



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, June 16, 2026 – 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. INTERVIEWS

A.

- Planning Commission — Positions 1–3 with terms ending June 30, 2028
- Economic Development Advisory Board — Positions 4–7 with terms ending June 30, 2028

3. COUNCIL BUSINESS

- A.** Equity, Diversity, and Inclusion Council Sub-Committee Update
- B.** Economic Development Advisory Board Updates
- C.** Third Amendment to a Cooperation Agreement with Pierce County for Urban County Community Development Program Funds
- D.** Edgewood Celebrates America's 250th in the Park - Update
- E.** Council Rules of Procedure - Virtual and/or Telephonic Meetings

4. OTHER COUNCIL ITEMS

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



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Equity, Diversity, and Inclusion Council Sub-Committee Update	Agenda Item #: 3.A
	For Agenda of: 6/16/2026
	Prepared by:
Attachments (list):	
Approval of Materials: Dave Olson, Mayor 06/11/2026	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: Economic Development Advisory Board Updates	Agenda Item #: 3.B														
	For Agenda of: 6/16/2026														
	Prepared by: CED Planning - Josh														
Attachments (list):															
<table border="0"> <tr> <td align="center" colspan="2">Approval of Materials:</td> </tr> <tr> <td>CED Planning - Josh</td> <td></td> </tr> <tr> <td>Rachel Pitzel, Assistant City Administrator</td> <td align="right">06/09/2026</td> </tr> <tr> <td>Dave Olson, Mayor</td> <td align="right">06/10/2026</td> </tr> </table>	Approval of Materials:		CED Planning - Josh		Rachel Pitzel, Assistant City Administrator	06/09/2026	Dave Olson, Mayor	06/10/2026	<table border="0"> <tr> <td>Expenditure Required:</td> </tr> <tr> <td>N/A</td> </tr> <tr> <td>Amount Budgeted:</td> </tr> <tr> <td>N/A</td> </tr> <tr> <td>Timeline:</td> </tr> <tr> <td>Monthly Report to Council, 2nd Study Session</td> </tr> </table>	Expenditure Required:	N/A	Amount Budgeted:	N/A	Timeline:	Monthly Report to Council, 2nd Study Session
Approval of Materials:															
CED Planning - Josh															
Rachel Pitzel, Assistant City Administrator	06/09/2026														
Dave Olson, Mayor	06/10/2026														
Expenditure Required:															
N/A															
Amount Budgeted:															
N/A															
Timeline:															
Monthly Report to Council, 2nd Study Session															

Summary Statement: The Economic Development Advisory Board (EDAB) last met on Monday, June 1, 2026, and the materials can be found here:

<https://edgewoodwa.portal.civicclerk.com/event/1206/files/agenda/2775>. Chair Morgan is joining us this evening to provide a verbal summary of what was discussed at the meeting. Topics of discussion included:

- EDAB Appointments
- Economic Development Webpage Update
- Pierce County Thriving Together Small Business Event Scheduling
- Preparation for the July 6, 2026 meeting

Item History:

This is a reoccurring agenda item every second study session of the month.

Recommended Action:

Hold a discussion regarding Economic Development Advisory Board Updates

Fiscal Note/Consideration:

N/A



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Third Amendment to a Cooperation Agreement with Pierce County for Urban County Community Development Program Funds	Agenda Item #: 3.C
	For Agenda of: 6/16/2026
	Prepared by: Rachel Pitzel
Attachments (list): 1. Resolution 26-xxxx Cooperation Agmt w Pierce County 2. Edgewood Amendment UCQ 2027-2029- 3. Edgewood Letter UCQ 2027-2029	
Approval of Materials: Rachel Pitzel Rachel Pitzel, Assistant City Administrator 06/08/2026 Dave Olson, Mayor 06/10/2026	Expenditure Required: None. This agreement allows the county to receive block grant funding for various HUD programs and administer those funds to various jurisdictions in PC.
	Amount Budgeted: N/A
	Timeline: 06/16/2026 SS Discussion 06/23/2026 RCM Consent Agenda

Summary Statement:

This resolution authorizes the Mayor to execute Amendment No. 3 to the Cooperation Agreement with Pierce County for participation in the Urban County Community Development Program. The City has participated in the Pierce County Urban County Consortium since 1999, allowing the County to include Edgewood's population in its eligibility calculations for Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Solutions Grant (ESG) funding programs.

