



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, December 20, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Interviews for Code Enforcement Board

B. Development Review

C. Equity, Diversity and Inclusion (Trainings, Planning, etc.)

D. Ordinance - Compost Procurement

E. Resolution - Professional Services Agreement Addendum - Public Finance, Inc.

F. Resolution - MVCC Food Bank

G. Ordinance - 2022 Budget Amendment No. 3

3. OTHER COUNCIL ITEMS

4. ADJOURN

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings



City Of Edgewood Council Agenda Summary Sheet

Subject: Interviews for Code Enforcement Board	Agenda Item #: 2.A
	For Agenda of: 12/20/2022
	Prepared by: John Fairbanks
Attachments (list): 1. CEB Public Roster_Current 2. CEB Public Roster_Proposed	
Approval of Materials: John Fairbanks Jill Schwerzler-Herrera 12/15/2022 Dave Gray 12/15/2022 Daryl Eidinger 12/16/2022	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 12/20/2022 SS 12/27/2022 RCM

Summary Statement:

In accordance with Edgewood Municipal Code (EMC) Section 2.33.020 for Code Enforcement Board (CEB) vacancies, City Council shall fill vacancies as stated in the Council Rules of Procedure. Per the Council Rules, once the applications are received, the City Council shall review and rank application packets. Should there be four or fewer applicants for any one position, however, all candidates shall be interviewed by the Council. In regard to this agenda item, we have three new applicants, CEB Positions 1, Spencer Guynup and CEB Alternate Position 5, Robert Warren, both with terms expiring December 31, 2024, and CEB Alternate Position 4, David Olson with a term expiring December 31, 2023. Current Alternate CEB Position 4, Andy Duckworth, moving to fill vacant position 3 with a term expiring December 31, 2024. Applications were provided under separate cover to City Council. As such, this agenda item is intended to serve as the interview for said applicants. After the City Council's interview, the Mayor may appoint the respective interviewees and City Council is scheduled to either confirm or deny the appointments at their next regular meeting on December 27, 2022.

Item History:

Recommended Action:

Hold a discussion and provide staff direction to Interviews for Code Enforcement Board

Fiscal Note/Consideration:

CODE ENFORCEMENT BOARD

Position	Title	First Name	Last Name	Term Expires
1	Chair	Julia	Wood	12/31/2022
2		Kenneth	Farthing	12/31/2023
3	Vice Chair	Joyce	Meske	12/31/2022
4 (Alternate)		Andy	Duckworth	12/31/2023
5 (Alternate)		Kristin	Small	12/31/2022



CODE ENFORCEMENT BOARD

Position	Title	First Name	Last Name	Term Expires
1		Spencer	Guynup	12/31/2024
2		Kenneth	Farthing	12/31/2023
3		Andy	Duckworth	12/31/2024
4 (Alternate)		David	Olson	12/31/2023
5 (Alternate)		Robert	Warren	12/31/2024





City Of Edgewood Council Agenda Summary Sheet

Subject: Development Review	Agenda Item #: 2.B
	For Agenda of: 12/20/2022
	Prepared by: James Tumelson
Attachments (list): 1. Monthly Projects - Council Summary - PDF_PDF Pending Projects with Chart (1) 2. Nov 2022 Permit Inspection Tally	
Approval of Materials: James Tumelson Jill Schwerzler-Herrera 12/15/2022 Dave Gray 12/15/2022 Daryl Eidinger 12/16/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: Recurring monthly during the second Study Session

Summary Statement:

The City's Community & Economic Development (CED) Department is entrusted by City Council, Edgewood citizens, and the State of Washington to provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services necessary to ensure the healthy, safety, and quality of life of Edgewood residents. To carry out these responsibilities, CED staff members perform numerous customer interactions, code interpretations, permitting functions, project permit reviews, on-site inspections, code enforcement, and multiple other functions.

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

Item History:

Recommended Action:

Hold a discussion

Fiscal Note/Consideration:

Pending Projects - Planning and Engineering Permits

41 Permits

Exported: 12/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
ADMINISTRATIVE INTERPRETATION								
22-1611	REASONABLE ACCOMMODATION - JUMA CARPORT	9014 33RD ST E	3945000230	PLANNING	ADMINISTRATIVE INTERPRETATION	APPLICATION	11/28/2022	11/28/2022
BLA								
22-1452	EDGEVUE ESTATES BLA	4524 CALDWELL RD E	6755000184	PLANNING	BLA	INCOMPLETE	08/29/2022	09/20/2022
22-1565	SMITH BLA	11606 24TH ST E	420108012	PLANNING	BLA	REVIEW PENDING PAYMENT	10/26/2022	11/30/2022
22-1577	PASQUIER BLA	12513 44TH STREET CT E	6755000040	PLANNING	BLA	INCOMPLETE	11/02/2022	11/22/2022
CLEAR AND GRADE								
21-1298	PROLOGIS PARK PHASE I CLEAR AND GRADE	3926 90TH AVE E	420163076	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	06/29/2021	09/08/2022
22-1101	DEROSS CLEAR AND GRADE	1105 108TH AVE E	420037014	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	03/24/2022	10/14/2022
CODE UPDATES AND CHANGES								
22-1064	TOWN CENTER SUBAREA PLAN	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	02/09/2022	08/16/2022
22-004CODE	2021 CITY INITIATED COMPREHENSIVE PLAN AMENDMENT	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	04/26/2022	11/03/2022
22-005CODE	COMMERCIAL ZONING DISTRICT LAND USES (LIGHT INDUSTRIAL)	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	10/19/2022	10/31/2022
22-006CODE	INDUSTRIAL ZONING DISTRICT HEIGHT STANDARDS	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	10/19/2022	10/31/2022
22-007CODE	GENERAL SEWER PLAN (GSP) UPDATE	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	11/22/2022	11/22/2022
CRITICAL AREAS								
22-1580	SANDU SFR - CRITICAL AREAS	3822 108TH AVE E	420152028	PLANNING	CRITICAL AREAS	APPLICATION	11/04/2022	11/04/2022
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AV E	420091158	PLANNING	DESIGN STAND REVIEW	WAITING ON REVISIONS	07/13/2020	11/22/2022
HOME OCCUPATION								
22-1584	BIG DOG LITTLE DOG HOME BASED BUSINESS	501 121ST AVENUE CT E	420026024	PLANNING	HOME OCCUPATION	APPLICATION	11/07/2022	11/28/2022
POST REVISION - ENG								
19-1413 PR1	WOLF POINTE SITE DEVELOPMENT POST REVISION	9810 36TH ST E	420165030	ENGINEERING	POST REVISION - ENG	WAITING ON REVISIONS	03/10/2022	09/08/2022
PRE APP								
22-1555	TAGUE SUBDIVISION PRE-APP	1116 122ND AVE E	420023069	PLANNING	PRE APP	UNDER REVIEW	10/21/2022	11/29/2022
22-1598	EDGEWOOD HEIGHTS NORTH PRE-APPLICATION	10308 16TH ST E	420102114	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/10/2022	11/30/2022
22-1602	FALK PLAZA PRE-APPLICATION	1311 MERIDIAN AVE E	420033142	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/14/2022	11/30/2022
22-1606	GREEN BELT APARTMENTS REZONE PRE-APPLICATION	9917 24TH ST E	420091014	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/16/2022	11/22/2022
22-1609	SANDU SFR PRE-APPLICATION	3822 TO 3826 108TH AVE E	420152028	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/22/2022	11/28/2022
SEPA								
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	10/28/2022

