



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, December 2, 2025 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Council Rules of Procedure, RCWs, and Robert's Rules of Order

B. Equity, Diversity, and Inclusion Council Sub-Committee Update

C. Mutual Aid Agreement

D. DD21 Contract Renewal

3. OTHER COUNCIL ITEMS

4. ADJOURN

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

From: [Rosanne Tomin](#)
To: [Rachel Pitzel](#); [Dave Olson](#)
Cc: [Jill Schwerzler-Herrera](#); [Maili Barber](#)
Subject: Request for Council Discussion
Date: Thursday, October 30, 2025 1:09:18 PM

Good afternoon,

I am reaching out today to request council discussion on Robert's Rules of Order and the City of Edgewood Council Rules of Procedure. Specifically, I would like to address meeting roles, council and mayoral authority, and have a larger discussion on the determination of discussion vs debate (Sections 10 & 12 of the CRP). I would also, specifically, like to discuss Robert's Rules of Order and its limitations on criticism of past council actions, its limitations on remarks/responses not germane to the topic under discussion (that could be considered defensive), and its clarification of who should regularly answer council questions. I would also like to review the ownership that council holds and has over the agenda and the council meeting.

Prior to the meeting on Tuesday, the Mayor said he wanted to remind me that, unlike the previous Mayor, he does not allow debate prior to a motion, specifically referencing our one council item on the agenda for that meeting. I understand the rules of procedure, and I also understand that questions of staff are different than debate. Further, I know that the issue of discussion vs debate can enter the realm of subjectivity - as I indicated in response.

I feel that this conversation should have been made in the public meeting, directed at all council-members, especially if there was a concern related specifically to the item on the agenda. I believe that now, having that brought up as a concern, it is important that we do just that. It is my hope that, through discussion, the council can work to clarify our rules so that this is clearer in the future.

Additionally, as I have expressed concerns in the past about clarity of directives (i.e. social media responsibility, OPMA requirements, our role in quasi-judicial capacities, etc), I believe additional discussion related to our roles is an opportunity for all council-members to get clearer guidance on our roles, responsibilities, and the liabilities that can overlap each of our individual actions.

Finally, as it relates to the budget and the topic of council/executive purview, I would also like to request a discussion on council authority over budgeted items. For clarity, I would like to better understand what, if any, council authority there is over items already approved in the budget. If an expenditure has been approved/allocated for a specific expense, what mechanism is/can be used to choose not to utilize that allocation and rather apply the savings elsewhere (i.e. the quarterly magazine). And what mechanism is/can be used by council to address an allocation that has been made void.

I am emailing this request as I believe it a courtesy to do so in writing rather than in council comment at our next meeting, and I also feel it is the most expedient way to request this discussion. If I am wrong, and I should approach this request at the meeting, Rachel, please do not hesitate to let me know.

I believe this larger discussion should be held in the public meeting, rather than through emails, and I believe it most appropriate that it is presented by staff and the city attorney. I am

also cc'ing the city attorney, as I connected with her previous to this email.

Thank you and happy Thursday,

Rosanne Tomin

Deputy Mayor

Edgewood City Council

My work day may look different than your work day; please do not feel obligated to respond outside of your normal working hours.

Resources for consideration: <https://mrsc.org/getmedia/56d9c19d-5a82-467e-aa2a-d40a43cdfb25/m58pubmeetguide.pdf>

<https://mrsc.org/stay-informed/mrsc-insight/march-2022/balance-of-power-struggles-in-city-government>

From: [Rosanne Tomin](#)
To: [Maili Barber](#); [Rachel Pitzel](#); [Dave Olson](#)
Cc: [Jill Schwerzler-Herrera](#)
Subject: Follow Up/Council Rules of Procedure
Date: Wednesday, November 5, 2025 2:18:01 PM

Good afternoon!

I just wanted to follow up after last night's meeting, with a quick list of my requests for review and potential modification of the Council Rules of Procedure. I am hoping having an email is helpful, rather than having to rely solely on the discussion video. Also, to clarify, my questions were related to clarification of roles, and to modification of existing, unclear, and subjective procedures, not due to a lack of understanding.

My asks were:

- To drill down the definitions of discussion vs debate, as there are conflicting areas. Additionally, to consider an allowance of all discussion/debate in meetings with no restriction (so long as debate/discussion follows all other rules of decorum).
- To discuss the need for a strong parliamentarian.
- To discuss/review rules on criticism of past actions of the body (or any one person or staff/staff-member), and enforcement of nuance in those discussions and avoiding accusations that erode confidence in decision making.
- To discuss council and mayoral roles and authority, and who is tasked with answering council questions.

I would also like to add, to the discussion of revising the CRP, a request to look at revisiting/removing the need to extend the meeting at 9pm. It is my understanding that this directive is not common, and I feel it continually disrupts and rushes the meetings. 9pm is just two hours into our meeting and feels unnecessarily restrictive when our overall goal is to get to a place of understanding, regardless of the time that takes.

Thank you everyone, and happy Wednesday!

Rosanne Tomin
Deputy Mayor
Edgewood City Council

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From: [Christi Keith](#)
To: [Maili Barber](#)
Cc: [Wednesday Group](#); [Jill Schwerzler-Herrera](#); [Rachel Pitzel](#); [Dave Olson](#)
Subject: Re: Request for Council Discussion
Date: Thursday, November 6, 2025 5:44:38 PM

I request that this email be forwarded to Council

Dear Mailie,

I am writing to follow up because **Councilmember Tomyn's email of October 30, 2025 has not fully been addressed**. In light of the mayor's recent presentation, delivered **unrequested by council and from the dais**, it is clear to me that this issue requires **focused attention and guidance regarding the respective roles and authority of the council and the mayor**. I would like to give this topic **aggressive attention prior to January**, so that new councilmembers can have the healthiest environment in which to start their terms.

I am formally requesting your guidance and a **comprehensive PowerPoint presentation** regarding the roles and responsibilities of the mayor and council under Washington State law and the City of Edgewood Council Rules of Procedure. My goal is to gain clarity on authority, strengthen council operations, increase transparency for the public, and promote productive yet respectful meetings.

Resources for consideration provided by Councilmember Tomyn:

- MRSC: Public Meetings – A Guide for Elected Officials
- [MRSC Insight: Balance of Power Struggles in City Government](#)

The city attorney previously provided the council with the same information on Robert's Rules of Order that Tomyn had originally submitted. While helpful, **my main concern now is a thorough examination of "Balance of Power Struggles in City Government" and relevant RCWs** so that we can:

- **Maintain cooperation, civility, and procedural order in council meetings**
- **Avoid either the council or the mayor unlawfully expanding their respective powers**
- **Execute our respective obligations to residents effectively and transparently**

Context

In recent meetings, I have observed challenges related to discussion, debate, and information flow. These issues have led to frustration and tension, as well as **interrupting Council discussion**. I want to emphasize that neither the mayor nor council members are acting with ill intent; rather, these challenges appear to stem from a lack of clarity about legal authority and roles. I believe that with proper guidance, the council can assert its authority effectively and constructively.

1. Mayor's Role in a Strong Mayor–Council System

Under Washington law (RCW Titles **35** and **35A**), the **mayor is the executive**, and the **council is the legislative** branch.

The mayor **presides over meetings** but **is not a councilmember** and **votes only in case of a tie** (RCW 35A.12.100).

Their role is **procedural, not deliberative** — to maintain order, not to influence debate.

2. Interrupting Council Members

The mayor may interrupt **only to enforce rules** (decorum, time limits, relevance, or points of order).

Interrupting to argue, correct, or express disagreement **exceeds their authority** and undermines neutrality.

3. Mayor's Participation in Debate

When presiding, the mayor should act as a **neutral moderator**.

If the mayor wishes to **speak or debate**, they must **relinquish the chair** to the mayor pro tem (or council president) for that discussion.

This ensures fairness and avoids any misuse of the gavel to influence outcomes.

4. Washington Practice

According to **MRSC** guidance:

“When presiding at meetings, the mayor’s role is to facilitate discussion and maintain order, not to engage in debate.”

(MRSC: Mayor–Council Form of Government in Washington State)

Observations from Previous Response

The recent verbal conversation with the city attorney on decorum, civility, and discussion versus debate was helpful as a starting point. Given the time constraints of that discussion, however, it did not fully address several important topics:

- Ambiguity remains about the **legal authority of the council versus the mayor**, including limits on the mayor's ability to interrupt, debate, insert unrequested agenda items, or present instead while also controlling the meeting procedurally.
- Guidance is still needed on how the council can **direct the agenda, request information, make motions, and exercise oversight over budget and policy matters**.
- **Outside of a municipal context, social expectations around civility can unintentionally, and have historically, been used to stifle debate and allow power to accrue in ways that may not align with legal authority.**
- Clarification on how Sections 10 and 12 of the Council Rules of Procedure interact with these roles, as well as practical guidance on managing quasi-judicial responsibilities and obtaining necessary information, is needed.