Pierce County has requested this amendment to incorporate updated language required by the U.S. Department of Housing and Urban Development (HUD). Specifically, the amendment revises the agreement to reflect current federal acts and compliance requirements applicable to the County Consortium. No substantive changes are proposed to the City's participation in the program.

This is an administrative amendment necessary to maintain compliance with HUD requirements and continued participation in the Urban County Consortium.

Item History:

Recommended Action:

Hold a discussion and provide staff guidance regarding Third Amendment to a Cooperation Agreement with Pierce County for Urban County Community Development Program Funds

Fiscal Note/Consideration:

RESOLUTION NO. 26-0XXX

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

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

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

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

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

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

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

WHEREAS, the City and Pierce County executed an Amendment No. 2 to the Agreement on August 22, 2023; and

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

WHEREAS, the City received a letter dated May 29, 2026, from Pierce County enclosing Amendment No. 3 to the Agreement revising Section 5 as required by HUD, listing the Federal acts and requirements with which the County Consortium must comply;

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

Section 1. Amendment No. 3 to Agreement Authorized. The Mayor is authorized to execute Amendment No. 3 to the Agreement attached hereto and incorporated herein as Exhibit A.

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

ADOPTED THIS 23RD DAY OF JUNE 2026

Dave Olson, Mayor

ATTEST:

Jill Schwerzler-Herrera, CMC
City Clerk

PIERCE COUNTY HUMAN SERVICES
COOPERATION AGREEMENT FOR
URBAN COUNTY COMMUNITY DEVELOPMENT PROGRAM FUNDS
AMENDMENT

Amendment No. 3 – Dated May 29, 2026

The Agreement between the Pierce County Human Services Department, Community Development Division, (hereinafter, the "County") and City of Edgewood, (hereinafter, the "City") entered into in 1999 and amended in 2014 and 2023, is hereby additionally amended as follows:

Except those provisions inclusive to this amendment, all other terms and conditions of the above referenced Agreement and Amendments remain in effect.

Paragraph 5, amended to include the underlined language:

5. All actions necessary to ensure compliance with Federal regulations and requirements shall be taken with regards to; Section 104(b) of Title 1 of the Housing and Community Development Act of 1974 (as amended); Title IV of the Civil Rights Act of 1964; and the implementing regulations at 24 CFR part 1, and the Fair Housing Act, and the implementing regulations at 24 CFR part 100, and affirmatively furthering fair housing. See 24 CFR § 91.225(a) and Affirmatively Furthering Fair Housing Definitions and Certifications (86 FR 30779, June 10, 2021), to be codified at 24 CFR 5.151 and 5.152, available at <https://www.federalregister.gov/documents/2021/06/10/2021-12114/restoring-affirmatively-furthering-fair-housing-definitions-and-certifications>. Section 109 of Title 1 of the Housing and Community Development Act of 1974, and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8, Title II of the Americans with Disabilities Act, and the implementing regulations at 24 CFR part 35, the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 146, and Section 3 of the Housing and Urban Development Act of 1968, and, **the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and the implementing regulations at 49 CFR Part 24, and Section 104(d) of Housing and Community Development Act of 1974, and the implementing regulations at 24 CFR Part 42, and** all other applicable laws. Further, funds will not be made available for activities in or in support of any cooperating unit of general government that does not affirmatively further fair housing within its own jurisdiction or impedes the County's actions to comply with its fair housing certification.