Pending Projects - Planning and Engineering Permits

41 Permits

Exported: 12/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	10/28/2022
22-1581	SANDU SFR - SEPA	3822 108TH AVE E	420152028	PLANNING	SEPA	APPLICATION	11/04/2022	11/04/2022
SHORT PLAT - FINAL								
21-1613	TEBALDI SHORT PLAT FINAL PLAT	4625 126TH AVE E	6755000240	PLANNING	SHORT PLAT - FINAL	UNDER REVIEW	01/10/2022	11/23/2022
22-1570	JENNA ACRES FINAL SHORT PLAT	1419 114TH AVE E	420034061	PLANNING	SHORT PLAT - FINAL	UNDER REVIEW	10/27/2022	12/01/2022
SHORT PLAT - PRELIMINARY								
22-1385	AFICHUK PRELIMINARY SHORT PLAT	1625 112TH AVE E	9770000011	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	07/15/2022	11/01/2022
22-1479	JONES PRELIMINARY SHORT PLAT	11517 34TH ST E	420151002	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	09/16/2022	11/01/2022
SITE DEVELOPMENT								
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	08/16/2019	10/25/2022
20-1624	DHALIWAL TC LANDING SITE DEVELOPMENT	1914 MERIDIAN AV E	420091158	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/30/2020	12/01/2022
21-1430	WINDMILL PARK TOWNHOMES SITE DEVELOPMENT	3117 MERIDIAN AVE E	420103072	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	09/24/2021	09/23/2022
22-1218	TAPPS APARTMENT SITE DEVELOPMENT	XXX 29TH ST E	3625000372	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	04/22/2022	10/24/2022
22-1397	VIEW POINTE RV SITE DEVELOPMENT	10315 12TH STREET CT E	420037059	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	07/26/2022	11/29/2022
SITE PLAN DESIGN REVIEW								
21-1031	PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	01/22/2021	11/09/2022
22-1505	2513 MERIDIAN MIXED-USE SITE PLAN REVIEW	XXX MERIDIAN AVE E	420103027	PLANNING	SITE PLAN DESIGN REVIEW	UNDER REVIEW	09/29/2022	11/21/2022
STREET USE								
22-031	DUNCAN STREET USE	113 MERIDIAN AVE E	420032021	ENGINEERING	STREET USE	UNDER REVIEW	06/09/2022	07/15/2022
SUBDIVISION - FINAL								
22-1433	NORTHWOOD ESTATES WEST PHASE 2 SUBDIVISION FINAL PLAT	9609 24TH ST E	420091136	PLANNING	SUBDIVISION - FINAL	UNDER REVIEW	08/18/2022	11/01/2022
SUBDIVISION - PRELIMINARY PLAT								
21-1282	WINDMILL PARK TOWNHOMES SUBDIVISION PRELIMINARY PLAT	3117 MERIDIAN AVE E	420103072	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	06/17/2021	11/16/2022
SURFACE WATER								
21-1328	MANZA SIMPLE PAVING PERMIT	1019 114TH AVE E	420038030	ENGINEERING	SURFACE WATER	WAITING ON REVISIONS	07/19/2021	09/08/2022
TUP								
22-1513	TACOS EL PONY TUP	2105 MERIDIAN AVE E	420102110	PLANNING	TUP	INCOMPLETE	10/04/2022	11/02/2022
WCF - ELIGIBLE FACILITIES								
22-1610	VERIZON WIRELESS FACILITIES	12224 48TH ST E	420236041	PLANNING	WCF - ELIGIBLE FACILITIES	UNDER REVIEW	11/22/2022	11/29/2022
WETLAND MONITORING								
22-1570WM	JENNA ACRES WETLAND MONITORING	1419 114TH AVE E	420034061	PLANNING	WETLAND MONITORING	APPLICATION	11/28/2022	11/28/2022

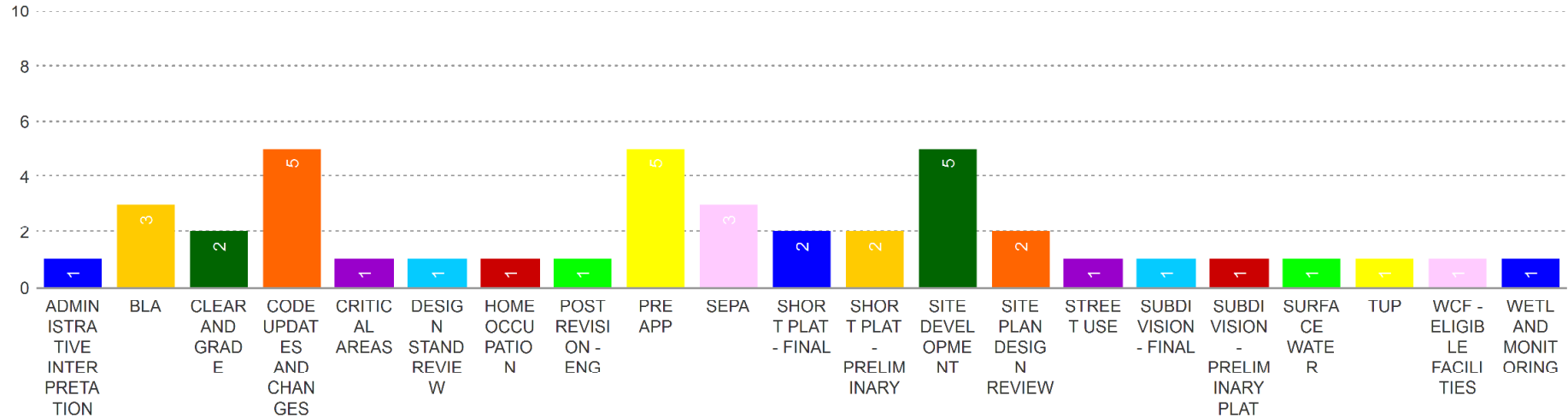
Pending Projects - Planning and Engineering Permits

