CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA

Tuesday, March 3, 2026 – 7:00 PM ♦ 10440 Dom Calata Way E ♦ Edgewood, WA
Meeting Link: https://cityofedgewood-org.zoom.us/s/86916509308

1. **CALL TO ORDER**
   Roll Call, Pledge of Allegiance
2. **INTERVIEW**
   - **A.** Planning Commissioner Applicant for Position #4
3. **COUNCIL BUSINESS**
   - **A.** Microsoft Licensing Agreement
   - **B.** Fireworks Ordinance
   - **C.** Council Rules of Procedure
4. **COUNCIL COMMENTS**
5. **ADJOURN**

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

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

City Of Edgewood
Council Agenda Summary Sheet

Subject: Planning Commissioner Applicant for Position #4	**Agenda Item #: 2.A**
	For Agenda of: 3/3/2026
	Prepared by: Jeremy Metzler

Attachments (list):
1. PC Public Roster_CURRENT_02262026

Approval of Materials: Jeremy Metzler Dave Olson, Mayor 02/26/2026	**Expenditure Required:** N/A
	Amount Budgeted: N/A
	Timeline: 03/03/2026 SS 03/10/2026 RCM

Summary Statement:
In accordance with Section 2.30.020 of the Edgewood Municipal Code (EMC), appointments and re-appointments to the Planning Commission (PC) shall follow the City Council Rules of Procedures, which require applications and interviews for each applicant. The Mayor shall appoint the applicants, and the Council shall confirm or deny the appointments proposed by the Mayor.

PC Position 4 is vacant, and PC Position 5 will be vacated by the end of March 2026. One applicant is here this evening to be interviewed by City Council.

The city actively promotes these vacancies through social media and its website, with weekly posts to encourage applications.

Item History:
N/A

Recommended Action:
Conduct interview and prepare for the Mayor's appointment at next week's regular meeting.

Fiscal Note/Consideration:
N/A

PLANNING COMMISSION

Public Roster

Position	Title	First Name	Last Name	Term Expires
1	Vice Chair	Carly	Guillory	6/30/2026
2	Chair	JoAnn	Overfield	6/30/2026
3		Tom	Greene	6/30/2026
4		**VACANT**		6/30/2027
5		Jan	Furey	6/30/2027
6		Leyla	Church	6/30/2027
7		Carly	Lenoir	6/30/2027

as of 02/26/2026

EDGEWOOD
Washington

City Of Edgewood
Council Agenda Summary Sheet

Subject: Microsoft Licensing Agreement	**Agenda Item #: 3.A**
	For Agenda of: 3/3/2026
	Prepared by: Matthew Ray

Attachments (list):
1. Resolution No. MICROSOFT FOR SOFTWARE LICENSING
2. City of Edgewood, Washington EA Quote 2.9.26 Exhibit A.
3. EA Draft Product Sell form

Approval of Materials: Matthew Ray Dave Olson, Mayor 02/26/2026	**Expenditure Required:** $87,763 over a three-year period or $29,261 a year plus tax
	Amount Budgeted: $35,000 in 2026
	Timeline: 3/03/2026 SS Discussion 3/10/2026 RCM

Summary Statement:
Every three years, the city enters into a three-year agreement with CDW-G to enroll the city in an Enterprise Agreement with Microsoft that covers all the city's Microsoft Licensing. Durning this agreement, the City can add licenses that it needs but is unable to subtract until the end of the three-year term.

Covered under this agreement:
- Email
- Office 365
- Phone System
- Server licensing
- Computer operating systems

These services are deployed both on premise here in City Hall and in Microsoft's Government Cloud.

Changes from the last agreement:
- Right sizing our licenses to represent current staff levels as well as removing licenses associated with board and commission accounts.
- Moving up a tier in licenses from a G3 to G5 to take advantage of more features and security enhancements.
- Adding our server licensing

City staff were able to secure a grant for $53,000 to cover $29,333 of licensing to be paid out over the length of this agreement, plus $23,667 to assist with the implementation of the new licensing tiers.

Item History:

Recommended Action:
Hold a discussion and provide staff guidance regarding Microsoft Licensing Agreement

Fiscal Note/Consideration:

RESOLUTION NO. 26-XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN ENTERPRISE AGREEMENT WITH CDWG FOR MICROSOFT SOFTWARE LICENSING

WHEREAS, the City of Edgewood uses Microsoft Software and is moving more of its operation to the Government cloud; and

WHEREAS, an Enterprise Agreement allows the City to be in compliance with licensing requirements; and

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

Section 1. Contract authorized. The Mayor is authorized to execute a three-year Enterprise agreement with CDW-G, attached as Exhibit A and incorporated herein by this reference, for Microsoft software licensing.

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

ADOPTED THIS 10TH DAY OF MARCH, 2026

_____
Dave Olson, Mayor

ATTEST:

_____
Jill Schwerzler-Herrera, CMC
City Clerk

CDW Government, LLC
Microsoft Enterprise 6.6 Agreement Pricing

Enterprise Quote for

City of Edgewood, Washington

Date	2/9/26
Account Manager	Dan Krimer
VSL Specialist	Lawrence Roberts
Channel Price Sheet Month	Feb-26

