CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA

Tuesday, August 22, 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**
2. **AUDIENCE COMMENT**
3. **MAYOR'S REPORT**
4. **CONSENT AGENDA:** *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*
   The following items are presented for Council approval:
   - **A.** August 8, 2023 Regular Council Meeting Minutes
   - **B.** August 15, 2023 Study Session Meeting Minutes
   - **C.** **AB23-025** – a motion approving August 2023 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of $160,927.12 and Vendor Check Numbers 25865 through 25882 with EFT and Direct Pay Payments in the amount of $375,527.25. Total distributions submitted for review and authorization in the amount of $536,454.37.
   - **D.** **AB23-0683** - Resolution 23-0683 Cooperation Agreement - Urban County Community Development Program Funds Amendment No. 2
   - **E.** **AB23-026** - City Administrator Job Description
5. **COUNCIL BUSINESS**
6. **COUNCIL COMMENTS**
7. **ADJOURN**

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

CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA SUMMARY
Tuesday, August 8, 2023 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led the attendees in the Pledge of Allegiance. **Present**: Councilmember Creley, Councilmember Day, Councilmember Keith, Councilmember West, Councilmember Buckley **Excused:** Councilmember Lowry, Deputy Mayor Tomyn **Staff Present**: Assistant City Administrator Dave Gray, Communications Coordinator/Deputy City Clerk Jill Schwerzler-Herrera, Community & Economic Development Director Lauren Balisky, IT Director Matthew Ray, Chief Mark Berry, City Attorney Ann Marie Soto

2 PUBLIC HEARING

A. **AB23-023 -** Public Hearing for Emergency Interim Zoning Control Ordinance No. 23-0647 to Amend Title 18 of the Edgewood Municipal Code in Accordance with SB5290

Mayor Eidinger opened the public hearing at 7:02 pm. Community and Economic Development Director Lauren Balisky briefed the Council on the topic. There were no public comments, and Mayor Eidinger closed the hearing at 7:10pm.

3 AUDIENCE COMMENT

Jim Bradley spoke.

4 MAYOR'S REPORT

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

5 CONSENT AGENDA:

A. Regular Council Meeting Minutes of July 25, 2023

B. Review of Board/Commission Minutes

C. **AB23-024** – a motion approving August 2023 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of $211,132.93 and Vendor Check Numbers 25848 through 25864 with EFT and Direct Pay Payments in the amount of $374,272.66 . Total distributions submitted for review and authorization in the amount of $585,405.59.

D. **AB23-0682 -** Resolution 23-0682 MVCC Heating and Cooling Center Site Agreement

Motion: As read **Action:** Approved **Moved by:** Councilmember West **Seconded by**: Councilmember Buckly **Motion Passed 4-0**

6 COUNCIL BUSINESS

There was no council business to discuss.

7 COUNCIL COMMENTS

Councilmember West spoke.
Councilmember Day spoke.

8 EXECUTIVE SESSION

A. RCW 42.30.110(1)(i) agency litigation

Mayor Eidinger recessed the meeting at 7:17pm, and the Council went into an Executive Session. Mayor Eidinger reconvened the meeting at 7:39pm announcing there would be no further business to discuss.

9 ADJOURN

Mayor Eidinger adjourned the meeting at 7:40pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinger
Mayor

CITY OF EDGEWOOD
STUDY SESSION MEETING AGENDA SUMMARY
Tuesday, August 15, 2023 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led the attendees in the Pledge of Allegiance. **Present:** Mayor Eidinger, Deputy Mayor Tomyn, Councilmember Buckley, Councilmember Creley, Councilmember Lowry **Excused:** Councilmember Day, Councilmember Keith, Councilmember West **Staff Present:** City Clerk/HR Director Rachel Pitzel, Public Works Director Jeremy Metzler, Community & Economic Development Director Lauren Balisky, Finance Director Hardeep Goraya, Police Chief Mark Berry; IT Director Matthew Ray, City Attorney Ann Marie Soto

2 COUNCIL BUSINESS

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

Deputy Mayor Tomyn noted the EDI topic that was on the agenda tonight has been postponed to a future date, and updated the council on the discussions with Be Culture.

B. Development Review

Chief Fire and Building Code Official James Tumelson briefed those in attendance on this monthly agenda topic.

C. Council Term Limits

Mayor Eidinger noted this item will come back to Council at the next study session to allow all the council to participate in the discussion.

D. Economic Development Advisory Board Follow-Up

Community and Economic Development Director Lauren Balisky discussed this item with the Council.

E. Cooperation Agreement - Urban County Community Development Program Funds Amendment No. 2

Community and Economic Development Director Lauren Balisky discussed this agenda item briefly.

F. City Administrator Job Description

Mayor Eidinger reivewed the job description with the Council and asked that this item be moved forward to the next regular council meeting, under the consent agenda.

3 OTHER COUNCIL ITEMS

None.

4 ADJOURN

Mayor Eidinger adjourned the meeting at 7:48pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinger
Mayor

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB23-025** – a motion approving August 2023 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$160,927.12 and Vendor Check Numbers 25865 through 25882 with EFT and Direct Pay Payments in the amount of \$375,527.25. Total distributions submitted for review and authorization in the amount of \$536,454.37.	**Agenda Item #:** **4.C** **For Agenda of:** **8/22/2023** **Prepared by: Stephanie Goff**

Attachments (list):
1. 082223 Claims Register
2. 082223 Voucher Directory

Approval of Materials:		**Expenditure Required:** $536,454.37
Stephanie Goff		**Amount Budgeted:** $585,405.59
Rachel Pitzel, City Clerk/HR Director	8/17/2023	**Timeline:** N/A
Daryl Eidinger	8/17/2023	

Summary Statement:
Approving August 2023 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of $160,927.12 and Vendor Check Numbers 25865 through 25882 with EFT and Direct Pay Payments in the amount of $375,527.25. Total distributions submitted for review and authorization in the amount of $536,454.37.