41 Permits

Exported: 12/01/2022

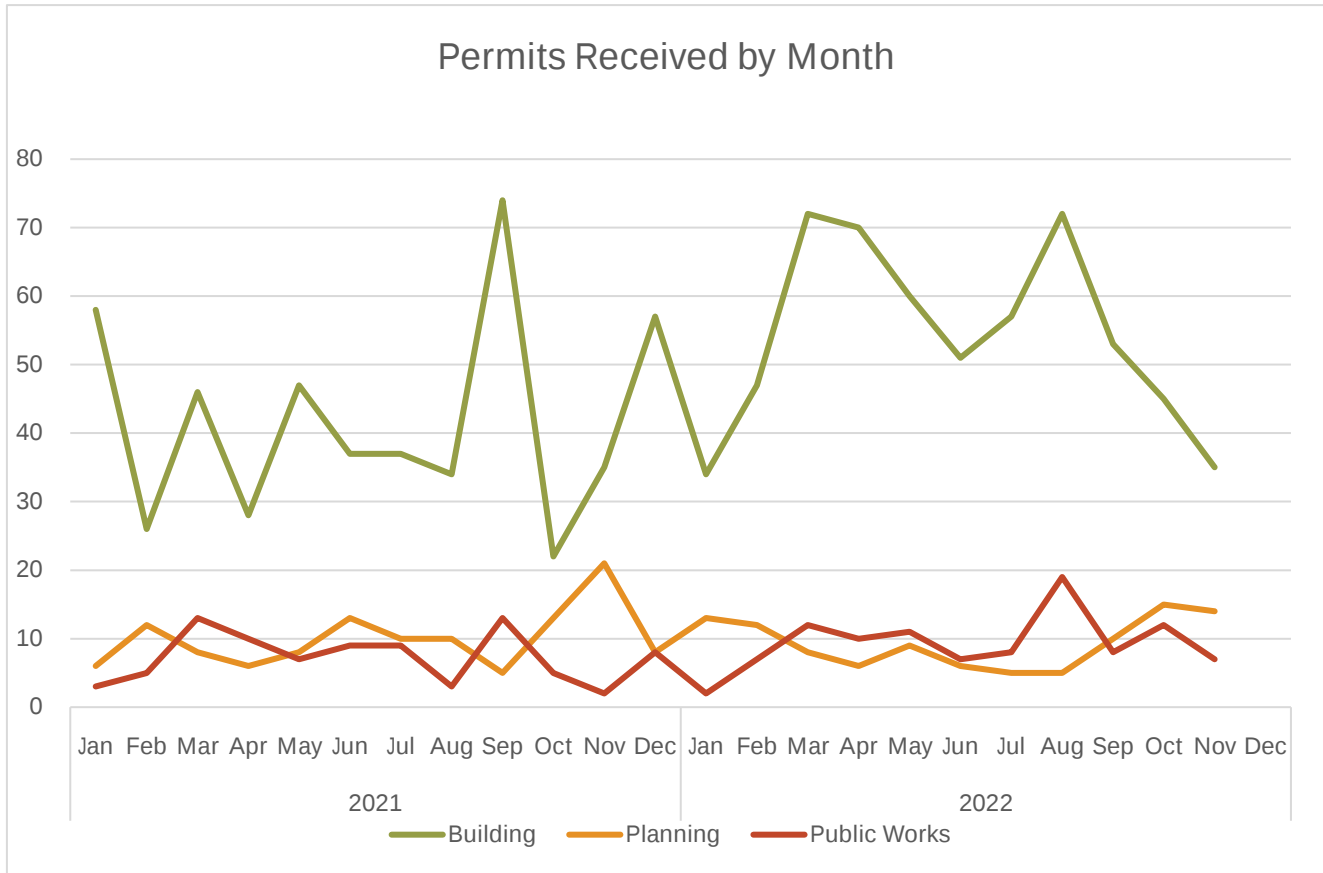
Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
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Permits by Type