Agenda Control and Council Authority

The Council has authority to place items on the agenda (via two councilmembers, majority vote, or consensus), giving it the power to direct meeting priorities. However, Edgewood rules state that the "agenda is subject to approval by the mayor," which creates ambiguity when unrequested items are inserted by the mayor while repeated requests for topics of discussion go unaddressed.

Currently, the bylaws do not explicitly prevent the mayor from adding items not requested by council or staff. Councilmembers may be hesitant or unsure how to make specific motions to ensure that the information, answers, or discussion they request actually happens. This challenge could be further exacerbated if THIS discussion concludes with only a light focus on decorum, without addressing **LEGAL Roles and Responsibilities**, and moves on to minor bylaw changes.

Key Question for guidance:

How can the council effectively assert control over the agenda, which belongs to the Council—including and prioritizing items to direct discussions—while ensuring transparency, full compliance with RCW and council rules, and honoring the requirement for final mayoral approval of the agenda?

Council Tools, Discussions, and Outstanding Requests

Driving the following discussions can enable the council to confidently approve budgets while allowing the mayor to effectively execute operations, all while maintaining a shared, public, and approved strategy:

1. **Strategic Plan for Sustainability** – Documented long-term priorities and strategy are aligned between Mayor and Council allows council to make informed budget allocations. Ensures council decisions align with execution. Staff alignment of strategy is wholly the purview of the Mayor.
2. **Council recourse when operations do not match strategy** – Provides mechanisms to address deviations from approved plans.
3. **Critical decisions affecting public education and engagement, such as the newsletter** – Council was informed but not included. Multiple councilmembers requested reconsideration over multiple meetings; cost-effective alternatives were provided. Despite assurances and attempts to revisit on camera, the public is still currently deprived of the newsletter.
4. **Use and misuse of social media** – Identifies risks and ensures council can guide responsible practices that align with strategy, both short-term and long-term.
5. **Understanding and avoiding additional legal liability in quasi-legislative roles** – Ensures council exercises authority within legal boundaries.
6. **Maintaining primarily on-camera discussions for transparency and Open Meetings Act compliance** – Prevents individual influence over agenda or “vote polling” outside public view.
7. **Short-term sustainability, staffing capacity, and retention** – Enables council to understand operational impacts of necessary budget adjustments and evaluate whether current budget recommendations are realistic.
8. **Driving the agenda for council meetings** – Gives council procedural tools to set priorities, request information, and ensure discussions support strategic objectives.

Key Question: Once council approves a budget, if the mayor chooses **not to spend funds on critical items** or makes operational decisions that are not strategically aligned, what authority does council retain beyond budget approval? Guidance on navigating these situations will allow council to maintain strategic oversight without micromanaging day-to-day operations.

Mayor vs Council – Strong Mayor System

Role / Action	Mayor (Presiding Officer)	Council	Notes / Guidance
Maintain order / call for votes	Allowed	N/A	Mayor ensures procedural order; council votes as usual
Interrupt to enforce rules	Allowed	Not allowed	Interruptions must be procedural, not personal
Interrupt to argue / disagree	Not allowed	Allowed (through proper motion/procedure)	Mayor may not inject personal opinions during presiding
Engage in debate / discussion	Must step off dais	Allowed	Mayor may present views only after leaving chair
Set or control agenda	Not allowed	Council-owned	Council directs agenda, motions, and agenda items
Request information / data	May provide if asked	Council may request	Council can formally request reports, data, or information from staff or mayor
Budget / Allocation Authority	Proposes / executes	Approves / reallocates	Council approves allocations; can reallocate or void budget items
Voting	Only in tie vote	Full voting rights	RCW 35A.12.100 – mayor votes only to break a tie
Staff supervision	Hires/fires department heads and staff	Not allowed	Primary distinction between strong vs weak mayor: executive authority

Key References:

RCW 35A.12.100 – Mayor presides, votes only in tie, supervises departments, hires/fires staff

- **Edgewood Council Rules of Procedure (2022), Sections 3.1, 9, 10, 12** – Mayor enforces rules; council directs motions, agenda, discussion vs debate
 - **MRSC Guidance** – Strong mayor authority differs mainly in **executive staffing powers**, not presiding over council debate
-

Practical Guidance / Takeaways

- Mayor must **remain neutral while presiding** and only interrupt to enforce procedural rules.
 - If the mayor wishes to debate or present material, they must **step off the dais**.
 - Council retains **full authority** over agenda, motions, information requests, and budget allocations.
 - Maintaining decorum is important, but it **cannot substitute for council exercising its legal authority**.
 - Clear separation of powers ensures productive, fair, and lawful meetings.
-

Requested Educational Presentation

To recap, I request an **on-screen presentation at the next council meeting** covering:

- **Separation of powers and duties of council and mayor** in a strong mayor system
- **Proper limits and expectations for mayoral participation while presiding**
- **Council authority over motions, agenda, and budget allocations**, including guidance when **Council-approved funds are not spent as intended**
- **Application (or removal) of “discussion vs debate”** to support effective deliberation

This session would allow me, and eventually the council, to **operate with clarity and confidence**, so that outstanding requests can be addressed and future meetings are **productive, transparent, legally compliant, and respectful**.

This allows us to examine and amend Council bylaws soon and model good behavior and norms to assure the new council members have clarity.

Sincerely,
Christi Keith
Councilmember
City of Edgewood

From: Jill Schwerzler-Herrera <jill@cityofedgewood.org>
Sent: Thursday, October 30, 2025 5:31 PM
Cc: Wednesday Group <GroupWednesday@cityofedgewood.org>
Subject: FW: Request for Council Discussion

Good afternoon,

Please see the attached correspondence between Rachel and DM Tomin. This provides context to the Robert's Rules of Order addition to next week's agenda.

Have a great evening!



Jill Schwerzler-Herrera - City Clerk/HR Director
10440 Dom Calata Way E
Edgewood, WA 98372-0101
City Hall: 253-952-3299
M-F 6:30AM – 3:00PM – Remote Friday

NOTICE OF PUBLIC DISCLOSURE: This e-mail is public domain. Any correspondence from or to this e-mail account may be a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

From: Rachel Pitzel <rachel@cityofedgewood.org>
Sent: Thursday, October 30, 2025 5:16 PM
To: Rosanne Tomin <rosanne.tomin@cityofedgewood.org>; Jill Schwerzler-Herrera <jill@cityofedgewood.org>
Cc: Dave Olson <dave.olson@cityofedgewood.org>; Jill Schwerzler-Herrera <jill@cityofedgewood.org>; Maili Barber <mbarber@insleebest.com>

Subject: RE: Request for Council Discussion

Hi Rosanne,

I wanted to follow up and share our plan moving forward.

We'll be sending this email chain out to the full Council, along with a notice that the Mayor has placed a discussion regarding Roberts Rules to next week's agenda. Our City Attorney, Maili, will be presenting during that discussion and can also address any potential amendments to the Council Rules of Procedure — particularly clarifying sections on discussion and debate, or any other areas the Council feels may need refinement.

Maili is also preparing a memo on roles and responsibilities as they relate to the budget, which we expect to have ready around November 18th.

I believe this addresses your request, and I'm glad we were able to coordinate a quick turnaround to get some Roberts Rules clarification into the next study session and a memorandum out during budget season.

Kindly,
Rachel



Rachel Pitzel | Asst. City Administrator
Direct: 253-831-4261 | City Hall: 253-952-3299
M-TH 6:30AM – 5:00PM – OFF Fridays

From: Rachel Pitzel
Sent: Thursday, October 30, 2025 2:48 PM
To: Rosanne Tomin <rosanne.tomin@cityofedgewood.org>
Cc: Dave Olson <dave.olson@cityofedgewood.org>; Jill Schwerzler-Herrera <jill@cityofedgewood.org>; Maili Barber <mbarber@insleebest.com>
Subject: RE: Request for Council Discussion

Of Course, Rosanne – and happy (almost Halloween to you too!

I spoke with the Mayor, and he's fine with adding this topic to an upcoming agenda, so no worries about needing to bring it up during Council comments for a second. We both agree that the sooner we can have this discussion, the better.

We're currently working on the details, and I'll provide you with an update — hopefully no later than Monday.

As for your note about informational materials, we'll make sure any related background or correspondence is shared with Council in line with our rules of procedure, and at the right time to help keep everything clear and aligned.

Thank you again,
Rachel



Rachel Pitzel | Asst. City Administrator
Direct: 253-831-4261 | City Hall: 253-952-3299
M-TH 6:30AM – 5:00PM – OFF Fridays

From: Rosanne Tomin <rosanne.tomin@cityofedgewood.org>
Sent: Thursday, October 30, 2025 2:05 PM
To: Rachel Pitzel <rachel@cityofedgewood.org>
Cc: Dave Olson <dave.olson@cityofedgewood.org>; Jill Schwerzler-Herrera <jill@cityofedgewood.org>; Maili Barber <mbarber@insleebest.com>
Subject: Re: Request for Council Discussion

Thanks Rachel — I appreciate your email.

I absolutely understand the need for strategizing how to bring this forward, and the agenda approval process, but I am hopeful that this can be discussed soon. If needed, I can absolutely bring it up in council comments seeking an additional council-member for placement on the agenda. Please keep me updated on progress, where possible and appropriate, and let me know if that would be the better route to follow.

I know that informational material requested by a council-member is shared with the rest of the council, under the rules of procedure as well, and I would like to request our emails also be included in that documentation for council (in whatever form the attorney and staff feel is most appropriate) as well for context and clarity.

I am hopeful that this will help incoming council-members as well, as that is a major motivation behind my desire to discuss items further. When everyone gets clear, direct, and consistent information and direction about roles, responsibilities, and legal concerns — a council as a whole is better prepared to serve their community effectively and better prepared to avoid personal and public liabilities.

Thanks again and happy Halloween tomorrow!

Rosanne Tomin
Deputy Mayor
Edgewood City Council

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On Oct 30, 2025, at 1:23 PM, Rachel Pitzel <rachel@cityofedgewood.org> wrote:

Hi DM Tomin,

Happy Thursday, as well! Thank you so much for reaching out and for taking the time to put your request and background in writing — I really appreciate it. You've outlined the topics and intent clearly, which is very helpful as we look at how best to structure the discussion.

Under Section 9 of the Council Rules of Procedure, the Mayor approves the final agenda. Items can also be added through council consensus, a majority vote, or by two councilmembers jointly. I'll connect with the Mayor and City Attorney to determine the best timing and format to bring this forward in accordance with that process.

Your timing is actually perfect — this type of discussion will be a great opportunity to clarify expectations and roles, and we can also use any education or materials that come from it as helpful resources for our incoming councilmembers.

Once we've had a chance to coordinate, I'll follow up with next steps or any additional details that might help prepare for the discussion.

Thanks again for your thoughtful approach and for looping in the City Attorney — it really helps make sure we're all aligned.

Rachel

<image001.jpg>

Rachel Pitzel | Asst. City Administrator
Direct: 253-831-4261 | City Hall: 253-952-3299
M-TH 6:30AM – 5:00PM – OFF Fridays

From: Rosanne Tomin <rosanne.tomin@cityofedgewood.org>

Sent: Thursday, October 30, 2025 1:09 PM

To: Rachel Pitzel <rachel@cityofedgewood.org>; Dave Olson
<dave.olson@cityofedgewood.org>
Cc: Jill Schwerzler-Herrera <jill@cityofedgewood.org>; Maili Barber
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Subject: Request for Council Discussion

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Prior to the meeting on Tuesday, the Mayor said he wanted to remind me that, unlike the previous Mayor, he does not allow debate prior to a motion, specifically referencing our one council item on the agenda for that meeting. I understand the rules of procedure, and I also understand that questions of staff are different than debate. Further, I know that the issue of discussion vs debate can enter the realm of subjectivity - as I indicated in response.

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Additionally, as I have expressed concerns in the past about clarity of directives (i.e. social media responsibility, OPMA requirements, our role in quasi-judicial capacities, etc), I believe additional discussion related to our roles is an opportunity for all council-members to get clearer guidance on our roles, responsibilities, and the liabilities that can overlap each of our individual actions.

Finally, as it relates to the budget and the topic of council/executive purview, I would also like to request a discussion on council authority over budgeted items.

For clarity, I would like to better understand what, if any, council authority there is over items already approved in the budget. If an expenditure has been approved/allocated for a specific expense, what mechanism is/can be used to choose not to utilize that allocation and rather apply the savings elsewhere (i.e. the quarterly magazine). And what mechanism is/can be used by council to address an allocation that has been made void.

I am emailing this request as I believe it a courtesy to do so in writing rather than in council comment at our next meeting, and I also feel it is the most expedient way to request this discussion. If I am wrong, and I should approach this request at the meeting, Rachel, please do not hesitate to let me know.

I believe this larger discussion should be held in the public meeting, rather than through emails, and I believe it most appropriate that it is presented by staff and the city attorney. I am also cc'ing the city attorney, as I connected with her previous to this email.

Thank you and happy Thursday,

Rosanne Tomy
Deputy Mayor
Edgewood City Council

My work day may look different than your work day; please do not feel obligated to respond outside of your normal working hours.

Resources for consideration: <https://mrsc.org/getmedia/56d9c19d-5a82-467e-aa2a-d40a43cdfb25/m58pubmeetguide.pdf>

<https://mrsc.org/stay-informed/mrsc-insight/march-2022/balance-of-power-struggles-in-city-government>



City Of Edgewood Council Agenda Summary Sheet

Subject: Equity, Diversity, and Inclusion Council Sub-Committee Update	Agenda Item #: 2.B
	For Agenda of: 12/2/2025
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera Rachel Pitzel, Assistant City Administrator 11/24/2025 Dave Olson, Mayor 11/24/2025	Expenditure Required: Amount Budgeted: Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

Item History:

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

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Mutual Aid Agreement	Agenda Item #: 2.C
	For Agenda of: 12/2/2025
	Prepared by: Matthew Ray
Attachments (list): 1. Draft Resolution 25-XXXX Fife Mutual Aid 2. Fife Mutual Aid Agreement	
Approval of Materials: Matthew Ray Rachel Pitzel, Assistant City Administrator Dave Olson, Mayor 11/25/2025 11/25/2025	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 12/02/2025 SS

Summary Statement:

Item History:

December 2, 2025 - Council Study Session

Recommended Action:

Hold a discussion and provide staff guidance regarding Mutual Aid Agreement

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 25-XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING A MUTUAL AID AGREEMENT WITH THE CITY OF FIFE

WHEREAS, computer networks are vital for cities to connect, communicate, and process information; and

WHEREAS, the cities of Fife and Edgewood share the same Insurance, types of networks, and software; and

WHEREAS, in the event of an cyber incident both cities are limited by the technical staff bandwidth they can allocate to address the issue; and

WHEREAS, both cities wish to formalize a framework for providing mutual aid, including coverage during planned absences and emergency IT support; and

WHEREAS, the City Council discussed and reviewed the Mutual Aid Agreement at their December 2, 2025 study session; and

WHEREAS, the City Council considered staff's recommendation and determined that the contract is in the best interest of both cities;

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

Section 1. The City Council hereby authorizes the Mayor to execute the contract between the City of Edgewood and City of Fife for the Mutual Aid Agreement attached hereto as Exhibit A.

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

ADOPTED THIS 9TH DAY OF DECEMBER 2025

Dave Olson, Mayor

ATTEST:

Jill Schwerzler-Herrera, CMC
City Clerk

MUTUAL AID AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES

THIS AGREEMENT is made this _____ day of _____ 2025, by and between the Cities of Edgewood, and Fife. (the “Parties”). Through this agreement, said parties agree to provide mutual aid for Information Technology IT services

WHEREAS, the Parties recognize the importance of maintaining efficient, reliable, and secure IT operations for their respective cities, and

WHEREAS, the Parties wish to formalize a framework for providing mutual aid, including coverage during planned absences (such as vacations) and emergency IT support,

NOW, THEREFORE, the Parties agree as follows:

1. Purpose

The purpose of this Agreement is to provide a framework for the mutual sharing of IT services, including but not limited to disaster recovery, system maintenance, emergency support, and coverage during planned employee absences such as vacations or personal leave.

2. Scope of Mutual Aid

a. Assistance Provided:

Each Party agrees to provide mutual aid in the form of IT services to the other Parties in the event of system outages, cyber incidents, disaster recovery, or other critical disruptions. This includes:

- **Network support** (e.g., troubleshooting, network restoration),
- **Data management and backup,**
- **System administration** (e.g., server maintenance, software updates),
- **Cybersecurity assistance,** and
- **Vacation or planned absence coverage.**

b. Limitations:

Assistance will be provided on a best-effort basis, subject to resource availability and urgency. Each Party is not obligated to provide support if doing so would compromise its own critical operations or resources.

3. Vacation and Planned Absence Coverage

a. Notification and Planning:

When an employee of a Party is planning a vacation, personal leave, or other planned absence, the Party requesting coverage shall notify the other Parties at least two weeks in advance of the absence.

The requesting Party will provide:

- A list of critical systems and tasks requiring coverage,
- Access to relevant documentation, systems, and personnel for the assisting Party

to adequately fulfill coverage responsibilities.

b. Coverage Responsibilities:

The assisting Party agrees to provide qualified personnel to cover the responsibilities of the absent employee. Coverage will be provided for the duration of the absence and is limited to the critical IT services identified by the requesting Party.

c. Qualified Personnel:

The assisting Party will make reasonable efforts to ensure that personnel covering the absence are adequately trained or familiar with the systems and responsibilities being covered. If a qualified person is unavailable, the assisting Party will work with the requesting Party to find an appropriate solution.

d. Compensation for Coverage:

Unless otherwise agreed, vacation and planned absence coverage shall be provided without charge. If the assisting Party incurs additional costs due to overtime, travel, or other expenses, the requesting Party agrees to reimburse these costs within thirty days after receiving an itemized invoice.

e. Duration of Coverage:

Vacation and planned absence coverage is limited to the duration of the absence, typically not exceeding 14 days. If an absence is extended unexpectedly, the Parties will negotiate a reasonable extension of coverage.

4. Request for Aid

a. **Notification:** In the event of a need for emergency IT support, a Party requiring assistance shall notify the other Parties in writing or via an agreed communication method, detailing the nature of the emergency, systems affected, and expected duration of support required.

b. **Response Time:** The assisting Party will acknowledge receipt of the request and confirm an estimated response time based on the urgency of the situation.

5. Compensation for Emergency Aid

a. **Costs:** Emergency aid shall generally be provided without charge, unless the Parties agree otherwise in writing. The requesting Party may be required to reimburse the assisting Party for reasonable out-of-pocket costs, including but not limited to:

- Overtime labor,
- Travel and lodging (if applicable),
- Temporary third-party services (e.g., cloud services, contractors).

b. **Reimbursement Process:** Any reimbursable costs will be documented by the assisting Party and invoiced to the requesting Party. The requesting Party agrees to reimburse these costs within 30 days of receipt.

6. Liability, Insurance, and Indemnification

a. **Limitation of Liability:** Each Party agrees that it will not be liable to any other Party

for any indirect, incidental, or consequential damages arising from the provision of IT support under this Agreement.

b. **Insurance:** Each Party agrees to maintain liability insurance and cyber insurance during the term of the Agreement. The aforementioned insurance requirements of the Parties may be fulfilled by membership and coverage in WCIA, a self-insured municipal insurance pool.

c. **Indemnification:** Each Party agrees to indemnify, defend, and hold harmless the other Parties from any third-party claims arising out of the negligent or willful acts or omissions of the indemnifying Party while providing IT services under this Agreement.

7. Duration and Termination

a. **Term:** This Agreement will be effective as of the date listed above and will remain in effect for three years, unless terminated earlier by mutual written agreement of the Parties.

b. **Termination for Cause:** Any Party may terminate this Agreement for cause if another Party fails to perform its obligations under this Agreement and does not cure the breach within 90 days of written notice.

c. **Renewal:** This Agreement can be renewed for an additional Term by written notice by all parties

8. Confidentiality

The Parties agree to maintain the confidentiality of any proprietary, sensitive, or personal information exchanged as part of this Agreement, except as required by law. Data shared during the provision of services shall be handled according to each Party's applicable data protection and privacy policies.

9. Dispute Resolution

Any disputes arising under or in connection with this Agreement shall be resolved through [arbitration/mediation], with a mutually agreed-upon third-party arbitrator or mediator, and any decision shall be binding upon all Parties.

10. Force Majeure

No Party shall be held liable for failure to perform its obligations under this Agreement due to circumstances beyond its reasonable control, including acts of God, natural disasters, war, terrorism, government regulation, or significant IT outages.

11. Miscellaneous

a. **Entire Agreement:** This Agreement constitutes the entire understanding between the Parties with respect to mutual IT aid and supersedes any prior agreements or communications related to this subject matter.

b. **Amendments:** This Agreement may be amended only by a written document signed by authorized representatives of all Parties.

IN WITNESS WHEREOF, the Parties have executed this Mutual Aid Agreement as of the Effective Date:

City of Edgewood

By: _____

Name: _____

Title: _____

Date: _____

[City 2 Name]

By: _____

Name: _____

Title: _____

Date: _____

[City 3 Name]

By: _____

Name: _____

Title: _____

Date: _____

.



City Of Edgewood Council Agenda Summary Sheet

Subject: DD21 Contract Renewal	Agenda Item #: 2.D
	For Agenda of: 12/2/2025
	Prepared by: Chuck Hendricksen
Attachments (list): 1. Resolution 25-412 2. 2026 DD21 FIRST AMENDMENT 3. city of edgewood bid 10-21-2025	
Approval of Materials: Chuck Hendricksen Rachel Pitzel, Assistant City Administrator 11/25/2025 Dave Olson, Mayor 11/25/2025	Expenditure Required: \$34,000.00 Amount Budgeted: \$150,000.00 (All ditch maintenance) Timeline:

Summary Statement:

The mayor authorized a contract for the maintenance of Drainage District 21 on June 10, 2025. The purchasing policy allowed this to be signed without council approval. Purchasing policy requires council approval for contracts increasing more than 10%. This is an inflation adjustment for the current contract. The original bid was \$29,900.00. The request is an increase to \$34,000.00 for 2026 maintenance. The contract price for this work in 2023 was \$37,345.00. The current contractor did an exceptional job on the maintenance and staff recommends authorization to extend the current contract with the inflation adjustment.