Item History:
N/A

Recommended Action:
MOTION to adopt AB23-025 – a motion approving August 2023 Budgeted as presented under the Consent Agenda.

Fiscal Note/Consideration:

City of Edgewood 2023

August 22nd 2023 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank	**PAYROLL ACCOUNT DISTRIBUTION**		
10611	**Last Number Issued Previous Authorization**		
DCP EFT 8/15/23	Deferred Compensation Program	8/15/2023	$19,568.37
Direct Deposit Run -	Payroll Vendor	8/15/2023	$99,673.38
DRS EFT 8/15/23	Dept of Retirement Systems	8/15/2023	$21,611.33
DSHS-DCS EFT	WA State Support Registry	8/15/2023	$502.00
IRS 941 EFT 8/15/23	IRS 941	8/15/2023	$19,572.04
		Total	**$160,927.12**

Number	Name	Print Date	Amount
	CLAIM VOUCHER ACCOUNT DISTRIBUTION		
25864	**Last Number Issued Previous Authorization**		
25865	AtWork! Commercial Enterprises, LLC	8/22/2023	$18,689.48
25866	Bob's Property Solutions, Inc.	8/22/2023	$2,204.00
25867	Calsense	8/22/2023	$190.00
25868	City of Sumner	8/22/2023	$6,760.00
25869	Convergint Technologies LLC	8/22/2023	$2,143.90
25870	Drain-Pro	8/22/2023	$931.00
25871	Gray & Osborne, Inc	8/22/2023	$13,187.87
25872	Kanopy Kingdom, Inc.	8/22/2023	$4,312.00
25873	Kelley Connect	8/22/2023	$551.67
25874	Mountain View Community Center	8/22/2023	$50,000.00
25875	Pierce County Budget & Finance	8/22/2023	$5,175.00
25876	Pierce County Budget & Finance 2% Dist	8/22/2023	$1,018.79
25877	Pierce County Budget & Finance PW	8/22/2023	$176,235.89
25878	Pierce County Budget & Finance Sheriff	8/22/2023	$797.53
25879	Tumelson, James	8/22/2023	$136.24
25880	Sterling Automotive Service	8/22/2023	$135.35
25881	Truax Patient Services, LLC	8/22/2023	$570.00
25882	WA Assoc. of Building Officials	8/22/2023	$301.57
Direct Pay Payment	Amazon Capital Services	8/22/2023	$1,722.73
Direct Pay Payment	Utilities Underground Location Center	8/22/2023	$95.46
Direct Pay Payment	Whistle Workwear / Workworld	8/22/2023	$314.48
Direct Pay Payment	American Traffic Solutions	8/22/2023	$33,250.00
Direct Pay Payment	ARG Industrial	8/22/2023	$328.95
Direct Pay Payment	CDW Government	8/22/2023	$7,631.75
Direct Pay Payment	Consolidated Press	8/22/2023	$2,064.86
Direct Pay Payment	Jennings Equipment, Inc.	8/22/2023	$850.60
Direct Pay Payment	Madrona Law Group, PLLC	8/22/2023	$24,554.00
Direct Pay Payment	Pacifica Law Group	8/22/2023	$182.00
Direct Pay Payment	Raedeke Associates, Inc.	8/22/2023	$2,256.30
EFT Payment	Amazon Web Services	8/22/2023	$392.42
EFT Payment	US Bank Corporate Payment System	8/22/2023	$6,952.63
EFT Payment	Xtreme Graphix, Inc.	8/22/2023	$65.70
EFT Payment	Crystal Springs	8/22/2023	$191.77
EFT Payment	ESI Security	8/22/2023	$44.04
EFT Payment	McLendon Hardware-Blue Tarp Credit Services	8/22/2023	$539.68
EFT Payment	Mt. View-Edgewood Water Co.	8/22/2023	$1,087.04
EFT Payment	Nasim Landscape	8/22/2023	$6,012.46
EFT Payment	Office Depot	8/22/2023	$312.25
EFT Payment	Shell	8/22/2023	$3,289.21
EFT Payment	Smarsh, Inc.	8/22/2023	$16.63
EFT Payment	US Bank ACH/EFT	8/22/2023	$32.00
Total Claims Voucher Distribution			**$375,527.25**
Total Distribution Submitted for Review & Authorization			$536,454.37
Authorization Adjustments:			
Total Distribution Net of Prior Authorized Adjustments			**$536,454.37**