PIERCE COUNTY

Cooperation Agreement Signature Page

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

CITY OF EDGEWOOD:

PIERCE COUNTY:

Dave Olson, Mayor Date

Deputy Prosecuting Attorney Date
(as to form only)

Mailing Address:
10440 Dom Calata Way E.
Edgewood, WA 98372-0101

County Executive Date

Jill Schwerzler- Herrera, CMC Date
City Clerk

May 29, 2026

The Honorable Dave Olson
City of Edgewood
10440 Dom Calata Way East
Edgewood, WA 98372

Subject: Urban County Participation Decision Letters

Dear Mayor Olson:

The **City of Edgewood** is currently a member of Pierce County's Urban County Community Development Consortium, sharing in the receipt and mutual allocation of three federal entitlement grants through the U.S. Department of Housing and Urban Development (HUD). The three grants are the Community Development Block Grant (CDBG), the Emergency Solutions Grant (ESG), and the HOME Investment Partnership Act (HOME). Each of the three grants is intended to meet the needs of low-income families and communities.

In addition to your community, eighteen (18) other cities and small towns in Pierce County participate in Pierce County's Consortium. A Cooperation Agreement for Pierce County's Urban County Community Development Consortium is currently in place for 2024 - 2026. The agreement will automatically renew for the years 2027 - 2029 with the addition of the language contained in Amendment No. 3 (see attached), unless the **City of Edgewood** notifies Pierce County and the HUD field office that the **City of Edgewood** has elected not to participate in these programs during the 2027 - 2029 term. HUD and Pierce County Department of Human Services must receive written notification no later than **July 7, 2026**.

The cities of Lakewood, Tacoma, and Auburn are not members of Pierce County's Consortium, as they receive funds directly from HUD for cities with a population greater than 50,000. And the cities of Enumclaw and Pacific, which extend into Pierce County, are members of King County's Consortium.

Benefits of Continued Participation in the Pierce County Consortium

- ◆ Cities and Towns can target CDBG funds for public infrastructure projects that serve low-and moderate-income neighborhoods.
- ◆ Nonprofit organizations that serve your community can access funds to acquire, construct, and/or rehabilitate human service facilities or housing that serve low- and moderate-income residents.
- ◆ Nonprofit organizations, serving low and moderate-income residents of the **City of Edgewood** can access funds for human service programs.
- ◆ Low- and moderate-income households in consortium cities and towns may qualify for moderate home repairs and down payment assistance.

HUD regulations require Pierce County to inform each member of their Urban County Community Development Consortium of the opportunity to continue or terminate Urban County Consortium participation. HUD requires that your community also be informed of the following:

1. If the **City of Edgewood** chooses to remain with the Pierce County Consortium, it is ineligible to apply for grants under the State CDBG program while it is part of the urban county;
2. If the **City of Edgewood** chooses to remain with the Pierce County Consortium, it is also a participant in the HOME program if the urban county receives HOME funding and may only receive a formula allocation under the HOME Program as part of the urban county, although this does not preclude the urban county or unit of government within the urban county from applying to the State for HOME funds, if the State allows;
3. That if it chooses to remain with the urban county, it is also a participant in the ESG program if the urban county receives ESG funding and may only receive a formula allocation under the ESG Program as a part of the urban county, although this does not preclude the urban county or a unit of government within the urban county from applying to the State for ESG funds, if the State allows; and
4. If the **City of Edgewood** chooses to be excluded from the Pierce County Consortium, it must notify both Pierce County and the HUD field office of its election to be excluded by **July 7, 2026**.

If the **City of Edgewood** chooses to be excluded from Pierce County's Consortium, it will be effective for the entire three-year period, unless the City/Town specifically elects to be included in a subsequent year for the remainder of Pierce County's Consortium three-year qualification period.

If your community chooses to remain a member of the Pierce County Urban County Community Development Consortium, please inform Pierce County Department of Human Services and the HUD field office of your decision no later than **July 7, 2026**; the **City of Edgewood** will continue to participate in Pierce County's Consortium.

Should your community elect to withdraw from Pierce County's Urban County Community Development Consortium, the **City of Edgewood** must inform Pierce County Department of Human Services and the HUD field office of your decision no later than **July 7, 2026**.

Email notification of your decision can be addressed to the following no later than **July 7, 2026**:

Maggie Keller, Director
U.S. Department of HUD – Seattle
Office of Community Planning & Development
maggie.keller@hud.gov

Stephanie Bray, Community Development Supervisor
Pierce County
Human Services
stephanie.bray@piercecountywa.gov

This will be the final automatic renewal of the Cooperation Agreement. HUD recently revised its policy regarding the automatic renewal of Cooperation Agreements. Under the new policy, which will apply to the Pierce County Consortium beginning with the 2030–2033 qualification period, Cooperation Agreements may automatically renew for only one additional three-fiscal-year qualification period rather than indefinitely.

As a result, the agreement may remain in effect for a maximum of six years before Pierce County and your jurisdiction must reauthorize and re-execute the agreement. Staff will contact you in 2029 to execute a new

The Honorable Dave Olson
May 29, 2026
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Cooperation Agreement for the 2030–2033 term, which may then automatically renew for the 2034–2036 term.

Please note that HUD revised the requirements of the Cooperation Agreement that is currently in effect. Enclosed you will find Amendment No. 3, which has HUD’s revised language to the Cooperation Agreement, and requires two signatures on the second page. Please sign and return it to our office by **July 13, 2026**. The signed amendment can be emailed to stephanie.bray@piercecounywa.gov.

If you have any questions, please contact Stephanie Bray, Community Development Supervisor at stephanie.bray@piercecounywa.gov.

Sincerely,



Devon Isakson
Acting Community Services Division Manager

cc: Stephanie Bray, Community Development Supervisor



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Council Rules of Procedure - Virtual and/or Telephonic Meetings	Agenda Item #: 3.E
	For Agenda of: 6/16/2026
	Prepared by:

Attachments (list):

1. RESOLUTION NO. 26-0XXX Amending Section 8.10 of the Council Rules of Procedures
2. Council Rules of Procedure Amended May 12, 2026- Green Edits for Review

Approval of Materials:	Expenditure Required:
Rachel Pitzel, Assistant City Administrator 06/15/2026	Amount Budgeted:
Dave Olson, Mayor 06/15/2026	Timeline:

Summary Statement:

Section 8.10 of the Council Rules of Procedures - Virtual and/or Telephonic Meetings as requested and sponsored by CM Ramirez and CM Pazaruski.

Item History:

Recommended Action:

Hold a discussion and provide staff guidance regarding Council Rules of Procedure - Virtual and/or Telephonic Meetings

Fiscal Note/Consideration:

RESOLUTION NO. 26-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING SECTION 8.10 OF THE CITY COUNCIL RULES OF PROCEDURE REGARDING VIRTUAL AND/OR TELEPHONIC MEETINGS

WHEREAS, on May 12, 2026 the City Council of the City of Edgewood has previously amended and adopted Council Rules of Procedure to govern the conduct of council meetings, proceedings, and business by Resolution No. 26-0793; and

WHEREAS, the City Council desires to ensure continuity of government operations and public participation during emergencies and other circumstances where in-person attendance may be impracticable;

WHEREAS, the City Council recognizes the value of in-person attendance while also acknowledging that remote participation may be necessary from time to time;

WHEREAS, the City Council desires to establish clear procedures governing remote attendance at City Council meetings in compliance with the Washington Open Public Meetings Act (“OPMA”), Chapter 42.30 RCW;

WHEREAS, the Council has reviewed proposed amendments to the Rules of Procedure, as set forth in *Exhibit A* attached hereto and incorporated herein by this reference; and

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

Section 1. Adoption of Amended Rules of Procedure. The City Council hereby adopts the amended Council Rules of Procedure, this amendment includes revisions to Section 8.10 of the City Council Rules of Procedures attached hereto as *Exhibit A* and incorporated herein by this reference.

Section 2. Repealer. All prior versions of the Council Rules of Procedure or portions thereof in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict.

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

ADOPTED THIS XXTH DAY OF JUNE 2026

Dave Olson, Mayor

ATTEST:

Jill Schwerzler-Herrera, CMC
City Clerk



CITY OF EDGEWOOD
COUNCIL RULES OF PROCEDURE
Amended - May 12, 2026

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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 local elected officials 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.

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 two-thirds majority 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. DEPUTY MAYOR APPOINTMENTS

- 4.1 Biennially at the first meeting of the Council, or periodically thereafter, the Council shall designate a Councilmember as 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 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.
- 4.3 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 regular meetings of the Council as requested by the mayor or council, or when legal matters requiring counsel are anticipated, unless excused. The mayor may request the City Attorney to attend study sessions and/or meetings, as necessary. Upon request and/or in the City Attorney's absence, the City Attorney shall provide an opinion, either written or oral, on legal questions, or may provide a substitute legal resource.

The Council may designate a qualified parliamentarian, including a contracted third-party professional, to serve in that role during meetings. In the absence of such designation, the City Attorney may serve as 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 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 10440 Dom Calata Way E. Study Sessions 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. 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 11 (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.
- (6) Council Retreat - Council will coordinate with the Mayor and City Staff to strive to hold an annual retreat in the first quarter of each calendar year.
 - Pre-Retreat Preparation. The Deputy Mayor will work with Councilmembers through individual discussion or a collaborative Council Study Session meeting to discuss and establish the retreat agenda, format, and necessary logistics, including facilitation. The Mayor and City Staff may offer recommendations for retreat topics. Any staffing or logistics desired for the retreat must be approved by and coordinated through the Mayor.
 - Retreat Agenda and Agenda Packet. Once Council has approved the final retreat agenda, the City Clerk shall publish and distribute it to all Councilmembers, the Mayor, and City Staff no later than two (2) weeks prior to the scheduled retreat. The City Clerk will prepare and distribute the retreat agenda packet to Council members (1) week prior to the scheduled retreat to facilitate Council review and preparation.
 - Retreat Facilitation. Council retreats shall take place within the city limits of Edgewood with either the Mayor or Deputy Mayor serving as the presiding officer. A retreat facilitator may be utilized at the council's discretion.

Post-Retreat Follow-Up. The Council may request periodic updates from the Mayor on Council goals and priorities established at the retreat.

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 11, 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 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.~~ **by phone or other electronic means that allows for real-time verbal communication.** 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.~~~~
- (3) **Council members may attend council meetings, study sessions, and special meetings remotely (by phone or other electronic means that allows for real-time verbal communication). They shall have all of the official City Council materials available during the meeting, shall be able to view the City Council meeting by video and audio in real time, and shall be able to communicate with the public and other council members during the meeting as if physically in attendance at the meeting. Council prefers and values in-person attendance. In order to have a large majority of the council members present and in council chambers, council members should only attend remotely for good faith reasons.**
- (4) **Emergency meetings do not require this notice. If council members require additional accommodation due to a disability, please contact the mayor and city clerk..**

- 5) When the mayor is unavailable to preside over a council meeting or study session, the deputy mayor will preside. It is preferred that the deputy mayor presides in person.
- (6) At any meeting where a council member is attending remotely it shall be verbally noted on the record during the City Council meeting and in the official minutes of the City Council meeting. Remote participation must allow the councilmember to...
 - A. Be heard by everyone present in the meeting.
 - B. Identify themselves before speaking.
- (7) No more than two councilmembers may remotely attend the same City Council meeting; provided a Councilmember not attending due to medical reasons using aforementioned good faith reasons will not count as one of the two councilmembers described in this section. The availability of attending a particular City Council meeting remotely shall be on a first-come first-served basis.
- (8) It shall be the responsibility of the remotely attending council member to ensure compliance with this section. A council member who is not able to effectively participate shall not be counted toward a quorum and may not vote during that period.
- (9) Councilmembers participating remotely in emergency executive sessions must ensure confidentiality, be able to be seen on video, and confirm that they are in a private setting and complying with any additional safeguards established by the City.

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) Council consensus.
 - (2) By any two (2) Councilmembers; and/or
 - (3) By the Mayor.
- 9.3 An item may be placed on or removed from 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 or remove the item at a meeting. Adding or removing of an item shall require a two-thirds majority vote.

- 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 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 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 break 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 the 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 five (5) minutes for individuals and 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 five (5) minutes for each individual or 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.