Nov 2022

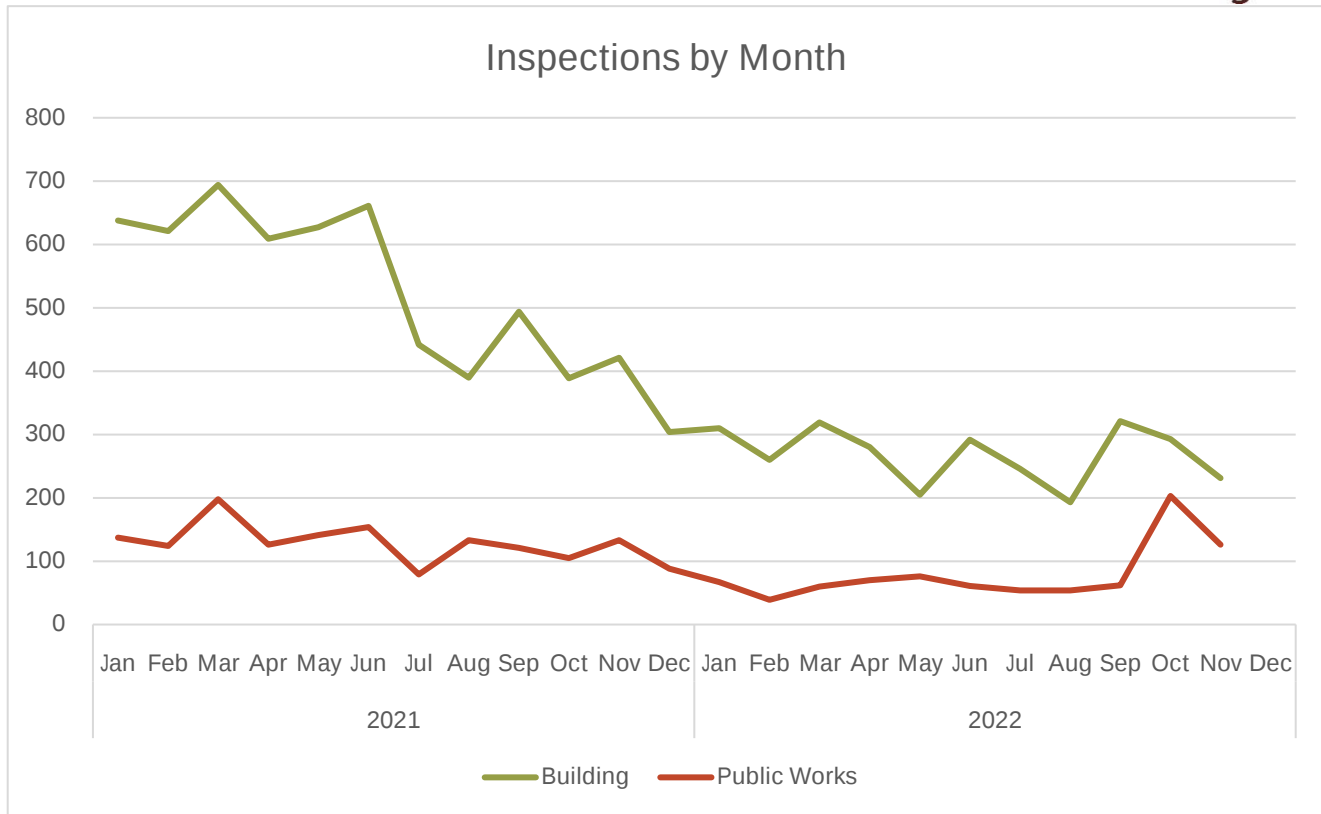
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
Nov 2022	35	29	14	0	7	5
Nov 2021	35	24	21	18	2	11
Average 2022	54	31	9	3	9	7
Average 2021	40	36	10	8	7	7
YTD 2022	596	338	103	38	103	78
YTD 2021	444	397	112	89	79	78
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2022	Mar	72	Oct	15	Aug	19
Highest Month 2021	Sep	74	Nov	21	Mar	13

Nov 2022

Monthly Development Report



<i>Inspections</i>	Building		Public Works	
Nov 2022	231		126	
Nov 2021	421		133	
Average 2022	268		79	
Average 2021	524		128	
YTD 2022	2950		872	
YTD 2021	5986		1451	
	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2022	Sep	321	Oct	203
Highest Month 2021	Mar	694	Mar	198



City Of Edgewood Council Agenda Summary Sheet

Subject: Equity, Diversity and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 2.C
	For Agenda of: 12/20/2022
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera Jill Schwerzler-Herrera 12/14/2022 Dave Gray 12/15/2022 Daryl Eidinger 12/16/2022	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

Item History:

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

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Ordinance - Compost Procurement	Agenda Item #: 2.D
	For Agenda of: 12/20/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. EXAMPLE Compost Ordinance	
Approval of Materials: Jeremy Metzler Jill Schwerzler-Herrera 12/14/2022 Dave Gray 12/15/2022 Daryl Eidinger 12/16/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 12/20/2022 SS 12/27/2022 RCM

Summary Statement:

In March 2022, HB 1799 was signed into Washington law. The primary goal of the law is to increase the diversion of organic materials going to landfills in order to reduce methane emissions as landfills are a significant source of methane emissions. This reduction will occur through the production of compost from the diverted organic materials. As more organic materials are diverted and recycled, it is critical that the compost manufactured be procured by local jurisdictions and others to support the economic viability of these processes and programs.

HB 1799 encourages most cities and counties in Washington to adopt a compost procurement ordinance by January 1, 2023, through the establishment of RCW 43.19A.150. Section 3 of said RCW requires cities to plan for use of compost in (a) landscaping projects, (b) construction and postconstruction soil amendments, (c) applications to prevent erosion, filter stormwater runoff, promote vegetation growth, or improve the stability and longevity of roadways, and (d) Low-impact development and green infrastructure to filter pollutants or keep water on-site, or both. These areas are all addressed under the City's Surface Water Management and Site Development regulations.

Sections 4 and 5 of RCW 43.19A.150 require the development of education and outreach strategies and subsequent reporting to the Department of Ecology, as already required under the City's Municipal Stormwater Permit. Sections 6 and 7 speak to the procurement requirements mentioned above.

It was recently brought to staff's attention that this new law is applicable to the City of Edgewood, as we have regular yard waste pickup available for residents through our contract solid waste provider, and the law requires adoption of a local ordinance by January 1, 2023. Attached is an example ordinance adopted by the City of Bonney Lake, and pending conversation this evening, staff is preparing to bring a similar ordinance forward for Council's consideration at next week's regular meeting.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Ordinance - Compost Procurement

Fiscal Note/Consideration:

Use of compost in landscaping is a generally accepted practice in the industry, and capital projects like the Edgewood Community Park regularly require use of compost in landscaped areas. Staff anticipates this will have minimal fiscal impact on the City of Edgewood and its capital project development in the future.

ORDINANCE NO. D22-170

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ESTABLISHING A COMPOST PROCUREMENT POLICY FOR THE CITY OF BONNEY LAKE AS REQUIRED BY RCW 43.19A AND ADDING A NEW CHAPTER TO TITLE 8 OF THE BONNEY LAKE MUNICIPAL CODE PROVIDING FOR SEVERABILITY AND CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in March 2022, HB 1799 was signed into Washington law. The primary goal of the law is to increase the diversion of organic materials going to landfills in order to reduce methane emissions as landfills are a significant source of methane emissions; and

WHEREAS, as more organic materials are diverted and recycled, it is critical that the compost manufactured be procured by local jurisdictions and others to support the economic viability of these processes and programs. It is well established that compost production and use provide significant environmental benefits to our soil and food. HB 1799 encourages most cities and counties in Washington to adopt a compost procurement ordinance by January 1, 2023;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Chapter 8.24 of the Bonney Lake Municipal Code is hereby readopted and entitled “Compost Procurement” to read as follows:

Chapter 8.24 COMPOST PROCUREMENT

- 8.24.010 Definitions.**
- 8.24.020 General Policy.**
- 8.24.030 Local Purchasing.**
- 8.24.040 Education.**
- 8.24.050 Reporting.**
- 8.24.010 Intent of chapter – Definitions.**

- A. The intention of this chapter is to establish a compost procurement policy for Bonney Lake to increase the diversion of organic materials going to landfills in order to reduce methane emissions as landfills are a significant source of methane emissions consistent with RCW 43.19A.
- B. The following terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section:

1. “Compost” means a product created with “composted material” as defined in RCW 70A.205.015(3). “Compost” includes, but is not limited to, 100% finished compost or blends that include compost as a primary ingredient. Mulch is considered a “Compost” if it contains a minimum of sixty percent composted material. Bark is not a “Compost”.
2. “Cost prohibitive” means a product purchasing cost that exceeds 10% of the cost of another product that would serve the same purpose.
3. “Local” or “locally” as to compost providers means that such provider is located within a 25-mile radius of the city limits of Bonney Lake.

8.24.020 General Policy.

A. Bonney Lake shall plan for compost use in the following categories:

1. Landscaping projects;
2. Construction and postconstruction soil amendments;
3. Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and/or
4. Low-impact development of green infrastructure to filter pollutants or to keep water onsite, or both.

B. Compost products shall be purchased for use in City projects in which compost is an appropriate material or on City property, provided it is not cost prohibitive to acquire. Procurement costs will include the product cost and all associated transportation and delivery charges. Bonney Lake is not required to use compost products if:

1. Compost products are not available within a reasonable period of time or distance;
2. Compost products that are available do not comply with existing purchasing standards;
3. Available compost products do not comply with federal or state health, quality, or safety standards; or
4. Compost purchase prices are not reasonable or competitive.

C. Pursuant to RCW 43.19A.130, Bonney Lake will strive to purchase an amount of finished compost products equal or greater than fifty percent of the amount of organic materials the City delivered to the compost processor. This plan will be re-assessed

each December 31st of even-numbered years, beginning in 2024 and thereafter as part of the reporting obligations in BLMC 8.24.050.

8.24.030 Local Purchasing.

Bonney Lake will purchase finished compost products from companies producing compost locally, are certified by a nationally recognized organization, such as the US Composting Council, and produce finished compost products derived from municipal solid waste compost programs while meeting quality standards adopted by the Department of Transportation or adopted by rule by the Department of Ecology. If locally produced compost is not available, compost shall be sourced from outside the region, with preference given to products sourced as close as possible to Bonney Lake. Proof that locally produced compost was not available at the time of purchase or was costprohibitive shall be documented.

8.24.040 Education.

Bonney Lake shall conduct educational outreach to inform residents about the value of compost and how the jurisdiction uses compost in its operations each year.

8.24.050. Reporting.

By December 31, 2024, and each December 31st of even-numbered years thereafter, Bonney Lake shall report the following information to the Department of Ecology:

A. The total tons of organic material diverted each year; B.

The volume and cost of compost purchased each year; and

C. The source(s) of the finished compost product purchased.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Corrections. Upon the approval of the city attorney, the city clerk and/or code publisher is authorized to make any necessary technical corrections to this Ordinance, including but not limited to the correction of scrivener's/clerical errors, references, Ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Effective Date. This Ordinance shall take effect and be in force five (5) days from and after its passage, approval, and publication, as required by law.

PASSED BY THE CITY COUNCIL this 13th day of December, 2022

Michael McCullough Mayor

AUTHENTICATED:

Sadie A. Schaneman, CMC, City Clerk

EXAMPLE



City Of Edgewood Council Agenda Summary Sheet

Subject: Resolution - Professional Services Agreement Addendum - Public Finance, Inc.	Agenda Item #: 2.E
	For Agenda of: 12/20/2022
	Prepared by: Dave Gray
Attachments (list): 1. Resolution 22-XXXX PFI Personal Services Addendum 3 LID Administration 2. PFI Third Addendum PFI Signed	
Approval of Materials: Dave Gray Jill Schwerzler-Herrera 12/15/2022 Dave Gray 12/15/2022 Daryl Eidinger 12/16/2022	Expenditure Required: The basic fee is based upon the total number of LID accounts serviced. The total quarterly invoice may include charges for things like a reissue of payment schedules such as, that occurred due to the city refinancing the loan and the interest rate dropping. Other fees on an as they occur basis are segregation of lots (a large "parent" parcel being decided into multiple "child" lots due to the completion of a housing development or as the result of a board line adjustment. In general, the total cost for PFI's services is at or below \$10,000 per year, with their charges for activities other than the LID billing administration being passed through as third party billing to developers or property owners generating the charge for segregation or lot line adjustments.
	Amount Budgeted: \$10,000 in professional services aggregate budget.
	Timeline: 12/20/2022 SS 12/27/2022 RCM

Summary Statement:

Every three years since the LID No. 3 funded sanitary sewer went on line, the city has entered or extended the agreement to manage the collection, documentation and notification activity between the city and the individual property owners being assessed for repayment of the twenty year bond debt payments. PFI has performed extremely well. PFI is competitive with the few other providers of these services, is at a level of expenditure that does not mandate bidding, and provides a service not regulated by RCW for municipal expenditure. Internal city best practices require the Council to act on agreements for expenditures that extend beyond one fiscal budget year (multi-year agreements).

Item History:

Recommended Action:

Hold a discussion and provide staff guidance regarding Resolution - Professional Services Agreement Addendum - Public Finance, Inc.

