CITY OF EDGEWOOD
REGULAR COUNCIL MEETING AGENDA

Tuesday, May 14, 2024 – 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.** Regular City Council Meeting Minutes of April 23, 2024
   - **B.** Study Session Meeting Minutes of May 7, 2024
   - **C.** **AB24-017 -** a motion approving May 2024 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; AWC Employee Benefit Trust; and IRS 941 in the amount of $202,943.24 and Vendor Check Numbers 26123 through 26141, with EFT and Direct Pay Payments in the amount of $418,930.66, and a void EFT payment in the amount of <$117.83>. Total distributions submitted for review and authorization in the amount of $621,756.07.
   - **D.** **AB24-0718 -** Resolution 24-0718 authorizing temporary use of a portion of the Edgewood City Hall campus for the Kiwanis Plant Sale
   - **E.** **AB24-0719 -** Resolution 24-0719 authorizing temporary use of a portion of the Edgewood City Hall campus for the Friends of the Park Rummage Sale
5. **COUNCIL BUSINESS**
   - **A.** **AB24-0717 -** Resolution 24-0717 authorizing the Mayor to execute an agreement for legal services and confirming the appointment of Maili Barber as City Attorney
   - **B.** **AB24-018 -** confirming the Mayoral appointment of Jill Schwerzler-Herrera to the position of City Clerk, per EMC 2.15.010 and RCW 35A.12.020
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, April 23, 2024 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Olson called the meeting to order at 7:00pm and Jude Oldright led the attendees in the Pledge of Allegiance.
Present: Mayor Olson, Deputy Mayor Tomyn, Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith, Councilmember West, Councilmember Buckley, Councilmember Southard **Staff Present**: Assistant City Administrator Dave Gray, Communications Coordinator/Deputy City Clerk Jill Schwerzler-Herrera, Finance Director Hardeep Goraya, Community and Economic Development Director Lauren Balisky, Public Works Director Jeremy Metzler, Police Chief Jason Youngman, City Attorney Kim Adams Pratt

2 PRESENTATION

A. Meridian Corridor Study

Jeremy Metzler introduced Daniel Hendricks with Transpo Group and Kirk Harris with Transportation Solutions, who discussed the study and answered the Council's questions.

3 AUDIENCE COMMENT

Jesie Holden spoke.

4 MAYOR'S REPORT

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

5 CONSENT AGENDA:

A. Regular City Council Meeting Minutes of April 9, 2024

B. Study Session Meeting Minutes of April 16, 2024

C. Review of Boards/Commission Minutes

D. **AB24-016 -** a motion approving April 2024 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; IRS 941; Employment Security Department, Department of Labor & Industries, Employment Security Department-PFML, and Employment Security Department-WA Cares Fund in the amount of $171,072.91 and Vendor Check Numbers 26105 through 26122, with EFT and Direct Pay Payments in the amount of $272,473.12. Total distributions submitted for review and authorization in the amount of $443,546.03.

E. **AB24-0716** - Resolution 24-0716 authorizing the Mayor to execute the Johnson & Johnson Settlement Participation Agreement

Motion: As read **Action:** Approved **Moved by:** Councilmember West **Seconded by**: Councilmember Keith **Motion Passed 7-0**

6 COUNCIL BUSINESS

There was none scheduled.

7 COUNCIL COMMENTS

Deputy Mayor Tomyn, and Councilmembers Southard, and Buckley spoke.

8 ADJOURN

Mayor Olson adjourned the meeting at 8:17:pm.

Dave Olson
Mayor

Jill Schwerzler-Herrera
Communications Coordinator/Deputy City Clerk

CITY OF EDGEWOOD
STUDY SESSION MEETING AGENDA SUMMARY
Tuesday, May 7, 2024 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Deputy Mayor Tomyn called the meeting to order at 7:00pm and led the attendees in the Pledge of Allegiance.
Present: Deputy Mayor Tomyn, Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith, Councilmember Buckley, Councilmember Southard **Excused:** Mayor Olson, Councilmember West **Staff Present:** Assistant City Administrator Rachel Pitzel, Public Works Director Jeremy Metzler, IT/Facilities Director Matthew Ray, Finance Director Hardeep Goraya, and Police Chief Jason Youngman.

2 PRESENTATION

A. Nourish Pierce County

Food Bank Manager Kate Wright gave a presentation and then answered the Councils questions.

3 COUNCIL BUSINESS

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

Councilmembers Buckley and Southard, and Deputy Mayor Tomyn discussed the results and takeaways of the Volunteer Open House held on April 30th.

B. City Attorney Services Contract

Assistant City Administrator Rachel Pitzel gave a brief overview of the need for this agenda item, so it could be placed on an upcoming agenda to recommend the Law Offices of Inslee, Best, Doezie & Ryder P.S. to represent the city for legal services.

C. Discussion - Surface Water Rate Code Update

Public Works Director Jeremy Metzler brought this item forward for its initial review explaining it will be coming back to two more study sessions for discussion, as well as a public hearing, prior to being voted on at the June 11th Regular Council Meeting.

D. Authorizing Temporary Use Permits for Kiwanis Plant Sale and Friends of the Park Rummage Sale

Public Works Director Jeremy Metzler discussed this time sensitive agenda item asking that it be placed on the following weeks' consent agenda.

4 OTHER COUNCIL ITEMS

Councilmembers Ramirez spoke.

5 ADJOURN

Deputy Mayor Tomyb adjourned the meeting at 7:54pm.

Dave Olson
Mayor

Jill Schwerzler-Herrera
Communications Coordinator/Deputy City Clerk

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB24-017 -** a motion approving May 2024 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; AWC Employee Benefit Trust; and IRS 941 in the amount of $202,943.24 and Vendor Check Numbers 26123 through 26141, with EFT and Direct Pay Payments in the amount of $418,930.66, and a void EFT payment in the amount of <$117.83>. Total distributions submitted for review and authorization in the amount of $621,756.07.	**Agenda Item #:** **For Agenda of: 5/14/2024** **Prepared by: Stephanie Goff**

Attachments (list):
1. 051424 Claims Register
2. 051424 Voucher Directory

Approval of Materials:		
Stephanie Goff		**Expenditure Required:** $621,756.07
Rachel Pitzel, Assistant City Administrator	5/10/2024	**Amount Budgeted:** $621,756.07
Dave Olson	5/10/2024	**Timeline:**

Summary Statement:
Approving May 2024 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; AWC Employee Benefit Trust; and IRS 941 in the amount of $202,943.24 and Vendor Check Numbers 26123 through 26141, with EFT and Direct Pay Payments in the amount of $418,930.66, and a void EFT payment in the amount of <$117.83>. Total distributions submitted for review and authorization in the amount of $621,756.07.

Item History:

Recommended Action:

Fiscal Note/Consideration:

City of Edgewood 2024

May 14th 2024 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank	**PAYROLL ACCOUNT DISTRIBUTION**		
10611	**Last Number Issued Previous Authorization**		
AWC EFT 4/30/2024	AWC Employee Benefit Trust	4/30/2024	$47,691.50
DCP EFT 4/30/2024	Deferred Compensation Program	4/30/2024	$19,749.11
Direct Deposit Run -	Payroll Vendor	4/30/2024	$95,711.80
DRS EFT 4/30/2024	Dept of Retirement Systems	4/30/2024	$21,116.87
IRS EFT 4/30/2024	IRS 941	4/30/2024	$18,673.96
		Total	**$202,943.24**

Number	Name	Print Date	Amount
	CLAIM VOUCHER ACCOUNT DISTRIBUTION		
26122	**Last Number Issued Previous Authorization**		
26123	A & R Services dba Angela Rojo	5/14/2024	$1,135.00
26124	Associated Earth Sciences, Inc.	5/14/2024	$517.50
26125	Clarity Consulting Engineers, PLLC	5/14/2024	$34,229.50
26126	Convergint Technologies LLC	5/14/2024	$2,273.74
26127	Department of Enterprise Services	5/14/2024	$348.00
26128	Gray & Osborne, Inc	5/14/2024	$11,271.60
26129	Kelley Create	5/14/2024	$565.31
26130	North Pierce County Community Coalition	5/14/2024	$400.00
26131	PCRCD, LLC	5/14/2024	$163.17
26132	Pierce County Budget & Finance	5/14/2024	$1,300.00
26133	Pierce County Budget & Finance 2% Dist	5/14/2024	$1,003.09
26134	Pierce County Budget & Finance Jail	5/14/2024	$650.96
26135	Procom LLC	5/14/2024	$72.00
26136	Tumelson, James	5/14/2024	$191.62
26137	Homes, Conner	5/14/2024	$46,709.06
26138	Sterling Automotive Service	5/14/2024	$1,413.10
26139	Tacoma Screw Products Inc	5/14/2024	$201.27
26140	The Police and Sheriffs Press	5/14/2024	$150.00
26141	WA Assoc. of Building Officials	5/14/2024	$7,868.11
Direct Pay Payment	AHBL	5/14/2024	$49,659.06
Direct Pay Payment	McKinstry Co, LLC	5/14/2024	$1,686.46
Direct Pay Payment	OpenGov, Inc.	5/14/2024	$48,588.80
Direct Pay Payment	Pacifica Law Group	5/14/2024	$611.00
Direct Pay Payment	Pape Machinery Inc.	5/14/2024	$184.73
Direct Pay Payment	SS Landscaping Services	5/14/2024	$13,691.69
Direct Pay Payment	Transpo Group	5/14/2024	$52,112.04
Direct Pay Payment	Whistle Workwear / Workworld	5/14/2024	$69.35
Direct Pay Payment	Amazon Capital Services	5/14/2024	$329.72
Direct Pay Payment	American Traffic Solutions	5/14/2024	$33,250.00
Direct Pay Payment	CDW Government	5/14/2024	$34,817.09
Direct Pay Payment	CompuNet, Inc.	5/14/2024	$505.00
Direct Pay Payment	Department of Commerce	5/14/2024	$43,597.72
Direct Pay Payment	Herrera Environmental Consultants, Inc.	5/14/2024	$807.65
Direct Pay Payment	Madrona Law Group, PLLC	5/14/2024	$8,193.50
Direct Pay Payment	McClatchy Company LLC	5/14/2024	$865.04
EFT Payment 5/9/2024	Amazon Web Services	5/14/2024	$451.84
EFT Payment 5/9/2024	Office Depot	5/14/2024	$362.06
EFT Payment 5/9/2024	O'Reilly Auto Parts	5/14/2024	$200.46
EFT Payment 5/9/2024	Puget Sound Energy	5/14/2024	$8,602.72
EFT Payment 5/9/2024	Shell	5/14/2024	$2,571.53
EFT Payment 5/9/2024	Smarsh, Inc.	5/14/2024	$1.76
EFT Payment 5/9/2024	Verizon Wireless	5/14/2024	$1,204.13
EFT Payment 5/9/2024	Century Link	5/14/2024	$178.49
EFT Payment 5/9/2024	Comcast	5/14/2024	$97.22
EFT Payment 5/9/2024	Crystal Springs	5/14/2024	$194.21
EFT Payment 5/9/2024	Grainger	5/14/2024	$360.16
EFT Payment 5/9/2024	Lakehaven Water & Sewer District	5/14/2024	$293.79
EFT Payment 5/9/2024	McLendon Hardware-Blue Tarp Credit Services	5/14/2024	$939.74
EFT Payment 5/9/2024	Murrey's Disposal Company	5/14/2024	$384.87
EFT Payment 5/9/2024	Nasim Landscape	5/14/2024	$3,627.80
EFT Payment 5/9/2024	US Bank ACH/EFT	5/14/2024	$28.00
Total Claims Voucher Distribution			**$418,930.66**
Total Distribution Submitted for Review & Authorization			$ 621,873.90
Authorization Adjustments: VOID Comcast EFT Payment			**$ (117.83)**
Total Distribution Net of Prior Authorized Adjustments			**$ 621,756.07**