Unless otherwise noted, All Quotes expire upon current month's end

Annual Payment

Customer to make three annual payments to CDW•G

Microsoft Part #	Description	Level	Quantity	Year 1 Price	Year 1 Extended	Year 2 Price	Year 2 Extended	Year 3 Price	Year 3 Extended
	Online Subscriptions								
7JI-00001-12-SLG	Defender Endpoint Server GCC Sub	D	12	$ 57.81	$ 693.72	$ 57.81	$ 693.72	$ 57.81	$ 693.72
3NS-00004-12-SLG	Exchange Online P2 GCC SU Exchange Online Kiosk Per User	D	5	$ 55.20	$ 276.00	$ 55.20	$ 276.00	$ 55.20	$ 276.00
AAD-63092-12-SLG	M365 F3 Unified GCC Sub Per User	D	15	$ 89.34	$ 1,340.10	$ 89.34	$ 1,340.10	$ 89.34	$ 1,340.10
91C-00004-12-SLG	Defender + Purview Suite FLW GCC Sub Add-on	D	15	$ 145.19	$ 2,177.85	$ 145.19	$ 2,177.85	$ 145.19	$ 2,177.85
AAL-45735-12-SLG	M365 G5 GCC Sub Per User	D	30	$ 656.09	$ 19,682.70	$ 656.09	$ 19,682.70	$ 656.09	$ 19,682.70
RMU-00004-12-SLG	Phone Resource Account GCC Sub Phone System Virtual User	D	20	$ -	$ -	$ -	$ -	$ -	$ -
NYH-00001-12-SLG	Teams AC with Dial Out US/CA GCC Sub Add-on	D	15	$ -	$ -	$ -	$ -	$ -	$ -
LM9-00029-12-SLG	Teams Domestic Calling Plan GCC Sub Phone System Per User	D	35	$ 92.08	$ 3,222.80	$ 92.08	$ 3,222.80	$ 92.08	$ 3,222.80
KXJ-00001-12-SLG	Teams Shared Devices GCC Sub Per Device	D	3	$ 78.22	$ 234.66	$ 78.22	$ 234.66	$ 78.22	$ 234.66
	License and Software Assurance								
312-02257-SLG	Exchange Server Standard ALng SA	D	1	$ 149.37	$ 149.37	$ 149.37	$ 149.37	$ 149.37	$ 149.37
9EM-00270-SLG	Win Server Standard Core ALng SA 2L	D	8	$ 22.89	$ 183.12	$ 22.89	$ 183.12	$ 22.89	$ 183.12
9EM-00562-SLG	Win Server Standard Core ALng LSA 2L	D	24	$ 54.19	$ 1,300.56	$ 54.19	$ 1,300.56	$ 54.19	$ 1,300.56
				Total	**$ 29,260.88**	**Total**	**$ 29,260.88**	**Total**	**$ 29,260.88**

Three Year Total $ 87,782.64

Notes

No Tax Referenced
Renewal of EA # 56866415 - End Date : 3/31/2026
Contract - Sourcewell
TAX not included in pricing above. AM will provide CDW quote with TAX if applicable.

Terms and Conditions of sales and services projects are governed by the terms at:
http://www.cdwg.com/content/terms-conditions/product-sales.aspx

Enterprise and Enterprise Subscription Enrollment Product Selection Form

Enrollment Number *Microsoft to complete for initial term. Reseller or Software Advisor to complete for renewal or with prior qualifying Enrollment/Agreement*	

Step 1. Enter all fields in the table below (Required).

Profile	Qualified Devices	Qualified Users	Enterprise Product Platform	Licensing Model
Enterprise			Choose One	Choose One
Device Profile (e.g. Call Center)			Choose One	Choose One

Step 2. Select the Products and Quantities Enrolled Affiliate is ordering on its initial Enrollment Order. Quantity may not include any Licenses which Enrolled Affiliate has selected for optional future use, or to which it is stepping-up within Enrollment term.

Products	Enterprise Quantity	Device Profile (e.g. Call Center)
Microsoft 365		
Microsoft 365 E3 USL		
Microsoft 365 E3 Add-on		
Microsoft 365 E5 USL		
Microsoft 365 E5 Add-on		
Office Professional Plus/Microsoft 365 Apps for enterprise		
Office Professional Plus		
Microsoft 365 Apps for enterprise		
Office 365 Plans		
Office 365 Plan E1 USL		
Office 365 Plan E3 USL		
Office 365 Plan E5 USL		
Office 365 Plan E1 Add-on		
Office 365 Plan E3 Add-on		
Office 365 Plan E5 Add-on		
Office 365 Plan E3 without Apps for enterprise Add-on		
Client Access License (CAL)		
Choose Core CAL or Enterprise CAL:	<Choose One>	<Choose One>
Core CAL or Enterprise CAL		
Bridge for Office 365		
Bridge for Enterprise Mobility Suite		

Products	Enterprise Quantity	Device Profile (e.g. Call Center)
Windows Desktop		
Windows Enterprise E3 and LTSB Upgrade per Device		
Windows Enterprise E5 per Device SL		
Windows Enterprise E3 per User SL		
Windows Enterprise E3 per User Add-on SL		
Windows Enterprise E5 per User SL		
Windows Enterprise E5 per User Add-on SL		
Windows Enterprise E5 per Device Add-on SL		
Windows VDA		
Windows VDA per User SL		
Enterprise Mobility + Security		
Enterprise Mobility + Security E3 USL		
Enterprise Mobility + Security E3 Add-on		
Enterprise Mobility + Security E5 USL		
Enterprise Mobility + Security E5 Add-on		

Step 3. Establish the Enrolled Affiliate's price level. Unless otherwise indicated in the associated contract documents, the price level for each Product offering/pool is set based upon the quantity to price level mapping. *DO NOT INCLUDE BRIDGE CALs OR ADD-ONs.*

Price Group	1	2	3	4
Enterprise Products	Office Professional Plus + Microsoft 365 Apps for enterprise + Office 365 (Plans E3 and E5) + Microsoft 365 USL	Client Access License + Office 365 (Plans E1, E3, and E5) + Microsoft 365 USL	Client Access License + Enterprise Mobility and Security USL + Microsoft 365 USL	Windows Enterprise E3 and LTSB Upgrade+ Windows Enterprise E5 + Win E3/E5 USL + Win E3/E5 per Device + Windows VDA + Windows Enterprise E3 per User SL + Windows Enterprise E5 per User SL + Windows VDA per User USL + Microsoft 365 USL
Quantity				

Product Offering / Pool	Price Level
Enterprise Products and Enterprise Online Services USLs: Unless otherwise indicated in associated contract documents, Price Level is set using the highest quantity from Groups 1 through 4.	
Additional Product Application Pool: Unless otherwise indicated in associated contract documents, Price Level is set using quantity from Group 1.	
Additional Product Server Pool: Unless otherwise indicated in associated contract documents, Price Level is set using the highest quantity from Group 2 or 3.	
Additional Product Systems Pool: Unless otherwise indicated in associated contract documents, Price Level is set using quantity from Group 4.	

Quantity of Licenses and Software Assurance to Price Level Mapping:

Quantity of Licenses and Software Assurance	Price Level
2,399 and below	A
2,400 to 5,999	B
6,000 to 14,999	C
15,000 and above	D

Notes:

1. In the following countries, any direct Enrollment consisting of only Enterprise Online Services will not be eligible for the Renewal option described in Section 5.b. of the Enrollment or for a new Enrollment due to program changes: Argentina, Australia, Austria, Belgium, Canada, Chile, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Jamaica, Italy, Lichtenstein, Luxemburg, Malta, Netherlands, Norway, Portugal, Puerto Rico, South Africa, Spain, Sweden, Switzerland, Trinidad & Tobago, United Kingdom, United States, and Uruguay.
2. Enterprise Online Services may not be available in all locations. Please see the Product Terms for a list of locations where these may be purchased.
3. If Enrolled Affiliate does not order an Enterprise Product or Enterprise Online Service associated with an applicable Product pool, the price level for Additional Products in the same pool will be price level "A" throughout the term of the Enrollment.
4. Unless otherwise indicated in the associated Agreement documents, the CAL selection must be the same across the Enterprise for each Profile.

This form must be attached to a signature form to be valid.

City Of Edgewood
Council Agenda Summary Sheet

Subject: Fireworks Ordinance	**Agenda Item #: 3.B**
	For Agenda of: 3/3/2026
	Prepared by: Rachel Pitzel

Attachments (list):
1. Ordinance No. 26-0XXX, Repealing Ord. 23-0469 and Ch. 8.10 Fireworks from EMC

Approval of Materials:		**Expenditure Required:**
Rachel Pitzel		N/A
Rachel Pitzel, Assistant City Administrator	02/23/2026	**Amount Budgeted:** N/A
Dave Olson, Mayor	02/26/2026	**Timeline:** 03/03/2026 SS Discussion 03/10/2026 RCM Action

Summary Statement:

The purpose of the attached ordinance is to repeal the City's current fireworks ban and allow state law to govern fireworks regulation within Edgewood.

Under Washington law, cities may either (1) adopt local fireworks regulations, including provisions more restrictive than state law (which are subject to a one-year delayed effective date), or (2) have no local ordinance, in which case Chapter 70.77 RCW applies automatically.

This ordinance implements the second option. It repeals Ordinance No. 23-0645 and Chapter 8.10 EMC and does not replace them with new local regulations. As a result, state law will govern fireworks use within the City upon the ordinance's effective date.

The ordinance also includes a statement of legislative intent clarifying that the City is not adopting new or amended local regulations at this time and, therefore, is not triggering the one-year waiting period that applies to more restrictive ordinances.

If Council wishes to adopt new or revised local fireworks regulations in the future, such action would require a separate ordinance. To the extent those regulations are more restrictive than state law, they would be subject to the statutory one-year delayed effective date under Chapter 70.77 RCW.

Item History:

Recommended Action:
Hold a discussion and provide staff guidance regarding Fireworks Ordinance

Fiscal Note/Consideration:

ORDINANCE NO. 26-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, REPEALING ORDINANCE NO. 23-0649; REPEALING CHAPTER 8.10 OF THE EDGEWOOD MUNICIPAL CODE (EMC) RELATED TO FIREWORKS; ADOPTING THE PROVISIONS OF CHAPTER 70.77 RCW; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, on September 19, 2023, the City Council adopted Ordinance No. 23-0649, repealing and readopting Chapter 8.10 of the Edgewood Municipal Code (EMC), which prohibited the sale, use, transfer, discharge, ignition, or explosion of fireworks within the city except as specifically authorized; and

WHEREAS, the City Council now desires to repeal Ordinance No. 23-0649 and Chapter 8.10 EMC in their entirety and to allow fireworks regulation within the city to be governed solely by the provisions of Chapter 70.77 RCW unless and until the City Council adopts future local regulations in accordance with state law; and

WHEREAS, the City Council finds that expressly stating its legislative intent and adopting the provisions of Chapter 70.77 RCW upon repeal provides clarity to residents, enforcement officials, and the public;

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

Section 1. Repeal of Ordinance No. 23-0649. Ordinance No. 23-0649 is here by repealed in its entirety.

Section 2. Repeal of Chapter 8.10 EMC. Chapter 8.10 EMC is hereby repealed in its entirety and shall be of no further force or effect.

Section 3. Adoption of Chapter 70.77 RCW. Upon repeal of Ordinance No. 23-0649 and Chapter 8.10 EMC, the sale, use, transfer, discharge, ignition, and explosion of fireworks within the City of Edgewood shall be governed by the provisions of Chapter 70.77 RCW and applicable state administrative rules, as now existing or hereafter amended unless and until the City Council adopts future local fireworks regulations in accordance with state law.

Section 4. Statement of Intent. It is the express intent of the City Council that this ordinance constitutes only a repeal of existing local fireworks regulations and does not adopt, reenact, amend, or replace those regulations with any new local fireworks regulations. The City Council further intends that, upon repeal, state law shall apply and this ordinance shall not be construed as the adoption of a local ordinance more restrictive than state laws for purposes of RCW 70.77.250 or any related provision.

Section 5. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance,

including but not limited to the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 6. Severability**.** If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the city and shall take effect and be in full force five (5) days after publication as provided by law.

PASSED BY THE CITY COUNCIL ON THE XTH DAY OF XXXXXXXXXXXX, 2026

_____
Dave Olson, Mayor

ATTEST/AUTHENTICATED:

_____
Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:

_____
Maili C. Barber, City Attorney

Date of Publication: Friday
Effective Date: Following Wednesday

City Of Edgewood
Council Agenda Summary Sheet

Subject: Council Rules of Procedure	**Agenda Item #: 3.C**
	For Agenda of: 3/3/2026
	Prepared by: Rachel Pitzel, Dave Olson

Attachments (list):
1. ROP for March 3rd 2026 SS

Approval of Materials:		**Expenditure Required:**
Rachel Pitzel, Dave Olson Rachel Pitzel, Assistant City Administrator	02/26/2026	**Amount Budgeted:**
Dave Olson, Mayor	02/26/2026	**Timeline:** March 3, 2026 - SS Discussion March 31, 2026 - Council Retreat Discussion April 7, 2026 - SS Discussion April 14, 2026 - RCM Potential Action

Summary Statement:
Council requested a review of the current Rules of Procedure to look at possible updates and changes. In addition to the items Council has raised, staff has also identified a few areas where the language could be clarified, reorganized, or cleaned up to make the document more consistent and easier to understand.

This is the first draft of those proposed revisions. It's intended to serve as a working document to start the discussion and receive Council's feedback and direction.

Council will be able to review the draft and suggest additions, deletions, or other changes at the March 3, 2026, Study Session, the March 31, 2026, Council Retreat, and again at the April 7, 2026, Study Session.

After those discussions and any revisions, the updated Rules of Procedure are anticipated to come forward for possible action at the April 14, 2026, Regular Council Meeting.

Staff will incorporate Council's feedback after each discussion and bring back updated drafts for continued review. The goal is to ensure the Rules of Procedure reflect Council's current preferences and provide clear guidance for how meetings are conducted.

Item History:

Recommended Action:
Review the draft revisions, provide feedback and direction to staff, and continue discussion as outlined above.

Fiscal Note/Consideration:

Exhibit A

CITY OF EDGEWOOD
COUNCIL RULES OF PROCEDURE
Amended – August 23, 2022

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SECTION 1. AUTHORITY; ENFORCEMENT; CONSTRUCTION

1.1 The Edgewood City Council hereby establishes the following rules for the conduct of Council meetings, proceedings, and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules are adopted. These rules shall be construed in accordance with applicable state law. If any provision of these rules irreconcilably conflicts with any applicable state law provision, the state law provision shall control to the extent of such conflict.

1.2 These rules are for the sole use and convenience of the City Council and Mayor and may only be enforced thereby. Nothing in these rules shall be construed as creating any enforceable right, entitlement and/or cause of action in or for any third party.

SECTION 2. ORGANIZATION

2.1 SWEARING IN OF NEW COUNCILMEMBERS and MAYOR – New Councilmember(s) and Mayor shall be sworn in, according to the requirements of State law as they currently exist or may hereafter be amended. State law currently allows ~~new Councilmembers~~ local elected officials ~~(a) Up to ten days prior to the scheduled date of assuming office, including just prior to commencing the first meeting in which the newly elected Councilmember(s) will assume office; or (b) At the last Regular Meeting of the City Council held before the beginning of the year in which Councilmember-elect is to assume office.~~ to be sworn in any time after the election results have been certified up to the day before the new term begins. Under current State law, the oath may be administered and certified by "any officer or notary public who administers oaths, without charge therefore." This includes but is not limited to, the City Clerk and any judicial officer.

2.2 VACANCIES OF OFFICE - A vacancy of office will occur upon the death or resignation of the incumbent, the incumbent ceasing to be a legally registered voter of the city, the incumbent's conviction of a felony or other offense involving a violation of his or her official oath, and other events as set forth in RCW 35A.12.060 and RCW 42.12.010. If a vacancy should occur, the remaining members of the City Council shall appoint a qualified person to fill the vacant position pursuant to the provisions of 42.12.070 within ninety (90) days of the occurrence of the vacancy. Councilmember and Mayor appointees under this section shall be sworn in prior to assuming their seat ~~on the Council.~~

The following procedures are intended to provide guidance to the Council when a Councilmember or Mayor position becomes vacant before the expiration of the official's elected term of office. Provided, the Council in its discretion may specify another lawful process for filling any vacancy.

2.3 APPOINTMENT PROCESS

(1) The Council shall direct staff to begin the Councilmember or Mayor appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.

(2) The City Clerk's office shall prepare and submit a display advertisement to the City's official newspaper and provide courtesy copies to all other local media outlets. The advertisement will announce the vacancy consistent with the requirements necessary to hold public office; specify that the applicant must be a registered voter of the City and have a one (1) year residency in the City. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information including, but not limited to, time to be served in the vacant position, election and salary information, Councilmember or Mayor authority and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Council deems appropriate.

(3) The City Clerk's Office shall prepare an application form, which requests appropriate information for Council consideration of the applicants. Applications will be available at the City offices and such other locations that the Council deems appropriate.

(4) Applications received by the deadline date and time will be copied and circulated by the City Clerk's office to the Mayor and Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.

(5) The City Clerk's office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Council meeting, or a special session Council meeting.

(6) The City Clerk's office shall notify applicants of the location, date and time of Council or Mayor interviews.

(7) Prior to the date and time of the interview meeting, the Mayor (or Deputy Mayor in the event of a Mayor opening) shall accept one interview question from each Councilmember.

2.4 INTERVIEW MEETING - Each interview of an applicant/candidate shall be no more than thirty (30) minutes in length as follows:

(1) The applicant shall present his or her credentials to the Council. (10 minutes).

(2) The Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question. (14 minutes).

(3) An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes).

(4) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.

(5) The Council may reduce the thirty (30) minute interview time if the number of applicants exceeds six (6) candidates or, alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

2.5 VOTING - Upon completion of the interviews, Councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.

(1) The mayor (or Deputy Mayor in the event of a Mayor opening) shall ask for nominations from the Councilmembers.

(2) After a nomination and second has been received, the City Clerk shall proceed with a roll-call vote.

(3) Balloting will continue until a nominee receives a majority vote.

(4) At any time during the balloting process, the Council may postpone balloting until a date certain or regular Council meeting if a majority vote has not been received.

(5) Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss the applicant/candidate qualifications.

(6) The mayor (or Deputy Mayor in the event of a Mayor opening) shall declare the nominee receiving the majority vote as the new Councilmember and the Clerk shall swear him/her into office at the earliest opportunity, no later than the next regularly scheduled Council meeting.

(7) If the Council does not give a majority vote within ninety (90) days of the declared vacancy, the RCW delegates appointment powers to Pierce County.

SECTION 3. MAYOR AND DEPUTY MAYOR

3.1 Presiding Officer Duties. The mayor shall preside at all meetings of the Council, and in the absence of the Mayor, the Deputy Mayor will act in that capacity. If both the Mayor and Deputy Mayor are absent, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

The responsibilities of the Mayor, Deputy Mayor or Presiding Officer shall be as follows:

(1) He or she shall preserve order and decorum in the Council chambers.

(2) He or she shall observe and enforce all procedural rules adopted by the Council.

(3) He or she shall decide all questions on order in accordance with these rules, subject to appeal by any Councilmember.

(4) He or she recognize Councilmembers in the order in which they request the floor (Councilmembers shall wait to be recognized before speaking);

(5) He or she shall state the applicable public hearing procedures before each public hearing.

(6) He or she shall announce executive sessions held during regular or special Council meetings.

(7) He or she shall indicate the names of the Councilmembers making the motion and second.

(8) He or she shall summarize consensus at the conclusion of discussions when the Council concurs or agrees to an item that does not require a formal motion.

(9) He or she (or his/her designee) shall read the title of the ordinance prior to voting.
(10) He or she shall appoint Councilmembers to serve on ad hoc committees as deemed necessary.
(11) He or she will determine ongoing dedicated schedules for regular study sessions, special Council meetings, executive sessions.
(12) He or she will approve the Council agenda; and
(13) Mayor may send issues directly to a Council study session for review in lieu of or prior to being referred to a regular Council meeting.

3.2 Mayoral Tie-Breaking Authority and Veto Power. Pursuant to Chapter 35A.12 RCW, the Mayor shall have the following authority with respect to voting and the veto of ordinances:

(1) The mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.
(2) The mayor shall have the power to veto ordinances passed by the Council and submitted to him or her as provided in Chapter 35A.12 RCW. Every ordinance which passes the Council in order to become valid must be presented to the mayor; if the Mayor approves it, he or she shall sign it, but if not, the Mayor shall return it with his or her written objections to the Council and the Council shall cause his or her objections to be entered at large into the meeting minutes and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole Council, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor's veto. If the Mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his or her approval.

