CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA

Tuesday, August 15, 2023 – 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.** Equity, Diversity and Inclusion (Trainings, Planning, etc.)
   - **B.** Development Review
   - **C.** Council Term Limits
   - **D.** Economic Development Advisory Board Follow-Up
   - **E.** Cooperation Agreement - Urban County Community Development Program Funds Amendment No. 2
   - **F.** City Administrator Job Description
3. **OTHER COUNCIL ITEMS**
4. **ADJOURN**

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

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

City Of Edgewood
Council Agenda Summary Sheet

Subject: Equity, Diversity and Inclusion (Trainings, Planning, etc.)	**Agenda Item #: 2.A**
	For Agenda of: 8/15/2023
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera Dave Gray 8/11/2023 Daryl Eidinger 8/11/2023	**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

Plat Construction Tracking Report- July 2023

Preliminary Plat						Site Development	Final Plat		Buildout	
Submitted	Project	Address	Total Lots	Status	Approved	Status	Status	Lots Recorded	Completed Homes #	Completion Date
2023	HOME STRETCH SUBDIVISION	2208 116TH AVE E	32	APPLICATION						
	TYEE RANCH SUBDIVISION	11617 15TH ST E	39	APPLICATION						
2022	JONES SHORT PLAT	11517 34TH ST E	3	APPROVED	6/28/2023					
	AFICHUK SHORT PLAT	1625 112TH AVE E	2	APPROVED	6/15/2023					
2021	WINDMILL PARK TOWNHOMES	3117 MERIDIAN AVE E	45	APPROVED	5/2/2023	UNDER REVIEW				
	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPROVED	9/20/2021	FINALED	APPLICATION			
2020	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	11/12/2020	N/A	APPROVED	2	1	50%
	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED	2/1/2021					
	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED	2/1/2021	FINALED	APPROVED	2	1	50%
	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	12/29/2020	FINALED	APPROVED	14	7	50%
	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	9/3/2020	N/A	APPROVED	2	1	50%
2019	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	1/14/2020	N/A	APPROVED	2	1	50%
	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	5/5/2020	FINALED	APPROVED	6	2	33%
	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	9/14/2020	FINALED	APPROVED	4	1	25%
	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED	9/27/2019					
	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	7/1/2019	ISSUED	APPROVED	2	1	50%
2018	BARTH SUBDIVISION (FALCON RIDGE)	XXX 96TH AV E	37	APPROVED	6/4/2020	ISSUED	APPROVED	35	**12**	**34%**
	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED	12/29/2020					
	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	6/22/2018	FINALED	APPROVED	4	3	75%
	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	1/10/2019	APPLICATION				
	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	9/13/2018	ISSUED	APPROVED	6	3	50%
2017	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	3/20/2019	ISSUED				
2016	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	6/6/2017	ISSUED	APPROVED	15	0	
	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	1/11/2017	FINALED	APPROVED	55	54	98%
	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	12/22/2016	ISSUED	APPROVED	3	1	33%
	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	3/21/2017	FINALED	APPROVED	19	17	89%
2015	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	12/15/2016	FINALED	APPROVED	36	33	92%
	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	9/8/2016	FINALED	APPROVED	6	6	100%
	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	9/29/2016	ISSUED	APPROVED	14	13	93%
	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	4/29/2016	FINALED	APPROVED	44	43	98%
	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	12/30/2015	FINALED	APPROVED	9	7	78%
2014	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	7/15/2014	FINALED	APPROVED	6	3	50%
2013	WESTRIDGE SUBDIVISION	FREEMAN RD	290	APPROVED	9/4/2014	FINALED	APPROVED	284	280	99%

Pending Projects - Planning and Engineering Permits

45 Permits

Exported: 08/01/2023

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
ADMIN USE PERMIT (AUP)								
22-1614	ARCO AMPM ADMINISTRATIVE USE	XXX 11TH ST E	420037064	PLANNING	ADMIN USE PERMIT (AUP)	WAITING ON REVISIONS	12/02/2022	05/18/2023
23-1286	BALANCED PAWS VETERINARY REHABILITATION ADMINISTRATIVE USE PERMIT	3110 MERIDIAN AVE E	420094041	PLANNING	ADMIN USE PERMIT (AUP)	UNDER REVIEW	06/23/2023	07/31/2023
BLA								
23-1143	PASQUIER BLA	12513 44TH STREET CT E	6755000040	PLANNING	BLA	WAITING ON REVISIONS	03/18/2023	07/24/2023
23-1247	SWANSON BLA	3420 108TH AVE E	420156006	PLANNING	BLA	INCOMPLETE	05/22/2023	07/19/2023
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	03/24/2023
23-1083	NORTHWOOD ESTATES WEST CLEAR AND GRADE	9623 24TH ST E	420091103	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	02/16/2023	07/10/2023
23-1237	SIDHU CLEAR AND GRADE	2004 WEST VALLEY HWY E	4495400980	ENGINEERING	CLEAR AND GRADE	INCOMPLETE	05/18/2023	07/11/2023
CODE UPDATES AND CHANGES								
22-1064	TOWN CENTER SUBAREA PLAN	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	02/09/2022	12/06/2022
22-007CODE	GENERAL SEWER PLAN (GSP) UPDATE	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	11/22/2022	07/07/2023
22-008CODE	GREENBELT APARTMENTS COMPREHENSIVE PLAN AMENDMENT AND REZONE	9917 24TH ST E	420091014	PLANNING	CODE UPDATES AND CHANGES	INCOMPLETE	12/21/2022	06/30/2023
23-002CODE	TRANSPORTATION IMPROVEMENT PLAN (TIP) UPDATE	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	04/27/2023	05/17/2023
CRITICAL AREAS PERMIT								
22-1580	SANDU SFR - CRITICAL AREAS	3822 108TH AVE E	420152028	PLANNING	CRITICAL AREAS PERMIT	INCOMPLETE	02/01/2023	05/18/2023
23-1335	WOLF POINT CRITICAL AREAS	9810 36TH ST E	420165030	PLANNING	CRITICAL AREAS PERMIT	APPLICATION	07/27/2023	07/28/2023
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	06/05/2023
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	06/27/2023
POST REVISION - PLN								
PR0026	View Pointe RV Design Standards Review Post Revision	10315 12TH STREET CT E	420037065	PLANNING	POST REVISION - PLN	APPLICATION	08/01/2023	08/01/2023
PRE APP								
23-1262	5108 CHRISELLA DEVELOPMENT PRE-APPLICATION	5108 CHRISELLA RD E	420222065	PLANNING	PRE APP	PENDING PAYMENT	06/02/2023	07/11/2023
23-1321	825 MERIDIAN COMMERCIAL REDEVELOPMENT	823 MERIDIAN AVE E	6575000021	PLANNING	PRE APP	UNDER REVIEW	07/19/2023	07/31/2023
REASONABLE USE EXCEPTION								

Pending Projects - Planning and Engineering Permits

45 Permits

Exported: 08/01/2023

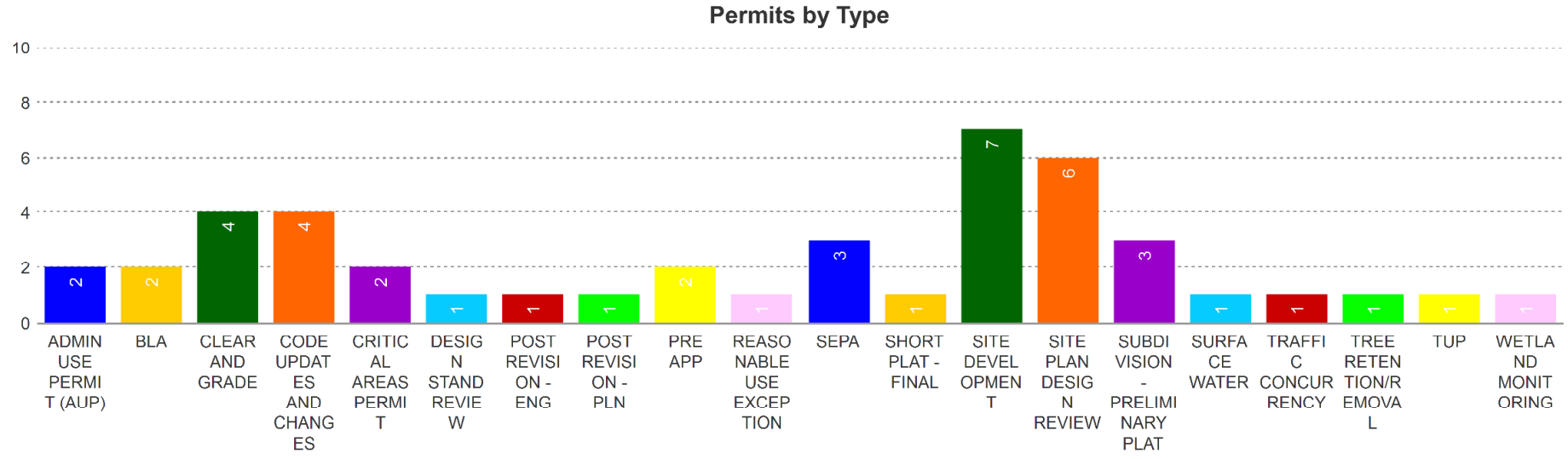
Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
23-1046	DE ROSS ACCESS DRIVEWAY REASONABLE USE EXCEPTION	1105 108TH AVE E	420037014	PLANNING	REASONABLE USE EXCEPTION	WAITING ON REVISIONS	01/26/2023	07/26/2023
SEPA								
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	05/24/2023
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	05/24/2023
22-1580 SEPA	SANDU SFR - SEPA	3822 108TH AVE E	420152028	PLANNING	SEPA	INCOMPLETE	11/04/2022	05/18/2023
SHORT PLAT - FINAL								
23-1298	BREYER SHORT PLAT FINAL PLAT	2110 TO 2114 95TH AVENUE CT E	420095023	PLANNING	SHORT PLAT - FINAL	WAITING ON REVISIONS	07/03/2023	07/31/2023
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	WAITING ON REVISIONS	11/30/2020	06/28/2023
21-1430	WINDMILL PARK TOWNHOMES SITE DEVELOPMENT	3117 MERIDIAN AVE E	420103072	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	09/24/2021	07/17/2023
23-1131	KOT SITE DEVELOPMENT	1513 105TH AVENUE CT E	420037028	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	03/13/2023	05/18/2023
23-1239	SMITH AND SONS GC LLC SITE DEVELOPMENT	2027 106TH AVE E	420102118	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	05/19/2023	08/01/2023
23-1240	SMITH AND SONS GC LLC SITE DEVELOPMENT	2027 106TH AVE E	420102119	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	05/19/2023	08/01/2023
23-1347	CHRISELLA ROAD SAFETY IMPROVEMENTS	3703 CHRISELLA RD E	420152147	ENGINEERING	SITE DEVELOPMENT	APPLICATION	07/31/2023	07/31/2023
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	07/07/2023
22-1505	2513 MERIDIAN MIXED-USE SITE PLAN REVIEW	XXX MERIDIAN AVE E	420103027	PLANNING	SITE PLAN DESIGN REVIEW	UNDER REVIEW	09/29/2022	07/19/2023
22-1615	ARCO AMPM SITE PLAN DESIGN REVIEW	XXX 11TH ST E	420037064	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	12/02/2022	03/06/2023
23-1276	EDGEWOOD HEIGHTS PHASE II SITE PLAN REVISION	1909 104TH AVE E	420106035	PLANNING	SITE PLAN DESIGN REVIEW	UNDER REVIEW	06/15/2023	07/31/2023
23-1304	J & J Morgan	2605 97TH AVENUE CT E	420098076	PLANNING	SITE PLAN DESIGN REVIEW	INCOMPLETE	07/07/2023	07/26/2023
23-1344	EDGEWOOD HEIGHTS PHASE II SITE PLAN REVISION	1909 104TH AVE E	420106035	PLANNING	SITE PLAN DESIGN REVIEW	APPLICATION	07/27/2023	07/31/2023
SUBDIVISION - PRELIMINARY PLAT								
23-1228	TYEE RANCH PRELIMINARY PLAT	11617 15TH ST E	420034702	PLANNING	SUBDIVISION - PRELIMINARY PLAT	UNDER REVIEW	05/11/2023	07/20/2023
23-1299	HOMESTRETCH PRELIMINARY PLAT	2208 116TH AVE E	420101037	PLANNING	SUBDIVISION - PRELIMINARY PLAT	UNDER REVIEW	07/03/2023	08/01/2023
23-1319	NORTHWOOD ESTATES WEST PHASE II PRELIMINARY PLAT	9623 24TH ST E	420091103	PLANNING	SUBDIVISION - PRELIMINARY PLAT	APPLICATION	07/18/2023	07/25/2023
SURFACE WATER								
23-1300	ABEL SHORT PLAT LOT 1 SURFACE WATER	12205 16TH ST E	420027044	ENGINEERING	SURFACE WATER	WAITING ON REVISIONS	07/05/2023	08/01/2023

Pending Projects - Planning and Engineering Permits

45 Permits

Exported: 08/01/2023

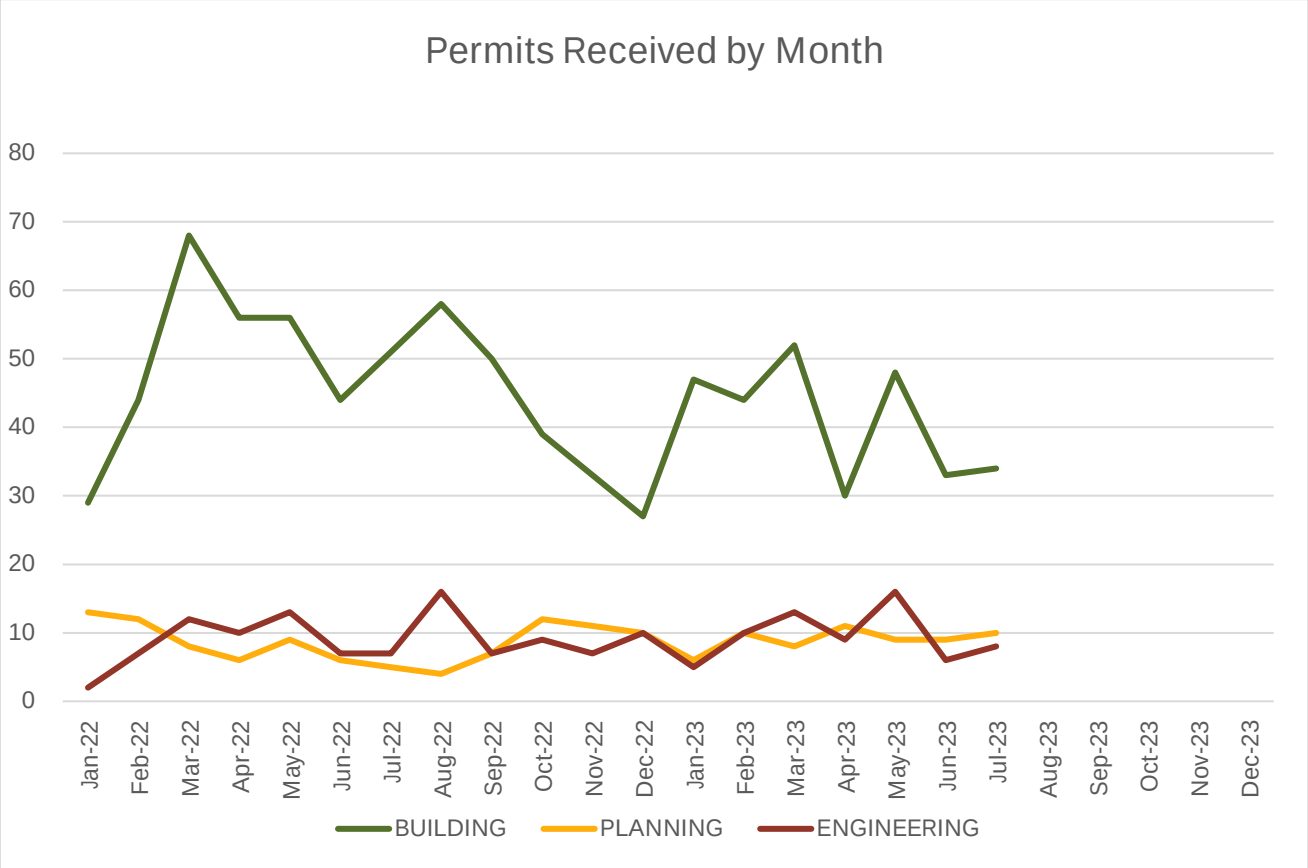
Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
TRAFFIC CONCURRENCY								
23-1312	NORTHWOOD ESTATES WEST PHASE II TRAFFIC CONCURRENCY	9623 24TH ST E	420091103	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	07/13/2023	07/24/2023
TREE RETENTION/REMOVAL								
23-1234	EDGEWOOD ESTATES LOT 10 TREE REMOVAL PERMIT	1138 123RD AVENUE CT E	6027660100	PLANNING	TREE RETENTION/REMOVAL	INCOMPLETE	05/16/2023	07/26/2023
TUP								
23-1287	TACOS EL PATRON TUP	909 MERIDIAN AVE E	420033096	PLANNING	TUP	INCOMPLETE	06/23/2023	07/19/2023
WETLAND MONITORING								
22-1570WM	JENNA ACRES WETLAND MONITORING	1419 114TH AVE E	420034061	PLANNING	WETLAND MONITORING	APPLICATION	11/28/2022	12/03/2022



Jul 2023

Monthly Development Report

EDGEWOOD Washington

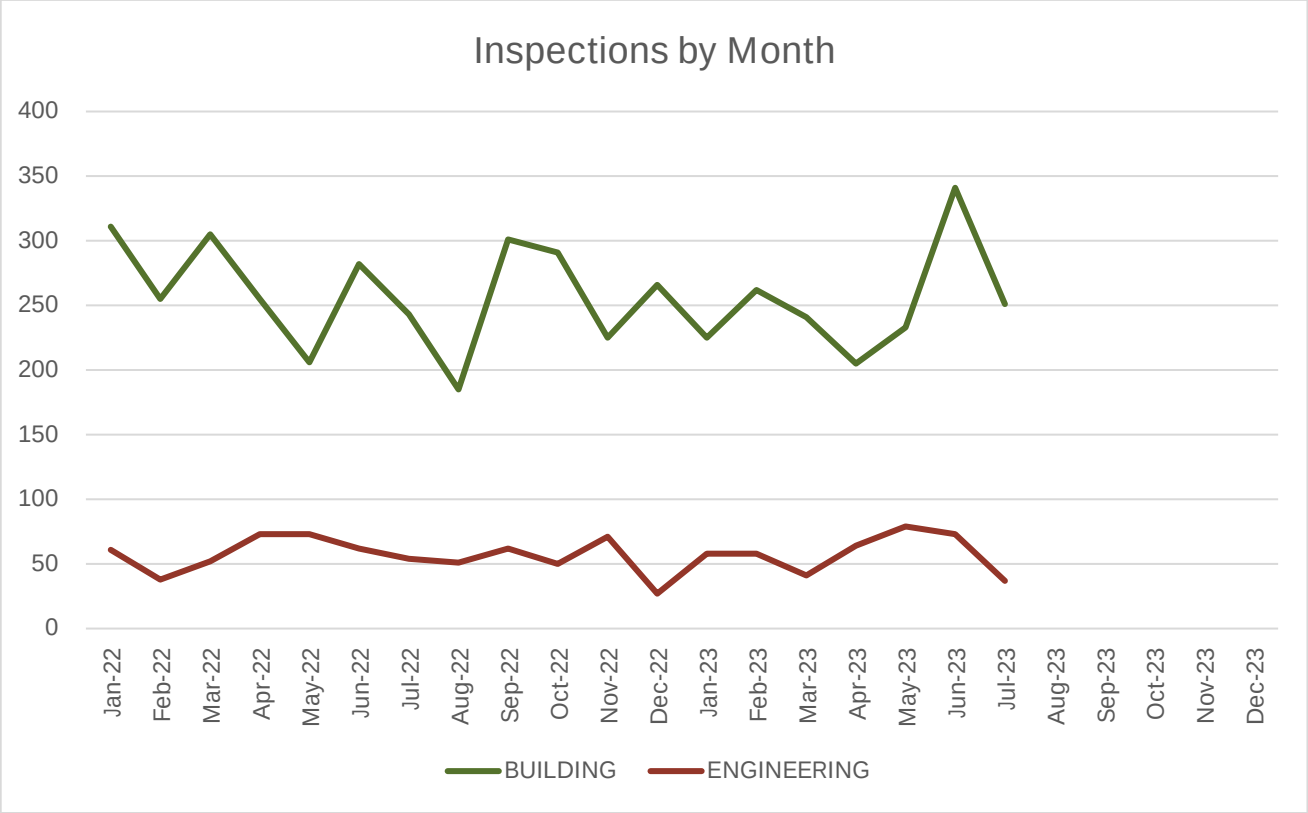


Permits	Building		Planning		Engineering	
	Received	Approved	Received	Approved	Received	Approved
Jul 2023	34	28	10	5	8	5
Jul 2022	51	41	5	8	7	7
Roll Avg 2023	41	33	9	7	10	8
Roll Avg 2022	50	33	8	8	8	6
YTD 2023	288	229	63	48	67	57
YTD 2022	348	233	59	55	58	43
	Building		Planning		Engineering	
	Month	Received	Month	Received	Month	Received
Highest Month 2023	Jan	52	Jan	11	Jan	16
Highest Month 2022	Mar	68	Jan	13	Aug	16

Jul 2023

Monthly Development Report

EDGEWOOD
Washington



Inspections	Building	Engineering
Jul 2023	251	37
Jul 2022	243	54
Roll Avg 2023	251	59
Roll Avg 2022	265	59
YTD 2023	1758	410
YTD 2022	1857	413

	Building		Engineering	
	Month	Insp.	Month	Insp.
Highest Month 2023	Jun	341	May	79
Highest Month 2022	Jan	311	Apr	73

City Of Edgewood
Council Agenda Summary Sheet

Subject: Council Term Limits	**Agenda Item #: 2.C**
	For Agenda of: 8/15/2023
	Prepared by: Ann Marie Soto

Attachments (list):
1. Ch 2.10 amendments term limits - 08152023 Study Session

Approval of Materials:	
Ann Marie Soto	**Expenditure Required:**
Dave Gray 8/10/2023	**Amount Budgeted:**
Daryl Eidinger 8/10/2023	**Timeline:**

Summary Statement:
The City Council previously adopted term limits for the Mayor and Councilmembers, as set forth in Edgewood Municipal Code ("EMC") Chapter 2.10. The EMC provides that no person may serve on the City Council or in the office of Mayor for more than two consecutive four-year terms. Questions were recently raised as to whether an individual can run for a different council position after their two terms are up, or if they can run again after a break in service. The Council discussed this item at the 7/18 study session and requested additional options to consider. This agenda item includes two options for the Council's consideration, along with alternate language should the Council desire to remove language requiring that the two-year terms be consecutive meaning that a person would be limited to two four-year terms regardless of whether consecutive or not.

Item History:
7/18/23 SS

Recommended Action:
Hold a discussion and provide staff direction to Council Term Limits

Fiscal Note/Consideration:

OPTION A

2.10.010 Limiting councilmembers to serving two consecutive four-year terms.

No person shall be allowed to serve in any position on the city council for more than two consecutive four-year terms; provided, that this prohibition shall not disqualify any person now serving on the city council from completing the term of office that he or she has been elected to serve as of the effective date of the ordinance codified in this chapter or prohibit a person from serving two consecutive four-year terms following the person's completion of a partial term in the event he or she was appointed to fill a vacant position on the city council. This prohibition shall not disqualify a person from serving again on the city council after a break in service of at least two years.

2.10.015 Term limits for office of mayor.

No person shall be allowed to serve in the office of mayor for more than two consecutive four-year terms; provided, this prohibition shall not disqualify any person serving as mayor as of the effective date of the ordinance codified in this section from completing the term of office that he or she has been elected to serve or from running for, and serving if so elected, one additional four-year term or prohibit a person from serving two consecutive four-year terms following the person's completion of a partial term in the event he or she was appointed to fill a vacant position as mayor. This prohibition shall not disqualify a person from serving again in the office of mayor after a break in service as mayor of at least four years, or from serving on the city council at least two years after serving as mayor.

OPTION B

2.10.010 Limiting councilmembers to serving two consecutive four-year terms.

No person shall be allowed to serve in any position on the city council for more than two consecutive four-year terms regardless of any breaks in service; provided, that this prohibition shall not disqualify any person now serving on the city council from completing the term of office that he or she has been elected to serve as of the effective date of the ordinance codified in this chapter or prohibit a person from serving two consecutive four-year terms following the person's completion of a partial term in the event he or she was appointed to fill a vacant position on the city council.

2.10.015 Term limits for office of mayor.

No person shall be allowed to serve in the office of mayor for more than two consecutive four-year terms regardless of any breaks in service; provided, this prohibition shall not disqualify any person serving as mayor as of the effective date of the ordinance codified in this section from completing the term of office that he or she has been elected to serve or from running for, and serving if so elected, one additional four-year term or prohibit a person from serving two

consecutive four-year terms following the person's completion of a partial term in the event he or she was appointed to fill a vacant position as mayor.

OPTION TO REMOVE "CONSECUTIVE" TERMS REQUIREMENT:

2.10.010 Limiting councilmembers to serving two ~~consecutive~~ four-year terms.

No person shall be allowed to serve in any position on the city council for more than two ~~consecutive~~ four-year terms, regardless of any breaks in service;...

2.10.015 Term limits for office of mayor.

No person shall be allowed to serve in the office of mayor for more than two ~~consecutive~~ four-year terms regardless of any breaks in service;...

City Of Edgewood
Council Agenda Summary Sheet

Subject: Economic Development Advisory Board Follow-Up	**Agenda Item #: 2.D**
	For Agenda of: 8/15/2023
	Prepared by: Lauren Balisky
Attachments (list):	

Approval of Materials: Lauren Balisky Dave Gray 8/10/2023 Daryl Eidinger 8/10/2023	**Expenditure Required:** None.
	Amount Budgeted: There is no standalone budget for this advisory board. Costs are absorbed in salary, benefits, overhead, equipment, and software expenditures.
	Timeline: ~~06/06/2023 SS~~ 08/15/2023 SS

Summary Statement: On June 6, 2023, staff provided an analysis of the City's Economic Development Advisory Board (EDAB) and equivalent structures across the state, and requested that Council provide direction on any desired changes to the EDAB structure, function, alternatives or provide any other desired input. At that meeting, Council had the following items for follow-up:

1. CM Lowry: Please provide the attendance from recent EDAB meetings.

Between September 2022 and August 2023, up to 12 EDAB meetings were possible. Of those:

- Three (3) were canceled due to a holiday (Labor Day, New Year's Day observed, and 4th of July).
- Two (2) were canceled due to a lack of quorum (once prior to the meeting, and once at the meeting).
- One (1) was canceled due to a lack of business.

Of the remaining six (6) meetings:

- Olson, Pearce, Weiss, Wiesenfeld, and Wise missed no meetings.
- Neil missed three (3) meetings.
- Butterfield and Swanson missed all six (6) meetings.

2. CM Day: Have any other EDABs or equivalents quantified their success?

Of the cities with between 5,000 and 25,000 population in Washington State with an EDAB or equivalent (College Place, Covington, Monroe, Snoqualmie, Stanwood, and Sunnyside), only Monroe appears to create

a report documenting annual work towards various economic development policies and goals, and tying that work to the work of their EDAB equivalent (https://www.monroewa.gov/87/Economic-Development). The EDAB equivalents in College Place and Sunnyside are required to prepare annual reports but these were not readily available.

3. CM Tomyn: What are the rules for attendance?

The rules for attendance are in Edgewood Municipal Code (EMC) 2.32.060 - Removal and Vacancies:

> *The city council may remove any appointed member of the board. The board may, by a vote in favor thereof by a majority of its members, recommend to the city council removal of an appointed member upon such grounds as inefficiency, neglect of duty, or malfeasance in office. Three consecutive unexcused absences by any board member from both regular and special meetings shall constitute grounds for removal. Attendance of any board member that falls below 80 percent due to unexcused absences during any 12-month period shall also be grounds for removal. Any board member may resign at any time by delivering written notice to the city clerk. Vacancies occurring other than by expiration of term shall be filled for the unexpired term in the manner used for regular appointment to the board. (Ord. 12-381 § 1).*

4. Mayor Eidinger: Council should discuss their top 3-5 items for EBAB. What is EDAB responsible for? What does Edgewood need?

For discussion by Council.

Item History:
On March 7, 2023, CM Buckley requested recommendations related to the Economic Development Advisory Board (EDAB), specifically regarding structure and quorums. Mayor Eidinger expanded the request of staff to evaluate EDAB as a whole and provide recommendations.

Recommended Action:
Provide staff with direction on any desired changes to EDAB or alternative next steps.

Fiscal Note/Consideration:

City Of Edgewood
Council Agenda Summary Sheet

Subject: Cooperation Agreement - Urban County Community Development Program Funds Amendment No. 2	**Agenda Item #: 2.E**
	For Agenda of: 8/15/2023
	Prepared by: Dave Gray, Lauren Balisky

Attachments (list):

1. Resolution 23-xxxx Cooperation Agmt w Pierce County
2. City of Edgewood - Cover Letter
3. City of Edgewood - UCQ Amendment No. 2 (1)

Approval of Materials: Dave Gray, Lauren Balisky Dave Gray 8/8/2023 Daryl Eidinger 8/8/2023	**Expenditure Required:** None. The agreement allows the county to receive block grant funding for various HUD programs and administer those funds to various jurisdictions in Pierce County.
	Amount Budgeted: N/A
	Timeline: August 15th Study Sessiion, for council review and discussion. August 22nd Regular Council Meeting for review and potential council action.

Summary Statement:

The City and Pierce County entered into a Cooperation Agreement for Urban County Community Development Program Funds on May 26, 1999 allowing Pierce County, serving as the administrator, to receive various Community Development Block Grants and other grant funds under the provisions of Title 1 of the Housing and Community Development Act of 1974, and other applicable Federal regulations adopted thereafter. It was determined to be of mutual benefit for the City of Edgewood and Pierce County to jointly undertake a Community Development Program as required by the Department of Housing and Urban Development (HUD). On July 21, 2014 the city signed amendment No. 1 to update the agreement for changes to the agreement required by HUD. On July 21, 2023 Pierce County submitted changes to the City, also required by HUD. Amendment No. 2 will bring the agreement into current compliance.

Item History:

Recommended Action:

Reveiw and discuss the agreement and ammendment No. 2 and potentially refer the resolution to authorize the mayor to execute it to the Regular Council Meeting on August 22nd for action on the consent agenda.

Fiscal Note/Consideration:

The agreement allows the city to particpate in regional block and other federally funded grant activity administered by Pierce County.

RESOLUTION NO. 23-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A SECOND AMENDMENT TO A COOPERATION AGREEMENT WITH PIERCE COUNTY FOR URBAN COUNTY COMMUNITY DEVELOPMENT PROGRAM FUNDS.

WHEREAS, Pierce County as administrator of an Urban County Consortium of the County and its members Cities and Towns is entitled to receive Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnership (HOME) funds for under provisions of Title I of the Housing and Community Development Act of 1974 (as amended), the Stewart B. McKinney Homeless Assistance Act (as amended) and the HOME Partnership Investment Act, and applicable Federal regulations adopted pursuant thereto; and

WHEREAS, the amount of the federal grant funds to which the County Consortium may be entitled under the said Acts is, in part, dependent upon the characteristics of the County's unincorporated area population together with the resident population of cooperating cities and towns, exclusive of the City of Tacoma, Lakewood, and other eligible general local governments, which hereafter may become entitlement communities, as defined by the Department of Housing and Urban Development (HUD); and

WHEREAS, it was determined to be of mutual benefit for the City of Edgewood (City) and Pierce County to jointly undertake a Community Development Program as required by said acts and applicable Federal regulations; and

WHEREAS, the City and Pierce County entered into a Cooperation Agreement for Urban County Community Development Program Funds (Agreement) on May 26, 1999; and

WHEREAS, the Agreement automatically renews at the end of each three-year qualification period, unless changes are required by HUD; and

WHEREAS, the agreements must be submitted for final approval to HUD; and

WHEREAS, the City and Pierce County executed an Amendment No. 1 to the Agreement on July 21, 2014; and

WHEREAS, HUD has revised one of the requirements of the program funds, which necessitates an amendment to the Agreement; and

WHEREAS, the City received a letter dated July 21, 2023 from Pierce County enclosing an Amendment No. 2 to the Agreement revising Section 5 as required by HUD, listing the Federal acts and requirements with which the County Consortium must comply;

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

Section 1. Amendment No. 2 to Agreement Authorized. The Mayor is authorized to execute the Amendment No. 2 to the Agreement attached hereto and incorporated herein as Exhibit A.

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

ADOPTED THIS 22TH DAY OF AUGUST 2023

_____
Daryl Eidinger, Mayor

ATTEST:

_____
Rachel Pitzel, CMC
City Clerk

Pierce County
Human Services

Community Services
3602 Pacific Avenue Suite, 200
Tacoma, WA 98418
253-798-4400

July 21, 2023

City of Edgewood
2224 104th Ave E
Edgewood, WA 98372

Dear Mayor Daryl Eidinger,

On June 6, 2023, we sent a letter notifying you that the Cooperation Agreement for Pierce County's Urban County Community Development will be automatically renewed for years 2024 – 2026 unless we heard from you by July 7, 2023. Thank you for staying in the Pierce County Consortium. I am sending you this letter as HUD has revised one of the requirements of the Cooperation Agreement for the Urban County Community Development Program funds, which requires the County to amend the Cooperation Agreement we have with your jurisdiction.

Enclosed you will find Amendment No. 2, which has HUD's revised language to the Cooperation Agreement, and requires two signatures on the second page. Please sign and return to our office by August 21, 2023. The signed amendment can be emailed to me at Stephanie.bray@piercecountywa.gov.

If you have any questions, please email me at the email address noted above.

Sincerely,

Stephanie Bray

Stephanie Bray
Community Development Supervisor

cc: Rachel Pitzel, City Clerk

PIERCE COUNTY HUMAN SERVICES

COOPERATION AGREEMENT FOR

URBAN COUNTY COMMUNITY DEVELOPMENT PROGRAM FUNDS

AMENDMENT

Amendment No. 2 – Dated July 21, 2023

The Agreement between the Pierce County Human Services Department, Community Development Division, (hereinafter, the "County'') and City of Edgewood, (hereinafter, the "City") dated May 17, 1999, is amended as follows:

Except those provisions inclusive to this amendment, all other terms and conditions of the above referenced Agreement and Amendment No. 1 dated 2014 remain in effect.

Paragraph 5, amended to include the underlined language:

5. All actions necessary to ensure compliance with Federal regulations and requirements shall be taken with regards to; Section 104(b) of Title 1 of the Housing and Community Development Act of 1974 (as amended); Title IV of the Civil Rights Act of 1964; **and the implementing regulations at 24 CFR part 1, and** the Fair Housing Act, **and the implementing regulations at 24 CFR part 100,** and affirmatively furthering fair housing. **See 24 CFR § 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152, available at https://www.federalregister.gov/documents/2021/06/10/2021-12114/restoring-affirmatively-furthering-fair-housing-definitions-and-certifications.** Section 109 of Title 1 of the Housing and Community Development Act of 1974, **and the implementing regulations at 24 CFR part 6,** which incorporates Section 504 of the Rehabilitation Act of 1973, **and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 24 CFR part 35,** the Age Discrimination Act of 1975, **and the implementing regulation at 24 CFR part 146,** and **Section 3 of the Housing and Urban Development Act of 1968, and** all other applicable laws. Further, funds will not be made available for activities in or in support of any cooperating unit of general government that does not affirmatively further fair housing within its own jurisdiction or impedes the County's actions to comply with its fair housing certification.