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, Dave Olson

___________________________________Council Member

Voucher Directory

Fiscal: : 2024 - May
Council Date: : 2024 - May - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
A & R Services dba Angela Rojo					
	26123			**2024 - May - 1st Council Meeting**	
		598			
			May Services		
			001-018-000-518-30-41-01	Professional Services	$1,135.00
				Monthly Janitorial Svs. for May	
		Total 598			**$1,135.00**
	Total 26123				**$1,135.00**
Total A & R Services dba Angela Rojo					**$1,135.00**
AHBL					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 1			**2024 - May - 1st Council Meeting**	
		144744			
			Mar Svcs-On-Call Services		
			001-058-000-558-60-41-03	Professional Services-Non-reimbursable	$566.25
				On-Call Consultant Services	
		Total 144744			**$566.25**
		144747			
			Mar Svcs-Edgewood Northwood Estates		
			001-058-000-558-60-41-03	Professional Services-Non-reimbursable	$6,490.00
				Edgewood Northwood Estates	
		Total 144747			**$6,490.00**
		144762			
			Mar Svcs-Edgewood Comprehensive Plan Periodic Update		
			001-058-000-558-60-41-23	Professional Serv-GMA	$42,602.81
				Edgewood Comprehensive Plan Periodic Update	
		Total 144762			**$42,602.81**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 1				**$49,659.06**
Total AHBL					**$49,659.06**
Amazon Capital Services					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 2			**2024 - May - 1st Council Meeting**	
		1CP6-JCW4-DVT7			
			April Statement		
			001-011-000-511-60-31-01	Office & Operational Supplies	$19.81
				Party Favors-Mayor Giveaway@ MVCC Kilometers for Kids Event	
			001-018-000-518-20-31-01	Office & Operational Supplies	$127.51
				Kitchen Supplies, Acrylic Sign Holders, TV Wall Mount	

Vendor	Number	Reference	Account Number	Description	Amount
			001-022-000-548-30-31-01	Operating Supplies	$149.40
				Phone Cases (Qty 2)-J.Privett	
			001-076-000-576-80-31-01	Operational Supplies	$118.38
				LED Solar Lights-Nelson Nature Park	
		Total 1CP6-JCW4-DVT7			**$415.10**
		1LRV-DKWJ-GY6T			
			April Credit Memo		
			001-022-000-548-30-31-01	Operating Supplies	($85.38)
				Rtn Inv #1CP6-JCW4-DVT7-Phone Case-J.Privett	
		Total 1LRV-DKWJ-GY6T			**($85.38)**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 2				**$329.72**
Total Amazon Capital Services					**$329.72**
Amazon Web Services					
	EFT Payment 5/9/2024 3:13:26 PM - 1			**2024 - May - 1st Council Meeting**	
		1683906501			
			April Services		
			001-018-000-518-85-49-03	Computer Subscriptions	$451.84
				Cloud Backup	
		Total 1683906501			**$451.84**
	Total EFT Payment 5/9/2024 3:13:26 PM - 1				**$451.84**
Total Amazon Web Services					**$451.84**
American Traffic Solutions					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 3			**2024 - May - 1st Council Meeting**	
		INV0076172			
			April Traffic Camera Services		
			001-021-000-521-70-41-11	Traffic Policing-Traffic Camera Contract	$33,250.00
				7 Traffic Cameras	
		Total INV0076172			**$33,250.00**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 3				**$33,250.00**
Total American Traffic Solutions					**$33,250.00**
Associated Earth Sciences, Inc.					
	26124			**2024 - May - 1st Council Meeting**	
		063964			
			Prj. 23-0305 48th St E Pavement Replacement		
			340-000-000-595-80-63-01	Transportation Cap Projects	$517.50
				Prj. 23-0305 48th St E Pavement Replacement-CIP #T-14	
		Total 063964			**$517.50**
	Total 26124				**$517.50**
Total Associated Earth Sciences, Inc.					**$517.50**

Vendor	Number	Reference	Account Number	Description	Amount
CDW Government					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 4			**2024 - May - 1st Council Meeting**	
		QZ63878			
			PO 2024009		
			001-018-000-518-85-49-03	Computer Subscriptions	$3,193.93
				Sales Tax-Citywide Microsoft Licensing (Year 2 of 3 Year Term)	
			001-018-000-591-18-70-01	Lease & SBITA Payments	$31,623.16
				Citywide Microsoft Licensing (Year 2 of 3 Year Term)	
		Total QZ63878			**$34,817.09**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 4				**$34,817.09**
Total CDW Government					**$34,817.09**
Century Link					
	EFT Payment 5/9/2024 3:13:26 PM - 2			**2024 - May - 1st Council Meeting**	
		253-927-2018 680 4/26-5/25/24			
			4/26-5/25/24 Services		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	$178.49
				Elevator and Fire Alarm Line	
		Total 253-927-2018 680 4/26-5/25/24			**$178.49**
	Total EFT Payment 5/9/2024 3:13:26 PM - 2				**$178.49**
Total Century Link					**$178.49**
Clarity Consulting Engineers, PLLC					
	26125			**2024 - May - 1st Council Meeting**	
		1149-CCE			
			Consulting Fees		
			001-058-000-558-50-41-01	Professional Service	$34,229.50
				Fire/Sprinkler/Code Reviews- Multiple Permits	
		Total 1149-CCE			**$34,229.50**
	Total 26125				**$34,229.50**
Total Clarity Consulting Engineers, PLLC					**$34,229.50**
Comcast					
	EFT Payment 5/9/2024 3:13:26 PM - 3			**2024 - May - 1st Council Meeting**	
		8498 35 021 0602869 4/29-5/28/24			
			4/29-5/28/24 Services		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	$97.22
				City Hall Internet	
		Total 8498 35 021 0602869 4/29-5/28/24			**$97.22**
	Total EFT Payment 5/9/2024 3:13:26 PM - 3				**$97.22**
Total Comcast					**$97.22**

Vendor	Number	Reference	Account Number	Description	Amount
CompuNet, Inc.					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 5			**2024 - May - 1st Council Meeting**	
		252884-CNI			
			April Purchases		
			001-018-000-518-85-41-01	Contracted IT Services	$505.00
				Tax on Installation Svcs-(Not Included on Initial Invoice)	
		Total 252884-CNI			**$505.00**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 5				**$505.00**
Total CompuNet, Inc.					**$505.00**
Convergint Technologies LLC					
	26126			**2024 - May - 1st Council Meeting**	
		IN00182454			
			PO 2023028		
			001-018-000-518-85-41-01	Contracted IT Services	$2,273.74
				OnGuard Door Software Move-(Desktop to Server)	
		Total IN00182454			**$2,273.74**
	Total 26126				**$2,273.74**
Total Convergint Technologies LLC					**$2,273.74**
Crystal Springs					
	EFT Payment 5/9/2024 3:13:26 PM - 4			**2024 - May - 1st Council Meeting**	
		15787820 041724			
			April Water Delivery		
			001-018-000-518-20-31-01	Office & Operational Supplies	$194.21
				Water Delivery	
		Total 15787820 041724			**$194.21**
	Total EFT Payment 5/9/2024 3:13:26 PM - 4				**$194.21**
Total Crystal Springs					**$194.21**
Department of Commerce					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 6			**2024 - May - 1st Council Meeting**	
		PC12-951-080			
			Jovita Blvd Realignment Prj PC12-951-080		
			340-000-000-591-95-78-02	Principal PWTF Loan Payment	$13,186.92
				Jovita Blvd Realignment-Contract PC12-951-080	
			340-000-000-592-95-82-01	Interest PWTF Loan Payment	$263.74
				Jovita Blvd Realignment-Contract PC12-951-080	
		Total PC12-951-080			**$13,450.66**
		PWTF-254020			
			Ph 1 Sewer Design PR08-951-083		
			202-000-000-591-35-78-02	Principal PWTF Loan Payment	$29,411.77
				Ph 1 Sewer System Design Contract PR08-951-083	
			202-000-000-592-35-83-02	Interest PWTF Loan Payment	$735.29

Vendor	Number	Reference	Account Number	Description	Amount
				Ph 1 Sewer System Design Contract PR08-951-083	
		Total PWTF-254020			**$30,147.06**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 6				**$43,597.72**
Total Department of Commerce					**$43,597.72**
Department of Enterprise Services					
	26127			**2024 - May - 1st Council Meeting**	
		71146049			
			Virtual Class-M.Dorner		
			001-058-000-558-60-49-03	Registration & Training	$348.00
				WA State Technical Writing Virtual Class-M.Dorner	
		Total 71146049			**$348.00**
	Total 26127				**$348.00**
Total Department of Enterprise Services					**$348.00**
Grainger					
	EFT Payment 5/9/2024 3:13:26 PM - 5			**2024 - May - 1st Council Meeting**	
		9099194749			
			April Purchases		
			001-022-000-548-30-31-01	Operating Supplies	$284.72
				Hand Cleaning Wipes (Qty 4)	
		Total 9099194749			**$284.72**
		9099207194			
			April Purchases		
			001-022-000-548-30-31-01	Operating Supplies	$38.45
				Notebook & Pens	
			001-022-000-548-30-31-53	PPE-Personal Protective Equipment	$36.99
				Safety Glasses (Qty 6)	
		Total 9099207194			**$75.44**
	Total EFT Payment 5/9/2024 3:13:26 PM - 5				**$360.16**
Total Grainger					**$360.16**
Gray & Osborne, Inc					
	26128			**2024 - May - 1st Council Meeting**	
		1-G&O Prj. 21565.09			
			April Svcs-Chrisella Rd Gas Main Relocations Survey		
			410-000-000-531-38-41-01	Professional Service	$3,687.69
				Chrisella Rd Gas Main Relocations Survey	
		Total 1-G&O Prj. 21565.09			**$3,687.69**

Vendor	Number	Reference	Account Number	Description	Amount
		18-G&O Prj. 22585.00			
			April Svcs-City of Puyallup General Sewer Plan Update		
			401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update	$866.92
				City of Puyallup General Sewer Plan Update	
		Total 18-G&O Prj. 22585.00			$866.92
		28-G&O Prj. 21621.00			
			April Svcs-Chrisella Road East Safety Improvements		
			340-000-000-595-10-63-01	Capital Improvements-Engineering	$4,394.21
				Chrisella Road East Safety Improvements	
		Total 28-G&O Prj. 21621.00			$4,394.21
		5-G&O Prj. 21565.08			
			April Svcs-GSP Update-Review Comments Response & Revisions		
			401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update	$2,322.78
				GSP Update-Review Comments Response & Revisions	
		Total 5-G&O Prj. 21565.08			$2,322.78
	Total 26128				$11,271.60
Total Gray & Osborne, Inc					$11,271.60
Herrera Environmental Consultants, Inc.					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 7			2024 - May - 1st Council Meeting	
		56164			
			April Services Prj 21-07638-006		
			001-058-000-558-60-41-01	Professional Services-Reimbursable	$807.65
				Prologis Park Review	
		Total 56164			$807.65
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 7				$807.65
Total Herrera Environmental Consultants, Inc.					$807.65
Kelley Create					
	26129			2024 - May - 1st Council Meeting	
		IN1615577			
			1/31-4/29/24 Copy Charges		
			001-018-000-518-20-42-03	Copy Machine Charges	$565.31
				Copy Overage Charges	
		Total IN1615577			$565.31
	Total 26129				$565.31
Total Kelley Create					$565.31
Lakehaven Water & Sewer District					
	EFT Payment 5/9/2024 3:13:26 PM - 6			2024 - May - 1st Council Meeting	
		3574701 2/14-4/15/24			
			2/14-4/15/24 Svcs 2224 104th Ave E		
			001-018-000-518-30-47-04	Sewer Charges	$143.86
				City Hall	
		Total 3574701 2/14-4/15/24			$143.86