Item History:

Recommended Action:

MOTION to adopt DD21 Contract Renewal

Fiscal Note/Consideration:

RESOLUTION NO. 25-0412

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT FOR VEGETATION MANAGEMENT SERVICES IN THE DRAINAGE DISTRICT #21 SERVICE AREA TO TORRES REFORESTATION IN THE AMOUNT OF \$34,000.00

WHEREAS, on August 11, 2020, the City Council authorized the withdrawal of Pierce County Drainage District #21 from all area within the boundaries of the City of Edgewood effective December 31, 2020, by authorization of Resolution 20-0513; and

WHEREAS, the City issued a Small Works Roster solicitation on May 6, 2025, requesting bids for the work required to maintain drainageways in the former Drainage District #21 service area; and

WHEREAS, after two bids were received and opened on May 20, 2025, City staff reviewed and determined that the lowest responsive and responsible bidder was Torres Reforestation, based on its bid of \$29,900.00, plus tax; and

WHEREAS, on June 10, 2025, the Mayor considered staff's recommendation and determined that the contract for vegetation maintenance should be awarded to Torres Reforestation:

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

Section 1. Contract authorized. The City Council hereby authorizes the Mayor to execute the contract extension between the City of Edgewood and Torres Reforestation in the amount of \$34,000.00 for vegetation management services in the Drainage District #21 service area. A copy of such contract is attached hereto as Exhibit A.

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

ADOPTED THIS 9TH DAY OF December, 2025

Dave Olson, Mayor

ATTEST:

Jill Schwerzler-Herrera, CMC
City Clerk

**FIRST AMENDMENT TO THE
VEGETATION MANAGEMENT SERVICES AGREEMENT
BETWEEN THE CITY OF EDGEWOOD AND
TORRES REFORESTATION
FOR THE DRAINAGE DISTRICT #21 SERVICE AREA**

Section I. Date and Parties.

This document (“First Amendment”), is dated the 9th day of December, 2025, and is entered into by and between the CITY OF EDGEWOOD, a Washington municipal corporation (“City”) and Torres Reforestation (“Contractor”). This First Amendment modifies the Vegetation Management Services Agreement dated June 10, 2025, by and between the City and Contractor (the “Agreement”).

Section II. General Recitals.

A. The City and Contractor entered into the Agreement for the purposes of allowing the Contractor to perform vegetation management services described therein.

B. Since the Agreement was executed, the City and Contractor have mutually agreed to extend the contract for an additional year of work as contemplated and allowed by the original solicitation.

C. The parties have now agreed to amend the Agreement as set forth in this First Amendment.

Section III. Amendments to the Agreement.

A. Section 3. Terms. Section 3 of the original Agreement is hereby amended to read as follows:

This Agreement shall commence on June 1, 2026 and shall terminate on December 31, ~~2025~~ 2026, unless extended or terminated in writing as provided herein.

B. Section 4. Compensation. Section 4 of the original Agreement is hereby amended by modifying the second paragraph to read as follows:

LUMP SUM. Compensation for these services shall be a Lump Sum of \$29,900.00 for work performed in 2025, and \$34,000.00 for work performed in 2026, which includes all applicable tax.

Section IV. Other Terms Unchanged. All other terms of the Agreement remain unchanged and enforceable. The First Amendment is intended to modify the terms and conditions of the original Agreement only insofar as such modifications are set forth in this Amendment; all other

provisions shall remain unchanged and in full effect. In the case of any conflict between the terms of the Agreement and First Amendment, the provisions of this First Amendment shall control.

DATED: This 9th day of December, 2025.

CITY OF EDGEWOOD

CONTRACTOR

By: _____

By: _____

Its: Mayor, Dave Olson

Printed Name: _____

Its: _____

Date: _____

Date: _____, 2025

ATTEST:

City Clerk, Jill Schwerzler-Herrera

APPROVED AS TO FORM:

City Attorney, Maili Barber

TORRES REFORESTATION

INVOICE

PO BOX 241

ABERDEEN, WA 98520

Phone: (360)964-2155

(360)986-0521

INVOICE #

DATE

/ /2025

BILL TO

CUSTOMER ID

TERMS

Name Joe Blaine
 Company Name City of Edgewood DD21
 Street Address 2224 104th Ave E
 City, ST ZIP Edgewood, WA 98372
 Phone 253 878 2132
 Email Address Joe@cityofedgewood.org

Due Upon Receipt

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Estimate For City of			-
Edgewood Drainage clean up.			-
Vegetation Management Services			-
For the project and to furnish all			-
labor, materials, and equipment			-
We would do the work for			-
\$34,000.00			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

Thank you for your business!

SUBTOTAL

TAX RATE

TAX

TOTAL

\$34,000.00

If you have any questions about this invoice, please contact
 [Miguel Torres, 360.964.2155, armandotorres1156@gmail.com]