Fiscal Note/Consideration:

RESOLUTION NO. 22-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A THIRD ADDENDUM EXTENDING A PERSONAL SERVICES AGREEMENT WITH PUBLIC FINANCE, INC. (PFI) FOR LID ADMINISTRATION SERVICES

WHEREAS, PFI has successfully provided collection, administration and assessment accounting services for the City's Sanitary Sewer Local Improvement District No.1 since 2013; and

WHEREAS, the City extended the original personal services agreement in 2016 and 2019 and wishes to continue receiving PFI's services for another three years through December 31, 2025 thereby maintaining continuity with the individual assessments, assessment activity, late and potentially foreclosing parcels; and

WHEREAS, the City believes the services provided by PFI are reasonably priced, fall below the purchasing policy for professional services competitive bid best practices and require Council approval for a multi-year agreement;

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

Section 1. Authorizes the Mayor to execute a Second Addendum to the Personal Services Agreement with PFI for three years ending December 31, 2025.

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

ADOPTED THIS 27TH DAY OF DECEMBER, 2022

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

**ADDENDUM NO. 3
TO PERSONAL SERVICES AGREEMENT
PUBLIC FINANCE, INC.**

THIS THIRD ADDENDUM is made by and between the City of Edgewood (hereinafter referred to as “City”), a Washington municipal corporation, and Public Finance, Inc. (hereinafter referred to as “Service Provider”), collectively the “Parties.”

WHEREAS, on April 9, 2013, the Parties entered into that certain Professional Services Agreement (“the Agreement”) for the provision of services related to the LID No. 1 Assessment Roll maintenance, notice and debt retirement administration and in January 2017 extended the agreement as Addendum 1 to December 31, 2019 which was extended as Addendum 2 through December 31, 2022; and

WHEREAS, the Parties desire to amend the Agreement in order to extend the Agreement for three years, replacing the Duration of Work (section 5) to December 31, 2025

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises, terms and conditions set forth in the Agreement and contained herein, the Parties hereby agree as follows:

Section 1. Amendment of Section 5, Duration of Work. Section 5 of the Agreement is hereby revised to provide in its entirety as follows:

5. Duration of Work. This Agreement shall be effective as of date set forth above and shall expire automatically on December 31, 2025, unless extended by mutual agreement of the Parties or terminated earlier pursuant to Section 6.

Section 2. Effect of Addendum. This Third Addendum is in addition to the Agreement. Except as otherwise provided herein, the provisions of this Third Addendum modify, but do not supersede, the provisions of the original Agreement. Except as otherwise provided herein, each provision of the Agreement shall continue in full force and effect as if this Third Addendum did not exist. Except as otherwise provided herein, capitalized words and phrases shall have the meanings ascribed to them in the Agreement.

DATED THIS 27TH DAY OF DECEMBER, 2022.

CITY OF EDGEWOOD

By: _____
Mayor Daryl Eidinger

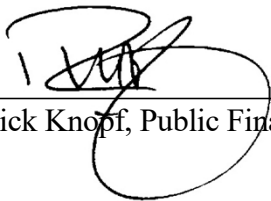
ATTEST/AUTHENTICATED:

Rachel Pitzel, City Clerk

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____
Ann Marie Soto, City Attorney

SERVICE PROVIDER

By:  _____
Rick Knopf, Public Finance Inc.



City Of Edgewood Council Agenda Summary Sheet

Subject: Resolution - MVCC Food Bank	Agenda Item #: 2.F
	For Agenda of: 12/20/2022
	Prepared by: Dave Gray
Attachments (list): 1. RESOLUTION NO. 22.0xxx AUTHORIZING AGREEMENT WITH MT. VIEW COMMUNITY CENTER 2. Mt. View Community Center General Funds Contribution Agreement	
Approval of Materials: Dave Gray Jill Schwerzler-Herrera 12/15/2022 Dave Gray 12/15/2022 Daryl Eidinger 12/16/2022	Expenditure Required: \$50,000 general fund dollars. Amount Budgeted: Budget amendment No. 3-2022, funds this expenditure. Timeline: 12/20/2022 SS

Summary Statement:

The Edgewood City Council has expressed concern over the percentage of local households continuing to experience food insecurity and rent/utility cost burdens as a result of financial instability created by the lingering effects of the Covid 19 Pandemic. Mt. View Community Center was a recipient of Cares Act funding in 2020 and performed well in assisting those in need of assistance. They provided all required funding use documentation timely and adhered to the city's agreement requirements at that time and the Council and Mayor feel this expenditure, given the high rate of inflation affecting food, rent, and utility costs, is appropriate.

Item History:

Recommended Action:

Hold a discussion and provide staff guidance regarding Resolution - MVCC Food Bank

Fiscal Note/Consideration:

RESOLUTION NO. 22-XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH MT. VIEW COMMUNITY CENTER TO ASSIST IN REDUCING FOOD SOURCE INSTABILITY AND RESIDENTIAL RENT AND UTILITY ASSISTANCE AS A RESULT OF THE COVID-19 PANDEMIC AND ITS RESIDUAL FINANCIAL INSTABILITY.

WHEREAS, the COVID-19 pandemic has continued to impact the community, resulting in food source, housing, and utility instability; and

WHEREAS, financial assistance is necessary to support those in need who do not have other means to obtain food or pay for housing or utilities; and

WHEREAS, such support furthers the City's fundamental purposes of government in protecting the public health and promoting the public welfare; and

WHEREAS, Mt. View Community Center is a nonprofit food bank that operates within Pierce County and provides food, community rent and utility payment distribution, and assistance operations in Edgewood; and

WHEREAS, the City has determined that a portion of its general funds should be distributed to Mt. View Community Center to provide necessary support for reducing food source instability and assisting with residential rent and utilities, and that such expenses are an appropriate use of public funds to further the City's fundamental purposes.

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

Section 1. Agreement Authorized. The Mayor is hereby authorized to execute an agreement with Mt. View Community Center, attached hereto as Exhibit A and incorporated herein by this reference for distribution of city general funds to provide necessary support for reducing food source instability and assisting with residential rent and utilities, as a result of the COVID-19 pandemic and its residual financial instability to the community.

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

ADOPTED THIS 24TH DAY OF DECEMEBER, 2022

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

**AGREEMENT BETWEEN THE CITY OF EDGEWOOD
AND
MT. VIEW COMMUNITY CENTER
FOR THE RECEIPT OF FUNDS FOR THE NECESSARY SUPPORT OF INDIVIDUALS
IN NEED**

THIS AGREEMENT is entered into on this 27th day of December 2022, by and between the City of Edgewood, hereinafter “the City,” and Mt. View Community Center, recipient of funds from the City, hereinafter “the Recipient.”

RECITALS

WHEREAS, the COVID-19 pandemic has continued to impact the community, resulting in food source, housing, and utility instability; and

WHEREAS, financial assistance is necessary to support those in need who do not have other means to obtain food or pay for housing or utilities; and

WHEREAS, such support furthers the City’s fundamental purposes of government in protecting the public health and promoting the public welfare; and

WHEREAS, Mt. View Community Center is a nonprofit organization that operates within Pierce County and provides food, community rent and utility payment distribution, and assistance operations in Edgewood; and

WHEREAS, the City has determined that a portion of its general funds should be distributed to Mt. View Community Center to provide necessary support for reducing food source instability and assisting with residential rent and utilities, and that such expenses are an appropriate use of public funds to further the City’s fundamental purposes.

NOW, THEREFORE, the parties herein do mutually agree as follows:

- 1. Fund Amount and Eligible Expenses.** The total amount to be provided to Recipient under this Agreement is \$50,000 (the “Funds”). Recipient shall use the Funds only to pay for Eligible Expenses incurred during the time period set forth in Section 2. A list of Eligible and Ineligible Expenses is included in Exhibit A. Expenditure of the Funds on Ineligible Expenses shall be subject to recapture at the discretion of the City. The Recipient agrees to repay to the City, within thirty (30) days or such other the time period specified by the City, all Funds determined by the City to have been spent on an Ineligible Expense.
- 2. Time Period.** All Eligible Expenses must be incurred by the Recipient between December 28, 2021 and June 30, 2023. Any expenses incurred before or after this period are not Eligible Expenses. Recipient shall provide documentation to the City regarding said expenditures no later than July 31, 2023. Failure to submit expenditure documentation may

result in use of funds being deemed ineligible. The Recipient understands that any expenses incurred in excess of the Funds are the Recipient's sole responsibility and will not be paid by the City.

- 3. Compliance with Federal, State and Local Laws.** The Recipient shall comply with and obey all applicable federal, state and local laws, regulations, and ordinances. Should the Recipient's spending of the Funds be inconsistent with applicable laws, provisions of this Agreement, or otherwise inappropriate, the City shall have the right to the return of any portion of the Funds that are later determined to have been spent in violation of applicable laws or this Agreement. The City shall not exercise this right until it has given written notice of noncompliance with applicable laws or this Agreement to Recipient, and allowed Recipient a period of ten (10) days from the date of notice for Recipient to cure the noncompliance. The rights provided in this section is in addition to and not in lieu of any right which Washington law provides for breach of contract.

 - a. Requirement to Provide Accurate Information. The Recipient understands and acknowledges that providing false information on any documents submitted to the City or its designees may constitute fraud, and may be subject to civil and/or criminal penalties and/or sanctions.
- 4. Maintenance of Records.** The Recipient shall maintain accurate written records, including accounting records such as invoices, sales receipts, and proof of payment, books, documents, data and other evidence that reflects all of Recipient's direct and indirect expenditures of the Funds. The City may at any time review the documentation to determine the Recipient's conformance with the requirements of this Agreement, and the Recipient shall make available to the City, upon request, all of the Recipient's records and documents with respect to all matters covered by this Agreement.

 - a. The City may require the Recipient to provide additional documentation if the existing documentation is deemed incomplete.
 - b. The Recipient shall retain all records related to this Agreement for a period of six (6) years following the receipt of the Funds. These records, including materials generated under the contract, shall be subject at all reasonable times to inspection and review by the City.
- 5. No Employee Relationship.** The Recipient understands and acknowledges that neither the Recipient nor any officer, employee or agent of the Recipient shall be considered to be an employee of the City, nor entitled to any benefits accorded City employees, by virtue of the services provided under this Agreement. The City shall not be responsible for assuming the duties of an employer with respect to the Recipient or any employee of the Recipient.
- 6. Indemnification.** The Recipient shall indemnify and hold the City harmless against any claim or liability of any nature in connection with or arising in any manner out of this Agreement. In the event of any dispute between the Recipient and its employees, subcontractors or anyone with a claim to some or all of the Funds, the Recipient shall be

responsible for resolution of any such claim and the City shall have no responsibility or obligation in the resolution process or outcome.

7. **Non-discrimination.** The Recipient shall conduct its business and use the Funds in a manner which assures fair, equal and non-discriminatory treatment of all persons, including maintaining open hiring and employment practices, and compliance with all requirements of applicable federal, state or local laws or regulations related to hiring and employment practices and providing services to all persons, without discrimination as to any person's race, color, religion, sex, sexual orientation, disabled veteran condition, physical or mental handicap or national origin.
8. **Complete Agreement.** This Agreement sets forth the complete expression of the agreement between the Parties, and any oral representations or understandings not incorporated herein are excluded.
9. **Waiver.** Any waiver by the Recipient or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.
10. **Modification.** This Agreement may only be amended by written agreement signed by both Parties.
11. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.
12. **Notices.**
 - A. Notices to the City of Edgewood shall be sent to the following address:
City of Edgewood
Attn: Asst. City Administrator
2224 104th Ave E.
Edgewood, WA 98372
 - B. Notices to the Recipient shall be sent to the following address:
Mt. View Community Center
3607 122nd Avenue East Suite A
Edgewood, WA 98372
13. **Assignment of Contract.** The Recipient shall not assign this contract without the prior written consent of the City.
14. **Venue.** This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in Pierce County.

IN WITNESS WHEREOF, the City and Recipient have executed this Agreement as of the date first above written.

CITY OF EDGEWOOD, WASHINGTON By: _____ Its: Mayor Date: _____	Recipient [Recipient's Complete Legal Name] By: _____ Jessie Holden: _____ Its: Executive Director _____
ATTEST: Rachel Pitzel, City Clerk Date: _____	
APPROVED AS TO FORM: Ann Marie Soto, City Attorney, Date: _____	

Exhibit A

ELIGIBLE AND INELIGIBLE USE OF FUNDS

A. Eligible Uses of Funds:

Food supplies, rent and/or utility assistance.

B. Ineligible Uses of Funds:

payroll or other employee-related or business-associated costs

Any expenditure other than those listed in A above.



City Of Edgewood Council Agenda Summary Sheet

Subject: Ordinance - 2022 Budget Amendment No. 3	Agenda Item #: 2.G
	For Agenda of: 12/20/2022
	Prepared by: Dave Gray
Attachments (list): 1. Ord No 22-XXXX Budget Amendment No 3 2. 2022 Budget Amendment No 3 Exhibit A Fund Impact Detail	
Approval of Materials: Dave Gray Jill Schwerzler-Herrera 12/16/2022 Dave Gray 12/16/2022 Daryl Eidinger 12/16/2022	Expenditure Required: \$ 573,518.04. \$50,000 newly appropriated spending, \$523,518.04 prior year ending fund balance adjustment to capture REET revenue not realized at the time the 2022 budget was constructed and or known expenditures that were budgeted for 2021 to impact the 2021 ending fund balance and did not occur until 2022.
	Amount Budgeted: Not budgeted in the original 2022 budget ordinance.
	Timeline: 12/20/2022 SS 12/27/2022 RCM

Summary Statement:

The budget is routinely amended each year to capture new revenue sources not known or anticipated when the current year budget is produced in the prior year. The city has amended the budget twice in 2022, once to add a position to the salary schedule and labor model and once to provide for a mid-year COLA to the salary schedule due to higher than anticipated inflation than what was used to set the original salary schedule COLA. Each year the final budget amendment is a housekeeping process to appropriate new budget expenditures not anticipated in October of the prior year, or to transfer funds such as REET fund balances available at the prior year end, as well as to true up fund transfers for expenditure amounts either unknown or that laps past the budgeted year into the following year, such as the equipment purchases placed in 2021, but not received until 2022.

Item History:

Recommended Action:

Hold a discussion and provide staff guidance regarding Ordinance - 2022 Budget Amendment No. 3

Fiscal Note/Consideration:

ORDINANCE NO. 22-XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AMENDING THE BUDGET FOR THE 2022 FISCAL YEAR, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.33 RCW, requires the City of Edgewood adopt an annual budget and provides procedures for such; and

WHEREAS, the City of Edgewood established its 2022 Budget in Ordinance No. 21-0621, amended by Ordinance 22-0627 and Ordinance 22-0628 and

WHEREAS, the City Council desires to amend the 2022 Budget to reflect an increase in REET transfers reflecting a fourth quarter 2021 revenue increase after the 2022 budget was approved that increased the 2021 ending fund balance available for the street fund, and to appropriate out of the 2022 General Fund beginning fund balance the amount of fifty thousand dollars to fund food and rent insecurity needed to protect and foster public health and welfare; and

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Amending 2022 Budget. The 2022 Budget approved with Ordinance 21-06, as amended by Ordinance 22-0627 and Ordinance 22-0628, is further amended to increase city expenses identified in Exhibit A, to accommodate an increase in REET revenue used for street and equipment capital projects and providing funding to Mt. View Community Center for food, housing and utility stability efforts in the community thereby improving public health and welfare due to the lingering effects of Covid 19 and the resulting financial instability it has caused.

Section 2. Direction to Staff: Staff is hereby authorized and instructed to make the necessary changes to the printed form of the 2022 Budget to reflect the above amendments.

Section 3. Transmittal. The City Clerk is hereby authorized and directed to transmit a certified copy of this ordinance to the Association of Washington Cities, the Auditor of the State of Washington, and Municipal Research Services Center.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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Section 5. Effective Date. A summary of this ordinance shall be published in the official newspaper of the City and this ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL THIS 27TH DAY OF DECEMBER, 2022.

Mayor, Daryl Eiding

Attest/Authenticated:

City Clerk, Rachel Pitzel, CMC

Approved As To Form:

City Attorney Ann Marie Soto

Date of Publication: *December XX, 2022*

Effective Date: *December XX, 2022*

EXHIBIT A

12/20/2022

December 2022

Fund Name/Department	Fund Number	Original Budget	Original Line Item	Description of Request	Line Item Added	Line Item Deleted	Amended Budget	Fund Balance Impact
General Fund Expenditure								
Mt. View Community Center Funding	001	\$12,934,646.00	\$0.00	Increased Public Health Funding Activity	\$50,000.00	\$0.00	\$12,984,646.00	\$50,000.00
General Fund Ending Fund Balance Reduction	001	\$12,934,646.00	\$0.00		\$50,000.00		\$12,984,646.00	\$50,000.00
Fund Transfers								
General Fund Fund Balance Transfer	001	\$50,000.00	\$50,000.00	Transfer 2021 Purchases Paid in 2022	\$106,000.00	\$0.00	\$156,000.00	-\$106,000.00
Equipment Replacement Expenditure Funding	501	\$224,930.00	\$50,000.00	Increased Fund Transfer	\$106,000.00	\$0.00	\$330,930.00	\$106,000.00
Reet 1 Fund Balance Transfer to Streets	130	\$0.00	\$0.00	Increased Fund Transfer	\$450,000.00	\$0.00	\$450,000.00	-\$450,000.00
Street Fund Road Preservation Revenue In	101	\$450,000.00	\$450,000.00	Increased Revenue Required	\$450,000.00	\$0.00	\$900,000.00	\$450,000.00
Reet 1 Fund Balance Transfer to Bond Debt Funding	130	\$350,000.00	\$350,000.00	Increased Fund Transfer	\$17,518.04	\$0.00	\$367,518.04	-\$17,518.04
Civic Center Debt Funding-Bond Payment	201	\$350,000.00	\$350,000.00	Transfer Reet to Bond Payment Total	\$17,518.04	\$0.00	\$367,518.04	\$17,518.04
Total Fund Transfer Activity	101				\$1,147,036.08	\$0.00		\$573,518.04

There is no full year 2023 Impact for these budget adjustments as item one is an unbudgeted one time public health expenditure and the remaining items provide for an anticipated housekeeping fund transfers.