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

_____________________________Accounting Manager, Stephanie Goff

_____________________________Mayor, Daryl Eidinger _________________________________Council Member

Voucher Directory

Fiscal: : 2023 - August
Council Date: : 2023 - August - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Amazon Capital Services					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 1			**2023 - August - 2nd Council Meeting**	
		1QCC-F3W6-H1Y6			
			July Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	$316.59
				Misc. Office, Kitchen & Computer Supplies	
			001-018-000-518-20-31-53	PPE-Personal Protective Equipment	$75.97
				PVC Bootfoot Chest Wader (J.Blaine)	
			001-018-000-518-20-39-11	Teambuilding-Supplies	$54.47
				Popcorn (BE Team Supplies)	
			001-018-000-518-85-31-03	Computer Hardware	$490.47
				Canon Wireless All-in-one Printer (J.Fairbanks & J.Tumelson)	
			001-021-000-521-20-31-01	Office & Operational Supplies	$30.45
				3M Vinyl Tape (PD)	
			001-076-000-576-80-31-01	Operational Supplies	$754.78
				Park Supplies	
		Total 1QCC-F3W6-H1Y6			**$1,722.73**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 1				**$1,722.73**
Total Amazon Capital Services					**$1,722.73**
Amazon Web Services					
	EFT Payment 8/17/2023 12:23:00 PM - 1			**2023 - August - 2nd Council Meeting**	
		1399544173			
			July Services		
			001-018-000-518-85-49-03	Computer Subscriptions	$392.42
				Cloud Backup	
		Total 1399544173			**$392.42**
	Total EFT Payment 8/17/2023 12:23:00 PM - 1				**$392.42**
Total Amazon Web Services					**$392.42**
American Traffic Solutions					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 2			**2023 - August - 2nd Council Meeting**	
		INV0058860			
			July Traffic Camera Services		
			001-021-000-521-70-41-11	Traffic Policing-Traffic Camera Contract	$33,250.00

Vendor	Number	Reference	Account Number	Description	Amount
				7 Traffic Cameras	
		Total INV0058860			**$33,250.00**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 2				**$33,250.00**
Total American Traffic Solutions					**$33,250.00**
ARG Industrial					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 3			**2023 - August - 2nd Council Meeting**	
		T057409			
			July Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	$298.10
				Parts for Pressure Washer Trailer	
		Total T057409			**$298.10**
		T057554			
			August Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$6.17
				Parts-Brass Coupler	
			101-000-000-542-70-31-01	Roadside-Operational Supplies	$12.34
				Parts-Brass Coupler	
			410-000-000-531-38-31-01	Operational Supplies	$12.34
				Parts-Brass Coupler	
		Total T057554			**$30.85**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 3				**$328.95**
Total ARG Industrial					**$328.95**
AtWork! Commercial Enterprises, LLC					
	25865			**2023 - August - 2nd Council Meeting**	
		PS-INV105176			
			July Services		
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	$18,689.48
				Resolution No. 23-0674-Vegetation Management	
		Total PS-INV105176			**$18,689.48**
	Total 25865				**$18,689.48**
Total AtWork! Commercial Enterprises, LLC					**$18,689.48**

Vendor	Number	Reference	Account Number	Description	Amount
Bob's Property Solutions, Inc.					
	25866			**2023 - August - 2nd Council Meeting**	
		080723-BOBS			
			August Service		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	$2,204.00
				Tree Removal for Traffic Revision-32nd St E & 90th Ave E	
		Total 080723-BOBS			**$2,204.00**
	Total 25866				**$2,204.00**
Total Bob's Property Solutions, Inc.					**$2,204.00**
Calsense					
	25867			**2023 - August - 2nd Council Meeting**	
		INV1686			
			Annual Renewal-Edgewood Community Park		
			001-076-000-576-80-49-01	Memberships	$190.00
				Sprinklers Remote Access Annual Renewal- Edgewood Community Park	
		Total INV1686			**$190.00**
	Total 25867				**$190.00**
Total Calsense					**$190.00**
CDW Government					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 4			**2023 - August - 2nd Council Meeting**	
		LD67131			
			PO 2023041		
			001-018-000-518-85-49-03	Computer Subscriptions	$31.49
				PO 2023041-Adobe InDesign Subscription(E.Hietpas)	
		Total LD67131			**$31.49**
		LH18085			
			PO 2023041		
			001-018-000-518-85-49-03	Computer Subscriptions	$379.85
				Adobe InDesign Subscription-13 Months (E.Hietpas)	
		Total LH18085			**$379.85**
		LH70975			
			PO 2023044		
			001-018-000-518-85-49-03	Computer Subscriptions	$624.16
				Adobe Acrobat Pro Subscription (Renewal)-5 Licenses	
		Total LH70975			**$624.16**
		SE2305791			
			July Services		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	$6,596.25
				2023.04-MS Services	
		Total SE2305791			**$6,596.25**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 4				**$7,631.75**
Total CDW Government					**$7,631.75**

Vendor	Number	Reference	Account Number	Description	Amount
City of Sumner					
	25868			**2023 - August - 2nd Council Meeting**	
		991			
			August Metro Animal Services		
			001-019-000-554-30-41-01	Animal Control Services	$6,760.00
				Animal Control Svcs for August	
		Total 991			**$6,760.00**
	Total 25868				**$6,760.00**
Total City of Sumner					**$6,760.00**
Consolidated Press					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 5			**2023 - August - 2nd Council Meeting**	
		31223			
			Fall 2023 Magazine Postage		
			001-018-000-518-20-49-05	Printing & Binding-Magazine	$2,064.86
				Fall 2023 Magazine Postage	
		Total 31223			**$2,064.86**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 5				**$2,064.86**
Total Consolidated Press					**$2,064.86**
Convergint Technologies LLC					
	25869			**2023 - August - 2nd Council Meeting**	
		346951			
			Annual Contract		
			001-018-000-591-18-70-01	Lease Payments	$2,143.90
				Customer Support Plan-Lenel Susp	
		Total 346951			**$2,143.90**
	Total 25869				**$2,143.90**
Total Convergint Technologies LLC					**$2,143.90**
Crystal Springs					
	EFT Payment 8/17/2023 12:23:00 PM - 2			**2023 - August - 2nd Council Meeting**	
		15787820 080923			
			August Water Delivery		
			001-018-000-518-20-31-01	Office & Operational Supplies	$191.77
				Water Delivery	
		Total 15787820 080923			**$191.77**
	Total EFT Payment 8/17/2023 12:23:00 PM - 2				**$191.77**
Total Crystal Springs					**$191.77**
Drain-Pro					
	25870			**2023 - August - 2nd Council Meeting**	
		116346			
			July Add'l Services Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	$7.00

Vendor	Number	Reference	Account Number	Description	Amount
				Seat Cover Refills-Edgemont Park	
		Total 116346			**$7.00**
		116347			
			July Add'l Services Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	$7.00
				Seat Cover Refills-Trailhead Park	
		Total 116347			**$7.00**
		116627			
			8/6-9/2/23 Svcs Edgemont Park		
			001-076-000-576-80-45-03	Operating Rentals	$144.50
				Edgemont Park	
		Total 116627			**$144.50**
		116628			
			8/6-9/2/23 Svcs Nelson Nature Park		
			001-076-000-576-80-45-03	Operating Rentals	$259.00
				Nelson Nature Park	
		Total 116628			**$259.00**
		116629			
			8/6-9/2/23 Svcs Nelson Farm Park		
			001-076-000-576-80-45-03	Operating Rentals	$144.50
				Nelson Farm Park	
		Total 116629			**$144.50**
		116630			
			8/6-9/2/23 Svcs Trailhead Park		
			001-076-000-576-80-45-03	Operating Rentals	$224.50
				Trailhead Park	
		Total 116630			**$224.50**
		116631			
			8/6-9/2/23 Svcs PW Yard		
			001-076-000-576-80-45-03	Operating Rentals	$144.50
				PW Yard	
		Total 116631			**$144.50**
	Total 25870				**$931.00**
Total Drain-Pro					**$931.00**
ESI Security					
	EFT Payment 8/17/2023 12:23:00 PM - 3			**2023 - August - 2nd Council Meeting**	
		001936			
			July Purchase		
			001-076-000-576-80-31-01	Operational Supplies	$44.04
				Deadbolt- Edgewood Community Park	
		Total 001936			**$44.04**
	Total EFT Payment 8/17/2023 12:23:00 PM - 3				**$44.04**
Total ESI Security					**$44.04**

Vendor	Number	Reference	Account Number	Description	Amount
Gray & Osborne, Inc					
	25871			**2023 - August - 2nd Council Meeting**	
		G&O Prj. 21565.05			
			July-Aug Svcs-Meridian Culvert Replacement		
			410-000-000-594-31-64-64	Infrastructure Spot Improvement	$1,643.39
				Meridian Culvert Replacement	
		Total G&O Prj. 21565.05			**$1,643.39**
		G&O Prj. 21565.06			
			July-Aug Svcs-48th St E Preservation		
			340-000-000-595-10-63-01	Capital Improvements-Engineering	$11,171.06
				48th St E Preservation	
		Total G&O Prj. 21565.06			**$11,171.06**
		G&O Prj. 22585.00			
			July-Aug Svcs-City of Puyallup-General Sewer Plan Update for North Puyallup and South Edgewood		
			401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update	$373.42
				City of Puyallup-General Sewer Plan Update for North Puyallup and South Edgewood	
		Total G&O Prj. 22585.00			**$373.42**
	Total 25871				**$13,187.87**
Total Gray & Osborne, Inc					**$13,187.87**
Jennings Equipment, Inc.					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 6			**2023 - August - 2nd Council Meeting**	
		46069P			
			August Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$44.40
				Parts for String Trimmers and Pole Saws	
			101-000-000-542-70-31-01	Roadside-Operational Supplies	$88.79
				Parts for String Trimmers and Pole Saws	
			410-000-000-531-38-31-01	Operational Supplies	$88.79
				Parts for String Trimmers and Pole Saws	
		Total 46069P			**$221.98**
		46183P			
			August Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$242.11
				Edger Parts/Supplies-Parks	
		Total 46183P			**$242.11**
		46272P			
			August Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	$331.57
				Equipment/Parts	
		Total 46272P			**$331.57**
		46273P			
			August Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	$54.94

Vendor	Number	Reference	Account Number	Description	Amount
				Edger Parts	
		Total 46273P			$54.94
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 6				$850.60
Total Jennings Equipment, Inc.					$850.60
Kanopy Kingdom, Inc.					
	25872			2023 - August - 2nd Council Meeting	
		40138			
			February Puchase-PO 2023010		
			501-000-000-594-18-65-03	City Equipment	$4,312.00
				PO 2023010-Canopy & Accessories (Vehicle #16)	
		Total 40138			$4,312.00
	Total 25872				$4,312.00
Total Kanopy Kingdom, Inc.					$4,312.00
Kelley Connect					
	25873			2023 - August - 2nd Council Meeting	
		IN1389739			
			4/30-7/30/23 Copy Charges		
			001-018-000-518-20-42-03	Copy Machine Charges	$551.67
				Copy Overage Charges	
		Total IN1389739			$551.67
	Total 25873				$551.67
Total Kelley Connect					$551.67
Madrona Law Group, PLLC					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 7			2023 - August - 2nd Council Meeting	
		12102			
			July Services		
			001-019-000-515-41-41-01	Legal Services-External	$243.00
				Edgewood Heights Services	
		Total 12102			$243.00
		12103			
			July Services		
			001-019-000-515-41-41-01	Legal Services-External	$540.00
				Edgewood v. Meacham Services	
		Total 12103			$540.00
		12104			
			July Services		
			001-019-000-515-41-41-01	Legal Services-External	$1,515.00
				Edgewood v. Owens Services	
		Total 12104			$1,515.00

Vendor	Number	Reference	Account Number	Description	Amount
		12105			
			July Services		
			001-019-000-515-41-41-01	Legal Services-External	$21,001.00
				General City Attorney Svcs	
		Total 12105			**$21,001.00**
		12106			
			July Services		
			001-019-000-515-41-41-01	Legal Services-External	$1,255.00
				Prologis Project Services	
		Total 12106			**$1,255.00**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 7				**$24,554.00**
Total Madrona Law Group, PLLC					**$24,554.00**
McLendon Hardware-Blue Tarp Credit Services					
	EFT Payment 8/17/2023 12:23:00 PM - 4			**2023 - August - 2nd Council Meeting**	
		G45510			
			July Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$145.63
				Parts/Bathrooms-Edgemont Park	
		Total G45510			**$145.63**
		G47330			
			July Purchases		
			001-018-000-518-30-35-01	Small Tools/Minor Equip.	$37.17
				General Tools	
		Total G47330			**$37.17**
		G47980			
			July Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$21.86
				Parts/Parks	
		Total G47980			**$21.86**
		G48054			
			July Purchases		
			001-076-000-576-80-31-01	Operational Supplies	($60.85)
				Return-PIO Plug w/Open Gridstrainer (2)-Bathrooms-Edgemont Park	
		Total G48054			**($60.85)**
		G50283			
			July Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$146.31
				Light Bulbs-Shelter Lighting-Edgemont Park	
		Total G50283			**$146.31**
		G57619			
			July Purchases		
			001-018-000-518-30-35-01	Small Tools/Minor Equip.	$164.22
				Tip Pistol & Pruner	
			001-076-000-576-80-31-01	Operational Supplies	$85.34

Vendor	Number	Reference	Account Number	Description	Amount
				Moss B-Gone-Parks	
		Total G57619			**$249.56**
	Total EFT Payment 8/17/2023 12:23:00 PM - 4				**$539.68**
Total McLendon Hardware-Blue Tarp Credit Services					**$539.68**
Mountain View Community Center					
	25874			**2023 - August - 2nd Council Meeting**	
		081523-MVCC			
			Emergency Cooling and Heating Agreement		
			001-019-000-518-63-40-00	Grants & Distributions to Local Govt's	$50,000.00
				Emergency Cooling and Heating Agreement (Resolution No. 23-0682)	
		Total 081523-MVCC			**$50,000.00**
	Total 25874				**$50,000.00**
Total Mountain View Community Center					**$50,000.00**
Mt. View-Edgewood Water Co.					
	EFT Payment 8/17/2023 12:23:00 PM - 5			**2023 - August - 2nd Council Meeting**	
		15690-3401 6/11-8/10/23			
			6/11-8/10/23 11912 18th St E		
			001-018-000-518-30-47-02	Water	$129.71
				Nelson Farm Park	
		Total 15690-3401 6/11-8/10/23			**$129.71**
		19143-3401 6/11-8/10/23			
			6/11-8/10/23 118th Ave E		
			001-018-000-518-30-47-02	Water	$54.18
				Nelson Nature Park	
		Total 19143-3401 6/11-8/10/23			**$54.18**
		2-3401 6/11-8/10/23			
			6/11-8/10/23 11010 24th St E		
			001-018-000-518-30-47-02	Water	$903.15
				Edgemont Park	
		Total 2-3401 6/11-8/10/23			**$903.15**
	Total EFT Payment 8/17/2023 12:23:00 PM - 5				**$1,087.04**
Total Mt. View-Edgewood Water Co.					**$1,087.04**

Vendor	Number	Reference	Account Number	Description	Amount
Nasim Landscape					
	EFT Payment 8/17/2023 12:23:00 PM - 6			**2023 - August - 2nd Council Meeting**	
		8470			
			June Extra Services		
			001-076-000-576-80-41-10	Parks Maintenance	$6,012.46
				Edgewood Community Park-Extra Weed Removal	
		Total 8470			**$6,012.46**
	Total EFT Payment 8/17/2023 12:23:00 PM - 6				**$6,012.46**
Total Nasim Landscape					**$6,012.46**
Office Depot					
	EFT Payment 8/17/2023 12:23:00 PM - 7			**2023 - August - 2nd Council Meeting**	
		323635317001			
			August Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$312.25
				Office & Restroom Supplies	
		Total 323635317001			**$312.25**
	Total EFT Payment 8/17/2023 12:23:00 PM - 7				**$312.25**
Total Office Depot					**$312.25**
Pacifica Law Group					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 8			**2023 - August - 2nd Council Meeting**	
		85264			
			July Services		
			001-019-000-515-41-41-01	Legal Services-External	$182.00
				Northwood Estates West-Financial Guarantee (Bond)	
		Total 85264			**$182.00**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 8				**$182.00**
Total Pacifica Law Group					**$182.00**
Pierce County Budget & Finance					
	25875			**2023 - August - 2nd Council Meeting**	
		CI-337952			
			South Sound Housing Affordability Partners Contribution		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	$5,175.00
				South Sound Housing Affordability Partners Contribution	
		Total CI-337952			**$5,175.00**
	Total 25875				**$5,175.00**
Total Pierce County Budget & Finance					**$5,175.00**
Pierce County Budget & Finance 2% Dist					
	25876			**2023 - August - 2nd Council Meeting**	
		CI-337914			
			2nd Qtr 2023 Liquor Profit and Excise Taxes		
			001-021-000-521-10-42-01	Intergov Chemical Dependency	$1,018.79

Vendor	Number	Reference	Account Number	Description	Amount
				2nd Qtr 2023 Liquor Profit and Excise Taxes	
		Total CI-337914			**$1,018.79**
	Total 25876				**$1,018.79**
Total Pierce County Budget & Finance 2% Dist					**$1,018.79**
Pierce County Budget & Finance PW					
	25877			**2023 - August - 2nd Council Meeting**	
		CI-338300			
			July M&O Services		
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	$140,567.25
			101-000-000-542-90-43-01	Travel/Training Costs	$127.50
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	$23,451.75
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	$3,903.28
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	$8,058.61
			410-000-000-531-38-43-01	Training/Travel Costs	$127.50
		Total CI-338300			**$176,235.89**
	Total 25877				**$176,235.89**
Total Pierce County Budget & Finance PW					**$176,235.89**
Pierce County Budget & Finance Sheriff					
	25878			**2023 - August - 2nd Council Meeting**	
		CI-338179			
			June-July OT Services		
			001-021-000-521-20-41-02	Police Overtime	$797.53
				June-July OT Services	
		Total CI-338179			**$797.53**
	Total 25878				**$797.53**
Total Pierce County Budget & Finance Sheriff					**$797.53**
Raedeke Associates, Inc.					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 9			**2023 - August - 2nd Council Meeting**	
		60801			
			Prj 2018-097 July Services		
			004-058-000-558-60-41-01	Professional Services - Reimbursable	$922.00
				210-1 Tyee Ranch Subdivision - 1st Review	
			004-058-000-558-60-41-01	Professional Services - Reimbursable	$187.50
				207-2 Deross Wetland Review - 2nd Review	
			004-058-000-558-60-41-01	Professional Services - Reimbursable	$1,146.80

Vendor	Number	Reference	Account Number		Description	Amount
				120a-1 Prologis Park - EIS Support		
		Total 60801				**$2,256.30**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 9					**$2,256.30**
Total Raedeke Associates, Inc.						**$2,256.30**
Refunds/Reimbursements Vendor						
	25879			**2023 - August - 2nd Council Meeting**		
		081523-JT			**James Tumelson**	
			Mileage Reimbursement			
			004-058-000-558-50-43-01		Travel/Training Costs	$136.24
				Mileage Reimbursement-WABO Summer Business Meeting		
		Total 081523-JT				**$136.24**
	Total 25879					**$136.24**
Total Refunds/Reimbursements Vendor						**$136.24**
Shell						
	EFT Payment 8/17/2023 12:23:00 PM - 8			**2023 - August - 2nd Council Meeting**		
		91013608				
			July Statement			
			001-018-000-518-30-32-01		Fuel	$3,289.21
				July Statement		
		Total 91013608				**$3,289.21**
	Total EFT Payment 8/17/2023 12:23:00 PM - 8					**$3,289.21**
Total Shell						**$3,289.21**
Smarsh, Inc.						
	EFT Payment 8/17/2023 12:23:00 PM - 9			**2023 - August - 2nd Council Meeting**		
		INV-110909				
			7/1-7/31/23 Web Archiving			
			001-018-000-518-85-49-03		Computer Subscriptions	$16.63
				7/1-7/31/23 Web Archiving		
		Total INV-110909				**$16.63**
	Total EFT Payment 8/17/2023 12:23:00 PM - 9					**$16.63**
Total Smarsh, Inc.						**$16.63**

Vendor	Number	Reference	Account Number	Description	Amount
Sterling Automotive Service					
	25880			**2023 - August - 2nd Council Meeting**	
		0006188			
			August Services		
			001-018-000-518-30-48-06	Maintenance/Repairs-Equipment	$135.35
				Oil Change, Tire Rotation (Vehicle #5)	
		Total 0006188			**$135.35**
	Total 25880				**$135.35**
Total Sterling Automotive Service					**$135.35**
Truax Patient Services, LLC					
	25881			**2023 - August - 2nd Council Meeting**	
		6252			
			July Purchase (PO 2023038)		
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	$570.00
				Narcan Nasal Spray-PD (PO 2023038)	
		Total 6252			**$570.00**
	Total 25881				**$570.00**
Total Truax Patient Services, LLC					**$570.00**
US Bank ACH/EFT					
	EFT Payment 8/17/2023 12:23:21 PM - 1			**2023 - August - 2nd Council Meeting**	
		080723-USBank			
			July Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	$32.00
				July Safekeeping Fees	
		Total 080723-USBank			**$32.00**
	Total EFT Payment 8/17/2023 12:23:21 PM - 1				**$32.00**
Total US Bank ACH/EFT					**$32.00**
US Bank Corporate Payment System					
	EFT Payment 8/17/2023 12:23:00 PM - 10			**2023 - August - 2nd Council Meeting**	
		072523-USBank			
			July Statement		
			001-013-000-513-10-43-01	Travel/Training Costs	$35.00
				S.Goff-PayPal-PSFOA Meeting (D.Gray)	
			001-018-000-518-20-31-01	Office & Operational Supplies	$79.16
				D.Eidinger-Ebay-LED Replacement Bulbs	
			001-018-000-518-20-31-01	Office & Operational Supplies	$47.18
				H.Auelua-Haggen-Expense Error Reimbursement Receipt #12357	
			001-018-000-518-20-31-01	Office & Operational Supplies	$95.73
				D.Eidinger-Ebay-LED Replacement Bulbs	
			001-018-000-518-20-31-01	Office & Operational Supplies	$2.31
				J.Tumelson-PayPal-Expense Error Reimbursement Receipt #12507	
			001-018-000-518-20-31-08	Wellness Supplies	$131.90
				J.Bartelson-IKEA-Water Bottles for Sun Safety Presentation (Wellness)	

Vendor	Number	Reference	Account Number	Description	Amount
			001-018-000-518-20-35-02	Office Furniture	$292.56
				D.Eidinger-Ebay-4 Folding Tables	
			001-018-000-518-20-35-02	Office Furniture	$399.00
				L.Balisky-Pipersong Online-Office Chair	
			001-018-000-518-20-39-11	Teambuilding-Supplies	$92.82
				B.Murray-Costco-Food/Supplies-All Staff Event Training	
			001-018-000-518-20-39-11	Teambuilding-Supplies	$56.37
				S.Goff-Safeway-Annual Team Building Event Supplies	
			001-018-000-518-20-42-02	Postage	$9.00
				V.Lundgren-USPS-Postage-Kirk Harris, Consultant	
			001-018-000-518-20-42-02	Postage	$128.20
				J.Herrera-Click2Mail-Meridian Corridor Mailing	
			001-018-000-518-20-42-02	Postage	$19.72
				M.Ray-UPS Store-Shipping Cost to Return Network Device	
			001-018-000-518-20-42-02	Postage	$551.88
				J.Herrera-Click2Mail-Westridge Corridor Mailing	
			001-018-000-518-20-49-11	City Employee Team Building	$260.00
				B.Murray-King Family Fun Center-Mini Golf-All Staff Event Training	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$5.00
				C.McVay-Tahoma Market Carwash-Vehicle #13	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$5.00
				G.Mehr-Tahoma Market Carwash (Vehicle #14)	
			001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles	$5.00
				D.Eidinger-Tahoma Market Carwash (Vehicle #5)	
			001-018-000-518-85-49-03	Computer Subscriptions	$69.00
				M.Ray-Netflare-Email Health Monitor Service Monthly Subscription	
			001-019-000-514-20-43-01	Travel & Training Costs	$175.00
				J.Herrera-PayPal-WMCA Fall Conference	
			001-019-000-514-20-43-01	Travel & Training Costs	$35.00
				S.Goff-PayPal-PSFOA Meeting (H.Goraya)	
			001-019-000-514-20-43-01	Travel & Training Costs	$299.00
				J.Herrera-Fred Pryor-Annual Training Membership	
			001-019-000-514-20-43-01	Travel & Training Costs	$175.00
				R.Pitzel-WMCA-Fall Conference Registration	
			001-019-000-514-20-49-01	Memberships & Subscriptions	$439.00
				R.Pitzel-SHRM-2 Year Membership	
			001-019-000-514-20-49-01	Memberships & Subscriptions	$59.88
				J.Herrera-BeFunky-Annual Photo Editing Website Subscription	
			001-021-000-521-20-31-05	Supplies-Misc	$240.57
				B.Murray-Amazon-Promo/Other Supplies	
			001-021-000-521-20-31-05	Supplies-Misc	$19.68
				B.Murray-Amazon-Promo/Other Supplies	
			001-076-000-576-80-31-01	Operational Supplies	$163.48
				B.Whitman-Harbor Freight-Misc Supplies for Edgemont Park	
			001-076-000-576-80-31-01	Operational Supplies	$242.15
				B.Whitman-Costco-Trash Bags, Storage Rack for Edgemont Park	

Vendor	Number	Reference	Account Number	Description	Amount
			001-076-000-576-80-41-01	Professional Services	$1,706.25
				J.Bartelson-Special Events Insurance-Liability Insurance (Edgewood Picnic)	
			004-058-000-558-50-43-01	Travel/Training Costs	$50.00
				J.Tumelson-Lighthouse Suites-Hotel Stay for WABO Business Meeting	
			004-058-000-558-50-43-01	Travel/Training Costs	$277.34
				J.Tumelson-Lighthouse Suites-Hotel Stay for WABO Business Meeting	
			004-058-000-558-50-43-01	Travel/Training Costs	$70.00
				J.Tumelson-WABO-Registration for WABO Business Meeting	
			004-058-000-558-60-41-08	Legal Notices/Publications	$28.10
				E.Hietpas-Click2Mail-Mailing for Notice Of Application	
			004-058-000-558-60-43-01	Travel/Training Costs	$502.75
				L.Balisky-WA Planning Director Conference-2023	
			004-058-000-558-60-49-01	Memberships	$100.00
				L.Balisky-WA Planning Director Conference-Annual Dues	
			101-000-000-542-90-43-01	Travel/Training Costs	$22.00
				J.Metzler-WA State Convention Center-Parking for PSRC Safety Summit	
			501-000-000-594-18-65-03	City Equipment	$62.60
				D.Eidinger-WADOL Licensing-Registration Fee for Sign Trailer	
		Total 072523-USBank			**$6,952.63**
	Total EFT Payment 8/17/2023 12:23:00 PM - 10				**$6,952.63**
Total US Bank Corporate Payment System					**$6,952.63**
Utilities Underground Location Center					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 10			**2023 - August - 2nd Council Meeting**	
		3070148			
			July Services		
			410-000-000-531-38-49-09	Misc. Fees & Charges	$95.46
				Utility Locating Svs for July	
		Total 3070148			**$95.46**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 10				**$95.46**
Total Utilities Underground Location Center					**$95.46**
WA Assoc. of Building Officials					
	25882			**2023 - August - 2nd Council Meeting**	
		45086			
			August Purchases		
			004-058-000-558-50-31-01	Office & Operational Supplies	$301.57
				Code Books (J.Tumelson)	
		Total 45086			**$301.57**
	Total 25882				**$301.57**
Total WA Assoc. of Building Officials					**$301.57**