PIERCE COUNTY

Cooperation Agreement Signature Page

IN WITNESSTHEREOF, the parties have executed this Amendment on the days indicated below:

City of Edgewood:	**PIERCE COUNTY:**
	Attest: The terms and provision of this Agreement are fully authorized under state and local law and the Agreement provides full legal authority for the County.
Signature of City Official Date	Deputy Prosecuting Attorney Date (as to form only)
Daryl Eidinger Mayor Mailing Address: 2224 104th Ave E Edgewood, WA 98372	County Executive Date
Signature of City Clerk Date	
Print Signer's Name	

City Of Edgewood
Council Agenda Summary Sheet

Subject: City Administrator Job Description	**Agenda Item #: 2.F**
	For Agenda of: 8/15/2023
	Prepared by: Daryl Eidinger

Attachments (list):
1. Job Description

Approval of Materials: Daryl Eidinger Dave Gray 8/8/2023 Daryl Eidinger 8/8/2023	**Expenditure Required:** N/A: No appropriation required at this time.
	Amount Budgeted: N/A
	Timeline: August 15th Study Sessioin: for Council review and discussion. August 22nd, Regular Council Meeting for Council review and potential action.

Summary Statement:
The city changed the form of municipal government in 2015. A new mayor was elected and the titles of city manager and assistant city manager were changed to administrator and assistant city administrator. With the Council Manager form of governance, the city practice at the time did not include a review of city job descriptions by the council. Under the Elected Mayor Council form of government, the practice has been to ask the city council to review all substantive job description revisions. The attached job description is a new job description modeled after several neighboring cities in the standard city of Edgewood format.

Item History:

Recommended Action:
Review and discuss the job description and refer the document for potential council action under the August 22nd Regular Council Meeting consent agenda.

Fiscal Note/Consideration:
N/A: No appropriation required at this time.

EDGEWOOD
Washington
2224 104th Avenue East, Edgewood, WA 98372-1513
Phone (253) 952-3299

CITY ADMINISTRATOR – Job Description

Department: Executive

Salary Range: $12,212 - $14,661/mo.
$146,544 - $175,932/yr.

Opening Date:

Closing Date: Open until Filled
First Review: MONTH DAY, YEAR

This position is a full-time, non-union, exempt position.

GENERAL SCOPE OF WORK

The City Administrator performs the role of Chief Administrative Officer under the direct supervision and authority of the Mayor. This position is responsible for the execution of the Mayor's vision and providing professional managerial leadership and strategic direction to all City departments, including the administration and coordination of the activities and functions of the various work groups, commissions, and boards in implementing city ordinances and the policies adopted by the City Council.

The City Administrator is responsible for developing effective working relationships with elected officials and professional staff to ensure cooperation and efficient, cost-effective operation of city government. This person may be involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others. This person should have skills in conflict resolution as well as personnel matters and contract interpretation. Interaction with management professionals of other agencies and jurisdictions is encouraged to keep current on trends and new developments in the field of municipal management.

The City Administrator is appointed at-will by the Mayor and is responsible for overseeing the daily operations of the City and carrying out the decisions in support of the Mayor and City Council. This position has wide latitude for independent judgment and effective action that is aligned with the goals of the City as established by the Mayor and the City Council.

The City of Edgewood has a strong, supportive, and interdependent team culture, where communication and initiative are critical for success.

SUPERVISION

The City Administrator performs the role of Chief Administrative Officer under the direct supervision and authority of the mayor. This position has the overall responsibility of directly supervising the City Clerk/HR Director, Community & Economic Development Director, Finance Director, Information Services/Facilities

Director, and Public Works Director, and works alongside directors assisting in the supervision of Directors' staff. The City Attorney and Police Chief are contracted positions.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential functions.

1. Promotes a cooperative and supportive work environment by communicating in a timely, courteous, and effective manner, takes reasonable extra measures and/or time to ensure that the needs of customers, constituents and staff are met.
2. Evaluates department directors' performance; establishes performance requirements and personal development goals; provides coaching, mentoring and professional development opportunities. Reviews and approves or disapproves recommendations regarding the hiring, termination or changes in status of employment and salaries for City employees. Reviews the City's personnel policies and recommends changes, as necessary, and keeps the mayor apprised of personnel issues
3. Manages the city by working with department directors to achieve the policy direction and priorities established by the Mayor and City Council, facilitates and encourages interdepartmental collaboration and cooperation.
4. Establishes and maintains an effective organizational structure to accomplish City government objectives.
5. Reports regularly to the Mayor concerning the status of all assignments, duties, projects and functions of the various city offices, departments, commissions, and boards. Reports to and advises the Mayor and City Council as appropriate, on immediate and emerging municipal issues.
6. Assists the Mayor in developing and implementing annual goals and objectives; works with Directors to align strategic work plans with the annual goals.
7. Ensures that City long-term plans, codes, rules, and procedures are reviewed and updated on a regular basis for compliance with the laws of the State of Washington, including, but not limited to, the City of Edgewood Comprehensive Plan and the Edgewood Municipal Code. This duty requires the administrator to maintain a working knowledge of the Revised Code of the State of Washington, the Washington Administrative Code, and other applicable federal, state, county, and local laws and regulations.
8. Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for operation of city government departments, offices, and all aspects of City programs and services, as well as developing policy related to the general future direction of city government. Assures the implementation of policies established by the Council.
9. Assists the Mayor with review of the preparation of the City's budget for the Mayor's and Council's approval, monitors the budget and informs the Mayor of significant changes, impacts or issues, recommends alternatives to resolve budgetary issues.
10. In coordination with the Mayor, directs the preparation of the Council agenda, furnishing pertinent documents, reports and briefings as needed, directs and provides guidance to City staff presenters.

11. Maintains working relationships with outside agencies, including federal, state, county, other cities, AWC, WCIA, State Auditor, Chamber of Commerce, community groups, and others. Frequently represents the city before civic groups, the press, other governmental bodies, or the general public.
12. Maintain, disclose, and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

KNOWLEDGE, SKILLS AND ABILITIES:

The requirements listed below are representative of the knowledge, skills, and abilities to meet the minimum qualifications for this position.

Knowledge:

1. Principles and practices of municipal administration including employment matters, finance, operations, and municipal government policy and procedures.
2. Thorough knowledge of strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations.
3. Considerable knowledge of short- and long-range planning (land use) processes and transportation issues.
4. Principles, practices, and techniques to lead, coach, and mentor and create a positive working environment, characterized by teamwork and innovation.
5. Methods and practices of delivering results and building accountability for staff.
6. Knowledge of grant administration and programs.
7. Modern office practices, methods and computer equipment and applications related to the work and sufficient to assign work & generate management level reports, narratives & proposals.

Skills and Abilities:

1. Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.
2. Work cooperatively with others to achieve results, valuing others' input, and expertise, acknowledging other team members' concerns and contributions and supporting team decisions.
3. Ability to commit to *"The Edgewood Way"* cores and values *(see attachment "The Edgewood Way" (v. 1.17.2023), as existing or as updated).*
4. Build and maintain effective working relationships with elected officials, City employees, government agencies, the press, and the community at large.
5. Provide effective leadership, organize, plan, schedule, and review performance of personnel.
6. Analyze situations accurately and develop, organize, and direct comprehensive citywide goals, objectives and administrative operations.
7. Read, understand, and follow the guidance of the City's comprehensive and strategic plans.
8. Analyze operations to evaluate performance of city staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
9. Oral and written communication skills, public speaking techniques, and ability to prepare and direct preparation of comprehensive reports, budgets, recommendations, departmental material, and correspondence.
10. Communicate effectively, orally and in writing, in ways appropriate for the needs of the audience, at

times in confrontational and/or stressful situations.
11. Provide clear and concise communication to internal and external customers. Demonstrate a strong ability to communicate effectively with people of all ages and backgrounds.
12. Make sound, accurate, and consistent decisions.
13. A sense of humor and positive attitude are essential.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

At its sole discretion, the City of Edgewood may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

Required

At least five (5) years of recent, successful, and increasingly responsible public sector municipal leadership or similar experience is required, to include employment, finance, public works, general governance, and risk management. A bachelor's degree from an accredited college or university with an emphasis in business or public administration, political science, or a closely related field. A minimum of five years of supervisory experience.

OR

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

Preferred

A master's degree in business or public administration, political science, or a related field.

AND

Successful completion of pre-employment background check.

SPECIAL CONSIDERATIONS

The applicant will be joining an organization with approximately 30 full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

Arm/hand movement is essential to performance. The employee in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers and other office equipment. The employee must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 35 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Specific vision abilities required by this job include close vision, distance and depth vision, peripheral vision, and the ability to adjust focus. The employee must be able to operate a passenger vehicle. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER

The City of Edgewood is an Equal Opportunity Employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

This job description does not constitute a contract or agreement for employment. It is subject to change by the city as the needs of the city and requirements of the job change.

The City of Edgewood is a Drug Free workplace.

APPLICATION SUBMITTAL

If you meet the qualifications and are interested in applying for this position, please email your submittal packet consisting of a cover letter, resume, signed EEO statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Submittal packets may also be sent to the City of Edgewood via regular mail to the following address:

City of Edgewood
Human Resources
2224 104th Avenue East
Edgewood, WA 98372-1513

The City of Edgewood Employment submittal packet may be found on our website at cityofedgewood.org. Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. The City of Edgewood is committed to a bias-free hiring process by using the "blind recruitment" process of removing any and all identification details from the submittal packet that will be used by the review committee. Submittals will be retained in accordance with Records Retention requirements. If you have questions regarding the application

process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Applicant's signature below constitutes the understanding of the requirements, expectations, essential functions, and duties of this position.

_____ _____

Name Date

SUPPLEMENTAL QUESTIONS

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Are you authorized to work lawfully in the U.S.?
2. Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status or other employment-based immigration case)?
3. How have you committed yourself to understanding and aiding in the pursuit of equity and inclusion in your professional and or personal life?
4. Please explain what you feel you can accomplish for our city in the first 90 days and within the first year.
5. Please describe your strengths and weaknesses.
6. Please describe your leadership style and techniques you use to hold people accountable.
7. Please tell us why you are interested in this position and why it is a good time in your career to come to Edgewood.

The Edgewood Way (v 1.17.23)

WHY Core Values| Purpose

City Staff commit to performing their work in ways that are consistent with the following values and expectations, ensuring all of the City's interactions and outcomes reflect the Edgewood Way.

HOW Performance and Program Expectations

Teamwork	Community	Customer Service	Welcoming	Thriving
We work cooperatively towards common goals.	**We build relationships in support of the Edgewood Way.**	**We proactively provide timely, courteous, effective assistance to people we encounter.**	**We engage people, ideas, and perspectives with respectful hospitality.**	**We nurture ongoing opportunity, improvement, and success.**
1. We commit to the goals that have been established even if we disagree. 2. We do our best to carry our weight and have one another's backs within and across work teams. 3. We set, clearly communicate, and pursue our goals and roles. 4. We speak up during opportunities to provide input. 5. We ask for the help we need to achieve team goals. 6. We recognize and offer help when others need it.	7. We make efforts to build and strengthen interpersonal connections. 8. We prioritize trust and credibility in our interactions. 9. We engage in ways that build people up. 10. We focus on opportunities and finding solutions, while acknowledging mistakes with humility and grace. 11. We appreciate differences and different perspectives.	12. We provide credible, actionable next steps. 13. We prioritize effectiveness in our procedures, efficiently connecting people to relevant people and information – "overdelivering" where possible. 14. We pursue caring, respectful treatment for all, following our Professionalism Standards where applicable. 15. We pursue clarity and responsiveness, following our Communication's Standards where applicable. 16. We seek to share and receive information without defensiveness, with as much transparency as appropriate. 17. We seek direct communication from the source, checking our assumptions, communicating "to" people, rather than "about" them whenever possible.	18. We treat people and ideas with openness to ways we may improve upon current approaches. 19. We appreciate the courage necessary to propose change and embrace change. 20. We regard kind humor and positive attitudes as assets. 21. We respect one another's individuality.	22. We take into account and communicate the ways our decisions affect others. 23. We empower opportunities to grow and excel. 24. We establish and communicate consistent rules and even-handed treatment. 25. We support, where possible, flexibility regarding how people meet established objectives. 26. We seek ways to learn from and overcome challenges. 27. We pursue continuous improvement overtime.