3.3 Mayor's Statutory Authority and Ceremonial Duties of Mayor.

(1) The mayor's duties and authority are as set forth in RCW 35A.12.100 and .090, as well as other statutes relating to Mayors in cities organized under the Optional Municipal Code (Title 35A RCW).
(2) The mayor shall make an annual State of the City report during a regularly scheduled Council meeting.
(3) The mayor shall represent the City at functions and meetings with other jurisdictions/organizations

SECTION 4. ~~PRO TEMPORE AND~~ DEPUTY MAYOR APPOINTMENTS

4.1 Biennially at the first meeting of the Council, or periodically thereafter, the Council ~~may~~ shall designate a Councilmember as ~~Mayor Pro Tempore or~~ Deputy Mayor for such period as may be specified by the Council. The Deputy Mayor shall serve in the absence or temporary disability of the mayor.

~~4.2 Alternatively, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or disability of the Mayor.~~

4.~~3~~2 Appointment of a Councilmember to preside over a meeting shall not in any way abridge his or her right to vote on matters coming before the Council at such meeting.

4.~~4~~3 In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

SECTION 5. COUNCIL AUTHORITY AND COUNCIL RELATIONS WITH CITY STAFF

5.1 The authority of the City Council is set forth in RCW 35A.11.020 and other provisions in Title 35A RCW.

5.2 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.

5.3 City staff will acknowledge the Council as policy makers

5.4 Councilmembers will acknowledge City staff as administering the Council's policies.

5.5 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the mayor, to all Councilmembers with a notation indicating which Councilmember requested the information.

5.6 Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.

5.7 The Council shall not attempt to change or interfere with the operating rules and practices of any City department in derogation of the mayor's statutory authority.

5.8 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk as soon as practicable after it arrives.

5.9 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.

SECTION 6. CITY ADVISORY BODIES

6.1 Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.

6.2 The Council may dissolve any advisory body that, in the Council's opinion, has completed its working function or for any other reason.

6.3 Citizen board, commission, committee, and task force members shall be selected in accordance with the following procedures, or at the mayor's discretion.

A) The City Clerk shall prepare an application packet including a cover page containing the deadline for submittal, supplemental questions regarding applicants' interest in serving on a board/committee/commission, and an acknowledgement of responsibilities.

B) A citywide recruitment process shall be initiated, seeking applicant(s). Vacancies are advertised, so that any interested person may submit an application. Generally, applicants are required to be residents of the city, however, there are certain board/committee/commission vacancies that do not require applicants to be citizens (i.e., Economic Advisory Board). Councilmembers are encouraged to solicit applications from qualified residents, or where applicable, business owners. Applications shall be available from the office of the City Clerk and on the City's website.

   Existing board, commission, committee, and task force members wishing reappointment shall complete an application for consideration of reappointment.

C) The mayor shall review each application and select candidates to interview. Should there be four or fewer applicants for any one position, all candidates shall be interviewed.

D) The City Council, as a Committee of the Whole, shall interview candidates in a panel format, with all candidates participating in the interview session concurrently. Councilmembers are encouraged to develop a short list of questions they would like to ask of the candidates. The Mayor shall call on each Councilmember present to ask questions from their prepared list of the candidate(s) of their choice. The same questions may or may not be asked of every candidate. Depending on the number of candidates to be interviewed and in the interest of completing the interview session(s) in a timely manner, the Mayor may limit the number of questions asked by each Councilmember. If the number of questions is to be limited, the Mayor shall announce the number of questions each Councilmember may ask prior to the commencement of the interviews. Upon completing the interviews, each Councilmember may provide his/her opinions of the candidates interviewed for the Mayor to consider in the appointment process.

E) The Mayor shall appoint or re-appoint, and the Council shall confirm or deny the appointments proposed by the mayor.

F) Should the Council deny any or all of the Mayoral appointments, the mayor may submit new appointments at a future meeting.

G) Application materials for candidates interviewed, yet not appointed, will remain in a candidate pool for six months. In the event vacancies arise during that six-month period; the mayor may appoint a candidate(s) from the pool to fill such vacancies. These appointments are subject to confirmation by the full Council. Once this six-month period has passed, a citywide recruitment process shall be initiated, as detailed above, to fill any vacancies that may occur.

SECTION 7. COUNCIL MEETING STAFFING

7.1 If a City Administrator has been appointed, he/she shall attend all meetings of the Council unless excused. When the City Administrator has an excused absence, the mayor may designate another staff member to attend the meeting.

7.2 The City Attorney shall attend all regular council meetings of the Council unless excused. The mayor may ask for the City Attorney to attend study sessions and/or any other meetings, as necessary. Upon request and/or in the City Attorney's absence, they shall give an opinion, either written or oral, on legal questions or at the mayor's request provide a substitute legal resource. The City Attorney shall act as the Council's parliamentarian.

7.3 The City Clerk or designee shall attend regular, special and study meetings of the Council; keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 8. COUNCIL MEETINGS

8.1 Except as otherwise provided in these rules, City Council regular meetings will be held the second and fourth Tuesday of each month in the City Council Chambers of Edgewood City Hall, located at ~~2224 104th Avenue East~~. 10440 Dom Calata Way E Regular Council meetings will begin at the hour of 7:00 PM and will adjourn no later than 10:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur.

8.2 Except as otherwise provided in these rules, City Council study sessions will be held every Tuesday of each month upon which a regular meeting pursuant to Section 2.1 is not scheduled. Study Sessions will be held in the City Council Chambers of Edgewood City Hall, located at ~~2224 104th Avenue East~~. 10440 Dom Calata Way E. Study Sessions will begin at the hour of 7:00 PM and will adjourn no later than ~~9:00~~ 10:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur. Council study sessions will be for the purpose of reviewing forthcoming programs, issues, and policies, receiving progress reports on current programs or projects, or receiving other similar information. Council study sessions shall be considered regular meetings for purposes of Chapter 42.30 RCW, but the Council will typically not take binding or final action on behalf of the City during a study session. Except for informal direction to staff, Council decisions and/or final actions on any matter will be scheduled for a regular or Special Council meeting.

8.3 If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held on the next business day unless cancelled and/or rescheduled for a different date as a special meeting.

8.4 Information will be available to the public at each meeting stating a summary of the relevant content of Section 5 (audience comment).

8.5 The Mayor will state the applicable public hearing procedures before each public hearing.

8.6 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the mayor.