Vendor	Number	Reference	Account Number	Description	Amount
Whistle Workwear / Workworld					
	Direct Pay Payment 8/17/2023 12:21:22 PM - 11			**2023 - August - 2nd Council Meeting**	
		INV2040003558			
			July Purchases		
			001-018-000-518-20-31-53	PPE-Personal Protective Equipment	$138.56
				HI VIS Safety Shirts (B.Whitman)	
		Total INV2040003558			**$138.56**
		INV2040003637			
			August Purchases		
			001-018-000-518-20-31-53	PPE-Personal Protective Equipment	$175.92
				Hi-Vis Sweatshirt & Gloves & Utility Work Boots (B.Whitman)	
		Total INV2040003637			**$175.92**
	Total Direct Pay Payment 8/17/2023 12:21:22 PM - 11				**$314.48**
Total Whistle Workwear / Workworld					**$314.48**
Xtreme Graphix, Inc.					
	EFT Payment 8/17/2023 12:23:00 PM - 11			**2023 - August - 2nd Council Meeting**	
		23-1176			
			August Purchases		
			001-076-000-576-80-31-11	Signs	$65.70
				PW Yard Bin Signs for Deliveries & Clarification	
		Total 23-1176			**$65.70**
	Total EFT Payment 8/17/2023 12:23:00 PM - 11				**$65.70**
Total Xtreme Graphix, Inc.					**$65.70**
Grand Total		**Vendor Count**	**41**		**$375,527.25**

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB23-0683 -** Resolution 23-0683 Cooperation Agreement - Urban County Community Development Program Funds Amendment No. 2	**Agenda Item #:** **4.D** **For Agenda of:** **8/22/2023** **Prepared by: Lauren Balisky**

Attachments (list):
1. Resolution 23-0683 Cooperation Agmt w Pierce County
2. City of Edgewood - Cover Letter
3. City of Edgewood - UCQ Amendment No. 2 (1)

Approval of Materials:		**Expenditure Required:**
Lauren Balisky		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.
Rachel Pitzel, City Clerk/HR Director	8/17/2023	**Amount Budgeted:** N/A
Daryl Eidinger	8/17/2023	**Timeline:** ~~08/15/2023 SS~~ 08/22/2023 RCM

Summary Statement: Pierce County and its cities are entitled to receive various grant funds to support specific community development and support programs. These grant funds are commonly referred to as Community Development Block Grants (CDGB) administered by the Department of Housing and Urban Development (HUD), however, the funds are three separate grants authorized under three separate federal acts. The primary objective of these acts is to support affordable housing and community development activities directed towards revitalizing neighborhoods, improving or providing community facilities and services, rehabilitating housing, and economic development.

Urban counties (such as Pierce County) and metropolitan cities (such as Tacoma) are able to receive funding. Other cities, such as Edgewood, may choose to work with their associated urban county to coordinate these services by entering into a cooperation agreement. Requirements for these Cooperation Agreements are specified by HUD.

The City initially entered into a Cooperation Agreement with Pierce County on April 27, 1996. It included language to automatically renew the agreement every three (3) years unless the City opted out of participating. The Agreement has been updated twice previously:

- 1999: Added the specific years of validity prior to the next auto-renewal period.
- 2014: Updated the name of the Emergency Shelter Grant (ESG), added Lakewood as an eligible metropolitan city, updated the federal regulations and requirements that must be adhered to, and

clarified that the City could not obtain ESG funding on its own (Amendment No. 1).

Similar to the 2014 update, Amendment No. 2 updates the list of federal regulations and requirements that must be complied with to receive funding.

Item History:

Recommended Action:
MOTION to adopt **AB23-0683** - Resolution 23-0683 Cooperation Agreement - Urban County Community Development Program Funds Amendment No. 2

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. 23-0683

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: **AB23-026** - City Administrator Job Description	**Agenda Item #:** 4.E **For Agenda of:** 8/22/2023 **Prepared by:** Rachel Pitzel

Attachments (list):
1. 38. FT23-15 City Administrator FINAL DRAFT 08032023
2. _1.17.23 Edgewood Way Staff Culture Commitments

Approval of Materials:		
Rachel Pitzel		**Expenditure Required:** N/A: No appropriation required at this time.
Rachel Pitzel, City Clerk/HR Director	8/16/2023	**Amount Budgeted:** N/A
Daryl Eidinger	8/16/2023	**Timeline:** August 15th Study Session: Council review and discussion. August 22nd Regular Council Meeting: Potential Action under Consent Agenda

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:
MOTION to adopt **AB23-026** - City Administrator Job Description as presented under the Consent Agenda.

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

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.

EDGEWOOD Washington

The Edgewood Way (v 1.17.23)

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.

	Teamwork	Community	Customer Service	Welcoming	Thriving
WHY Core Values| Purpose	**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.**
HOW Performance and Program Expectations	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.