Vendor	Number	Reference	Account Number	Description	Amount
		3833501 2/14-4/15/24			
			2/14-4/15/24 Svcs 10301 36th St E		
			001-018-000-518-30-47-04	Sewer Charges	$149.93
				Edgewood Community Park	
		Total 3833501 2/14-4/15/24			**$149.93**
	Total EFT Payment 5/9/2024 3:13:26 PM - 6				**$293.79**
Total Lakehaven Water & Sewer District					**$293.79**
Madrona Law Group, PLLC					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 8			**2024 - May - 1st Council Meeting**	
		12574			
			April Services		
			001-018-000-515-41-41-01	Legal Services-External	$741.00
				Edgewood v. Meacham	
		Total 12574			**$741.00**
		12575			
			April Services		
			001-018-000-515-41-41-01	Legal Services-External	$5,831.00
				General City Attorney Services	
		Total 12575			**$5,831.00**
		12576			
			April Services		
			001-018-000-515-41-41-01	Legal Services-External	$1,621.50
				Prologis Project	
		Total 12576			**$1,621.50**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 8				**$8,193.50**
Total Madrona Law Group, PLLC					**$8,193.50**
McClatchy Company LLC					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 9			**2024 - May - 1st Council Meeting**	
		248255			
			April Statement		
			001-019-030-514-30-41-02	Legal Publications	$157.54
				April Statement	
			001-058-000-558-60-41-08	Legal Notices/Publications	$707.50
				April Statement	
		Total 248255			**$865.04**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 9				**$865.04**
Total McClatchy Company LLC					**$865.04**
McKinstry Co, LLC					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 10			**2024 - May - 1st Council Meeting**	
		10247351			
			May Maintenance		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	$1,686.46

Vendor	Number	Reference	Account Number	Description	Amount
				May Maintenance	
		Total 10247351			**$1,686.46**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 10				**$1,686.46**
Total McKinstry Co, LLC					**$1,686.46**
McLendon Hardware-Blue Tarp Credit Services					
	EFT Payment 5/9/2024 3:13:26 PM - 7			**2024 - May - 1st Council Meeting**	
		H97076			
			March Purchases		
			001-076-000-576-80-32-01	Fuel	$19.69
				Community Garden	
		Total H97076			**$19.69**
		H99752			
			April Purchases		
			001-022-000-548-30-35-01	Small Tools/Minor Equipment	$38.22
				Steel Poly-Coated Coil Chain	
		Total H99752			**$38.22**
		H99846			
			April Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$413.38
				Supplies for Water Svcs-Nelson Farm Park	
		Total H99846			**$413.38**
		I00155			
			April Purchases		
			001-022-000-548-30-31-01	Operating Supplies	$2.83
				Ceiling Hook	
			001-022-000-548-30-35-01	Small Tools/Minor Equipment	$61.30
				Pruning Saw, Shovel	
		Total I00155			**$64.13**
		I00544			
			April Purchases		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	$53.62
				Spray Adhesive,Clevis Slip Hook-Trailer	
		Total I00544			**$53.62**
		I00934			
			April Purchases		
			001-022-000-548-30-31-01	Operating Supplies	$42.67
				10lb Pail of Cement Patch (Qty 3)	
		Total I00934			**$42.67**

Vendor	Number	Reference	Account Number	Description	Amount
		I05503			
			April Purchases		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	$65.61
				Anchor Shackle, Bolt Snap-Trailer	
		Total I05503			**$65.61**
		I08428			
			April Purchases		
			001-022-000-548-30-32-01	Fuel	$14.90
				Propane Fuel	
		Total I08428			**$14.90**
		I09128			
			April Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$30.54
				Bulk Fasteners-Lighting-Nelson Nature Park	
		Total I09128			**$30.54**
		I09492			
			April Purchases		
			001-022-000-548-30-31-01	Operating Supplies	$30.62
				Bar & Chain Oil, Bulk Fasteners	
			001-022-000-548-30-35-01	Small Tools/Minor Equipment	$15.32
				Lineman's Pliers	
		Total I09492			**$45.94**
		I10629			
			April Purchases		
			001-076-000-576-80-35-01	Small Tools/Minor Equipment	$151.04
				Bow Rake-Earth Day Event-Nelson Nature Park	
		Total I10629			**$151.04**
	Total EFT Payment 5/9/2024 3:13:26 PM - 7				**$939.74**
Total McLendon Hardware-Blue Tarp Credit Services					**$939.74**
Murrey's Disposal Company					
	EFT Payment 5/9/2024 3:13:26 PM - 8			**2024 - May - 1st Council Meeting**	
		12078119S111			
			April Services		
			001-022-000-544-20-47-03	Waste Disposal	$384.87
				PW Yard	
		Total 12078119S111			**$384.87**
	Total EFT Payment 5/9/2024 3:13:26 PM - 8				**$384.87**
Total Murrey's Disposal Company					**$384.87**
Nasim Landscape					
	EFT Payment 5/9/2024 3:13:26 PM - 9			**2024 - May - 1st Council Meeting**	
		11455			
			May Maintenance		
			001-076-000-576-80-41-10	Parks Maintenance	$3,627.80

Vendor	Number	Reference	Account Number	Description	Amount
				Edgewood Community Park Maintenance	
		Total 11455			**$3,627.80**
	Total EFT Payment 5/9/2024 3:13:26 PM - 9				**$3,627.80**
Total Nasim Landscape					**$3,627.80**
North Pierce County Community Coalition					
	26130			**2024 - May - 1st Council Meeting**	
		050724-EP			
			Donation-Edgewood Picnic		
			001-076-000-576-80-31-02	Recreation Activities & Events	$400.00
				Donation-Edgewood Picnic	
		Total 050724-EP			**$400.00**
	Total 26130				**$400.00**
Total North Pierce County Community Coalition					**$400.00**
Office Depot					
	EFT Payment 5/9/2024 3:13:26 PM - 10			**2024 - May - 1st Council Meeting**	
		362139198002			
			April Purchases		
			001-076-000-576-80-31-01	Operational Supplies	$232.27
				Restroom Supplies	
		Total 362139198002			**$232.27**
		363509824001			
			April Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	$129.79
				Office & Restroom Supplies	
		Total 363509824001			**$129.79**
	Total EFT Payment 5/9/2024 3:13:26 PM - 10				**$362.06**
Total Office Depot					**$362.06**
OpenGov, Inc.					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 11			**2024 - May - 1st Council Meeting**	
		INV13605			
			Asset Management Software		
			410-000-000-531-38-49-04	Asset Management Software	$1,715.80
				Sales Tax- Asset Management Software Subscription	
			410-000-000-531-38-49-04	Asset Management Software	$29,885.00
				Asset Management Software-Product Configuration, Setup, & Training	
			410-000-000-591-31-70-01	Lease & SBITA Payments	$16,988.00

Vendor	Number	Reference	Account Number	Description	Amount
				Asset Management Software-1st Year of 3 Year Subscription (4/1/24-3/31/27)	
		Total INV13605			**$48,588.80**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 11				**$48,588.80**
Total OpenGov, Inc.					**$48,588.80**
O'Reilly Auto Parts					
	EFT Payment 5/9/2024 3:13:26 PM - 11			**2024 - May - 1st Council Meeting**	
		3725-147054			
			April Purchases		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	$5.49
				License Plate Fastener-Flat Bed	
		Total 3725-147054			**$5.49**
		3725-147658			
			April Purchases		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	$158.48
				Windshield Wiper Blades-Vehicles #5 & #6	
		Total 3725-147658			**$158.48**
		3725-147742			
			April Purchases		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	$37.42
				Harness-Vehicle #19	
		Total 3725-147742			**$37.42**
		3725-147795			
			April Returns & Purchases		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	($37.42)
				Rtn Harness-Inv. #3725-147742	
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	$36.49
				Multi-Tow Strap-Vehicle #19	
		Total 3725-147795			**($0.93)**
	Total EFT Payment 5/9/2024 3:13:26 PM - 11				**$200.46**
Total O'Reilly Auto Parts					**$200.46**
Pacifica Law Group					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 12			**2024 - May - 1st Council Meeting**	
		89997			
			April Services		
			001-018-000-515-41-41-01	Legal Services-External	$611.00
				20389.1-Slavic Church	
		Total 89997			**$611.00**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 12				**$611.00**
Total Pacifica Law Group					**$611.00**

Vendor	Number	Reference	Account Number		Description	Amount
Pape Machinery Inc.						
	Direct Pay Payment 5/9/2024 3:11:52 PM - 13			**2024 - May - 1st Council Meeting**		
		15218362				
			April Purchases			
			001-022-000-548-30-31-01		Operating Supplies	$75.25
				Orange Triangle SMV Signs-Tractors (Qty 4)		
		Total 15218362				**$75.25**
		15241485				
			April Purchases			
			001-022-000-548-30-32-02		Supplies/Parts-Vehicles & Equipment	$109.48
				Oil & Cleaner-(Hedge Trimmer)		
		Total 15241485				**$109.48**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 13					**$184.73**
Total Pape Machinery Inc.						**$184.73**
PCRCD, LLC						
	26131			**2024 - May - 1st Council Meeting**		
		40859				
			March Services			
			001-022-000-544-20-47-03		Waste Disposal	$163.17
				Misc Trash/Debris-Chrisella Rd		
		Total 40859				**$163.17**
	Total 26131					**$163.17**
Total PCRCD, LLC						**$163.17**
Pierce County Budget & Finance						
	26132			**2024 - May - 1st Council Meeting**		
		CI-350171				
			2024 CountyView Subscription			
			001-058-000-558-60-49-01		Memberships & Subscriptions	$1,300.00
				2024 CountyView Subscription		
		Total CI-350171				**$1,300.00**
	Total 26132					**$1,300.00**
Total Pierce County Budget & Finance						**$1,300.00**
Pierce County Budget & Finance 2% Dist						
	26133			**2024 - May - 1st Council Meeting**		
		CI-351172				
			1st Qtr 2024 Liquor Profit and Excise Taxes			
			001-021-000-521-10-42-01		Intergov Chemical Dependency	$1,003.09
				1st Qtr 2024 Liquor Profit and Excise Taxes		
		Total CI-351172				**$1,003.09**
	Total 26133					**$1,003.09**
Total Pierce County Budget & Finance 2% Dist						**$1,003.09**

Vendor	Number	Reference	Account Number		Description	Amount
Pierce County Budget & Finance Jail						
	26134			**2024 - May - 1st Council Meeting**		
		CI-350200				
			March Services			
			001-021-000-523-60-41-01		Jail Services	$650.96
				March Services		
		Total CI-350200				**$650.96**
	Total 26134					**$650.96**
Total Pierce County Budget & Finance Jail						**$650.96**
Procom LLC						
	26135			**2024 - May - 1st Council Meeting**		
		108277				
			April Services			
			001-022-000-544-20-41-01		Professional Services	$72.00
				DOT Drug Test-H.Auelua		
		Total 108277				**$72.00**
	Total 26135					**$72.00**
Total Procom LLC						**$72.00**
Puget Sound Energy						
	EFT Payment 5/9/2024 3:13:26 PM - 12			**2024 - May - 1st Council Meeting**		
		220033631924 April 2024				
			April Statement			
			001-018-000-518-30-47-01		Electricity	$212.97
				3/30-4/29/24 Services		
		Total 220033631924 April 2024				**$212.97**
		300000011233 April 2024				
			April Statement			
			001-018-000-518-30-47-01		Electricity	$8,389.75
				4/2-4/30/24 Svcs		
		Total 300000011233 April 2024				**$8,389.75**
	Total EFT Payment 5/9/2024 3:13:26 PM - 12					**$8,602.72**
Total Puget Sound Energy						**$8,602.72**
Refunds/Reimbursements Vendor						
	26136			**2024 - May - 1st Council Meeting**		
		041724-JT			**James Tumelson**	
			Mileage Reimbursement			
			001-058-000-558-50-43-01		Travel	$191.62
				WABO Annual Business Meeting		
		Total 041724-JT				**$191.62**
	Total 26136					**$191.62**

Vendor	Number	Reference	Account Number	Description	Amount
	26137			**2024 - May - 1st Council Meeting**	
		051424-CH		**Conner Homes**	
			Asgmt of Funds Refund-Westridge Traffic Study		
			006-000-000-582-10-00-02	Refunds-Assignment of Funds	$46,709.06
				Assignment of Funds Refund-Westridge Traffic Study	
		Total 051424-CH			**$46,709.06**
	Total 26137				**$46,709.06**
Total Refunds/Reimbursements Vendor					**$46,900.68**
Shell					
	EFT Payment 5/9/2024 3:13:26 PM - 13			**2024 - May - 1st Council Meeting**	
		96966348			
			April Statement		
			001-022-000-548-30-32-01	Fuel	$2,473.56
				April Statement	
			001-022-000-548-30-48-07	Maintenance/Repairs-Vehicles	$97.97
				Oil Change-Vehicle #15	
		Total 96966348			**$2,571.53**
	Total EFT Payment 5/9/2024 3:13:26 PM - 13				**$2,571.53**
Total Shell					**$2,571.53**
Smarsh, Inc.					
	EFT Payment 5/9/2024 3:13:26 PM - 14			**2024 - May - 1st Council Meeting**	
		INV-164846			
			4/1-4/30/24 Web Archiving		
			001-018-000-518-85-49-03	Computer Subscriptions	$1.76
				4/1-4/30/24 Web Archiving	
		Total INV-164846			**$1.76**
	Total EFT Payment 5/9/2024 3:13:26 PM - 14				**$1.76**
Total Smarsh, Inc.					**$1.76**
SS Landscaping Services					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 14			**2024 - May - 1st Council Meeting**	
		58618-SSLS			
			April Services		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	$2,593.21
				Landscape Maintenance Services for April	
		Total 58618-SSLS			**$2,593.21**
		58658			
			April Services		
			001-076-000-576-80-41-10	Parks Maintenance	$1,548.23
				Landscape Maintenance Services for April-City Hall	
		Total 58658			**$1,548.23**

Vendor	Number	Reference	Account Number	Description	Amount
		58698			
			April Addt'l Services		
			001-076-000-576-80-41-10	Parks Maintenance	$9,550.25
				April Addt'l Services-Extra Clean Up Work-City Hall	
		Total 58698			**$9,550.25**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 14				**$13,691.69**
Total SS Landscaping Services					**$13,691.69**
Sterling Automotive Service					
	26138			**2024 - May - 1st Council Meeting**	
		0007993			
			May Services		
			001-022-000-548-30-48-07	Maintenance/Repairs-Vehicles	$645.13
				Replace Battery-Vehicle #12	
		Total 0007993			**$645.13**
		58618			
			April Services		
			001-022-000-548-30-48-07	Maintenance/Repairs-Vehicles	$767.97
				Diagnose/Replace Air Flow & Air Mass Sensors-Vehicle #7	
		Total 58618			**$767.97**
	Total 26138				**$1,413.10**
Total Sterling Automotive Service					**$1,413.10**
Tacoma Screw Products Inc					
	26139			**2024 - May - 1st Council Meeting**	
		130060111-00			
			001-022-000-548-30-31-01	Operating Supplies	$201.27
				Disposable Nitrile Gloves; Chain & Cable Lubricant	
		Total 130060111-00			**$201.27**
	Total 26139				**$201.27**
Total Tacoma Screw Products Inc					**$201.27**
The Police and Sheriffs Press					
	26140			**2024 - May - 1st Council Meeting**	
		191640			
			April Purchases		
			001-021-000-521-20-31-01	Office & Operational Supplies	$150.00
				Deputy Commission Cards-(Design Setup & Update)-PD	
		Total 191640			**$150.00**
	Total 26140				**$150.00**
Total The Police and Sheriffs Press					**$150.00**

Vendor	Number	Reference	Account Number	Description	Amount
Transpo Group					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 15			**2024 - May - 1st Council Meeting**	
		32489			
			Prj. 1.21147.00 Meridian Avenue Corridor Study		
			101-000-000-542-30-41-01	Roadway-Professional Service Meridian Avenue Corridor Study	$7,967.66
			340-000-000-595-80-63-01	Transportation Cap Projects Meridian Avenue Corridor Study	$31,870.63
		Total 32489			**$39,838.29**
		32526			
			Prj. 1.21147.00 Northwood Phase 2 Concurrency		
			001-058-000-558-60-41-03	Professional Services-Non-reimbursable Northwood Phase 2 Concurrency	$687.50
		Total 32526			**$687.50**
		32527			
			Prj. 1.21147.00 Meridian/20th Roundabout Design Assistance		
			340-000-000-595-69-63-01	Pedestrian & Traffic Safety Improvements Meridian/20th Roundabout Design Assistance	$3,878.75
		Total 32527			**$3,878.75**
		32544			
			Prj. 1.21147.00 ADA Self-Evaluation & Transition Plan		
			001-076-000-576-80-41-01	Professional Services ADA Self-Evaluation & Transition Plan	$1,481.87
			101-000-000-542-30-41-01	Roadway-Professional Service ADA Self-Evaluation & Transition Plan	$1,481.88
		Total 32544			**$2,963.75**
		32597			
			Prj. 1.21147.00 Meridian Avenue Corridor Study		
			101-000-000-542-30-41-01	Roadway-Professional Service Meridian Avenue Corridor Study	$948.75
			340-000-000-595-80-63-01	Transportation Cap Projects Meridian Avenue Corridor Study	$3,795.00
		Total 32597			**$4,743.75**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 15				**$52,112.04**
Total Transpo Group					**$52,112.04**
US Bank ACH/EFT					
	EFT Payment 5/9/2024 3:13:48 PM - 1			**2024 - May - 1st Council Meeting**	
		050724-US Bank			
			April Safekeeping Fees		
			001-018-000-514-20-42-05	Bank & Bond Fees April Safekeeping Fees	$28.00
		Total 050724-US Bank			**$28.00**
	Total EFT Payment 5/9/2024 3:13:48 PM - 1				**$28.00**
Total US Bank ACH/EFT					**$28.00**

Vendor	Number	Reference	Account Number	Description	Amount
Verizon Wireless					
	EFT Payment 5/9/2024 3:13:26 PM - 15			**2024 - May - 1st Council Meeting**	
		9962456804			
			April Statement		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	$1,204.13
				Monthly Statement	
		Total 9962456804			**$1,204.13**
	Total EFT Payment 5/9/2024 3:13:26 PM - 15				**$1,204.13**
Total Verizon Wireless					**$1,204.13**
WA Assoc. of Building Officials					
	26141			**2024 - May - 1st Council Meeting**	
		45863			
			January Purchases		
			001-058-000-558-50-35-01	Books/Small Tools/Minor Equipment	$7,109.99
				Code Books-Bldg Dept	
		Total 45863			**$7,109.99**
		46013			
			February Purchases		
			001-058-000-558-50-35-01	Books/Small Tools/Minor Equipment	$758.12
				Code Books-Bldg Dept	
		Total 46013			**$758.12**
	Total 26141				**$7,868.11**
Total WA Assoc. of Building Officials					**$7,868.11**
Whistle Workwear / Workworld					
	Direct Pay Payment 5/9/2024 3:11:52 PM - 16			**2024 - May - 1st Council Meeting**	
		CM2040000235			
			April Returns		
			001-022-000-544-20-31-54	Work Clothing/Uniforms	($67.47)
				Rtn #INV2040004929-H.Auelua	
		Total CM2040000235			**($67.47)**
		INV2040005039			
			April Purchases		
			001-022-000-544-20-31-54	Work Clothing/Uniforms	$112.06
				Hi-Vis T-Shirts (Qty 3)-H. Auelua	
		Total INV2040005039			**$112.06**
		INV2040005040			
			April Purchases		
			001-022-000-544-20-31-54	Work Clothing/Uniforms	$24.76

Vendor	Number	Reference	Account Number	Description	Amount
				T-Shirt (Qty 1)-H.Auelua	
		Total INV2040005040			**$24.76**
	Total Direct Pay Payment 5/9/2024 3:11:52 PM - 16				**$69.35**
Total Whistle Workwear / Workworld					**$69.35**
Grand Total		**Vendor Count**	**50**		**$418,930.66**

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB24-0718 -** Resolution 24-0718 authorizing temporary use of a portion of the Edgewood City Hall campus for the Kiwanis Plant Sale	**Agenda Item #:** **4.D** **For Agenda of:** **5/14/2024** **Prepared by: Jeremy Metzler**

Attachments (list):
1. Resolution No. 24-0718 - Kiwanis Plant Sale
2. ExA 24-1184 Kiwanis Plant Sale TUP Decision
3. ExB Site Plan

Approval of Materials:		
Jeremy Metzler		**Expenditure Required:** N/A
Rachel Pitzel, Assistant City Administrator	5/9/2024	**Amount Budgeted:** N/A
Dave Olson	5/9/2024	**Timeline:** ~~05/07/2024 SS~~ 05/14/2024 RCM

Summary Statement:
Edgewood Municipal Code (EMC) 12.10.050(P)(5), Park Regulations - Prohibited Activities - Other, allows for "*shows, festivals, fund raisers, carnivals, parades, or similar activities*" when "*authorized pursuant to a valid permit.*" Currently, the City reviews these applications using the Temporary Use Permit (TUP) process in EMC 18.50.070.

Consistent with EMC 18.50.070, staff is in the process of administratively reviewing the TUP, anticipating approval subject to conditions, including EMC 18.50.070(D)(4) which states: "*No temporary use shall occupy or use public rights-of-way, parks or other public lands in any manner unless specifically approved by the city council.*"

The purpose of this agenda item is for City Council to, as the property owner representative on behalf of the City of Edgewood, authorize use of a public park for outdoor special sales / fund raisers, as permitted by EMC 18.50.070(B)(7) and 12.10.050(P)(5).

The request is for the Kiwanis Plant Sale, proposed to be located in front of the City Hall Barn for June 1, 2024, from 8 AM - Noon, with setup and cleanup for an additional hour before and after. This event is coordinated by Kiwanis Club of Edgewood-Fife-Milton, Washington, a 501(c)(3) nonprofit organization. Attached for City Council's consideration is an authorizing resolution for this request.

Item History:
N/A

Recommended Action:

MOTION to adopt **AB24-0718 -** Resolution 24-0718 authorizing temporary use of a portion of the Edgewood City Hall campus for the Kiwanis Plant Sale

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 24-0718

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING TEMPORARY USE OF A PORTION OF THE EDGEWOOD CITY HALL CAMPUS FOR THE KIWANIS PLANT SALE

WHEREAS, the 2024 Kiwanis Plant Sale is planned for June 1, 2024, from 8 AM to 12 PM; and

WHEREAS, the Plant Sale is a fund raiser open to all members of the public, to be held at Edgewood City Hall in front of the barn, organized by Kiwanis Club of Edgewood-Fife-Milton, Washington, a 501(c)(3) nonprofit organized under the laws of Washington; and

WHEREAS, on April 30, 2024, the City received an application for a temporary use permit for the 2024 Kiwanis Plant Sale, located at 2224 104^{th} Avenue East as depicted in the reference map attached as Exhibit B; and

WHEREAS, on May 9, 2024, staff granted approval for the temporary use subject to eight (8) conditions of approval, attached as Exhibit A; and

WHEREAS, pursuant to EMC 18.50.070(D)(4), City Council approval is required for temporary use of public rights of way, parks, or other public lands;

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

Section 1. <u>Grant of Approval.</u> The City Council hereby grants approval for the Edgewood City Hall Campus to be the location of the 2024 Kiwanis Plant Sale, subject to the conditions in the Temporary Use Permit, attached hereto as Exhibit A and incorporated herein by this reference, and subject to the provisions and restrictions contained in Chapter 12.10 EMC, Park Regulations.

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

Section 3. <u>Effective Date.</u> This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 14TH DAY OF MAY, 2024

____
Dave Olson, Mayor

ATTEST:

____
Rachel Pitzel, City Clerk

Exhibit A

May 9, 2024 - City of Edgewood, Temporary Use Permit Decision #24-1184

Exhibit B

Edgewood City Hall Campus Map

Temporary Use Permit

EMC 18.50.070

Decision

To:	Jeremy Metzler, PE, Acting Community & Economic Development Director
From:	Silas Read, Associate Planner 253-952-3299 – comdev@cityofedgewood.org
Date Prepared:	May 9, 2024
File:	Kiwanis Plant Sale – City of Edgewood File #24-1184
Decision:	**Approval with Conditions – see Page 4**

SECTION I. INTRODUCTION

A. Application Information

Applicant:	Kiwanis Club of Edgewood-Fife-Milton, Washington c/o Terri Howard 10410 16th Street East Edgewood, WA 98372
Project Location:	Edgewood City Hall 2224 104th Avenue East Edgewood, WA 98372
Event Date(s) and Time(s):	June 1, 2024 | 8 am – 12 pm
Parcel Number:	0420102012 (west 315 feet thereof)
Future Land Use Designation:	Town Center
Zoning:	Town Center (TC)
Requested Action:	Temporary Use Permit
Review Process:	Process I
Application Submitted:	**April 30, 2024**
Notice of Complete Application:	**May 1, 2024**

Permit Documents: All supporting documents are available on the City of Edgewood Public Permit Portal at portal.cityofedgewood.org or by request from the Community & Economic Development Department via email (comdev@cityofoedgewood.org) or phone (253-952-3299).

State Environmental Policy Act (SEPA) Compliance:	The proposal is exempt from SEPA under WAC 197-11-800(6)(a).

B. Exhibits

Exhibit Number and Name		Prepared By	Date
1.	Application Materials		*Received*
1.a.	TUP Application	Applicant (City of Edgewood Form)	2024/04/30
1.b.	Certificate of Insurance	Applicant	2024/04/30
1.c.	Site Plan	Applicant	2024/04/30
2.	Noticing Materials		*Dated*
2.a.	Notice of Complete Application	City of Edgewood	2024/05/01

SECTION II. BACKGROUND INFORMATION

A. Project Description

The proposed temporary use is the Plant Sale organized by the Kiwanis Club of Edgewood-Fife-Milton, Washington, a local nonprofit organization that supports community activities in Edgewood. The Plant Sale will take place at the barn in front of Edgewood City Hall, planned for June 1, 2024 from 8 a.m. to 12 p.m. Setup is expected to occur the morning of the event, with cleanup expected immediately following the event.

The proposed event will take place on land that is regulated as a public park. Under EMC 18.50.070(D)(4), city council approval is required for temporary uses on public parks. A condition of approval requiring council approval is included, which staff will facilitate.

B. Existing Site/Vicinity Conditions

Lot Size:	332,798 sf (±7.64 acres)
Existing Land Use:	Public Park
Site Description:	The subject site is rectangular and gently slopes upward from west to east and is located on the southeast corner of Meridian Avenue East (State Route 161) and 22nd Street East. The western 300 feet of the site has an open field, walking trail, and barn.
Critical Areas:	☐ The site contains no critical areas. ☒ The site contains the following types of critical areas – see analysis in SECTION III: ☐ Wetlands (Chapter 14.40 EMC) ☐ Critical Fish and Wildlife Habitat Areas (Chapter 14.50 EMC) ☒ Aquifer Recharge and Wellhead Protection Areas (Chapter 14.60 EMC) ☐ Volcanic Hazard Areas (Chapter 14.70 EMC) ☐ Flood Hazard Areas (Chapter 14.80 EMC)

- ☐ Landslide Hazard Areas (Chapter 14.90 EMC)
- ☐ Seismic (Earthquake) Hazard Areas (Chapter 14.100 EMC)
- ☐ Erosion Hazard Areas (Chapter 14.110 EMC)
- ☐ Natural Resource Lands (Chapter 14.120 EMC)

Neighboring Development and Zoning		
North (Adjacent):	Existing Use:	Residential / Commercial
	Current Zoning:	Town Center (TC)
	Future Land Use:	Town Center (TC)
South (Abutting):	Existing Use:	Residential / Commercial
	Current Zoning:	Town Center (TC)
	Future Land Use:	Town Center (TC)
East (Abutting):	Existing Use:	Public
	Current Zoning:	Public (P)
	Future Land Use:	Public (P)
West (Adjacent):	Existing Use:	Commercial
	Current Zoning:	Town Center (TC)
	Future Land Use:	Town Center (TC)

SECTION III. CRITERIA AND ANALYSIS

Critical Areas

The subject site is located within a 5-year wellhead protection area. The proposed temporary use does not include any permanent improvements or hazardous discharges and is consistent with EMC 14.60.

Temporary Use Permit Criteria

After review of the submitted materials and information provided by the applicant, Staff has determined that:

1. The temporary use will be compatible with uses in the general vicinity and on adjacent properties. The event may cause temporary short-term noise and traffic impacts to nearby properties.
2. As conditioned, the temporary use will not create a material adverse effect on the livability or appropriate development of abutting properties and the surrounding community.
3. The temporary use will not impair the normal, safe and effective operation of a permanent use on the same site. The temporary use is open to the public.

4. The temporary use will comply with the requirements of the zone within which it is proposed.
5. As conditioned, the temporary use shall comply with all applicable standards of the Pierce County health department.

SECTION IV. DECISION

The Community and Economic Development Director Designee hereby **approves** the temporary use permit application for the Kiwanis Plant Sale, City of Edgewood File No. 24-1184, with the following conditions:

1. **Council Approval.** The Applicant shall obtain Edgewood City Council approval for use of the public park before the temporary use.
2. **First Aid and Restroom Facilities.** The Applicant shall be responsible for providing sufficient portable toilet facilities and first aid facilities as may be required for the event. If the Applicant is adding portable toilets to an area with existing restroom facilities, or placing them in an area where there are no regular facilities, the Applicant must comply with applicable American with Disabilities Act (ADA) requirements for the number of handicap accessible toilets.
3. **Police and Traffic.** The Applicant is responsible for providing a sufficient number of police personnel and/or traffic controllers, barricades, cones, and no-parking signs as may be required for the event, if any.
4. **Site Restoration.** At the completion of the event, the Applicant must fully clean up and restore the subject site to its pre-event condition.
5. **Temporary membrane structures and tents.** Temporary special event structures that require a permit must comply with Section 3105 of the International Fire Code. A permit is required:
    a. To operate an air-supported temporary membrane structure, a temporary special event structure, or a tent having an area in excess of 400 square feet; and/or
    b. For any tent having an area in excess of 700 square feet, when the tent is open on all sides.

    If the aggregate area of two or more tents placed side by side exceeds 700 square feet, then a 12 foot fire break is also required.
6. **Electrical Work.** Contact Washington State Department of Labor and Industries (LNI). A separate electrical permit for any electrical work (electrical outlets, lighting, receptacles, or

other electrical wiring) must be obtained through LNI and meet the provisions of State Electrical Code.

7. **Insurance**
    a. Insurance Term. The Applicant shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the subject site and the activities of the Applicant and his or her guests, representatives, volunteers and employees.

    b. No Limitation. The Applicant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Applicant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

    c. Required Insurance. The Applicant's required insurance shall be as follows:

        General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City shall be named as an additional insured on The Applicant's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $1,000,000 general aggregate.

    The insurance policy shall contain, or be endorsed to contain, that the Applicant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it.

    d. City Full Availability of Applicant Limits. If the Applicant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Applicant, irrespective of whether such limits maintained by the Applicant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Applicant.

    e. Certificate of Insurance and Acceptability of Insurers. The Applicant shall provide a certificate of insurance evidencing the required insurance before using the subject site. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

8. Hold Harmless/Indemnification.

By using the subject site for the proposed temporary use, the Applicant agrees to indemnify, defend, save and hold harmless the City, its officers, officials, employees, agents, and volunteers, from any and all claim, actions, liabilities or lawsuits for injury or death of any person, or property loss or damage arising from or in any way connected to or related to (A) use of the subject site or from any activity, work or thing done, permitted, or suffered by Applicant in or about the subject site, or (B) conditions at the subject site for which the Applicant is responsible; excepting any claims arising solely out of the negligent acts of the City, its officers, officials, employees, agents, and volunteers.

Silas Read 05/09/2024

Silas Read, Associate Planner
Community and Economic Development Director Designee

SECTION V. APPEALS

The decision of the community development director or designee under Process I is final unless an appeal is made in accordance with the requirements of EMC 18.40.080(D), Appeals. The decision of the community development director or designee may be appealed by any person entitled to a copy of this decision under EMC 18.40.080(D)(1). Appeals of Process I decisions are heard by the Hearing Examiner.

A letter of appeal must be delivered to City Hall, 2224 104th Avenue East, Edgewood, WA 98372, within 14 calendar days after issuance of the decision. The letter must contain:

A. A statement identifying the decision being appealed, along with a copy of the decision;
B. A statement of the alleged errors in the decision, including identification of specific factual findings and conclusions of the community development director or designee disputed by the person filing the appeal; and
C. The appellant’s name, address, telephone number and fax number, and any other information to facilitate communications with the appellant.

The person filing the appeal shall include the administrative appeal fee, as adopted under the current fee schedule. The appeal will not be accepted unless it is accompanied by the required fee.

If no appeal is submitted, this decision shall become final on 5:00 PM on May 23, 2024.

Exhibit 1a

Temporary Use Permit (TUP)

Received
04/30/2024
City of Edgewood

EDGEWOOD
Washington

Community and Economic Development – Planning Division
2224 104th Avenue East
Edgewood WA, 98372
253.952.3299
permit@cityofedgewood.org

What is a Temporary Use Permit (TUP)?

A TUP may authorize seasonal outdoor sales, neighborhood sales and events, construction office or temporary lodging associated with active construction, temporary storage, and similar short-term land uses.

Please see the TUP Standards at the end of the application for additional standards and restrictions.

Kiwanis Plant Sale
Project Name

2224 104th St. E	Edgewood, WA	98372
Site Address	City, State	Zip
Terry Howard	tlh76@outlook.com	253-495-8332
Applicant (Permit Contact)	Applicant Email	Applicant Phone
10410 16th St. E	Edgewood, WA	98372
Applicant Address	City, State	Zip
City of Edgewood		253-952-3299
Property Owner	Owner Email	Owner Phone
Owner Address	City, State	Zip

Temporary Use Description (include dates and times): Use of the property in front of the barn to conduct a plant sale for Kiwanis on June 1 from 7AM to 1 PM

Owner Authorization I HEREBY AUTHORIZE THE APPLICANT NAMED ABOVE TO APPLY FOR THIS PERMIT AND FOR CITY STAFF TO ENTER AND INSPECT THE SUBJECT PROPERY

Owner Signature:

Printed Name:

Applicant/Owner Certification I HEREBY CERTIFY THAT THE INFORMATION PROVIDED FOR THIS APPLICATION IS TRUE AND CORRECT

Applicant Signature: Terry L Howard

Printed Name: Terry Howard

Rev 12/8/2023

Exhibit 1b

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hylant - Indianapolis
10401 North Meridian St, Ste 200
Indianapolis IN 46290

CONTACT NAME: Lisa Christenson
PHONE (A/C, No, Ext): 317-817-5172 | FAX (A/C, No): 317-817-5151
E-MAIL ADDRESS: kiwaniscert@hylant.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Lexington Insurance Company	19437
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED KIWAN03
Kiwanis International, All Clubs and Their Members
3636 Woodview Trace
Indianapolis IN 46268

Edgewood Fife Milton Kiwanis
10410 16th St E
Edgewood, WA 98372

COVERAGES **CERTIFICATE NUMBER:** 1261782574 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			013136005	11/1/2023	11/1/2024	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 5,000
	X Liquor Liability						PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:						Liquor Liability	$ 1,000,000
A	AUTOMOBILE LIABILITY			013136005	11/1/2023	11/1/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBEREXCLUDED? (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Self-Insured Retention			013136005	11/1/2023	11/1/2024	All Claims	$150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Plant Sale in front of barn at Edgewood City Hall

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

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Judy K. Wilson

Exhibit 1c


Received
04/30/2024
City of Edgewood
22nd St E
22nd St E
104th Ave E
City of Edgewood
Amazon Locker - Dore
104th Ave E
24th St E
24th St E

Exhibit 2a

Notice of Complete Application

City of Edgewood ■ 2224 104th Ave East ■ Edgewood, Washington 98372

May 1, 2024

File Number: #24-1184 – KIWANIS PLANT SALE TUP

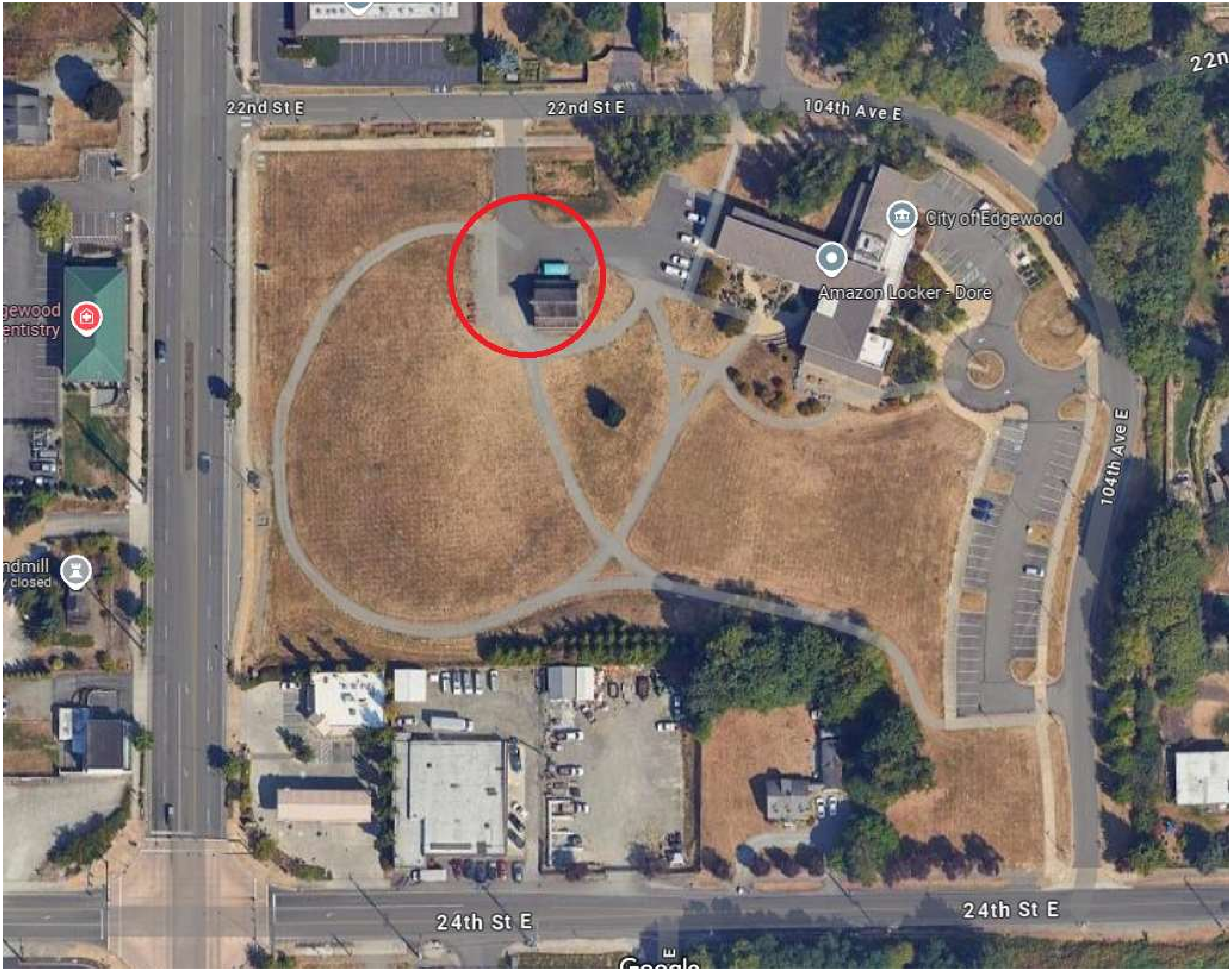
Applicant: Howard, Terry | Ph: 2534958332
10410 16TH ST E Edgewood, WA, WA 98372
tlh76@outlook.com

Proposal: Use for conducting a plant sale

Location: 2224 104TH AVE E
Tax Parcel #0420102012

Thank you for submitting the above referenced application. At this time, City staff has determined your application to be **complete** for review and has confirmed that your submittal provides the minimum required documents as listed on the permit checklist. Your project will now be distributed for review. Please be advised that additional information beyond the initial submittal items may still be required to review your project. To check the status of your application, please visit portal.cityofedgewood.org

If you have any questions, please call (253) 952-3299 or email comdev@cityofedgewood.org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24th St E

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB24-0719 -** Resolution 24-0719 authorizing temporary use of a portion of the Edgewood City Hall campus for the Friends of the Park Rummage Sale	**Agenda Item #:** **4.E**
	For Agenda of: **5/14/2024**
	Prepared by: Jeremy Metzler

Attachments (list):
1. Resolution No. 24-0719 - Friends of the Park Rummage Sale
2. ExA 24-1176 FotP Rummage Sale TUP Decision
3. ExB Site Plan

Approval of Materials:		
Jeremy Metzler		**Expenditure Required:** N/A
Rachel Pitzel, Assistant City Administrator	5/9/2024	**Amount Budgeted:** N/A
Dave Olson	5/9/2024	**Timeline:** ~~05/07/2024 SS~~ 05/14/2024 RCM

Summary Statement:
Edgewood Municipal Code (EMC) 12.10.050(P)(5), Park Regulations - Prohibited Activities - Other, allows for "*shows, festivals, fund raisers, carnivals, parades, or similar activities*" when "*authorized pursuant to a valid permit.*" Currently, the City reviews these applications using the Temporary Use Permit (TUP) process in EMC 18.50.070.

Consistent with EMC 18.50.070, staff is in the process of administratively reviewing the TUP, anticipating approval subject to conditions, including EMC 18.50.070(D)(4) which states: "*No temporary use shall occupy or use public rights-of-way, parks or other public lands in any manner unless specifically approved by the city council.*"

The purpose of this agenda item is for City Council to, as the property owner representative on behalf of the City of Edgewood, authorize use of a public park for outdoor special sales / fund raisers, as permitted by EMC 18.50.070(B)(7) and 12.10.050(P)(5).

This request is for the Friends of the Park Annual Rummage Sale, proposed to be located in front of the City Hall Barn for May 17, 2024, from 10 AM - 4 PM, and May 18, 2024, from 8 AM - 5 PM. This event is coordinated by Edgewood's Friends of the Parks, a 501(c)(3) nonprofit organization. Attached for City Council's consideration is an authorizing resolution for this request.

Item History:
N/A

Recommended Action:

MOTION to adopt **AB24-0719 -** Resolution 24-0719 authorizing temporary use of a portion of the Edgewood City Hall campus for the Friends of the Park Rummage Sale

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 24-0719

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING TEMPORARY USE OF A PORTION OF THE EDGEWOOD CITY HALL CAMPUS FOR THE FRIENDS OF THE PARK ANNUAL RUMMAGE SALE

WHEREAS, the 2024 Friends of the Park Annual Rummage Sale is planned for May 17, 2024, from 10 AM to 4 PM, and May 18, 2024, from 8 AM to 5 PM; and

WHEREAS, the Rummage Sale is a fund raiser open to all members of the public, to be held at Edgewood City Hall in front of the barn, organized by Edgewood's Friends of the Parks, a 501(c)(3) nonprofit organized under the laws of Washington; and

WHEREAS, on April 22, 2024, the City received an application for a temporary use permit for the 2024 Friends of the Park Annual Rummage Sale, located at 2224 104^{th} Avenue East as depicted in the reference map attached as Exhibit B; and

WHEREAS, on May 3, 2024, staff granted approval for the temporary use subject to eight (8) conditions of approval, attached as Exhibit A; and

WHEREAS, pursuant to EMC 18.50.070(D)(4), City Council approval is required for temporary use of public rights of way, parks, or other public lands;

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

Section 1. Grant of Approval. The City Council hereby grants approval for the Edgewood City Hall Campus to be the location of the 2024 Friends of the Park Annual Rummage Sale, subject to the conditions in the Temporary Use Permit, attached hereto as Exhibit A and incorporated herein by this reference, and subject to the provisions and restrictions contained in Chapter 12.10 EMC, Park Regulations.

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

Section 3. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 14TH DAY OF MAY, 2024

____
Dave Olson, Mayor

ATTEST:

____
Rachel Pitzel, City Clerk

Exhibit A

May 3, 2024 - City of Edgewood, Temporary Use Permit Decision #24-1176

Exhibit B

Edgewood City Hall Campus Map

Temporary Use Permit

EMC 18.50.070

City of Edgewood ■ 2224 104th Ave East ■ Edgewood, Washington 98372-1513 ■ 253-952-3299

Decision

To:	Jeremy Metzler, Acting Community & Economic Development Director
From:	Silas Read, Associate Planner 253-392-2558 – silas@cityofedgewood.org
Date Prepared:	May 3, 2024
File:	Friends of the Park Annual Rummage Sale – City of Edgewood File #24-1176
Decision:	**Approval with Conditions – see Page 4**

SECTION I. INTRODUCTION

A. Application Information

Applicant:	Friends of the Park, c/o Anne Percival 13021 56th Street East Edgewood, WA 98372
Project Location:	Edgewood City Hall 2224 104th Avenue East Edgewood, WA 98372
Event Date(s) and Time(s):	May 17, 2024 | 10 am – 4 pm May 18, 2024 | 8 am – 5 pm
Parcel Number:	0420102012 (west 315 feet thereof)
Future Land Use Designation:	Town Center
Zoning:	Town Center (TC)
Requested Action:	Temporary Use Permit
Review Process:	Process I
Application Submitted:	April 22, 2024
Notice of Complete Application:	April 24, 2024 (Issued May 3, 2024)

Permit Documents: All supporting documents are available on the City of Edgewood Public Permit Portal at portal.cityofedgewood.org or by request from the Community & Economic Development Department via email (comdev@cityofoedgewood.org) or phone (253-952-3299).

State Environmental Policy Act (SEPA) Compliance:	The proposal is exempt from SEPA under WAC 197-11-800(6)(a).

B. Exhibits

Exhibit Number and Name		Prepared By	Date
1.	Application Materials		*Received*
1.a.	TUP Application	Applicant (City of Edgewood Form)	2024/04/22
1.b.	Narrative and Description	Applicant	2024/04/22
2.	Noticing Materials		*Dated*
2.a.	Notice of Complete Application	City of Edgewood	2024/04/24 (Issued 05/02)

SECTION II. BACKGROUND INFORMATION

A. Project Description

The proposed temporary use is the Annual Rummage Sale organized by the Friends of the Park, a local nonprofit organization that supports local parks in Edgewood. The Rummage Sale has been taking place for many years at the Nelson Nature Park, but this year is relocating to the barn in front of Edgewood City Hall. It is planned to take place over two days: May 17, 2024 from 10 a.m. to 4 p.m., and May 18, 2024 from 8 a.m. to 5 p.m. Setup is expected to occur during the week before the event, with cleanup and removal of any non-City items expected the week following the event.

The proposed event will take place on land that is regulated as a public park. Under EMC 18.50.070(D)(4), city council approval is required for temporary uses on public parks. A condition of approval requiring council approval is included, which staff will facilitate.

B. Existing Site/Vicinity Conditions

Lot Size:	332,798 sf (±7.64 acres)
Existing Land Use:	Public Park
Site Description:	The subject site is rectangular and gently slopes, upward from west to east, and is located on the southeast corner of Meridian Avenue East (State Route 161) and 22nd Street East. The western 300 feet of the site has an open field, walking trail, and barn.
Critical Areas:	☐ The site contains no critical areas. ☒ The site contains the following types of critical areas – see analysis in SECTION III: ☐ Wetlands (Chapter 14.40 EMC) ☐ Critical Fish and Wildlife Habitat Areas (Chapter 14.50 EMC) ☒ Aquifer Recharge and Wellhead Protection Areas (Chapter 14.60 EMC)

☐ Volcanic Hazard Areas (Chapter 14.70 EMC)
☐ Flood Hazard Areas (Chapter 14.80 EMC)
☐ Landslide Hazard Areas (Chapter 14.90 EMC)
☐ Seismic (Earthquake) Hazard Areas (Chapter 14.100 EMC)
☐ Erosion Hazard Areas (Chapter 14.110 EMC)
☐ Natural Resource Lands (Chapter 14.120 EMC)

Neighboring Development and Zoning		
North (Adjacent):	Existing Use:	Residential / Commercial
	Current Zoning:	Town Center (TC)
	Future Land Use:	Town Center (TC)
South (Abutting):	Existing Use:	Residential / Commercial
	Current Zoning:	Town Center (TC)
	Future Land Use:	Town Center (TC)
East (Abutting):	Existing Use:	Public
	Current Zoning:	Public (P)
	Future Land Use:	Public (P)
West (Adjacent):	Existing Use:	Commercial
	Current Zoning:	Town Center (TC)
	Future Land Use:	Town Center (TC)

SECTION III. CRITERIA AND ANALYSIS

Critical Areas

The subject site is located within a 5-year wellhead protection area. The proposed temporary use does not include any permanent improvements or hazardous discharges and is consistent with EMC 14.60.

Temporary Use Permit Criteria

After review of the submitted materials and information provided by the applicant, Staff has determined that:

1. The temporary use will be compatible with uses in the general vicinity and on adjacent properties. The event may cause temporary short-term noise and traffic impacts to nearby properties.
2. As conditioned, the temporary use will not create a material adverse effect on the livability or appropriate development of abutting properties and the surrounding community.
3. The temporary use will not impair the normal, safe and effective operation of a permanent use on the same site. The temporary use is open to the public.

4. The temporary use will comply with the requirements of the zone within which it is proposed.
5. As conditioned, the temporary use shall comply with all applicable standards of the Pierce County health department.

SECTION IV. DECISION

The Community and Economic Development Director Designee hereby **approves** the temporary use permit application for the Friends of the park Annual Rummage Sale, City of Edgewood File No. 24-1176, with the following conditions:

1. **Council Approval.** The Applicant shall obtain Edgewood City Council approval for use of the public park before the temporary use.
2. **First Aid and Restroom Facilities.** The Applicant shall be responsible for providing sufficient portable toilet facilities and first aid facilities as may be required for the event. If the Applicant is adding portable toilets to an area with existing restroom facilities, or placing them in an area where there are no regular facilities, the Applicant must comply with applicable American with Disabilities Act (ADA) requirements for the number of handicap accessible toilets.
3. **Police and Traffic.** The Applicant is responsible for providing a sufficient number of police personnel and/or traffic controllers, barricades, cones, and no-parking signs as may be required for the event, if any.
4. **Site Restoration.** At the completion of the event, the Applicant must fully clean up and restore the subject site to its pre-event condition.
5. **Temporary membrane structures and tents.** Temporary special event structures that require a permit must comply with Section 3105 of the International Fire Code. A permit is required:
   a. To operate an air-supported temporary membrane structure, a temporary special event structure, or a tent having an area in excess of 400 square feet; and/or
   b. For any tent having an area in excess of 700 square feet, when the tent is open on all sides.

   If the aggregate area of two or more tents placed side by side exceeds 700 square feet, then a 12 foot fire break is also required.
6. **Electrical Work.** Contact Washington State Department of Labor and Industries (LNI). A separate electrical permit for any electrical work (electrical outlets, lighting, receptacles, or

other electrical wiring) must be obtained through LNI and meet the provisions of State Electrical Code.

7. **Insurance**
   a. Insurance Term. The Applicant shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the subject site and the activities of the Applicant and his or her guests, representatives, volunteers and employees.

   b. No Limitation. The Applicant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Applicant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

   c. Required Insurance. The Applicant's required insurance shall be as follows:

      General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City shall be named as an additional insured on The Applicant's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $1,000,000 general aggregate.

   The insurance policy shall contain, or be endorsed to contain, that the Applicant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it.

   d. City Full Availability of Applicant Limits. If the Applicant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Applicant, irrespective of whether such limits maintained by the Applicant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Applicant.

   e. Certificate of Insurance and Acceptability of Insurers. The Applicant shall provide a certificate of insurance evidencing the required insurance before using the subject site. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

8. Hold Harmless/Indemnification.

By using the subject site for the proposed temporary use, the Applicant agrees to indemnify, defend, save and hold harmless the City, its officers, officials, employees, agents, and volunteers, from any and all claim, actions, liabilities or lawsuits for injury or death of any person, or property loss or damage arising from or in any way connected to or related to (A) use of the subject site or from any activity, work or thing done, permitted, or suffered by Applicant in or about the subject site, or (B) conditions at the subject site for which the Applicant is responsible; excepting any claims arising solely out of the negligent acts of the City, its officers, officials, employees, agents, and volunteers.

Silas Read 05/03/2024

Silas Read, Associate Planner
Community and Economic Development Director Designee

SECTION V. APPEALS

The decision of the community development director or designee under Process I is final unless an appeal is made in accordance with the requirements of EMC 18.40.080(D), Appeals. The decision of the community development director or designee may be appealed by any person entitled to a copy of this decision under EMC 18.40.080(D)(1). Appeals of Process I decisions are heard by the Hearing Examiner.

A letter of appeal must be delivered to City Hall, 2224 104th Avenue East, Edgewood, WA 98372, within 14 calendar days after issuance of the decision. The letter must contain:

A. A statement identifying the decision being appealed, along with a copy of the decision;
B. A statement of the alleged errors in the decision, including identification of specific factual findings and conclusions of the community development director or designee disputed by the person filing the appeal; and
C. The appellant's name, address, telephone number and fax number, and any other information to facilitate communications with the appellant.

The person filing the appeal shall include the administrative appeal fee, as adopted under the current fee schedule. The appeal will not be accepted unless it is accompanied by the required fee.

If no appeal is submitted or any parties with standing waive the right to appeal, this decision shall become final on 5:00 PM on May 17, 2024.

Exhibit 1a

Temporary Use Permit (TUP)

Community and Economic Development – Planning Division
2224 104th Avenue East
Edgewood WA, 98372
253.952.3299
permit@cityofedgewood.org

EDGEWOOD
Washington

What is a Temporary Use Permit (TUP)?

A TUP may authorize seasonal outdoor sales, neighborhood sales and events, construction office or temporary lodging associated with active construction, temporary storage, and similar short-term land uses.

Please see the TUP Standards at the end of the application for additional standards and restrictions.

Project Name: Edgewood's Friends of the Parks Annual Rummage Sale

Site Address	City, State	Zip
2224 104th Ave East	Edgewood WA	98372

Applicant (Permit Contact)	Applicant Email	Applicant Phone
Anne Smiley Percival	annespercivalemail@gmail.com	253-863-3569

Applicant Address	City, State	Zip
13021 56th St East	Edgewood WA	98372

Property Owner	Owner Email	Owner Phone
City of Edgewood		952-3299

Owner Address	City, State	Zip

Temporary Use Description (include dates and times): Edgewood's Friends of the Parks Annual Rummage Sale to be held in the city hall gray barn, May 17 + 18 (10-4) (or 8-5) We need to store items there beforehand (will contact the city about times) will be sorting/pricing starting Monday May 13th @ 10 AM to Thursday May 16th @ 10 AM with sale the 17th + 18th.

Will plan to finish clearing early week of 5/20

Owner Authorization I HEREBY AUTHORIZE THE APPLICANT NAMED ABOVE TO APPLY FOR THIS PERMIT AND FOR CITY STAFF TO ENTER AND INSPECT THE SUBJECT PROPERY

Owner Signature:

Printed Name:

Applicant/Owner Certification I HEREBY CERTIFY THAT THE INFORMATION PROVIDED FOR THIS APPLICATION IS TRUE AND CORRECT

Applicant Signature: Anne Percival

Printed Name: Anne Percival

Rev 12/8/2023

Redlines - Filled out for applicant
at permit counter on 4/22/2024.

The following checklist sets the minimum requirements for a complete application. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

Staff		Applicant
☐	1. Temporary Use Permit Application Packet	☑
☐	2. Site Plan Refer to project description.	☐
☐	3. Supplemental Documents and Additional Information	☑

Additional materials may be requested during the review process.

Upload PDF copies of the documents to the City's Permit Portal (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our Electronic Document Submittal Standards.

Checklist Item Descriptions

1. **Temporary Use Permit Application Packet** – Please complete the required sections of this form and upload with your permit submittal.
2. **Site Plan** – a top-down drawing of the site showing the following information:
   a. Existing property boundaries
   b. Existing structures
   c. Existing driveways, access, sidewalks, crosswalks and parking areas
   d. Proposed temporary use area, including:
      i. Temporary parking areas,
      ii. Temporary structures, canopies, or furniture.
3. **Supplemental Documents and Additional Information**
   a. Any additional information that will help describe your temporary use
   b. If temporary structures are proposed, please include any fire rating information

More about details for Friends of the Parks sale

Date: May 17th and 18th, also will need to get into the barn from 5/13-5/16 (during city hall hours) to sort/price

Time: City hall hours 5/13-5/16. On days of the sale, Friday May 17th and Saturday May 18th we would like to be there at 8:00 AM to set up and can close down by 5:30 PM. We can completely clear the barn early in the week of 5/20 (5/20/21/22) during city hall hours

Additional information: We would like tables (and the desk with the white tile top if possible) moved from the red garage at the Nature Park to the gray barn on city hall property (anytime it's convenient for city staff before or on 5/13/24) Items that have been stored in the red garage at the Nature Park are being cleared and taken to Goodwill/Value Village (please let our group do this, there are some things we want to save) We would like use of the city's pop-up shelters and we have several of our own.

Questions? Call Anne Percival, 253-863-3569, cell: 253-441-0157

Exhibit 2a

Notice of Complete Application

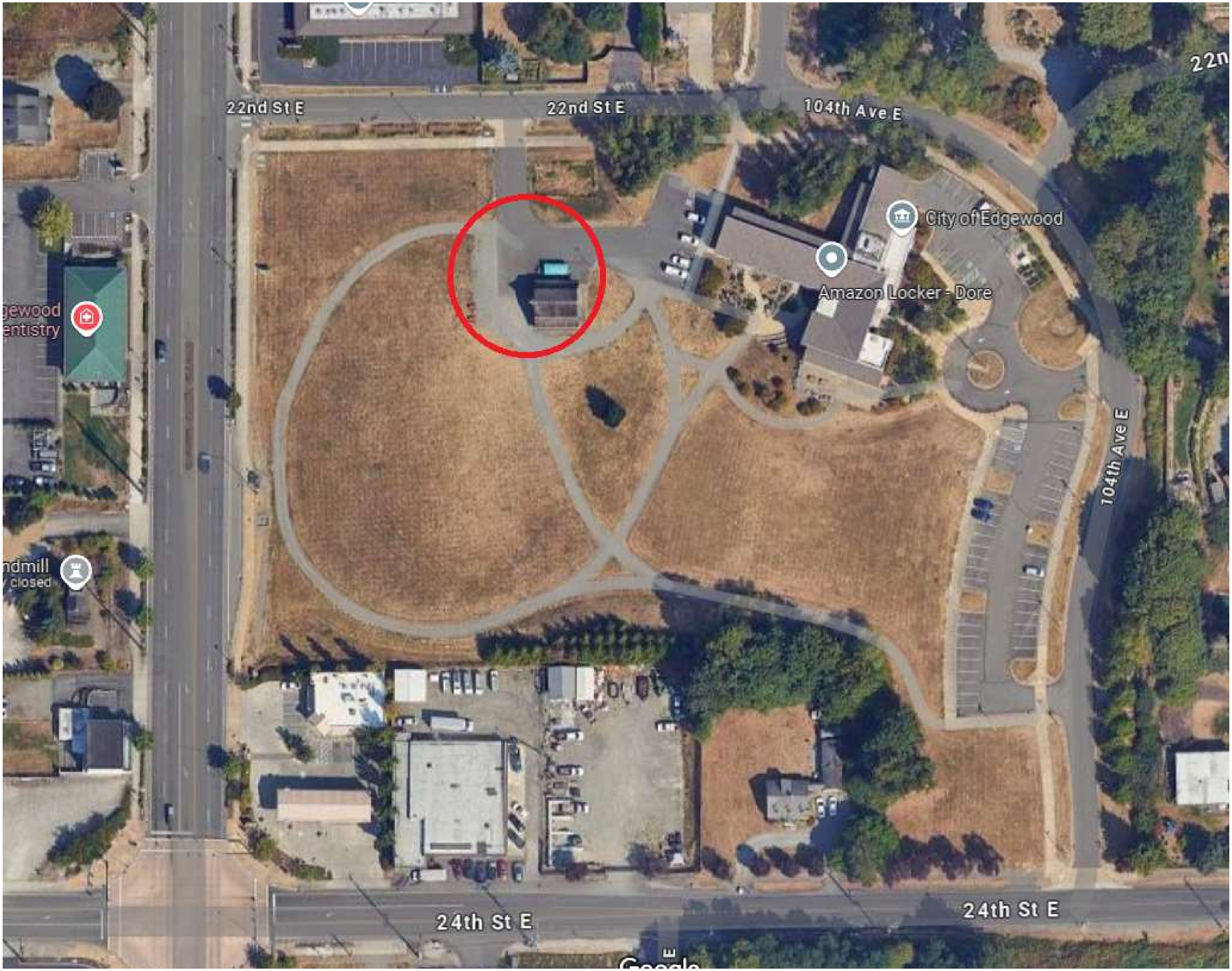
City of Edgewood ■ 2224 104th Ave East ■ Edgewood, Washington 98372