8.7 Citizen comment and public hearing sign-up sheets will be available at each regular Council meeting for the use of those citizens wishing to address the Council.

8.8 TYPES OF MEETINGS

(1) Regular - the Council meeting held on the second and fourth Tuesday of each month.
(2) Special Meetings (*see,* RCW 42.30.080) - any Council meeting other than the regular Council or Study Session meeting with at least 24 hours advance notice. A Special Council meeting may be scheduled by the mayor or at the request of any four (4) Councilmembers.
(3) Study Session - work sessions of the Council where no final, binding action is taken.
(4) Emergency Meetings (*see,* RCW 42.30.080(4)) - a Special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the mayor. The minutes will indicate the reason for the emergency.
(5) Executive Session - a portion of a Council meeting that is closed except to the Council, the Mayor, staff members, consultants and/or other persons authorized by the mayor. The public is excluded from attendance. Executive Sessions may be held during Regular or Special Council meetings and will be announced by the mayor. Executive Session subjects are limited to considering matters authorized by applicable state law, including without limitation RCW 42.30.110 and RCW 42.30.140. Executive Sessions may be set as special meetings. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the Executive Session require more time, a public announcement shall be made that the Executive Session is being extended.

8.9 ORDER OF REGULAR COUNCIL MEETING AGENDA

(1) Call Meeting To Order. The mayor calls the meeting to order.

(2) Pledge of Allegiance. The mayor designates a Councilmember or an invited guest to lead the flag salute.

(3) Roll Call. The City Clerk will call roll, announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance, and indicate whether or not the absence of any Councilmember has been excused.

(4) Public Hearing. Any public hearing(s) on the agenda shall be conducted in accordance with the provisions of Section 12 and any other applicable procedures established by state law or local regulations.

(5) Audience Comment. In accordance with Section 5, members of the audience may address the City Council on any item that is on or not on the agenda for that meeting during the Audience Comment portion of the meeting.

(6) Proclamations and Presentations. Proclamations (official pronouncements and statements of recognition) from the mayor and/or City Council and presentations from invited guests shall occur during this portion of the meeting.

(7) Mayor's Report. The mayor or his/her designee(s) shall update the City Council concerning current issues and items of Council interest.

(8) Consent Agenda. The consent agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. Any Councilmember may remove any item from the consent agenda for separate discussion and action.

(9) Council Business (Old/New). Old business includes items that were continued or left unfinished from a previous agenda and second readings, if any, of ordinances. New business involves the formal introduction of items to the Council. Councilmembers shall act on the underlying proposal, direct staff to further review the proposal, refer the proposal to Council study session, or schedule the proposal for a second reading. Council discussion~~,~~ and debate ~~and audience comments~~ is allowed for both old and new business.

(10) Council Comments. Individual Councilmembers shall update the Council concerning current issues and items of Council interest.

(11) Adjournment. The meeting shall be formally closed upon adjournment.

8.10 VIRTUAL AND/OR TELEPHONIC MEETINGS

(1) In the case of emergencies where in-person attendance at meetings is prohibited or restricted, the City Council may convene its meetings remotely using virtual and/or telephonic means. In such circumstances, the city will adhere to any applicable federal, state, or county requirements and guidelines concerning meetings. The City may also adopt local rules or regulations, so long as they do not conflict with said federal, state, or county requirements and guidelines.

(2) During non-emergency situations, the city may include a remote meeting component in addition to an in-person component at meetings, sometimes referred to as a "hybrid-meeting." Hybrid-meetings shall comply with all requirements of the OPMA.

(3) Councilmembers are encouraged to attend meetings in person when practicable and able. However, when conducting in-person or hybrid meetings, there may be times a Councilmember may not be able to be physically present at a Council meeting or will want to attend remotely. In such circumstances, Councilmembers may attend by telephone or other virtual means, such as through web conferencing. Adequate notice must be given if special access considerations are needed. The procedure and guidelines for permitting a Councilmember to attend a Council meeting via telephone or other virtual means are as follows:

A. The Councilmember(s) attending virtually or telephonically:

1. must be able to hear the discussion on the agenda items taking place; and

2. must be able to be heard by all attendees.

B. The meeting minutes should reflect whether a councilmember(s) is appearing by telephone or virtually, unless the minutes reflect that the entire meeting was held virtually.

SECTION 9. AGENDA PREPARATION

9.1 As required by applicable state law, the City Clerk will prepare and circulate an agenda for each Council meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the mayor.

9.2 An item, other than a reconsideration item, may be placed on a Council meeting agenda by any of the following methods:

~~(1) A majority vote of the Council.~~
~~(2)~~(1) Council consensus.
~~(3)~~(2) By any two (2) Councilmembers; and/or
~~(4)~~(3) By the Mayor.

9.3 An item may be placed on a regular Council meeting agenda after the agenda is closed and the notice issued if the Councilmember or Mayor explains the necessity and receives a sufficient vote of the Council on a motion to suspend the Council Rules of Procedures to add the item at a meeting.

9.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.

9.5 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items so the public is not kept unduly waiting, and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.

9.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled for convenience rather than for statutory or other legal reasons.

9.7 Agenda items that are continued from one meeting to another will have preference on the subsequent agenda to the extent possible.

9.8 Agenda packets will be finalized by the end of the business day on the Friday preceding the regular Council meeting. Agenda submissions will be accepted until 12:00 p.m. on the Thursday preceding the Friday packet distribution day.

9.9 All agenda items packet reports will be in the format provided by the City Clerk's office.

9.10 The Council may use the agenda bill "Recommendation" language for making a motion.

SECTION 10. COUNCIL DISCUSSION

10.1 Councilmembers shall observe standard principles of decorum, courtesy and professionalism while addressing each other, staff members, and members of the public.

10.2 The Mayor has the authority to rule on questions of order. If the Mayor rules a Councilmember's comments to be out of order, the Councilmember may explain why he or she believes the comments are not out of order. The mayor will either rescind or confirm the ruling. If confirmed, the Councilmember shall not continue comment in the manner ruled out of order.

If that Councilmember or any other Councilmember disagrees with the mayor's ruling, they can appeal the point of order. The question is then put to the Council to confirm or deny the mayor's ruling and whether the Councilmember shall continue comment.

SECTION 11. COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

11.1 During the Audience Comment portion of the meeting, members of the public may comment up to ~~three (3)~~ five (5) minutes on any subject relating to the City of Edgewood and/or the Edgewood community for items that are on or not on the agenda for that meeting, except: (i) comments related to a pending quasi-judicial matter, and (ii) comments prohibited by state law.

11.2 Comments made on behalf of a group or organization will be limited to ~~five (5)~~ seven (7) minutes in duration. Representation on behalf of a group or organization will be considered recognized for the purpose of Audience Comment if the group or organization notifies the City Clerk at least 24 hours in advance of the meeting.

11.3 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium and provide their name for the record.

11.4 All remarks will be addressed to the Council as a whole, and shall avoid personal, impertinent or slanderous content. Any person disrupting the meeting, including a person who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. The mayor shall consult with the City Attorney before requesting any person to leave the meeting. Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior.

11.5 In addition to and/or in lieu of addressing the Council, any persons may provide written comments and other written materials to the City Clerk for distribution to the Council. A contact name, address, and phone number must be printed legibly on any such materials.

11.6 The Council has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Council shall consult with the City Attorney before causing any person to be removed from the meeting. The Council may command assistance of any peace officer of the city to enforce all lawful orders of the Council or the Mayor to restore order at any meeting. The maintenance of order shall be enforced consistent with all applicable statutory and constitutional requirements, including, but not limited to, RCW 42.30.050.

11.7 Citizens with complaints, concerns or questions will be encouraged to refer the matter to the mayor or ask that the matter be placed on a future Council meeting or Council study session agenda with the appropriate background information.

SECTION 12. MOTIONS

12.1 A motion that does not receive a second dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

12.2 A motion that receives a tie vote is deemed to have failed, unless the mayor votes to breaks the tie.

12.3 When making motions, Councilmembers shall be clear and concise and shall not include arguments for the motion within the motion.

12.4 After a motion and second (if applicable), the mayor will indicate the names of the Councilmembers making the motion and second.

12.5 After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote.

12.6 When the Council concurs or agrees to an item that does not require a formal motion, the mayor will summarize the agreement at the conclusion of the discussion.

12.7 A motion may be withdrawn by the maker of the motion at any time without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.

12.8 A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, requires a majority vote and it cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table.

If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not debatable and which requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.

12.9 A motion to postpone to a time certain, must be seconded, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.

12.10 A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.

12.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.

12.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).

12.13 Council discussion of the motion only occurs after the motion has been moved and seconded.

12.14 The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.

12.15 The City Clerk will take a roll call vote if requested by the Mayor or a Councilmember. At the conclusion of any vote, the City Clerk will announce the results of the vote.

12.16 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration but no motion for reconsideration of a vote shall be made after the meeting has adjourned.

12.17 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict, these rules shall prevail.

SECTION 13. ORDINANCES

13.1 All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the Council or requested by the Mayor or City Attorney.

13.2 The Mayor shall read the title of the ordinance prior to voting. Each ordinance shall carry an agenda bill number which shall be the ordinance number.

13.3 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor and the City Attorney.

13.4 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment in the manner prescribed by law.

13.5 Unless expressly prohibited by law, ordinances may be adopted by the Council upon first reading. The Council may in its discretion require a second reading of any ordinance prior to adoption.

SECTION 14. COUNCILMEMBER ATTENDANCE AT REGULAR MEETINGS

14.1 Councilmembers will ~~inform~~ email the ~~Mayor, a Councilmember, or~~ City Clerk if they are unable to attend any regular Council meeting or if they knowingly will be late to any meeting, and will cc/the Mayor and Assistant City Administrator. The minutes will show the Councilmember as having an excused absence. If notification is not given, that Councilmember will be noted as absent in the Council minutes. Pursuant to RCW 35A.12.060, a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused.

SECTION 15. PUBLIC HEARINGS

15.1 Quasi-judicial hearings require a decision be made by the Council using a certain process which may include a record of evidence considered and specific findings be made.

15.2 Legislative or informational hearings do not require a decision be made even though information is presented.

15.3 Councilmembers shall comply with all applicable laws related to the Code of Ethics for Public Officers (chapter 42.23 RCW), conflict of interest requirements, and the Appearance of Fairness doctrine.

Public Hearing Types: There are two types of public hearings. The legislative/informational public hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. Quasi-judicial public hearings are hearings on quasi-judicial actions which determine the legal rights, duties, or privileges of specific parties.

A. Subject to any other applicable procedures established by state law or City ordinance, the following procedure shall be followed during public hearings on:

Legislative/Informational

- The mayor will open the public hearing.
- Staff will make their presentation.
- Citizens comments will be limited to ~~three (3)~~ five (5) minutes for individuals and ~~five (5)~~ seven (7) minutes for a person representing an official position of a recognized organization.
- Additional staff comments will be made.
- The mayor will close public hearing.
- Council discussion will ensue.
- Council action will be taken.

Quasi-Judicial Hearings

- The mayor will open the public hearing.
- Open for declarations of conflict of interest, appearance of fairness and other preliminary matters.
- Staff will make their presentation (15 min).
- Proponent presentation will be made. (15 min)
- Opponent presentation will be made. (15 min)
- Proponent rebuttal will be heard. (10 min)
- Staff comments will be made.
- Public hearing will be closed.
- Council discussion will ensue.
- Council action will be taken.

B. The following rules shall be observed:

Legislative/Information Gathering Public Hearings

- For an initial presentation of background information from a city

department, board, commission, committee, or an organization, no more than twenty (20) minutes will be allowed unless otherwise authorized by the Mayor.

- If a speaker purports to speak for an organization, club or others so as to lead Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
- Comments should be limited to ~~three (3)~~ five (5) minutes for each individual or ~~five (5)~~ seven (7) minutes if representing the official position of a recognized organization.
- The mayor may allow additional time for receipt of written testimony when needed.
- The City Clerk shall be the official timekeeper.

Quasi-Judicial Public Hearings

- If a quasi-judicial hearing is on the agenda, the Council will be informed by the City Attorney as to what state law permits as to public comments.
- Quasi-judicial hearings will be conducted in conformance to procedures outlined in applicable state law, and City ordinances, resolutions and policies.
- Testimony will be limited as set forth herein, except that the Presiding Officer shall ask the rest of the Councilmembers if they have any comments or questions before the citizen is excused.
- If comments are provided in writing, they shall be filed with the City Clerk by 1:00 PM of the calendar day preceding the hearing.

Notwithstanding any other provision of these rules, the City Council may in its discretion adopt case-specific procedures to govern any public hearing before the Council. Such procedures may supplement, modify or supersede the provisions of this section. Any such procedures shall be made available to interested parties at least 14 days in advance of the Council hearing.

SECTION 16. MEDIA REPRESENTATION AT COUNCIL MEETINGS

16.1 All public meetings of the Council and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

SECTION 17. COUNCIL COMMITTEE LIAISONS, SERVICE ON REGIONAL BOARDS, AND REPRESENTATION ON BEHALF OF THE CITY

17.1 Council Committee Liaisons. The Council may designate, by motion, councilmembers to serve as liaisons to each of the city advisory bodies, boards, and commissions ("Council Committee Liaisons"). A Council Committee Liaison is not a "member" of the city advisory body, board, and commission; rather, they are a positive resource to support the City advisory bodies, boards, and commissions

in the completion of its annual Work Plan approved by Council. As such, a Council Committee Liaison shall be recognized by the Chair as being in attendance. Liaisons shall not take part in the City advisory bodies, boards, and commissions deliberations or discussions unless the Committee requests the Liaison's participation in a particular discussion. Liaisons shall not take part in any votes or decision making of the City advisory bodies, boards, and commissions. Council Committee Liaisons are expected to speak on behalf of the Council as a whole, and therefore should avoid taking positions and making comments based on their personal opinions if they differ from the Council majority. Any personal opinions should be clearly identified as such and not be portrayed as the position of the Council majority. Council Committee Liaisons should provide updates to the entire Council, generally at the next regular meeting after the committee or board meeting.

17.2 Service on Regional Bodies. The Council may designate, by motion, individual(s) to serve in liaison roles for regional bodies based on the desire, qualifications, and skills of those interested. Councilmembers and the Mayor should indicate their interest in being a representative prior to the time the representative is considered for eligibility. Any "votes" attributed to the city must be based on Council consensus and not the individual position of the representative serving in that role. Regional Body Liaisons should provide updates to the entire Council, generally at the next regular meeting after the regional body's meeting.

17.3 For the purpose of commenting on an issue, Council Committee Liaisons and Councilmembers appearing on behalf of the City before another governmental agency, a community organization, through the media, or in their capacity as a regional body representative shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, regional body, another governmental agency, or community organization.

17.4 Committee and Board minutes shall reflect the attendance/absence of Council Committee Liaisons and/or Councilmember's attendance. Councilmembers who are not the appointed liaison or alternate liaison must refrain from joining the meeting if there are more than three councilmembers present, unless appropriate notice was given by the city in advance, in compliance with the OPMA.

SECTION 18. CONFIDENTIALITY

18.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in applicable state law.

18.2 If the Council, in executive session, has discussed any type of issue related to a third party, all contact with that party should be effectuated by the designated City

staff representative handling the issue. Councilmembers should obtain the permission of the mayor prior to discussing the information with anyone other than other Councilmembers, the City Attorney or City staff designated by the mayor. Any Councilmember having any contact or discussion shall make full disclosure to the mayor and/or the City Council in a timely manner.

SECTION 19. ADMINISTRATION AND HOUSEKEEPING

19.1 When Councilmembers register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

19.2 Open Government Trainings Act. Effective July 1, 2014, the Open Government Trainings Act was enacted requiring all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.

(a) Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.

(b) Officials required to complete training under this section may complete their training before assuming office but must:

- Complete training no later than ninety (90) calendar days after the date the official:
  - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
  - Otherwise assumes his or her duties as a public official.
- Complete refresher training at intervals of no more than four years for as long as he or she holds office.

(c) Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.

(d) Training may be completed remotely with technology including but not limited to internet-based training.

(e) Additional information and online courses are available on the Washington State Attorney General's website at http://www.atg.wa.gov/open-government-training.

19.3 Social Media Usage. As an elected official or employee of the City of Edgewood, your social media posts and the ensuing comment threads may qualify as public records that must be retained, disclosed, or moderated in order to comply with state and federal law and the City's rules and policies. This is true even for your personal social media accounts if you discuss City business. Inappropriate use of social media can expose you and the city to allegations of criminal and ethical wrongdoing. Please refer to our policies and procedures regarding the Public

Records Act, the Open Public Meetings Act, and other policies related to the conduct and responsibilities of City of Edgewood employees and officials.

SECTION 20. SUSPENSION AND AMENDMENT OF RULES; IMPLIED WAIVER

20.1 Any provision of these rules not governed by state law or ordinance may be temporarily suspended by the entire membership of the Council.

20.2 These rules may be amended or new rules adopted by a majority vote of the quorum necessary to conduct business.

20.3 Unless identified and corrected in accordance with these rules, any action taken in violation of these rules shall be deemed an implied waiver thereof.

SECTION 21. MINUTES

21.1 Minutes Generally. Pursuant to RCW 42.32.030 and RCW 35A.12.110, the City Clerk shall keep minutes of all regular and special meetings of the City Council, which shall constitute the City's record of proceedings. Working copies or file copies of all minutes shall be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained and stored in a fire-proof vault. The minutes will be archived in accordance with applicable records retention requirements.

21.2 Content of Minutes. Minutes shall document the actions taken at Council meetings, and shall at a minimum include the following:

1. Date of meeting
2. Location of meeting
3. Type of meeting (regular, continued, special, etc.)
4. Time of meeting
5. Time meeting commenced
6. Officials/members present*
7. Officials/members absent or excused*
8. Topics of business
9. Actions taken on each business matter
10. Record of motions
11. Record of voting
12. Time of adjournment
13. Signature blocks for Presiding Officer and Clerk/designee

*If a Councilmember leaves during a meeting, the time of departure and time of return, if applicable, shall be noted. If a Councilmember arrives after commencement of the meeting, the time of arrival shall be noted.

21.3 Approval of Previous Minutes. Proposed minutes shall be placed on the consent agenda for approval. The Council shall approve the minutes, after consideration of the minutes and making any necessary corrections to the

minutes. Upon approval by the Council, the minutes shall constitute the official record of the City Council's meeting.

21.4 Signing the Minutes. The minutes shall be signed by the City Clerk and the Mayor.

21.5 Corrections to Minutes. All authorized corrections to the approved minutes shall be recorded as a business transaction made at the meeting at which the amendment was approved. Following the meeting, the minutes shall be corrected to include the amendment(s) prior to placement of the final, executed minutes in the minute book.

If, after approval of the minutes, a correction must be made, a notation is marked in the margin opposite the correction which states: "Amended, see minutes of _____. "or "Scriber's Error, corrected by (initials of person making correction)", and shall include the date the correction was noted. Errors corrected in the official minutes shall not be corrected by white out, cross-outs or erasures.

21.6 Preservation of Minutes. Minutes shall be preserved by the City for the period specified by applicable record retention requirements of state law. Special attention, care and security measures shall be taken to protect the orderly and safe keeping of minutes.