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 24TH DAY OF MAY, 2022

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, CMC
City Clerk

Proposal: Council EDI Committee Support
For: City of Edgewood
By: James Whitfield and Kristen Whitfield, Principals

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:

<u>BE Committed to the "Why"</u>
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.

<u>BE Collectively Responsible for the "How"</u>
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

<u>BE Effective with the "What"</u>
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

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

CITY OF EDGEWOOD
PURCHASE ORDER

DATE: 5/24/2022		VENDOR: Be Culture	PO NUMBER: **2022028**
DELIVERY METHOD:	Personal Services Delivered Live	DELIVERY DATE:	Ongoing 2022

SPECIAL INSTRUCTIONS:

COUNT:	DESCRIPTION:	UNIT $	TOTAL $
1	Personal Services Agreement (attached scope of work)	$7,000.00	$7,000.00
	This is a not to exceed agreement.		
		SUBTOTAL	$7,000.00
		SALES TAX	$0.00
STATE BID CONTRACT NUMBER:		**PO TOTAL**	**$7,000.00**

BARS NUMBERS	001-011-000-511-60-43-01	Training	
BARS NUMBERS			
BARS NUMBERS			
BARS NUMBERS			
AUTHORIZATION LEVEL:		**BARS TOTAL**	**$ 7,000.00**
FINANCE DIRECTOR APPROVAL:			
MAYOR APPROVAL:			

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

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB22-0625** – Resolution 22-0625, Comprehensive Plan Final Docket	**Agenda Item #:** **4.F** **For Agenda of:** **5/24/2022** **Prepared by: Darren Groth**

Attachments (list):
1. Resolution 22-0625_ 2022 Comprehensive Plan - Final Docket

Approval of Materials: Darren Groth Rachel Pitzel 5/19/2022 Dave Gray 5/19/2022 Daryl Eidinger 5/19/2022	**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 is 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 take final action on the annual Comprehensive Plan Final Docket for 2022. 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.

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

Recommended Action:

MOTION to adopt **AB22-0625** – Resolution 22-0625, Comprehensive Plan Final Docketas presented under the Consent Agenda

Fiscal Note/Consideration:

RESOLUTION NO. 22-0625

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, ADOPTING THE 2022 FINAL DOCKET FOR ANNUAL AMENDMENTS TO EDGEWOOD'S COMPREHENSIVE PLAN.

WHEREAS, RCW 36.70A.130 of the Growth Management Act generally allows cities and counties to consider comprehensive plan amendments no more frequently than once every year; and

WHEREAS, except in special circumstances (RCW 36.70A.130(2)(a)), the City may consider amendments to the City's Comprehensive Plan once a year; and

WHEREAS, the City of Edgewood City Council has established a process and criteria for making modifications to the City's Comprehensive Plan in EMC Chapter 18.60, including text and map amendments in accordance with the Growth Management Act and State Law; and

WHEREAS, the City proposed two (2) comprehensive plan amendments for 2022 related to the incorporation and reference of the Town Center Subarea Plan (City file number 22-1064) and the updated Parks, Recreation, Open Space, and Trails (PROST) plan (City file number 22-002CODE) into the Comprehensive Plan; and

WHEREAS, in accordance with the Edgewood Municipal Code (EMC) Section 18.60.140, the City's Planning Director ("Director") maintained a preliminary docket and prepared a report concerning which suggested amendments the director believed should be placed on the final docket for consideration during the annual amendment process; and

WHEREAS, the Director suggested both the Town Center Subarea Plan and the updated PROST plan be included in the Final Docket; and

WHEREAS, on May 9, 2022, the Planning Commission held a public hearing on the Director's suggested amendments and made the recommendation to City Council that file numbers 22-1064 and 22-002CODE should be placed on the Final Docket;

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

Section 1. Adoption of Findings. The City of Edgewood City Council does hereby resolve to adopt the 2022 Comprehensive Plan Final Docket to incorporate and reference the Town Center Subarea Plan and the updated Parks, Recreation, Open Space, and Trails (PROST) plan into the Comprehensive Plan.

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

ADOPTED THIS 24TH DAY OF MAY, 2022

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk