



**CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA**

Tuesday, June 23, 2020 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

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. Study Session Meeting Minutes of June 2, 2020

B. Regular City Council Meeting Minutes of June 9, 2020

C. Study Session Meeting Minutes of June 16, 2020

D. Review of Commission, Committee and Board Meeting Minutes

E. AB20-028 - a motion approving June 2020 Budgeted Expenditures as follows:

Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; and IRS 941 ACHs in the amount of \$120,619.01; and Vendor Check Numbers 24403 through 24422 with EFT and Direct Pay Payments in the amount of \$122,682.94. Total distributions submitted for review & authorization in the amount of \$243,301.95.

F. AB20-0509 - motion to adopt Resolution No. 20-0509, authorizing Investment of Monies in the Local Government Investment Pool

G. AB20-0510 - motion to adopt Resolution No. 20-0510, adopting Right-of-Way Acquisition Procedures and Policies

5. COUNCIL BUSINESS

6. COUNCIL COMMENTS

7. EXECUTIVE SESSION

Pursuant to RCW 42.30.110(1)(b). No action is anticipated to follow.

8. ADJOURN



CITY OF EDGEWOOD

06.02.2020 STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, June 2, 2020 – 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: Councilmember West, Deputy Mayor Creley, Councilmember Day, Councilmember Christopherson, Councilmember Wise, Councilmember Tomin, Councilmember Lowry.

Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community & Economic Development Director Darren Groth, Jeremy Metzler Public Works Director, Matthew Ray, IT Director, Police Chief Micah Lundborg.

2 COUNCIL BUSINESS

- A. Discussion - Security/Thermal Robbles Purchase Order**
IT Director Ray discussed the reason, and location for the new proposed security, and temperature cameras for the city hall campus.
- B. Discussion - Resolution - PISCES NW Agreement**
IT Director Ray briefed Council on this agenda item, and what services would be provided to the city through this agreement.
- C. Discussion - Resolution - Traffic Management Inc. Contract**
Public Works Director Metzler discussed this agenda item with Council, who then recommended moving it to an upcoming consent agenda.
- D. Discussion - Resolution - Comprehensive Plan Docket**
Community & Economic Development Director Groth briefed on this agenda item and welcomed questions from Council.
Discussion ensued between Council and staff.
- E. Discussion - Ordinance - Tree Preservation Minor Modification**
Community & Economic Development Director Groth discussed this item with Council.
- F. Discussion - Ordinance - Use Tables Revisions**
Community & Economic Development Director Groth discussed this agenda item with Council.
- G. Discussion - Ordinance - Town Center Building Height Minor Modification**
Community and Economic Development Director Groth briefed on this agenda item

3 OTHER COUNCIL ITEMS

Councilmember Tomin spoke.

Councilmember Day spoke.

Councilmember Lowry spoke.

Councilmember Wise spoke.

4 ADJOURN

Mayor Eiding adjourned the meeting at 7:37pm.



CITY OF EDGEWOOD

06.09.2020 REGULAR COUNCIL MEETING MEETING AGENDA SUMMARY

Tuesday, June 9, 2020 – 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, Councilmember West, Deputy Mayor Creley, Councilmember Day, Councilmember Christopherson, Councilmember Wise, Councilmember Tomin (not voting), Councilmember Lowry.

Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community & Economic Development Director Darren Groth, Jeremy Metzler Public Works Director, Matthew Ray, IT Director, Police Chief Micah Lundborg.

2 PUBLIC HEARING

A. AB20-025 - PISCES NW Agreement

Mayor Eidinger read the rules of the public hearing

Mayor Eidinger opened public hearing at 7:02pm

IT Director Ray briefed Council and the public on this item.

Councilmember Tomin left the meeting at 7:02pm

Public comments-none

Mayor Eidinger closed the hearing at 7:05pm

3 AUDIENCE COMMENT

4 MAYOR'S REPORT

Mayor Eidinger read his report and then invited each director to speak on topics of their choosing.

5 CONSENT AGENDA

A. Study Session Meeting Minutes of May 19, 2020

B. Regular Meeting Minutes of May 26, 2020

C. AB20-026 - a motion approving June 2020 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; and IRS 941 ACHs in the amount of \$157,114.55; and Vendor Check Numbers 24388 through 24402 with EFT and Direct Pay Payments in the amount of \$429,496.12. Total distributions submitted for review & authorization in the amount of \$586,610.67.

D. AB20-0506 - a motion approving Resolution No. 20-0506, authorizing the Mayor to execute a Purchased Services On-Call Contract for Flagging Services with Traffic Management Inc.

Motion: As read, **Action:** Approve, **Moved by** Councilmember Wise, Seconded by Councilmember West. Motion passed 6-0

6 COUNCIL BUSINESS

A. AB20-0507, a motion approving Resolution No. 20-0507, adopting the 2019-2020 Comprehensive Plan Amendment Final Docket
Councilmember Lowry left the meeting at 7:08pm due to internet connection loss. Community and Economic Development Director Groth briefed on this agenda item.
Motion: As read, **Action:** Approve, **Moved by** Councilmember Wise, Seconded by Councilmember Christopherson. Motion passed 5-0

B. AB20-0578, a motion adopting Ordinance No. 20-0578, amending Edgewood Municipal Code Section 18.90.180 related to Tree Preservation Standards for Single-Family Residences
Community and Economic Development Director Groth gave a brief overview on this agenda item.
Motion: As read, **Action:** Approve, **Moved by** Councilmember West, Seconded by Councilmember Wise. Motion passed 5-0

C. AB20-0579, a motion adopting Ordinance No. 20-0579, amending various sections of Title 18 of the Edgewood Municipal Code related to the Consolidation of Permitted Land Uses into a Land Use Table and Ancillary Amendments; specifically amending EMC Chapters 18.20, 18.70, 18.80, and 18.100, and EMC Sections 18.90.080, 18.90.130, and 18.95.050
Community and Economic Development Director Groth discussed the proposed amendments briefly with Council.
Motion: As read, **Action:** Approve, **Moved by** Councilmember Wise, Seconded by Councilmember Christoherson. Motion passed 5-0

- D. AB20-0580**, a motion adopting Ordinance No. 20-0580, amending Edgewood Municipal Code Section 18.80.080 related to Maximum Building Height with FAR Bonus in Town Center
Community and Economic Development Director Groth discussed the proposed changes briefly with Council.
Motion: As read, **Action:** Approve, **Moved by** Councilmember Wise, Seconded by Deputy Mayor Creley. Motion passed 5-0
- E. AB20-027** - Security/Thermal Robbles Purchase Order
IT Director Ray discussed the details of this agenda item with Council.
Motion: As read, **Action:** Approve, **Moved by** Councilmember Wise, Seconded by Deputy Mayor Creley. Motion passed 4-1 (Councilmember Day)
- F. AB20-0508** - a motion adopting Resolution No. 20-0508, authorizing the Mayor to execute a Security and Data Sharing Agreement with PISCES-NW
IT Director Ray briefed on this agenda item.
Motion: As read, **Action:** Approve, **Moved by** Councilmember Wise, Seconded by Deputy Mayor Creley. Motion passed 5-0

7 COUNCIL COMMENTS

Councilmember Christopherson spoke
Councilmember Wise spoke
Councilmember West spoke
Deputy Mayor Creley spoke

8 ADJOURN

Mayor Eidinger adjourned the meeting at 7:42pm.



CITY OF EDGEWOOD

06.16.2020 STUDY SESSION MEETING MEETING AGENDA SUMMARY

Tuesday, June 16, 2020 – 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, Councilmember West, Deputy Mayor Creley, Councilmember Day, Councilmember Lowry, Councilmember Christopherson, Councilmember Wise

Absent:

Excused: Councilmember Tomya

Staff Present: Assistant City Administrator Dave Gray, City Clerk Rachel Pitzel, Community & Economic Development Director Darren Groth, Jeremy Metzler Public Works Director, Matthew Ray, IT Director, Police Chief Micah Lundborg.

2 COUNCIL BUSINESS

A. Discussion - Development Review

Planning Manager Arteché introduced herself, and briefed those in attendance on this agenda item.

B. Discussion – Uniform Policy

Office Manager Bartelson briefed Council on this agenda item and answered questions from Council on things such as cost, and tracking.

C. Discussion – Resolution - Local Government Investment Pool

Accounting Manager Goff discussed this agenda item in detail. Council then moved it forward to the June 23, 2020 Regular Council Meeting Consent Agenda.

D. Discussion – Resolution - PW Unit Cost On Call Contract

Public Works Director Metzler discussed the need for this on-call contract. Discussion then ensued between Council and staff.

E. Discussion – Resolution – ROW Procedures Administrative Policy

Public Works Director Metzler briefly discussed this agenda item with Council who recommended it be placed on an upcoming Consent Agenda.

F. Discussion - DD21 Withdrawal Resolution

Public Works Director Metzler discussed the reason for the withdrawal with Council who then asked him to move forward in drafting an interlocal agreement for them to review as soon as the June 30, 2020 Study Session.

3 OTHER COUNCIL ITEMS

Mayor Eidingen spoke.

Councilmember Day spoke.

Councilmember West spoke.

Councilmember Lowry spoke.

4 ADJOURN

Mayor Eidingen adjourned the meeting at 7:56pm



CITY OF EDGEWOOD

PARKS AND RECREATION ADVISORY BOARD MINUTES

Thursday May 7, 2020 – 6pm ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Chair Levenhagen called the meeting to order at 6:02pm

2. ROLL CALL

Present: Brian Levenhagen, Mary Grace Eala, , Caitlyn Remington, Jeff Southard, Linda Howard

Absent: Bill Hilton, Anne Percival

City Staff: Public Works Director Jeremy Metzler, IT Director Matthew Ray,
Communications Coordinator/Deputy City Clerk Jill Schwerzler-Herrera

3. APPROVAL OF MEETING MINUTES

Caitlyn Remington **MOVED**, seconded by Linda Howard to approve the March 5, 2020 Meeting Minutes.

APPROVED (5-0)

4. OLD BUSINESS

- 36th & Meridian Park Update
Staff recently completed a Site Development review, and Public Works Director Metzler briefed board members on timeline specifics.
- 2020 Work Plan – Scheduling
Due to the current Stay Home Stay Healthy order, board members decided to hold off on addressing this topic, but agreed to keep it as a standing item for future agendas.
- Parks Level of Service
Parks Plan Update, Jeremy will work on an RFQ and bring something to the board to review in July.

5. NEW BUSINESS

- COVID-19: Return to Normal
Discussion ensued about the steps involved in safely reopening the parks.
- Tri-Jurisdictional Meeting Reschedule
Tentatively rescheduled for February of 2021, Edgewood to host.
- Parks Appreciation Day – Take Two?
Tentatively rescheduled for September 2020.
- Howard's Retirement
After 15 years of dedicated service to the City of Edgewood Howard Bowers will be retiring the end of July.

6. ADJOURN – 6:50PM



CITY OF EDGEWOOD

PLANNING COMMISSION MEETING MINUTES

Monday, May 11, 2020 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. East

1. **CALL TO ORDER:** Chair Overfield called meeting to order at 6:04 PM
 - A. **Commissioners Present:** Guillory; Overfield; Wagner; Ramirez; Slate
 - B. **Commissioners Absent:** Goode, Pincas
 - C. **Staff Member(s) Present:** Darren Groth, Community Development Director
Evan Hietpas, Planning Technician
 - D. **Others Present:** Mayor Eidinger
2. **CONSENT AGENDA:** Ramirez moved to APPROVE as presented, Wagner seconded. Commission voted 4-0 to approve the Consent Agenda.
3. **CITIZEN COMMENTS:** None
4. **PUBLIC HEARINGS:**
 - A. **Comprehensive Plan Docket**
 - i. Chair Overfield opened public hearing at 6:05.
 - ii. Groth provided a summary of staff's recommendation for the Comprehensive Plan Docket. It was recommended by staff to include five and exclude two amendments from the 2020 Final Docket.
 - iii. Chris Ferko, representing Barghausen Inc, provided public comment and spoke in support of including the Bridge Point Development, application #19-1569, on the Final Docket.
 - iv. Public hearing closed at 6:37.
 - v. *Meeting Note: Chair Overfield made decision to take action on each individual item immediately following the public hearing for each individual item. (Please see Action Items section below for Planning Commission's corresponding recommendations)*
 - B. **Use Table Revisions**
 - i. Chair Overfield opened public hearing at 6:40.
 - ii. Groth provided a summary of the use table revisions and supported moving forward with the revisions presented.
 - iii. Chris Ferko provided public comment in support of the revisions to the Use Table.
 - iv. Chair Overfield closed public hearing at 6:49.
 - C. **Tree Preservation Minor Modification**
 - i. Chair Overfield opened public hearing at 6:51
 - ii. Groth provided a summary of the tree preservation minor modification and supported moving forward with the revision presented.
 - iii. No public comments
 - iv. Chair Overfield closed public hearing at 6:55.



CITY OF EDGEWOOD

PLANNING COMMISSION MEETING MINUTES

Monday, May 11, 2020 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. East

D. Town Center Building Height Minor Modification

- i. Chair Overfield opened public hearing at 6:56
- ii. Groth provided a summary of the Town Center building height minor modification and supported moving forward with the revision presented.
- iii. No public comment
- iv. Chair Overfield closed public hearing at 6:59.

5. NEW BUSINESS:

A. Action Items

- i. Recommendation for Comprehensive Plan Docket
 - a. Ramirez motioned, Slate seconded. Planning Commission voted 5-0 to recommend Comprehensive Plan Docket for approval, as presented by staff
- ii. Recommendation for Use Table Revisions
 - a. Slate motioned, Wagner seconded. Planning Commission voted 5-0 to recommend Use Table Revisions for approval, as presented by staff
- iii. Recommendation for Tree Preservation Minor Modification
 - a. Ramirez motioned, Slate seconded. Planning Commission voted 5-0 to recommend Tree Preservation Minor Modification for approval, as presented by staff
- iv. Recommendation for Town Center Building Height Minor Modification
 - a. Slate motioned, Guillory seconded. Planning Commission voted 5-0 to recommend Town Center Building Height Minor Modification for approval, as presented by staff.

B. Discussion Items

- i. Design Standards Applicability
 - a. Groth informed Planning Commission on the intent of this discussion item and opened this item for discussion.
 - b. Hietpas provided additional input from City staff on this discussion item.
 - c. Discussion ensued.
 - d. Planning Commission asked for additional information and suggested keeping this topic as a discussion item for future meeting agendas.
- ii. Plat Naming Standards
 - a. Groth opened discussion
 - b. Discussion ensued.
 - c. Planning Commission asked for additional information and suggested keeping this topic as a discussion item for future meeting agendas.

6. STAFF COMMENTS: None

7. COMMISSIONER UPDATES: Wagner asked for clarification on vesting rights as code updates are adopted. Groth provided clarification.

8. ADJOURN: Chair Overfield adjourned meeting at 7:34



City Of Edgewood Council Agenda Summary Sheet

Subject: AB20-028 - a motion approving June 2020 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; and IRS 941 ACHs in the amount of \$120,619.01; and Vendor Check Numbers 24403 through 24422 with EFT and Direct Pay Payments in the amount of \$122,682.94. Total distributions submitted for review & authorization in the amount of \$243,301.95.	Agenda Item #: AB20-028
	For Agenda of: 6/23/2020
	Prepared by: Stephanie Goff
Attachments (list): 1. 062320 Claims Register 2. 062320 Voucher Directory	
Approval of Materials: Stephanie Goff Rachel Pitzel 6/19/2020 Dave Gray 6/19/2020 Daryl Eidinger 6/19/2020	Expenditure Required: \$243,301.95
	Amount Budgeted: N/A
	Timeline: N/A

Summary Statement:

Approving June 2020 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Dept. of Retirement Systems; Dept. of Child Support; and IRS 941 ACHs in the amount of \$120,619.01; and Vendor Check Numbers 24403 through 24422 with EFT and Direct Pay Payments in the amount of \$122,682.94. Total distributions submitted for review & authorization in the amount of \$243,301.95.

Item History:

N/A

Recommended Action:

AB20-028 - a motion approving June 2020 Budgeted MOTION to adopt as presented under the Consent Agenda.

Fiscal Note/Consideration:

N/A

City of Edgewood 2020

June 23rd 2020 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 6/15/2020	Deferred Compensation Program	6/15/2020	\$12,946.02
DCP-DSHS EFT 6/15/2020	WA State Support Registry	6/15/2020	\$275.00
Direct Deposit Run - 6/11/2020	Payroll Vendor	6/15/2020	\$76,262.63
DRS EFT 6/15/2020	Dept of Retirement Systems	6/15/2020	\$19,059.31
IRS 941 EFT 6/15/2020	IRS 941	6/15/2020	\$12,076.05
Total			\$120,619.01

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
24402 Last Number Issued Previous Authorization			
24403	AHBL	6/23/2020	\$8,591.25
24404	Arctic Glacier USA, Inc.	6/23/2020	\$123.14
24405	Berger Partnership	6/23/2020	\$9,639.50
24406	Code Publishing Inc.	6/23/2020	\$692.37
24407	Convergint Technologies LLC	6/23/2020	\$923.16
24408	Drain-Pro	6/23/2020	\$517.00
24409	Epic Land Solutions, Inc.	6/23/2020	\$467.20
24410	Madrona Law Group, PLLC	6/23/2020	\$10,721.00
24411	McCarthy & Causseaux	6/23/2020	\$1,974.05
24412	McKinstry Co, LLC	6/23/2020	\$2,810.54
24413	Office Depot	6/23/2020	\$95.18
24414	Pierce County Budget & Finance Jail	6/23/2020	\$235.13
24415	Raedeke Associates, Inc.	6/23/2020	\$2,342.25
24416	Misenar, Robert	6/23/2020	\$85.00
24417	Jorgensen, Kristine	6/23/2020	\$30.00
24418	Robblee's Total Security, Inc.	6/23/2020	\$19,672.10
24419	SH&H Valuation and Consulting	6/23/2020	\$3,400.00
24420	The News Tribune	6/23/2020	\$1,092.04
24421	Traffic Management, Inc.	6/23/2020	\$7,698.00
24422	Transpo Group	6/23/2020	\$27,663.75
Direct Pay Payment 6/18/2020	Amazon Capital Services	6/23/2020	\$175.73
Direct Pay Payment 6/18/2020	CDW Government	6/23/2020	\$13,670.55
Direct Pay Payment 6/18/2020	Julie Dyer	6/23/2020	\$1,400.00
EFT Payment 6/18/2020	Pitney Bowes Global Financial Services	6/23/2020	\$213.48
EFT Payment 6/18/2020	Puget Sound Energy	6/23/2020	\$4,172.49
EFT Payment 6/18/2020	Shell	6/23/2020	\$603.67
EFT Payment 6/18/2020	US Bank Corporate Payment System	6/23/2020	\$609.85
EFT Payment 6/18/2020	Verizon Wireless	6/23/2020	\$3,036.51
EFT Payment 6/18/2020	US Bank ACH/EFT	6/23/2020	\$28.00

Total Claims Voucher Distribution	\$122,682.94
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Total Distribution Submitted for Review & Authorization	\$243,301.95
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Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments	\$243,301.95
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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: : 2020 - June
Council Date: : 2020 - June - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
AHBL	24403			2020 - June - 2nd Council Meeting	
		119215			
			3/26-4/25/20 On-Call Services		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$7,122.50
				On-Call Services	
		Total 119215			\$7,122.50
		119216			
			3/26-4/25/20 19-1134 McCutcheon RUP		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$656.25
				19-1134 McCutcheon RUP	
		Total 119216			\$656.25
		119217			
			3/26-4/25/20 18-1147 Barth Preliminary Plat		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$812.50
				18-1147 Barth Preliminary Plat	
		Total 119217			\$812.50
	Total 24403				\$8,591.25
Total AHBL					\$8,591.25
Amazon Capital Services					
	Direct Pay Payment 6/18/2020 3:32:30 PM - 1			2020 - June - 2nd Council Meeting	
	1VCX-HDYV-JC6H				
		June Purchases			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$175.73
				2 Webcams, Label Printer	
		Total 1VCX-HDYV-JC6H			\$175.73
	Total Direct Pay Payment 6/18/2020 3:32:30 PM - 1				\$175.73
Total Amazon Capital Services					\$175.73
Arctic Glacier USA, Inc.					
24404				2020 - June - 2nd Council Meeting	
		M610001412			
			May Purchases- Acct# 70401427		
			001-018-000-518-30-32-01	Fuel	\$62.94
				Propane for Mower	
		Total M610001412			\$62.94

Vendor	Number	Reference	Account Number	Description	Amount
		M610007236			
			May Purchases- Acct# 70401427		
			001-018-000-518-30-32-01	Fuel	\$60.20
				Propane for Mower	
		Total M610007236			\$60.20
	Total 24404				\$123.14
Total Arctic Glacier USA, Inc.					\$123.14
Berger Partnership					
24405				2020 - June - 2nd Council Meeting	
		32431			
			May Services- Prj. 20195029.00		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$9,639.50
				36th & Meridian Phase One	
		Total 32431			\$9,639.50
	Total 24405				\$9,639.50
Total Berger Partnership					\$9,639.50
CDW Government					
	Direct Pay Payment 6/18/2020 3:32:30 PM - 2			2020 - June - 2nd Council Meeting	
		SE2000774			
			June Services		
			001-018-000-518-80-41-01	Contracted IT Services	\$5,655.94
				Microsoft 0365 Deployment	
		Total SE2000774			\$5,655.94
		XXT9508			
			May Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$139.51
				PO# 20200028 Printer Mount	
		Total XXT9508			\$139.51
		ZBX9715			
			June Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$494.86
				Backup Batteries for Door/HVAC System	
		Total ZBX9715			\$494.86
		ZCJ1504			
			June Purchases		
			001-018-000-594-18-64-02	Cap Exp-Computer Hardware	\$7,380.24
				PO# 20200029 Laptops- Permit Coordinator, Planning Manager, PW Director	
		Total ZCJ1504			\$7,380.24
	Total Direct Pay Payment 6/18/2020 3:32:30 PM - 2				\$13,670.55
Total CDW Government					\$13,670.55

Vendor	Number	Reference	Account Number	Description	Amount
Code Publishing Inc.	24406			2020 - June - 2nd Council Meeting	
		66993			
			May Services		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$692.37
				EMC Updates	
		Total 66993			\$692.37
	Total 24406				\$692.37
Total Code Publishing Inc.					\$692.37
Convergint Technologies LLC	24407			2020 - June - 2nd Council Meeting	
		W915992			
			May Services		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$923.16
				Entry Repair	
		Total W915992			\$923.16
	Total 24407				\$923.16
Total Convergint Technologies LLC					\$923.16
Drain-Pro	24408			2020 - June - 2nd Council Meeting	
		68941			
			6/14-7/11/20 Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	\$152.00
				6/14-7/11/20 Edgemont Park	
		Total 68941			\$152.00
		68942			
			6/14-7/11/20 Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	\$152.00
				6/14-7/11/20 Nelson Nature Park	
		Total 68942			\$152.00
		68943			
			6/14-7/11/20 Nelson Farm		
			001-076-000-576-80-45-03	Operating Rentals	\$106.50
				6/14-7/11/20 Nelson Farm	
		Total 68943			\$106.50
		68944			
			6/14-7/11/20 Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	\$106.50
				6/14-7/11/20 Trailhead Park	
		Total 68944			\$106.50
	Total 24408				\$517.00
Total Drain-Pro					\$517.00

Vendor	Number	Reference	Account Number	Description	Amount
Epic Land Solutions, Inc.	24409			2020 - June - 2nd Council Meeting	
		0520-1037			
			May Services		
			340-000-000-595-20-61-01	ROW Acquisition - Land	\$467.20
				Chrisella Rd. Early Acquisition	
		Total 0520-1037			\$467.20
	Total 24409				\$467.20
Total Epic Land Solutions, Inc.					\$467.20
Julie Dyer				2020 - June - 2nd Council Meeting	
	Direct Pay Payment 6/18/2020 3:32:30 PM - 3	1013-JD			
			6/1-6/15/20 Services		
			001-018-000-518-80-41-01	Contracted IT Services	\$1,400.00
				IT Consulting Services 6/1-6/15/20	
		Total 1013-JD			\$1,400.00
	Total Direct Pay Payment 6/18/2020 3:32:30 PM - 3				\$1,400.00
Total Julie Dyer					\$1,400.00
Madrona Law Group, PLLC	24410			2020 - June - 2nd Council Meeting	
		10253			
			May Services		
			001-019-000-515-41-41-01	Legal Services-External	\$10,721.00
				May Services	
		Total 10253			\$10,721.00
	Total 24410				\$10,721.00
Total Madrona Law Group, PLLC					\$10,721.00
McCarthy & Causseaux	24411			2020 - June - 2nd Council Meeting	
		208			
			May Services		
			001-015-000-515-41-41-14	Hearing Examiner Legal Fees	\$1,974.05
				Hearing Examiner Svcs for Estates at Caldwell	
		Total 208			\$1,974.05
	Total 24411				\$1,974.05
Total McCarthy & Causseaux					\$1,974.05
McKinstry Co, LLC	24412			2020 - June - 2nd Council Meeting	
		10118485			
			May Services		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,583.66

Vendor	Number	Reference	Account Number	Description	Amount
				Plumbing Update in Restrooms	
		Total 10118485			\$1,583.66
		10118692			
			May Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,226.88
				May Maintenance	
		Total 10118692			\$1,226.88
	Total 24412				\$2,810.54
Total McKinstry Co, LLC					\$2,810.54
Office Depot					
	24413			2020 - June - 2nd Council Meeting	
		504797135001			
			June Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$95.18
				Pens, Labels, Copy Paper	
		Total 504797135001			\$95.18
	Total 24413				\$95.18
Total Office Depot					\$95.18
Pierce County Budget & Finance Jail					
	24414			2020 - June - 2nd Council Meeting	
		CI-289350			
			May Services		
			001-021-000-523-60-41-01	Jail Services	\$235.13
				May Services	
		Total CI-289350			\$235.13
	Total 24414				\$235.13
Total Pierce County Budget & Finance Jail					\$235.13
Pitney Bowes Global Financial Services					
	EFT Payment 6/18/2020 3:33:42 PM - 1			2020 - June - 2nd Council Meeting	
		3311308060			
			3/30-6/29/2020 Lease		
			001-018-000-518-20-45-03	Postage Meter Lease	\$213.48
				Postage Meter Lease	
		Total 3311308060			\$213.48
	Total EFT Payment 6/18/2020 3:33:42 PM - 1				\$213.48
Total Pitney Bowes Global Financial Services					\$213.48

Vendor	Number	Reference	Account Number	Description	Amount
Puget Sound Energy					
		EFT Payment 6/18/2020 3:33:42 PM - 2	2020 - June - 2nd Council Meeting		
		300000011233 May 2020			
		May Statement			
			001-018-000-518-30-47-01	Electricity	\$4,172.49
				May Statement	
		Total 300000011233 May 2020			\$4,172.49
		Total EFT Payment 6/18/2020 3:33:42 PM - 2			\$4,172.49
Total Puget Sound Energy					\$4,172.49
Raedeke Associates, Inc.					
	24415		2020 - June - 2nd Council Meeting		
		58635			
			May Services - Prj. 2018-097		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$569.50
				114 Jenna Acres Short Plat	
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$33.50
				113 Haisch RUP	
			310-000-000-594-76-41-03	Professional Svs.-Property	\$1,705.75
				108a 36th & Meridian	
		Total 58635			\$2,308.75
		58636			
			May Services - Prj. 2018-097		
			410-000-000-531-38-41-01	Professional Service	\$33.50
				115 Jovita Blvd Culvert Maintenance	
		Total 58636			\$33.50
	Total 24415				\$2,342.25
Total Raedeke Associates, Inc.					\$2,342.25
Refunds/Reimbursements Vendor					
	24416		2020 - June - 2nd Council Meeting		
		060320-RM	Robert Misenar		
			Building Official Billable Hours- Refund		
			001-000-000-345-89-00-26	Billable Staff Time	\$85.00
				Refund Building Official Billable Hours- Original Receipt# 7448	
		Total 060320-RM			\$85.00
	Total 24416				\$85.00
	24417		2020 - June - 2nd Council Meeting		
		061220-KJ	Kristine Jorgensen		
			Park Reservation- Refund		
			001-000-000-347-30-00-01	Edgemont Park Facility Fee	\$30.00
				Refund Park Reservation Fee- Original Receipt# 7343	
		Total 061220-KJ			\$30.00
	Total 24417				\$30.00
Total Refunds/Reimbursements Vendor					\$115.00

Vendor	Number	Reference	Account Number	Description	Amount
Robblee's Total Security, Inc.					
	24418			2020 - June - 2nd Council Meeting	
		20200511			
			May Services		
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$19,672.10
				Thermal Camera Installation	
		Total 20200511			\$19,672.10
	Total 24418				\$19,672.10
Total Robblee's Total Security, Inc.					\$19,672.10
SH&H Valuation and Consulting					
	24419			2020 - June - 2nd Council Meeting	
		15104-20			
			May Services		
			340-000-000-595-10-41-06	Public Works Facility Acquisition	\$3,400.00
				Property Appraisal Report- Parcel# 0420102039	
		Total 15104-20			\$3,400.00
	Total 24419				\$3,400.00
Total SH&H Valuation and Consulting					\$3,400.00
Shell					
		EFT Payment 6/18/2020 3:33:42 PM - 3		2020 - June - 2nd Council Meeting	
		65851980			
			May Statement		
			001-018-000-518-30-32-01	Fuel	\$603.67
				May Statement	
		Total 65851980			\$603.67
	Total EFT Payment 6/18/2020 3:33:42 PM - 3				\$603.67
Total Shell					\$603.67
The News Tribune					
	24420			2020 - June - 2nd Council Meeting	
		255556 5/4-5/31/20			
			May Statement		
			001-019-000-511-30-41-02	Legal Publications	\$521.90
				Legal Notice	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$570.14
				Legal Notice	
		Total 255556 5/4-5/31/20			\$1,092.04
	Total 24420				\$1,092.04
Total The News Tribune					\$1,092.04

Vendor	Number	Reference	Account Number	Description	Amount
Traffic Management, Inc.					
	24421			2020 - June - 2nd Council Meeting	
		625216			
			May Services		
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$4,160.25
				Annual Vegetation Maintenance Program- Traffic Control	
		Total 625216			\$4,160.25
		627064			
			May Services		
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$3,537.75
				Annual Vegetation Maintenance Program- Traffic Control	
		Total 627064			\$3,537.75
	Total 24421				\$7,698.00
Total Traffic Management, Inc.					\$7,698.00
Transpo Group					
	24422			2020 - June - 2nd Council Meeting	
		24808			
			Prj. 1.18149.00 24th & Meridian Sidewalk		
			350-000-000-595-61-63-01	Pedestrian Projects	\$12,558.75
				24th & Meridian Sidewalk	
		Total 24808			\$12,558.75
		24809			
			Prj. 1.18149.00 TIA Guidelines & TIF Update		
			001-058-000-558-60-41-03	Prof. Services (Non-reimbursable)	\$1,630.00
				TIA Guidelines & TIF Update	
		Total 24809			\$1,630.00
		24810			
			Prj. 1.18149.00 Singh Multifamily		
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$2,855.00
				Singh Multifamily	
		Total 24810			\$2,855.00
		24873			
			Prj. 1.18149.00 Tasks 14-16		
			101-000-000-595-10-41-01	Professional Services-Capital Exp	\$2,843.75
				Jovita Blvd/114th Ave E Traffic Analysis	
			101-000-000-595-10-41-01	Professional Services-Capital Exp	\$4,576.25
				SR 161 & Emerald St. Signal Design & Traffic Analysis	
			101-000-000-595-10-41-01	Professional Services-Capital Exp	\$3,200.00
				SR 161/8th St. & SR 161/24th St. Signal Timing	
		Total 24873			\$10,620.00
	Total 24422				\$27,663.75
Total Transpo Group					\$27,663.75

Vendor	Number	Reference	Account Number	Description	Amount
US Bank ACH/EFT					
		EFT Payment 6/18/2020 3:42:35 PM - 1	2020 - June - 2nd Council Meeting		
		060520-USBank			
			May Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$28.00
				May Safekeeping Fees	
		Total 060520-USBank			\$28.00
		Total EFT Payment 6/18/2020 3:42:35 PM - 1			\$28.00
		Total US Bank ACH/EFT			\$28.00
US Bank Corporate Payment System					
		EFT Payment 6/18/2020 3:33:42 PM - 4	2020 - June - 2nd Council Meeting		
		052520-USBank			
			May Statement		
			001-000-000-369-91-00-02	Reimbursement of City Expenses	\$23.00
				R.Pederson-City of Edgewood-Personal exp error, reimbursed on rec# 7646	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$23.41
				J.Curbow-The Home Depot-Paint Supples for CH Lobby	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$175.84
				D.Eidinger-Ebay-Thermostat Sensor for CH HVAC	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$9.83
				B.Murray-Costco-Hand Soap	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$40.31
				S.Goff-Costco-Kitchen Supplies	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$23.30
				M.Ray-The Home Depot-Sink Screens	
			001-018-000-518-20-31-08	Wellness Supplies	\$21.87
				J.Bartelson-The Home Depot-Garden Soil for COE Garden	
			001-018-000-518-20-31-08	Wellness Supplies	\$115.80
				J.Bartelson-Safeway-Gift Cards for Spring Challenge Incentives	
			001-018-000-518-85-49-03	Computer Subscriptions	\$257.58
				M.Ray-Amazon Web Services-Cloud Backup	
			001-018-000-518-85-49-03	Computer Subscriptions	\$17.95
				B.Murray-Cloud Cover Music-CH Lobby Music Subscription	
			001-019-000-514-20-43-01	Travel & Training Costs	(\$596.25)
				J.S-Herrera-Gov Social Media-GSMCON 2020 Refund	
			001-019-000-514-20-49-01	Memberships & Subscriptions	\$30.00
				R.Pitzel-WMCA-Annual Membership Renewal	
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$109.88
				C.McVay-Whistle Workwear-Coveralls	
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$98.89
				G.Mehr-Whistle Workwear-Coveralls	
			001-058-000-558-60-31-01	Office & Operational Supplies	\$171.00
				J.Fairbanks-Badge and Wallet-Code Enforcement Officer Badge	
			001-076-000-576-80-31-01	Operational Supplies	\$87.44

Vendor	Number	Reference	Account Number	Description	Amount
				D.Eidinger-Xtreme Graphics-Park Signs	
		Total 052520-USBank			\$609.85
		Total EFT Payment 6/18/2020 3:33:42 PM - 4			\$609.85
Total US Bank Corporate Payment System					\$609.85
Verizon Wireless					
		EFT Payment 6/18/2020 3:33:42 PM - 5		2020 - June - 2nd Council Meeting	
		9855295295			
			4/23-5/23/20 Services		
			001-018-000-518-30-42-01	Telecommunications Charges	\$3,036.51
			4/23-5/23/20 Services		
		Total 9855295295			\$3,036.51
		Total EFT Payment 6/18/2020 3:33:42 PM - 5			\$3,036.51
Total Verizon Wireless					\$3,036.51
Grand Total		Vendor Count	28		\$122,682.94



City Of Edgewood Council Agenda Summary Sheet

Subject: AB20-0509 - motion to adopt Resolution No. 20-0509, authorizing Investment of Monies in the Local Government Investment Pool	Agenda Item #: 4.F
	For Agenda of: 6/23/2020
	Prepared by: Stephanie Goff
Attachments (list): 1. LGIP Resolution final 2. LGIP-Authorization-Form-April_2019 3. LGIP_MoneyMktFundProspectus	
Approval of Materials: Stephanie Goff Rachel Pitzel 6/19/2020 Dave Gray 6/19/2020 Daryl Eidinger 6/19/2020	Expenditure Required: N/A Amount Budgeted: N/A Timeline: RCM 06/23/2020

Summary Statement:

The City has not changed the authorization "structure" registered with the Washington State Local Government Investment Pool (LGIP) since we changed to a "Strong Mayor" form of government in 2015. The attached resolution will change the authorizing structure from City Manager to Mayor. This will allow the individual in the elected Mayor's position the ability to formally name specific individuals with the authority to conduct routine business with LGIP.

Currently named to initiate deposits and withdrawals to our LGIP account are Mayor Eidinger, then Deputy Mayor Christopherson, and Assistant City Administrator/Finance Director Dave Gray. These individuals were named by then Acting City Manager Eric Phillips prior to his resignation in 2016.

Item History:

SS 06/16/2020

Recommended Action:

MOTION to adopt **AB20-0509** - motion to adopt Resolution No. 20-0509, authorizing Investment of Monies in the Local Government Investment Pool

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 20-0509

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, here, the City of Edgewood, to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the City shall be first duly authorized by the City of Edgewood City Council as the “governing body”, or any designee of the City Council pursuant to this resolution, or a subsequent resolution; and

WHEREAS, Resolution 14-0309 designated Mark Bauer as the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the City, but Mr. Bauer is no longer employed by the City; and

WHEREAS, the City provided written notice to the Office of the State Treasurer that the City has revoked the delegation of Mr. Bauer as the authorized individual; and

WHEREAS, the City is required to pass a new resolution naming a new authorized individual in order to make amendments, changes, or alterations to the Local Government Investment Pool Transaction Authorization Form; and

WHEREAS, the City will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS, the City Council and any designee appointed by the City Council with authority to contribute or withdraw funds of the City of Edgewood has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP.

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

Section 1. The City Council does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

Section 2. The City Council has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the City of Edgewood Finance Department and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

Section 3. The City of Edgewood designates the City of Edgewood Mayor as the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the City.

Section 4. This delegation ends upon the written notice, by any method set forth in the prospectus, of the City Council that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the City Council to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

Section 5. The Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the City of Edgewood. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual.

Section 6. The City Council acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the City Council agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Section 7. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 23rd DAY OF JUNE, 2020

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name:
Mailing Address:

Statement Delivery Options:

☐ EMAIL: _____ ☐ FAX: _____ ☐ BOTH

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.

(Note: Funds **will not** be transferred to any account other than listed)

Bank Name:
Branch Location:
Bank Routing Number:
Accounting Number:
Account Name:

ACH Authorization: ☐ Yes ☐ No

Account Type: ☐ Checking ☐ Savings ☐ General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:

Online TM\$ Access: ☐ Yes ☐ No

If you selected yes, please complete the online section on page 2

If you selected no, skip the online access section

TM\$ Online Web Access

Note: Only complete this section if anyone wishes to have online access. Each Full access LGIP person must also be listed on the Transaction Authorization Form. [Please do not fill out the greyed-out areas]

	Service Type:				Account Type:	
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	☐	☐	☐	☐	☐	☐
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	☐	☐	☐	☐	☐	☐
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	☐	☐	☐	☐	☐	☐
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	☐	☐	☐	☐	☐	☐
Name:	Add	Delete	Modify	No Change	Full	View Only
Email:	☐	☐	☐	☐	☐	☐

OST Staff	
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date
UserID	App Date

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
<i>(Print Authorized Name)</i>	<i>(E-mail address)</i>	<i>(Phone no.)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
 PHONE: (360) 902-9017
 FAX: (360) 902-9044

Date Received: ____ / ____ / ____
Account Number: _____
OK'd by: _____
<i>(For OST use only)</i> 04/26/19

State of Washington)
 County of _____) ss.
 Signed or attested before me by _____.
 Dated this ____ day of _____, 20____.

Signature of Notary

SEAL OR STAMP _____
Typed or printed name of Notary
 Notary Public in and for the State of Wash.

My appointment expires: _____

**LOCAL GOVERNMENT
INVESTMENT POOL**

Prospectus

August 2016



James L. McIntire
Washington State Treasurer

Contents

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I. The LGIP

The Local Government Investment Pool (the “LGIP”) is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the “State Treasurer”) for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the “LGIP-MMF” or the “Fund”). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

FUND SNAPSHOT

The table below provides a summary comparison of the Fund’s investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of July 1, 2016)	Bank Deposits US Treasury bills Repurchase agreements US Government agency obligations	

Fees and Expenses

Administrative Fee. The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants’ earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

Local Government Investment Pool-MMF
Operating Expenses by Fiscal Year (in Basis Points)

			2009	2010	2011	2012	2013	2014	2015	2016
<i>Total Operating Expenses</i>			<i>0.88</i>	<i>0.64</i>	<i>0.81</i>	<i>0.68</i>	<i>0.87</i>	<i>0.88</i>	<i>0.95</i>	<i>0.88</i>

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$950,000.

Fund Assets	\$8.0 bn	\$10.0 bn	\$12.0 bn
Total Operating Expenses (in Basis Points)	1.19	0.95	0.79

Portfolio Turnover: The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

II. Local Government Investment Pool – Money Market Fund

Investment Objective

The LGIP-MMF will seek to effectively maximize yield while maintaining liquidity and a stable net asset value per share, e.g., all contributions will be transacted at \$1.00 net asset value per share.

Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP portfolio will be managed to meet the portfolio maturity, quality, diversification and liquidity requirements set forth in GASB 79 for external investment pools who wish to measure, for financial reporting purposes, all of their investments at amortized cost. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

Principal Risks of Investing in the LGIP-Money Market Fund

Counterparty Credit Risk. A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

Interest Rate Risk. The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to

be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

Liquidity Risk. Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

Management Risk. Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

Issuer Risk. The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

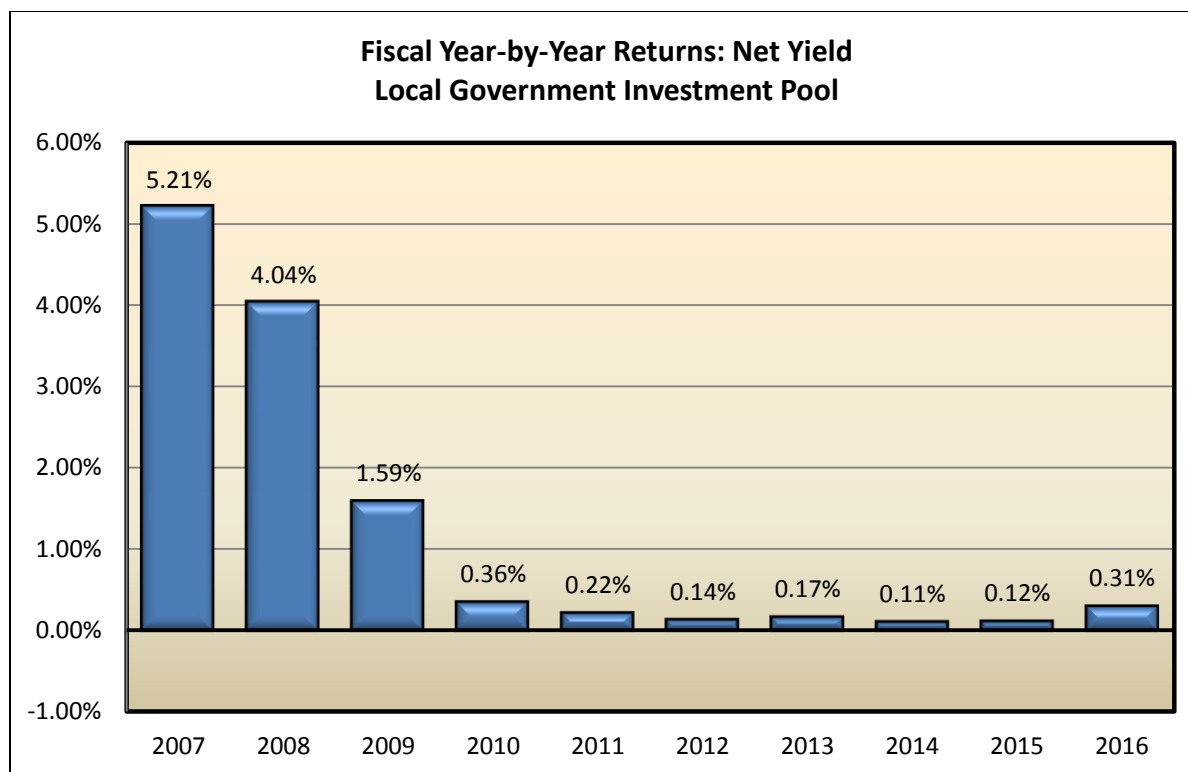
Securities Lending Risk and Reverse Repurchase Agreement Risk. The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

Risks Associated with use of Amortized Cost. The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.

Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at www.tre.wa.gov or by calling the LGIP toll-free at 800-331-3284.



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
0.31%	0.18%	0.17%	1.28%

Transactions: LGIP-MMF

General Information

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

Valuing Shares

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund's NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

Transaction Limitations

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds

Contributions

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers. Failure to submit funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely submit will be assessed to the account of the pool participant responsible.

Notice of Wire contribution. To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of ACH contribution. A pool participant must inform the State Treasurer of any contribution submitted through ACH no later than 2:00 p.m. on the business day before the contribution is made. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which proper notice is not received as described above will not receive same day credit, but will be credited as of the next business day from when the contribution is made. Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

Pricing. Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

Withdrawals

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to transmit funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

Notice of Wire withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Notice of ACH withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal by ACH no later than 2 p.m. on the prior business day the withdrawal is requested. No earnings will be credited on the date of withdrawal for the amounts withdrawn.

Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Pricing. Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

Suspension of Withdrawals. If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

Earnings and Distribution

LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

Dividends

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

Distribution

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

Monthly Statements and Reporting

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

Administrator and Transfer Agent. The State Treasurer will serve as the administrator and transfer agent for the Fund.

Custodian. A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

IV. Miscellaneous

Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: www.tre.wa.gov.

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

LGIP-MMF Contact Information

Internet: www.tre.wa.gov Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail: Office of the State Treasurer
Local Government Investment Pool
PO Box 40200
Olympia, Washington 98504
FAX: 360-902-9044



City Of Edgewood Council Agenda Summary Sheet

Subject: AB20-0510 - motion to adopt Resolution No. 20-0510, adopting Right-of-Way Acquisition Procedures and Policies	Agenda Item #: 4.G
	For Agenda of: 6/23/2020
	Prepared by: Jeremy Metzler
Attachments (list): 1. Resolution 20-0510 ROW Procedures 2. ExA - ROW Procedures 3. ExB - Waiver of Appraisal 4. ExC - Administrative Settlement Policy	
Approval of Materials: Jeremy Metzler Rachel Pitzel 6/18/2020 Dave Gray 6/18/2020 Daryl Eidinger 6/18/2020	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: RCM 06/23/2020

Summary Statement:

For capital transportation projects to be eligible for federal funding, the project's right-of-way must be acquired in accordance with current WSDOT guidelines and right-of-way manual. This means that the City needs to adopt policies and procedures to accurately reflect and comply with Chapter 8.26 RCW, Chapter 468-100, and other applicable regulations. Edgewood's current policy and procedures are out of date, last reviewed and approved by WSDOT in January 2011.

Attached are the proposed resolution with attached updated Right of Way Procedures, Waiver of Appraisal Procedure, and Administrative Settlement Policy. These attachments have been reviewed by WSDOT Local Programs and found to be acceptable and in conformance with their guidelines.

Item History:

SS 06/16/2020

Recommended Action:

MOTION to adopt **AB20-0510** - motion to adopt Resolution No. 20-0510, adopting Right-of-Way Acquisition Procedures and Policies

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 20-0510

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF EDGEWOOD, PIERCE COUNTY,
WASHINGTON, ADOPTING RIGHT-OF-WAY
ACQUISITION PROCEDURES AND POLICIES**

WHEREAS, for City projects to be eligible for federal funding, the project's right-of-way must be acquired in accordance with WSDOT guidelines and right-of-way manual; and

WHEREAS, the City needs to adopt policies and procedures to accurately reflect and comply with Chapter 8.26 RCW, Chapter 468-100, and other applicable regulations; and

WHEREAS, the City Council has determined it to be in the best interest of the City to adopt these policies;

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

Section 1. The Right of Way Procedures are hereby adopted as set forth in Exhibit A, which is incorporated herein by this reference.

Section 2. The Waiver of Appraisal Procedure is hereby adopted as set forth in Exhibit B, which is incorporated herein by this reference.

Section 3. The Administrative Settlement Policy is hereby adopted as set forth in Exhibit C, which is incorporated herein by this reference.

Section 4. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 23RD DAY OF JUNE, 2020

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

Right of Way Procedures

The **City of Edgewood**, hereinafter referred to as “AGENCY”, desiring to acquire real property (obtain an interest in, and possession of, real property) in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and applicable federal regulations (49 CFR Part 24) and state law (Ch. 8.26 RCW), and state regulations (Ch. 468-100 WAC) hereby adopts the following procedures to implement the above statutes and Washington Administrative Code. The AGENCY is responsible for the real property acquisition and relocation activities on projects administered by the AGENCY. To fulfill the above requirements the AGENCY will acquire right-of-way (ROW) in accordance with the policies set forth in the Right of Way Manual M 26-01 and Local Agency Guidelines. The AGENCY has the following expertise and personnel capabilities to accomplish these functions:

1. The following relate to the AGENCY’s request.
 - a. Below is a list of responsible AGENCY individual names and positions, for which the AGENCY has qualified staff to perform the specific right-of-way function(s). Attached are resumes for each individual AGENCY staff listed to perform those functions below, and a brief summary of their qualifications pertaining to the specific ROW function(s) for which they are listed. The procedures shall be updated whenever staffing changes occur. The AGENCY will be approved to acquire based upon staff qualifications.
 - i. **PROGRAM ADMINISTRATION :**
Oversee delivery of the R/W Program on federal aid projects for the agency. Ensures R/W functions are carried out in compliance with federal and state laws, regulations, policies and procedures.

Responsibilities/Expectations:

- Ensures agency’s approved R/W Procedures are current, including staff qualifications, and provides copies to consultants and agency staff;
- Oversight of ROW consultants;
 - use of consultant contract approved by WSDOT
 - management of ROW contracts
 - management of ROW files
 - reviews and approves actions and decisions recommended by consultants
 - Overall responsibility for decisions that are outside the purview of consultant functions
- Sets Just Compensation prior to offers being made;
- Approves administrative offer summaries per policy;
- Ensure agency has a relocation appeal process in place prior to starting relocation activities;
- Oversight of Administrative Settlements;
- Obligation authority for their agency;
- Obtain permits (Non-Uniform Relocation Act (URA));
- Ensures there is a separation of functions to avoid conflicts of interest.
- Verifies whether or not ROW is needed, and that the property rights and/or interests needed are sufficient to construct, operate and maintain the proposed projects (see Appendix 25.176).

Jeremy Metzler, Public Works Director

(Insert Name and Title of AGENCY Position above & attach resume of qualifications)

ii. APPRAISAL

Prepare and deliver appraisals on federal aid projects for the agency. Ensures that appraisals are consistent and in compliance with state and federal laws, regulations, policies and procedures.

Responsibilities/Expectations:

- Use only qualified agency staff approved by WSDOT to perform appraisal work;
- Use appraiser from WSDOT's Approved Appraiser List if agency does not have qualified staff;
- Prepare Project Funding Estimates (PFE) or, when applicable, True Cost Estimates (TCE);
- Prepare Administrative Offer Summaries (AOS or Appraisal Waiver);
- Obtain specialist reports;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management as necessary.

Appraisal Consultant on WSDOT's Approved Consultant List

(Insert Name and Title of AGENCY Position above & attach resume of qualifications)

iii. APPRAISAL REVIEW:

Review appraisals on federal aid projects for the agency to make sure they are adequate, reliable, and have reasonable supporting data, and approve appraisal reports. Ensures appraisals are adequately supported and represent fair market value and applicable costs to cure and are completed in compliance with state and federal laws, regulations, policies and procedures.

Responsibilities/Expectations:

- Use only qualified agency staff approved by WSDOT to perform appraisal review work;
- Use review appraiser from WSDOT's Approved Appraiser List if agency does not have qualified staff;
- Ensures project wide consistency in approaches to value, use of market data and costs to cure;
- Coordinate with engineering, program administration, acquisition, relocation, and/or property management as necessary.

Appraisal Consultant on WSDOT's Approved Consultant List

(Insert Name and Title of AGENCY Position above & attach resume of qualifications)

iv. ACQUISITION:

Acquire, through negotiation with property owners, real property or real property interests (rights) on federal aid projects for the agency. Ensures acquisitions are completed in compliance with federal and state laws, regulations, and policies and procedures.

Responsibilities/Expectations:

- Use only qualified staff to perform acquisition activities for real property or real property interests, including donations;
- To avoid a conflict of interest, when the acquisition function prepares an AOS, only acquires property valued at \$10,000 or less;

- Provide and maintain a comprehensive written account of acquisition activities for each parcel;
- Prepare administrative settlement justification and obtain approval;
- Prepare Project Funding Estimates (PFE) or, when applicable, True Cost Estimates (TCE);
- Prepare Administrative Offer Summaries (AOS or Appraisal Waiver);
- Review title, and recommend and obtain approval for acceptance of encumbrances;
- Ensure acquisition documents are consistent with ROW plans, valuation, and title reports;
- Provide a negotiator disclaimer;
- Coordinate with engineering, program administration, appraisal, relocation, and/or property management as necessary;
- Maintain a complete, well organized parcel file for each acquisition.

Consultant

(Insert Name and Title of AGENCY Position above & attach resume of qualifications)

v. **RELOCATION:**

Provide relocation assistance to occupants of property considered displaced by a federally funded projects for the agency. Ensures relocations are completed in compliance with federal and state laws, regulations, policies and procedures.

Responsibilities/Expectations:

- Prepare and obtain approval of relocation plan prior to starting relocation activities;
- Confirm relocation appeal procedure is in place;
- Provide required notices and advisory services;
- Make calculations and provide recommendations for agency approving authority prior to making payment;
- Provide and maintain a comprehensive written account of relocation activities for each parcel;
- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management as necessary;
- Maintain a complete, well organized parcel file for each displacement;
- Ensure occupants and personal property is removed from the ROW.

Consultant

(Insert Name and Title of AGENCY Position above & attach resume of qualifications)

vi. **PROPERTY MANAGEMENT:**

Establish property management policies and procedures that will assure control and administration of ROW, excess lands, and improvements acquired on federal aid projects for the agency. Ensures property management activities are completed in compliance with federal and state laws, regulations, policies and procedures.

Responsibilities/Expectations:

- Account for use of proceeds from the sale/lease of property acquired with federal funds on other title 23 eligible activities;
- Keep R/W free of encroachments;
- Obtain WSDOT/FHWA approval for change in access control along interstate;
- Maintain property records;

- Coordinate with engineering, program administration, appraisal, acquisition, and/or property management as necessary;
- Maintain a complete, well organized parcel file for each displacement;
- Ensure occupants and personal property is removed from the ROW.

Jeremy Metzler, Public Works Director

(Insert Name and Title of AGENCY Position above & attach resume of qualifications)

- b. Any functions for which the AGENCY does not have qualified staff, the Agency will contract with another local agency with approved procedures, an outside contractor, or the Washington State Department of Transportation (WSDOT). An AGENCY that proposes to use outside contractors for any of the above functions will need to work closely with the WSDOT Local Agency Coordinator (LAC) and Local Programs to ensure all requirements are met. When the AGENCY proposes to have a staff person approved to negotiate who is not experienced in negotiation for FHWA funded projects, the LAC must be given a reasonable opportunity to review all offers and supporting data before they are presented to the property owners.
 - c. An AGENCY wishing to take advantage of an Appraisal Waiver (aka Administrative Offer Summary or AOS) procedure on properties valued up to \$25,000 or less should make their proposed waiver procedure a part of these procedures. The procedure outlined in LAG manual has already been approved using form LPA-003. The AGENCY may submit a procedure different than that shown and it will be reviewed and approved if it provides sufficient information to determine value.
 - d. Attached is a copy of the AGENCY's administrative settlement procedure showing the approving authority(s) and the procedure involved in making administrative settlements.
2. All projects shall be available for review by the FHWA and WSDOT at any time and all project documents shall be retained and available for inspection during the plan development, right-of-way and construction stages, and for a three year period following acceptance of the projects by WSDOT.
 3. Approval of the AGENCY's procedures by WSDOT may be rescinded at any time the AGENCY is found to no longer have qualified staff or is found to be in non-compliance with the regulations. The rescission may be applied to all or part of the functions approved.

Mayor, City of Edgewood

Date

Washington State Department of Transportation

Approved By:

Local Programs Right of Way Manager

Date

WAIVER OF APPRAISAL PROCEDURE

The **City of Edgewood**, hereinafter referred to as “AGENCY”, desiring to acquire Real Property according to 23 CFR, Part 635, Subpart C and State directives, and desiring to take advantage of the \$25,000.00 appraisal waiver process approved by the Federal Highway Administration (FHWA) for Washington State, hereby agrees to follow the procedure approved for the Washington State Department of Transportation (WSDOT) as follows:

Rules

- A. The AGENCY may elect to waive the requirement for an appraisal if the acquisition is simple and the compensation estimate indicated on the Project Funding Estimate (PFE) is \$25,000.00 or less including cost-to-cure items. A True Cost Estimate shall not be used with this procedure.
- B. The AGENCY must make the property owner(s) aware that an appraisal has not been completed on the property for offers \$10,000 or less.
- C. The AGENCY must make the property owner(s) aware that an appraisal has not been completed on the property for offers over \$10,000 and up to \$25,000, and that an appraisal will be prepared if requested by the property owner(s).
- D. Special care should be taken in the preparation of the waiver. As no review is mandated, the preparer needs to assure that the compensation is fair and that all the calculations are correct.

Procedures

- A. An Administrative Offer Summary (AOS) is prepared using data from the PFE.
- B. The AOS is submitted to the Mayor for approval.
- C. The Mayor signs the AOS authorizing a first offer to the property owner(s).

APPROVED:

CITY OF EDGEWOOD

By: _____

Local Programs Right of Way
Manager

ADMINISTRATIVE SETTLEMENT POLICY CITY OF EDGEWOOD

The **CITY OF EDGEWOOD (AGENCY)** shall make every reasonable effort to expeditiously acquire real property by negotiation. Negotiation implies an honest effort by the AGENCY to resolve differences with property owners. Offers can be flexible and negotiations should recognize the inexact nature of the process by which just compensation is determined. The AGENCY shall endeavor to expedite the acquisition of real property by agreements with owners and to avoid litigation and relieve congestion in the courts.

The AGENCY shall carefully consider and maximize the use of administrative settlements in appropriate situations. An administrative settlement or stipulated settlement is a negotiated settlement of a right of way acquisition case in which the AGENCY has administratively approved payment in excess of fair market value as shown on the AGENCY'S approved determination of value (aka review appraiser's certificate). The AGENCY shall carefully consider and maximize the use of administrative settlements in appropriate situations.

Administrative settlements may be approved when it is determined that such action is in the public interest. In arriving at a determination to approve an administrative settlement, the following nonexclusive factors may be considered:

1. All available appraisals, including the owner's, comparable sales not included in an appraisal, and the probable range of testimony in a condemnation trial.
2. The negotiator's recorded information, including parcel details and the owner's rationale for increased compensation.
3. Recent court awards in cases involving similar acquisition and appraisal problems.
4. Likelihood of obtaining an impartial jury in local jurisdiction, opinion of legal counsel where appropriate.
5. Estimate of trial cost weighed against other factors.
6. Impact of construction delay pending acquisition.

Authority

The Public Works Director shall have authority to waive appraisal on properties valued at \$25,000 or less under the process outlined in LAG Manual Appendix 25.176. The Public Works Director shall have the authority to sign AGENCY concurrence with

the waiver valuation as Just Compensation and authorize the commencement of negotiations.

The Public Works Director shall have authority to sign AGENCY concurrence with the Appraisal Review (Determination of Value) as Just Compensation and authorize the commencement of negotiations.

Administrative settlements that do not exceed \$5,000 above just compensation may be approved by the Public Works Director. A diary entry, signed by the Public Works Director, shall be placed in the file or a memorandum in support of the settlement, signed by the Public Works Director, shall be placed in the file.

The Mayor may approve administrative settlements that do not exceed \$20,000 above just compensation. A memorandum in support of the settlement, signed by the Public Works Director, shall be placed in the file.

The City Council may approve administrative settlements that exceed \$20,000.

APPROVED:

CITY OF EDGEWOOD

Mayor

Date

APPROVED AS TO FORM:

City Attorney

Date

ATTEST:

Finance Director/City Clerk

Date