Deemed Complete April 24, 2024
Notice Issued May 3, 2024

File Number:	#24-1176 – FRIENDS OF THE PARK RUMMAGE SALE TEMPORARY USE PERMIT (TUP)
Applicant:	Anne Percival | Ph: 253-863-3569 annespercivalemail@gmail.com
Proposal:	Annual Rummage Sale on May 17 and 18, 2024 – fund raiser for the Friends of the Park, a nonprofit organization, to be held in front of the barn at Edgewood City Hall
Location:	2224 104th Avenue East Tax Parcel #0420102012

Thank you for submitting the above referenced application. At this time, City staff has determined your application to be **complete** for review and has confirmed that your submittal provides the minimum required documents as listed on the permit checklist. Your project will now be distributed for review. Please be advised that additional information beyond the initial submittal items may still be required to review your project. To check the status of your application, please visit portal.cityofedgewood.org

If you have any questions, please call (253) 952-3299 or email comdev@cityofedgewood.org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24th St E
24th St E

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB24-0717 -** Resolution 24-0717 authorizing the Mayor to execute an agreement for legal services and confirming the appointment of Maili Barber as City Attorney	**Agenda Item #:** **5.A** **For Agenda of:** **5/14/2024** **Prepared by: Rachel Pitzel**

Attachments (list):
1. Resolution No. 24-0717 Confirming the appointment of Maile C. Barber (Inslee Best) as city attorney
2. City of Edgewood - City Attorney Legal Services Agreement (10863192.1)

Approval of Materials:		**Expenditure Required:** Expenditures are booked for by the hours services based upon the Agreement for Legal Services rate schedule in Exhibit A.
Rachel Pitzel		**Amount Budgeted:**
Rachel Pitzel, Assistant City Administrator	5/6/2024	**Timeline:** ~~Study Session Review/Discussion - 05/07/2024~~ Regular Council Meeting Action - 05/14/2024
Dave Olson	5/6/2024	

Summary Statement:
The City of Edgewood published a Request for Proposal (RFP) on April 9, 2024, and received two submittals. Both applicants were interviewed by the Mayor, Deputy Mayor and Directors via Zoom.
Based on the interview and the needs of the city, Mayor and staff chose Inslee, Best, Doezie & Ryder, P.S. to represent the City for legal services and recommends appointment of Maili C. Barber to serve as City Attorney.

Item History:

Recommended Action:
MOTION to adopt **AB24-0717 -** Resolution 24-0717 authorizing the Mayor to execute an agreement for legal services and confirming the appointment of Maili Barber as City Attorney

Fiscal Note/Consideration:

RESOLUTION NO. 24-0717

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR LEGAL SERVICES AND CONFIRMING THE APPOINTMENT OF MAILI C. BARBER (INSLEE, BEST, DOEZIE & RYDER, P.S.) AS CITY ATTORNEY

WHEREAS, RCW 35A.12.020 requires the City to make provisions for legal counsel, either by appointment of a city attorney or on a full-time or part-time basis, or by any reasonable contractual arrangement; and

WHEREAS, the City issued and Request for Proposals (RFP) on April 9, 2024 seeking qualified individuals or firms to provide a full range of municipal legal services to serve as the city's legal counsel; and

WHEREAS, the City received two submittals and the Mayor, Deputy Mayor and City Directors interviewed both applicants viz Zoom; and

WHEREAS, the City has selected Maili C. Barber of Inslee, Best, Doezie & Ryder, P.S. to fill the role as City Attorney for the City of Edgewood;

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

Section 1. The mayor is authorized to execute the attached Agreement for Legal Services with Inslee, Best, Doezie & Ryder, P.S.

Section 2. The City Council hereby confirms the Mayoral appointment of Maili C. Barber, of Inslee, Best, Doezie & Ryder, P.S. as City Attorney.

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

ADOPTED THIS 14TH DAY OF MAY 2024

____
Dave Olson, Mayor

ATTEST:

____
Rachel Pitzel, CMC
City Clerk

Exhibit A

Agreement for Legal Services

LEGAL SERVICES AGREEMENT
CITY ATTORNEY

THIS AGREEMENT is entered into by and between the City of Edgewood, hereinafter referred to as the "City" and the law firm Inslee Best Doezie & Ryder, PS hereinafter referred to as "the Firm."

I. SERVICES PROVIDED

The Firm shall perform legal services as provided in this Agreement under the supervision and direction of the Mayor or designee. Maili Barber will serve as the City Attorney and will direct the services of the Firm consistent with this Agreement.

II. QUALITY OF SERVICES

The Firm shall perform all legal services in a capable and efficient manner, and in accordance with the professional standards of the Washington State Bar Association.

III. DESCRIPTION AND DELIVERY OF SERVICES

At the request or with the concurrence of the Mayor or designee, the Firm shall perform civil legal services for the City, including but not limited to the following:

(1) Review or draft City ordinances, contracts, resolutions, interlocal agreements and other legal documents;

(2) Represent the City in lawsuits and contested administrative proceedings commenced by or against the City;

(3) Consult with and advise the Mayor, City Council members, City staff members and City consultants regarding legal matters relating to their respective duties for the City;

(4) Attend City Council meetings (and work sessions during such meetings); and

(5) Perform such other duties and services as are necessary and appropriate in order to provide the City with legal representation.

When requesting legal services, the City shall state the services and the response date. The Firm shall confirm receipt as soon as possible, with a goal of acknowledging the request for legal services within one (1) business day of receiving the request. The confirmation shall identify the assigned attorney, an estimate of the response date, and the mutually agreed upon deliverable(s).

The City may request the City Attorney to be available by cell phone, at times and in a manner agreed upon by the Mayor and the City Attorney.

The parties acknowledge the Firm is subject to and bound by the Washington State Court Rules: Rules of Professional Conduct ("RPC"), including but not limited to RPC 1. 7 Conflict of Interest: Current Clients. The Firm shall follow said RPCs, including but not limited to, client representation involving a concurrent conflict of interest as defined in RPC 1.7(a).

V. PAYMENT TERMS; TIME RECORDS

The legal services shall be billed at the hourly rates set forth on Exhibit A. The rates attached as Exhibit A are fixed until December 31, 2024, after which time, they may be increased with sixty (60) days' written notice by Firm. The City shall reimburse the Firm for all out-of-pocket expenses incurred on the City's behalf, including but not limited to court fees, deposition costs, special mailing or courier, photocopying, long distance telephone, facsimile, travel expenses, and computerized legal research. Except for unusual cases, the Firm will not advance funds to pay third party costs (e.g., expert witness fees), and invoices for those costs will be forwarded to the City for payment.

VI. TERM

This Agreement shall be in effect from May 15, 2024, through December 31, 2024, with automatic annual one-year renewals. At any time during the term of this Agreement, either party may terminate this Agreement upon sixty (60) days written notice.

VII. INSURANCE

The Firm shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Firm, its agents, representatives, or employees.

No Limitation - The Firm's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Firm to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Minimum Scope of Insurance - The Firm shall obtain insurance of the types and coverage description below:

Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.

Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

Professional Liability insurance appropriate to the Firm's profession.

Minimum Amounts of Insurance - The Firm shall maintain the following insurance limits:

Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

Professional Liability insurance shall be written with limits no less than $4,000,000 per claims and $4,000,000 policy aggregate limit.

Other Insurance Provision - The Firm's Automobile Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Firm's insurance and shall not contribute with it.

Acceptability of Insurers - Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

Verification of Coverage - The Firm shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Firm before commencement of the work.

Notice of Cancellation - The Firm shall provide the City Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

VIII. INDEMNIFICATION/HOLD HARMLESS

The Firm shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Firm in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competition jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Firm and the City, its officers, officials, employees, and volunteers, the Firm's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Firm's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Firm's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Dated this ______ day of May, 2024.

CITY OF EDGEWOOD	**INSLEE BEST DOEZIE & RYDER PS**
______________________	______________________
Dave Olson, Mayor	Charlotte Archer, Shareholder

Exhibit A

INSLEE, BEST, DOEZIE & RYDER, PS
2024 Attorney Billing Rates

ATTORNEYS	HOURLY RATES
For Routine Municipal Work	
Maili Barber	$ 325
Jennifer Robertson	$ 325
Curtis Chambers	$ 325
Charlotte Archer	$ 325
Dawn Reitan	$ 325
Chris Pirnke	$ 325
Other municipal group partners (if added)	$ 325
Municipal associates	$ 260
For Land Use Work and Litigation	
Senior Attorneys/Shareholders (Municipal)	$365
Associates	$285
Other firm partners	10% less than regular firm rates, rounded to next lowest $5 increment, adjusted annually
Fees charged to other parties (i.e., developers, franchisees, etc.)	Regular firm rates

City Of Edgewood
Council Agenda Summary Sheet

Subject: **AB24-018 -** confirming the Mayoral appointment of Jill Schwerzler-Herrera to the position of City Clerk, per EMC 2.15.010 and RCW 35A.12.020	**Agenda Item #:**
	For Agenda of: 5/14/2024
	Prepared by: Rachel Pitzel
Attachments (list):	

Approval of Materials:		**Expenditure Required:** Budgeted position in the 2024 budget
Rachel Pitzel		
Rachel Pitzel, Assistant City Administrator	5/9/2024	**Amount Budgeted:**
Dave Olson	5/10/2024	**Timeline:** 05.14.2024 RCM

Summary Statement:
With Rachel Pitzel's promotion to Assistant City Administrator, a vacancy occurred in our City Clerk/HR Director position. We followed our hiring process, prioritizing internal candidates. We received one applicant, Jill Schwerzler-Herrera. Her candidacy was reviewed, including interviews with directors and other team members who expressed confidence in her potential succes.

Jill brings over a decade of invaluable experience in government and municipal operations, notably serving seven years as Deputy City Clerk. Her credentials include earning the Certified Municipal Clerk (CMC) designation in 2019 and extensive training in various areas such as human resources, public records, and management. Currently, she is pursuing her Masters Municipal Clerk (MMC) designation, which is the highest qualification for clerks that takes incredible commitment, training, and education hours to achieve.

According to EMC 2.15.010 and the laws of the state of Washington, the appointment of the City Clerk rests with the mayor, subject to confirmation by the city council. Council confirmation is necessary to finalize the appointment process for this critical position.

Item History:

Recommended Action:
MOTION confirming the Mayoral Appointment of Jill Schwerzler-Herrera to the position of City Clerk/HR Director, per EMC 2.15.020 and RCW 35A.12.020.

Fiscal Note/Consideration: