CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA
Tuesday, December 15, 2020 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. **CALL TO ORDER**
   Roll Call, Pledge of Allegiance
2. **COUNCIL BUSINESS**
   - **A.** Discussion – Development Review
   - **B.** Discussion – Resolution – Affirmation of Open Space Classification
   - **C.** Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)
   - **D.** Discussion – Resolution – Equipment/Vehicle Surplus
   - **E.** Discussion – Resolution – Pierce County Radio and Maintenance Agreement
   - **F.** Discussion – Ordinance – Connor Homes Property Donation
   - **G.** Discussion – Resolution – Hazardous Tree – 4200 block W Valley Hwy
   - **H.** Discussion – Resolution – FCS Fee Schedule
   - **I.** Discussion – Resolution – Pierce County Sheriff Contract Addendum
   - **J.** Discussion – 2019 SAO Annual Audit
   - **K.** Discussion – Ordinance – 2020 Budget Amendment
3. **OTHER COUNCIL ITEMS**
4. **ADJOURN**

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

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: Discussion – Development Review	Agenda Item #: 2.A
	For Agenda of: 12/15/2020
	Prepared by: Emily Arteche

Attachments (list):
1. 2020 November Permit Inspection Tally
2. December 2020 Land Division report
3. Monthly Projects - Council Summary - PDF_PDF Pending Projects with Chart

Approval of Materials:	Expenditure Required: N/A
Emily Arteche	Amount Budgeted: N/A
Rachel Pitzel 12/10/2020	Timeline: N/A
Dave Gray 12/10/2020	
Daryl Eidinger 12/10/2020	

Summary Statement:
The City's Community Development Department (CDD) is entrusted by City Council, Edgewood citizens, and the State of Washington to provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services necessary to ensure the healthy, safety, and quality of life of Edgewood residents. To carry out these responsibilities, the CDD staff members perform numerous customer interactions, code interpretations, permitting functions, project reviews, on-site inspections, and multiple other functions.

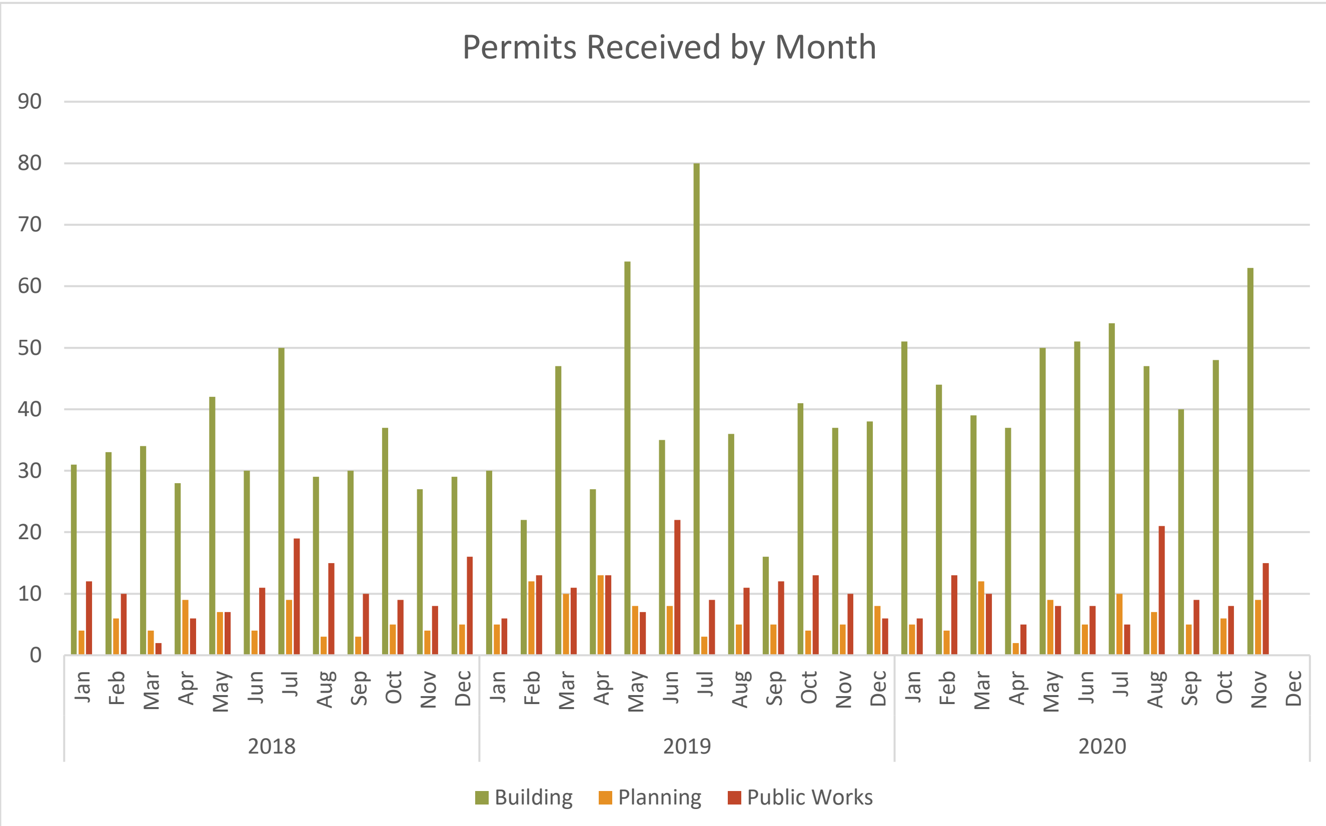
Item History:

Recommended Action:
Discussion as needed.

Fiscal Note/Consideration:
N/A

Nov 2020

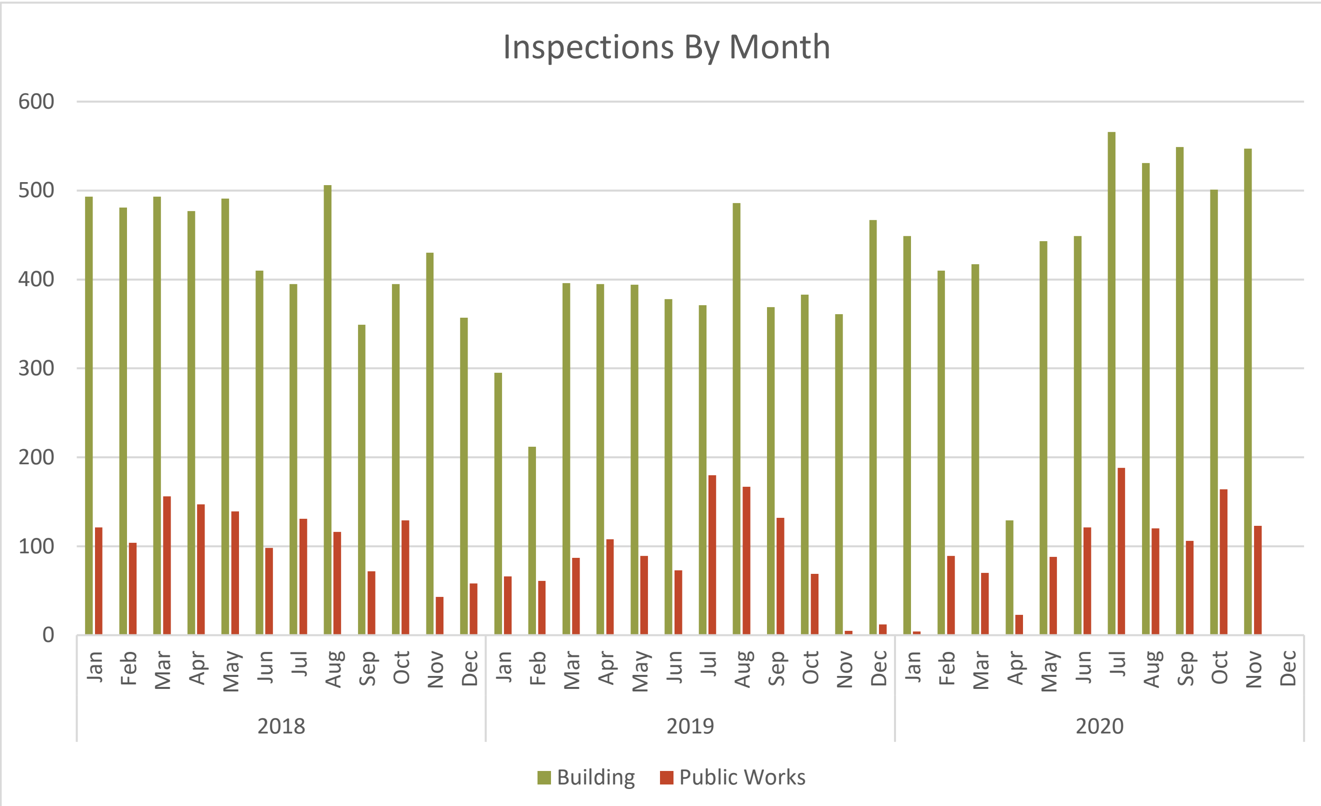
City of Edgewood
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
Nov 2020	63	30	9	2	15	2
Nov 2019	37	28	5	3	10	7
Nov 2018	27	35	4	2	8	8
Average 2020	48	34	7	3	10	8
Average 2019	39	38	7	6	11	10
Average 2018	33	32	5	2	10	7
YTD 2020	524	371	74	33	108	84
YTD 2019	435	416	78	62	127	115
YTD 2018	371	366	58	18	109	76
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2020	Nov	63	Mar	12	Aug	21
Highest Month 2019	Jul	80	Apr	13	Jun	22
Highest Month 2018	Jul	50	Apr	9	Jul	19

Nov 2020

City of Edgewood
Monthly Development Report



Inspections	Building	Public Works
Nov 2020	547	123
Nov 2019	361	5
Nov 2018	430	43
Average 2020	454	100
Average 2019	376	87
Average 2018	440	110
YTD 2020	4991	1096
YTD 2019	4040	1037
YTD 2018	4920	1256

	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2020	Jul	566	Jul	188
Highest Month 2019	Aug	486	Jul	180
Highest Month 2018	Aug	506	Mar	156

Land Division Report- December 2020

Preliminary Plat						Site Development	Final Plat		
Start Year	Submitted	Project	Total Lots Proposed	Status	Approved	Status	Status	Recorded Date	Total Lots Recorded
2020	11/12/2020	HUNTINGTON SHORT PLAT	3	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	11/6/2020	RUSEV SHORT PLAT	2	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	10/26/2020	CONNOLY SHORT PLAT	3	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	8/10/2020	TEBALDI SHORT PLAT	2	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	7/17/2020	PADEN SHORT PLAT	2	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	7/13/2020	HARRISON SHORT PLAT	2	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	3/18/2020	PHILLIPS RIDGE SUBDIVISION	14	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	2/28/2020	DODDS SHORT PLAT	2	APPROVED	9/3/2020	N/A	APPLICATION		
	1/23/2020	SMITH SHORT PLAT	2	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
2019	11/7/2019	BJERK SHORT PLAT	2	APPROVED	1/14/2020	N/A	APPROVED	11/23/2020	2
	10/18/2019	ESTATES ON CALDWELL SUBDIVISION	6	APPROVED	5/5/2020	ISSUED	NOT SUBMITTED		
	8/28/2019	JENNA ACRES SHORT PLAT	4	APPROVED	9/14/2020	APPLICATION	NOT SUBMITTED		
	4/8/2019	SELLERS SHORT PLAT	2	APPROVED	9/27/2019	NOT SUBMITTED	NOT SUBMITTED		
	3/26/2019	WAGNER SHORT PLAT	3	APPROVED	10/23/2019	APPLICATION	NOT SUBMITTED		
	3/26/2019	RAMSAUR SHORT PLAT	4	APPROVED	6/21/2019	N/A	APPROVED	8/14/2020	2
	3/18/2019	MISENAR SHORT PLAT	2	APPROVED	5/23/2019	N/A	APPROVED	6/14/2019	2
	3/12/2019	BECKER SHORT PLAT	2	APPROVED	7/1/2019	APPLICATION	APPROVED	7/27/2020	2
2018	11/26/2018	BARTH SUBDIVISION	37	APPROVED	6/4/2020	APPLICATION	NOT SUBMITTED		
	10/17/2018	T GARRETT SHORT PLAT	2	APPROVED	3/1/2019	ISSUED	APPROVED	10/4/2019	2
	7/13/2018	MAKSIMCHUK SHORT PLAT	2	APPROVED	1/25/2019	N/A	APPROVED	3/13/2019	2
	6/15/2018	GRUBB SHORT PLAT	3	APPLICATION		NOT SUBMITTED	NOT SUBMITTED		
	4/17/2018	HEART & SOUL SHORT PLAT	4	APPROVED	12/26/2018	FINALED	APPLICATION		
	4/17/2018	MICKELSON SUBDIVISION	10	APPROVED	8/25/2020	NOT SUBMITTED	NOT SUBMITTED		
	2/15/2018	CHUMAKIN SHORT PLAT	4	APPROVED	6/22/2018	FINALED	APPROVED	5/21/2020	4
	2/8/2018	BEREZNYOV SHORT PLAT	4	APPROVED	1/10/2019	APPLICATION	NOT SUBMITTED		
	1/9/2018	ABEL SHORT PLAT	6	APPROVED	9/13/2018	ISSUED	NOT SUBMITTED		
2017	12/6/2017	CIRILIUM SUBDIVISION	18	APPROVED	8/15/2018	FINALED	APPROVED	3/27/2020	18
	10/11/2017	CHAMBERLIN SHORT PLAT	2	APPROVED	4/26/2018	N/A	APPROVED	7/11/2018	2
	10/10/2017	WOLF POINT SUBDIVISION	56	APPROVED	3/20/2019	APPLICATION	NOT SUBMITTED		
	3/23/2017	YURINA-COLLINS SHORT PLAT	3	APPROVED	10/19/2017	FINALED	APPROVED	3/12/2019	3
	3/22/2017	GAGNON SHORT PLAT	2	APPROVED	11/17/2017	FINALED	APPROVED	7/27/2020	2
2016	11/3/2016	VOLENTE SUBDIVISION	15	APPROVED	6/6/2017	ISSUED	APPROVED	9/11/2020	15
	9/23/2016	DOMUS TOWNHOMES PRD (THE WOODLANDS)	55	APPROVED	1/11/2017	ISSUED	APPROVED	7/11/2018	55
	9/2/2016	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	92	APPROVED	12/14/2017	FINALED	APPROVED	3/25/2020	67
		EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 1					APPROVED	12/5/2019	23
	7/15/2016	PETERSON SHORT PLAT	3	APPROVED	12/10/2016	NOT SUBMITTED	NOT SUBMITTED		
	7/13/2016	DAFFODIL FARMS SHORT PLAT	5	APPROVED	3/7/2017	FINALED	APPROVED	5/29/2018	5
	6/3/2016	GERVAIS SHORT PLAT	3	APPROVED	12/22/2016	APPLICATION	NOT SUBMITTED		
	5/12/2016	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	41	APPROVED	10/24/2017	APPLICATION	NOT SUBMITTED		
		NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 1	13			FINALED	APPROVED	1/25/2018	13
	4/4/2016	PASCOLO ESTATES SUBDIVISION	19	APPROVED	3/21/2017	FINALED	APPROVED	12/18/2019	19
	2/16/2016	EDGEWOOD TERRACE SUBDIVISION	28	APPROVED	7/5/2017	NOT SUBMITTED	NOT SUBMITTED		
2015	12/10/2015	NICKLAUS SUBDIVISION	38	APPROVED	12/15/2016	FINALED	APPROVED	6/12/2019	38
	11/13/2015	CALDWELL CREST SUBDIVISION	15	APPROVED	6/30/2016	FINALED	APPROVED	11/16/2017	15
	11/12/2015	RAINIER VISTA SUBDIVISON	13	APPROVED	7/28/2016	FINALED	APPROVED	11/28/2018	13
	11/2/2015	CALIBER SHORT PLAT	6	APPROVED	9/8/2016	FINALED	APPROVED	9/6/2019	
	10/26/2015	EDGEWOOD HEIGHTS SHORT PLAT	2	APPROVED	8/4/2016	ISSUED	APPROVED	5/4/2017	0
	7/21/2015	LEEPER SHORT PLAT	3	APPROVED	9/26/2015	FINALED	APPROVED	3/5/2018	3
	7/8/2015	EDGEWOOD ESTATES SUBDIVISION	14	APPROVED	9/29/2016	ISSUED	APPLICATION		
	6/24/2015	LARSON SHORT PLAT	4	APPROVED	2/23/2016	FINALED	APPROVED	1/20/2017	4
	2/27/2015	VIEW POINTE SUBDIVISION	44	APPROVED	4/29/2016	FINALED	APPROVED	8/16/2017	44
	1/26/2015	MAPLE GROVE SUBDIVISION	8	APPROVED	9/13/2016	FINALED	APPROVED	11/13/2019	8
	1/23/2015	CURRAN ESTATES SUBDIVISION	9	APPROVED	12/30/2015	FINALED	APPROVED	6/12/2019	9
2014	10/31/2014	WAMPOLD SHORT PLAT	6	APPROVED	1/15/2015	FINALED	APPROVED	3/15/2017	6
	4/24/2014	FOREST WOOD ESTATES SHORT PLAT	4	APPROVED	7/15/2014	N/A	APPROVED	12/19/2014	4
	4/4/2014	NOLAN SHORT PLAT	2	APPROVED	7/21/2014	FINALED	APPROVED	7/17/2015	2
	1/27/2014	LISITSYN SHORT PLAT	6	APPROVED	7/15/2014	FINALED	APPROVED	7/15/2019	6
2013	6/19/2013	WESTRIDGE SUBDIVISION	360	APPROVED	9/4/2014	FINALED	APPROVED	7/20/2016	284

Pending

Permit	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
[illegible]	2224 104th Ave E	420102012	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

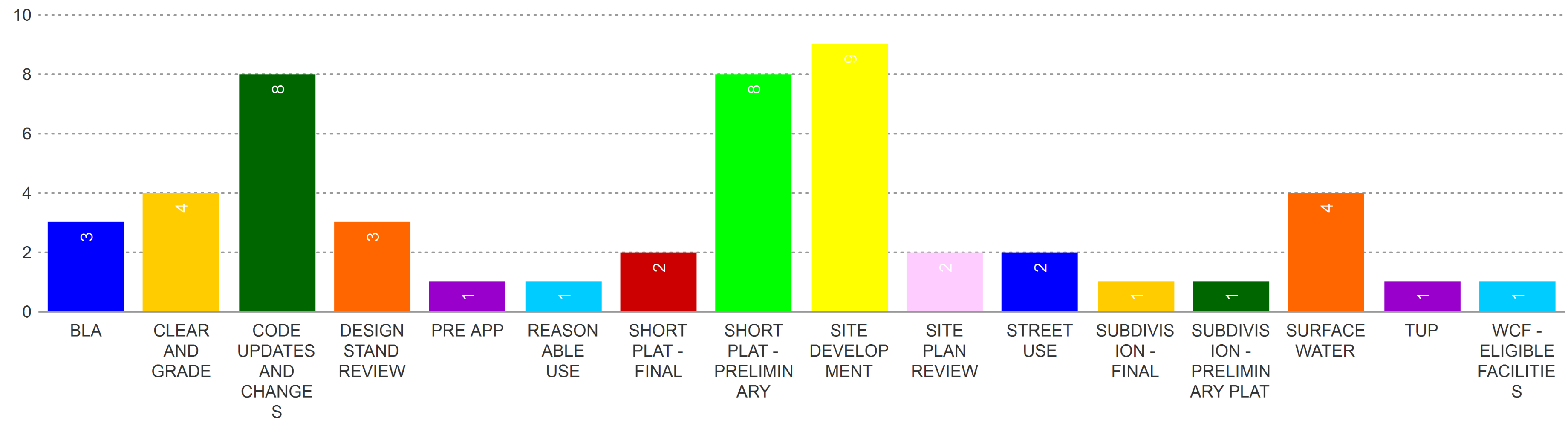
Exported: 12/01/2

Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

Exported: 12/01/2

Exported: 12/01/2

Permits by Type



City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Resolution – Affirmation of Open Space Classification	**Agenda Item #:** 2.B **For Agenda of:** 12/15/2020 **Prepared by:** Emily Arteche

Attachments (list):
1. Resolution No. 20-0000, Affirmation of Open Space
2. Exhibit 1_Ordinance 2020-115s Signed Final_Pierce County

Approval of Materials: Emily Arteche Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** N/A **Amount Budgeted:** N/A **Timeline:** Adoption at the regular City Council meeting on December 22, 2020

Summary Statement:
The property owners Kirsten Holmquist, Parcel No. 0420096043, located at 2209 88th Avenue East involving 1.77 acres out of 2.77 acres and Stephen L & Jane W Smith, Parcel No. 0420104138, located at 2614 117th Avenue East involving 9.30 acres out of 10.80 acres applied in 2019 to have potions of their property entered into the statewide Current Use Assessment program. This program allows a reduction in the owner's property taxes on an on-going basis, as long as the owner keeps the property in continued use as an open space area.

Pierce County received 2020 Current Use Open Space applications within the city of Edgewood. The application requires Pierce County and the City of Edgewood Joint Determining Authority (JDA) to take action in 2020. As a result, Pierce County adopted Ordinance No. 2020-115s on November 24 with an effective date of December 10, 2020. On November 20, 2020, Pierce County sent a notice to the City of Edgewood seeking affirmation of the open space classifications. The subject property currently contains designated forest lands and receives the associated tax reduction. By excluding approximately 2.50 acres from the Open Space classification, the subject properties overall tax burdens are estimated to increase slightly. As a result, the impact to the City of Edgewood affirming the Open Space Classifications for the remaining 11.07 acres is likely negligible.

Item History:
N/A

Recommended Action:
Hold a discussion and provide staff guidance regarding Affirming of Open Space Classification

Fiscal Note/Consideration:

None, other than the City may see a very slight increase in tax revenue with this new classification.

RESOLUTION NO. 20-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY WASHINGTON, RELATING TO THE CITY'S OPEN SPACE PROGRAM, DESIGNATING PROPERTY OWNED BY 1. KIRSTEN HOLMQUIST, PARCEL NO. 0420096043, LOCATED AT 2209 88TH AVENUE EAST INVOLVING 1.77 ACRES OUT OF 2.77 ACRES AND; 2. STEPHEN L & JANE W SMITH, PARCEL NO. 0420104138, LOCATED AT 2614 117TH AVENUE EAST INVOLVING 9.30 ACRES OUT OF 10.80 ACRES, AS OPEN SPACE FOR PROPERTY TAX PURPOSES UNDER THE CITY AND PIERCE COUNTY'S OPEN SPACE CURRENT USE ASSESSMENT PROGRAM

WHEREAS, Kirsten Holmquist is the owner of property located at 2209 88th Avenue East, Edgewood, Washington (Parcel No. 0420096043) and Stephen L & Jane W Smith are the owners of property located at 2614 117th Avenue East (Parcel No. 0420104138; and

WHEREAS, the property owners have requested that these portions of their property be included into the statewide Current Use Assessment program authorized under RCW 84.34.037; and

WHEREAS, this classification would reduce the property taxes assessed these property owners on their portions of the property on an on-going basis, contingent upon its continued use as an open space area; and

WHEREAS, the procedure in RCW 84.34.037 allows for separate legislative actions of both the Pierce County Council and the City Council of the City of Edgewood; and

WHEREAS, on September 15, 2020, the Pierce County Council considered the recommendations of various County departments in a Staff Report, which recommended approval, and adopted PCC Ordinance No. 2020-115s, which affirmed the applications without modification and directed that the Ordinance be forwarded to the City of Edgewood for affirmation of the application, consistent with RCW 84.34.037; and

WHEREAS, this Resolution is categorically exempt from SEPA under WAC 197-11-800(19); and

WHEREAS, the Council considered this Resolution during its December 15, 2020 City Council study session; and

WHEREAS, on December 22, 2020, the City Council held a public meeting in consideration of the applications for the proposed Open Space Current Use assessments;

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

Section 1. That the City Council has reviewed the Findings of Fact adopted by the Pierce County Council in PCC Ordinance No. 2020-115s (attached hereto as Exhibit A) and incorporates the same by reference.

Section 2. That the applications for Case No. OS8-19, Kirsten Holmquist, for property located at **located at 2209 88th Avenue East**, Edgewood, Washington (Parcel No. **0420096043**.) Open Space classification of 1.77 acres and Case No. OS9-19 Stephen L & Jane W Smith, for property located at 2614 117th Avenue East, Edgewood, Washington (Parcel No. **0420104138**.) Open Space classification of 9.30 acres, as more fully described in Exhibit A to PCC Ordinance No. 2020-115s, attached hereto and incorporated herein by reference, is hereby approved.

Section 3. That the City Clerk is directed to forward this City of Edgewood Resolution to the Clerk of the Pierce County Council, in order to complete the process, all as described in Pierce County Ordinance No. 2020-115s.

Section 4. This Resolution shall become effective upon passage.

PASSED THIS 22ND DAY OF DECEMBER, 2020.

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, CMC
City Clerk

Sponsored by: Councilmember Douglas G. Richardson
Requested by: County Executive/Planning and Public Works

ORDINANCE NO. 2020-115s

An Ordinance of the Pierce County Council Affirming Applications for Open Space Classification Under Current Use Assessment on Certain Properties Located Within the Incorporated Boundaries of the City of Edgewood in Pierce County; Directing the Clerk of the Council to Forward this Ordinance to the City of Edgewood for its Affirmation of these Applications Consistent with Revised Code of Washington 84.34.037; and Adopting Findings of Fact. (Application Nos. OS8-19 and OS9-19)

Whereas, certain property owners have filed an application with Pierce County for Open Space Classification in accordance with Chapter 84.34 Revised Code of Washington (RCW), as amended; and

Whereas, RCW 84.34.037 provides that, "…applications for classification of land in an incorporated area shall be acted upon by: (a) A granting authority composed of three members of the county legislative body and three members of the city legislative body in which the land is located in a meeting where members may be physically absent but participating through telephonic connection; or (b) separate affirmative acts by both the county and city legislative bodies where both bodies affirm the entirety of an application without modification or both bodies affirm an application with identical modifications."; and

Whereas, the property in Open Space Applications OS8-19 and OS9-19 are located inside the boundaries of the City of Edgewood; and

Whereas, the provisions of Chapter 2.114 of the Pierce County Code (PCC) set forth applicable procedures for the review and hearing of Current Use Assessment Applications; and

Whereas, the Pierce County Department of Planning and Public Works provided a copy of the applications to the City of Edgewood, as required by PCC 2.114.090 A.2; and

Whereas, the requirements of Chapter 2.114 PCC have been met with respect to the subject applications; and

Pierce County Council
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Tacoma, WA 98402

Whereas, the Pierce County Departments of Planning and Public Works and the Assessor-Treasurer, in cooperation with the City of Edgewood, have reviewed the applications and provided a Staff Report concerning the applications; and

Whereas, the Staff Report includes a recommendation of approval of 20 points for Parcel No. 0420096043 for Application No. OS8-19, Kirsten Holmquist, for classification of 1.77 acres as Open Space under Current Use Assessment, based on the Open Space Public Benefit Rating System, consistent with Findings of Fact, attached hereto and incorporated as Exhibit A; and

Whereas, the Staff Report includes a recommendation of approval of 25 points for Parcel No. 0420104138 for Application No. OS9-19, Stephen L & Jane W Smith, for classification of 9.30 acres as Open Space under Current Use Assessment, based on the Open Space Public Benefit Rating System, consistent with Findings of Fact, attached hereto and incorporated as Exhibit B; and

Whereas, the Pierce County Council has followed all applicable procedures and finds that the applications set forth herein for Open Space classification, as more fully described in the attached Exhibits, have been properly reviewed and considered; **Now Therefore,**

BE IT ORDAINED by the Council of Pierce County:

Section 1. Application Case No. OS8-19 for Kirsten Holmquist is approved for 20 points based on the Open Space Public Benefit Rating System in Chapter 2.114 PCC for Open Space classification of 1.77 acres, as more fully described in Exhibit A, which is attached hereto and incorporated herein by reference.

Section 2. Application Case No. OS9-19 for Stephen L & Jane W Smith is approved for 25 points based on the Open Space Public Benefit Rating System in Chapter 2.114 PCC for Open Space classification of 9.30 acres, as more fully described in Exhibit B, which is attached hereto and incorporated herein by reference.

Section 3. The Clerk of the Council is hereby directed to forward this Ordinance to the City of Edgewood for its affirmation of the applications contained herein, and subsequent filing of official documentation of its legislative action of affirmation with the Clerk of the Council.

Section 4. The applicants shall take all steps specified by the Planning and Public Works Department to ensure that the legal descriptions set forth in the applications are true and correct descriptions of the properties to be placed under the Current Use Assessment.

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Section 5. The applicants shall execute the required agreement regarding their Current Use Assessment authorization as provided by Chapter 2.114 PCC.

PASSED this 24th day of November, 2020.

ATTEST:

Denise D. Johnson
Denise D. Johnson
Clerk of the Council

PIERCE COUNTY COUNCIL
Pierce County, Washington

Douglas G. Richardson
Douglas G. Richardson
Council Chair

Bruce F. Dammeier
Pierce County Executive
Approved X Vetoed ________, this 30th day of November, 2020.

Date of Publication of
Notice of Public Hearing: November 11, 2020

Effective Date of Ordinance: December 10, 2020

Pierce County Council
930 Tacoma Ave S, Rm 1046
Tacoma, WA 98402

OS8-19, Kirsten Holmquist, Parcel No. 0420096043, 2209 88th Avenue East, City of Edgewood:

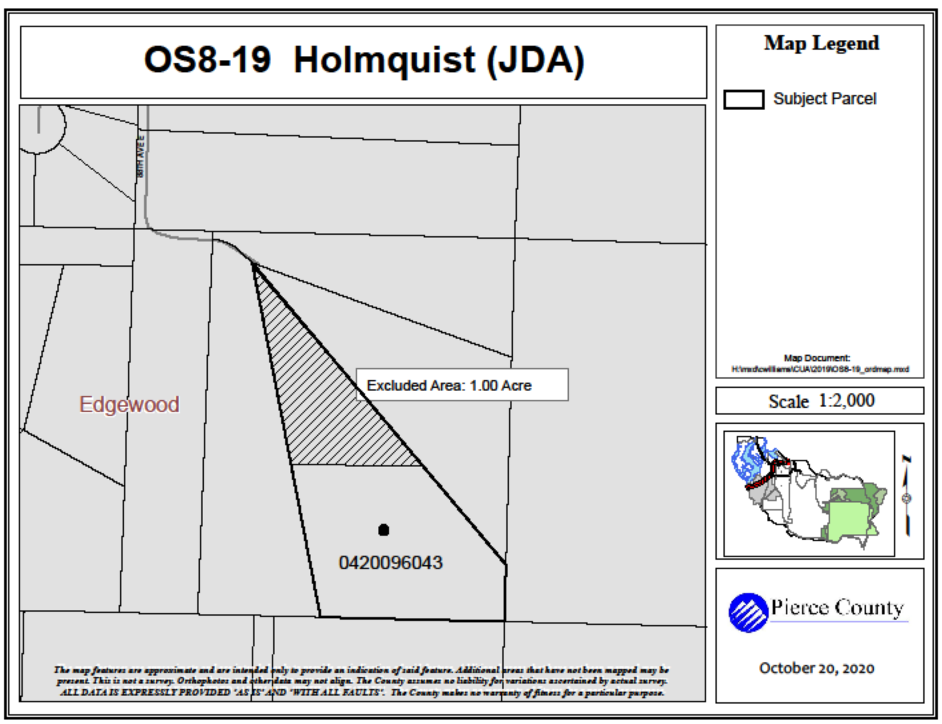
LEGAL DESCRIPTION OF THE PROPERTY
UNDER CURRENT USE ASSESSMENT

RTSQQ: 04200923

0420096043; L 2 OF S P 2002-09-11-5005 EASE OF REC OUT OF 2-073 SEG R-0213 09/18/2002CL

DESCRIPTION OF AREA
EXCLUDED FROM THE CURRENT USE ASSESSMENT

EXCEPT A 1.00 ACRE AREA OF THE PROPERTY USED FOR EXISTING RESIDENTIAL USES, SEE ATTACHED MAP.



FINDINGS OF FACT

Case No. OS8-19, Kirsten Holmquist

The County Council finds as follows:

1. The applicant has applied for classification of land as Open Space land pursuant to Revised Code of Washington (RCW) 84.34.020(1).

2. The property in Case OS8-19 qualifies for open space pursuant to RCW 84.34.020(1).

3. The property in Case OS8-19, Parcel No. 0420096043 qualifies for a total of 15 resource points, the maximum, on 1.77 acres under the Open Space Public Benefit Rating System (PBRS): Five high priority resource points each for containing fish and wildlife habitat conservation areas, streams, and wooded areas. The site also qualifies for five bonus points for being located within the municipal boundaries of the City of Edgewood.

4. At a properly noticed hearing, the County Council finds that the property in Case OS8-19 meet the purpose and intent of RCW84.34.020(1) and recommends approval of the classification of 1.77 acres as Open Space land with 20 points under the Open Space Public Benefit Rating System on Parcel No. 0420096043.

5. Pursuant to RCW 84.34.037, the County Council’s affirmative approval of this application by this Ordinance will be forwarded to the City of Edgewood for its affirmation of the application.

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OS9-19, Stephen L & Jane W Smith, Parcel No. 0420104138, 2614 117th Avenue East, City of Edgewood:

LEGAL DESCRIPTION OF THE PROPERTY
UNDER CURRENT USE ASSESSMENT

RTSQQ: 04201041

<u>0420104138</u>; L 2 OF L L 95-08-14-0066 AN AMEND OF L L 91-07-01-0065 EASE OF REC CURRENT USE RCW 84.34 AGRI 10.8 AC AFN 9304260076 1993 OUT OF 4-000 SEG C0738MD 8/22/91BO DC4579MD12/9/91BO DC9/1/95JU TITLE ELIMINATION MAKE - MARLE - MODEL - DESERT MANOR - YEAR - 1992 - SERIAL - HOO5639AB - TPO -%034602 (5000058165) AFN 9204140541 TRANSFER FOR THE 2010 TAX YR

DESCRIPTION OF AREA
EXCLUDED FROM THE CURRENT USE ASSESSMENT

EXCEPT A 1.50 ACRE AREA OF THE PROPERTY USED FOR EXISTING RESIDENTIAL USES, SEE ATTACHED MAP.

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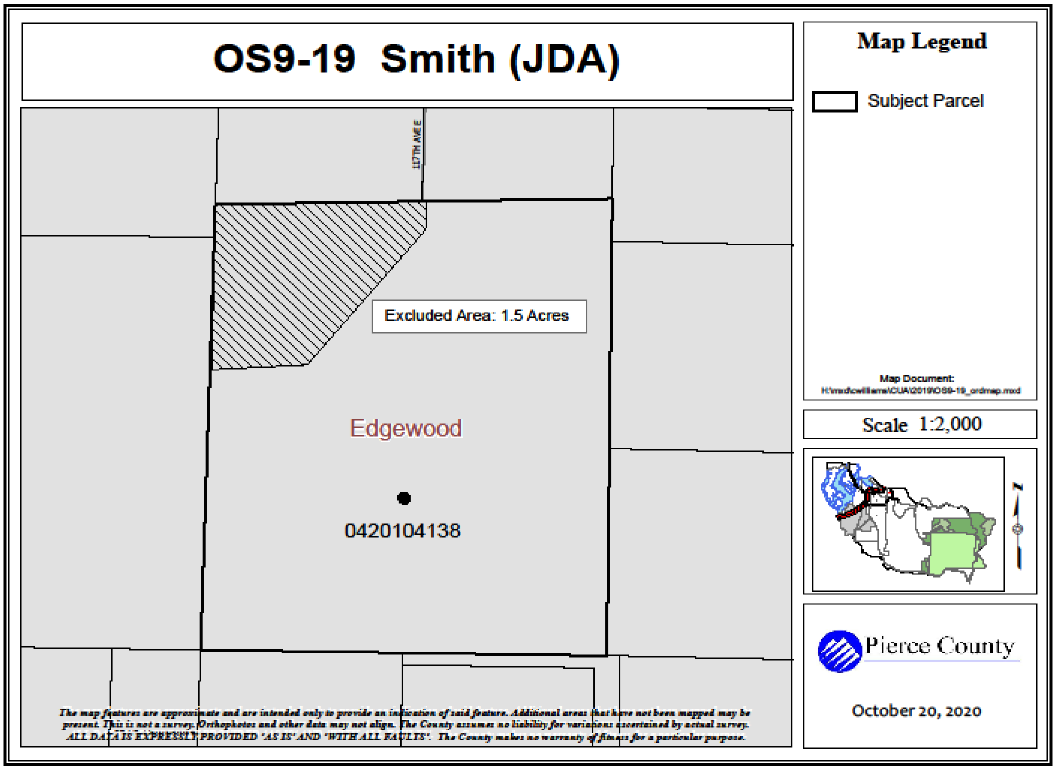
Tacoma, WA 98402



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FINDINGS OF FACT

Case No. OS9-19, Stephen L & Jane W Smith

The County Council finds as follows:

1. The applicants have applied for classification of land as Open Space land pursuant to Revised Code of Washington (RCW) 84.34.020(1).

2. The property in Case OS9-19 qualifies for open space pursuant to RCW 84.34.020(1).

3. The property in Case OS9-19, Parcel No. 0420104138 qualifies for a total of 15 resource points, the maximum, on 9.30 acres under the Open Space Public Benefit Rating System (PBRS): Five high priority resource points each for containing agricultural land, fish and wildlife habitat conservation areas, and wetlands. The site also qualifies for 10 bonus points for being located within the municipal boundaries of the City of Edgewood and for creating a linkage of open space parcels.

4. At a properly noticed hearing, the County Council finds that the properties in Case OS9-19 meet the purpose and intent of RCW84.34.020(1) and recommends approval of the classification of 9.30 acres as Open Space land with 25 points under the Open Space Public Benefit Rating System on Parcel No. 0420104138.

5. Pursuant to RCW 84.34.037, the County Council's affirmative approval of this application by this Ordinance will be forwarded to the City of Edgewood for its affirmation of the application.

Pierce County Council
930 Tacoma Ave S, Rm 1046
Tacoma, WA 98402

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)	**Agenda Item #:** 2.C
	For Agenda of: 12/15/2020
	Prepared by: Daryl Eidinger
Attachments (list):	
Approval of Materials: Daryl Eidinger Rachel Pitzel 12/8/2020	**Expenditure Required:**
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:
City Council is committed to creating a stronger and more inclusive community and believe that equity, diversity and inclusion is essential for our present and our future.

Item History:
Council has asked that this topic be a discussion item at all future study sessions for the foreseeable future. Council has discussed Equity, Diversity and Inclusion trainings and planning at the following meetings:
09/01/2020 Study Session
09/15/2020 Study Session
09/29/2020 Study Session
10/06/2020 Study Session
10/20/2020 Study Session
11/03/2020 Study Session
11/24/2020 Study Session
12/05/2020 Part l - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood
12/12/2020 Part ll - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood

Recommended Action:
N/A

Fiscal Note/Consideration:
N/A

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Resolution – Equipment/Vehicle Surplus	**Agenda Item #:** **2.D** **For Agenda of:** **12/15/2020** **Prepared by: Rachel Pitzel**

Attachments (list):
1. Resolution 20-0XXX (Surplus Equipment)
2. Surplus Equipment Exhibit A

Approval of Materials: Rachel Pitzel Rachel Pitzel 12/8/2020 Dave Gray 12/8/2020 Daryl Eidinger 12/8/2020	**Expenditure Required:** N/A **Amount Budgeted:** N/A **Timeline:** 12/15/2020 - SS Discussion 12/22/2020 - RCM Action under Consent Agenda

Summary Statement:
Staff continues to work to identify and prepare to dispose of miscellaneous obsolete computer equipment, electronics, and automobiles that are no longer in use or being retires as obsolete. By approval of this resolution, council will be authorizing the Mayor to work with staff to determine the most appropriate method to surplus the equipment and documenting any proceeds which will be returned to the general fund.

Item History:

Recommended Action:
Hold a discussion and provide staff guidance regarding the Equipment and Vehicle Surplus resolution.

Fiscal Note/Consideration:
Any revenues generated from the surplus activity will be deposited in to the General Fund.

RESOLUTION NO. 20-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO DECLARE MISCELLANEOUS OBSOLETE COMPUTER EQUIPMENT, ELECTRONICS, AND AUTOMOBILES AS SURPLUS, AND ADMINISTER THE DONATION OR SALE OF THE ITEMS

WHEREAS, City staff have been working to identify and prepare to dispose of miscellaneous obsolete computer equipment, electronics, and automobiles; and

WHEREAS, it is in the best interest of the City to free up valuable space that is currently not available due to storage of unused & obsolete items; and

WHEREAS, the City has donated and recycled obsolete computer equipment and electronics with little to no value in the past, for possible re-use by other government and non-profit organizations; and

WHEREAS, the City Council desires to formally authorize the Mayor to surplus said obsolete equipment;

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

Section 1. Surplus Declaration. The City Council hereby declares these items surplus and authorizes the Mayor to administer the sale of items with a value greater than the disposal cost, donation of items that serve the public interest but have nominal or no value to the City, and finally to dispose of or recycle those items remaining. A list of items is attached as Exhibit A. All City data shall be permanently removed from all data devices prior to loss of custody by the City with a certificate provided stating such disposal was done according to the highest industry standards**.**

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

ADOPTED THIS 22ND DAY OF DECEMBER, 2020

____

Daryl Eidinger, Mayor

ATTEST:

____

Rachel Pitzel, CMC
City Clerk

EXHIBIT A

City of Edgewood
Resolution No. 20-0xxx
Surplus Property List
December 22, 2020

Description of Item	Value
2003 Ford Focus	$3,000
2003 Ford F-450	$2,500
Miscellaneous Electronic Equipment	N/A

- Final values to be determined upon sale of items, to be attached to the Original Resolution.

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Resolution – Pierce County Radio and Maintenance Agreement	**Agenda Item #:** 2.E **For Agenda of:** 12/15/2020 **Prepared by:** Matthew Ray

Attachments (list):
1. Resolution Pierce Transit - Pierce County Combined communications network
2. con 2020-2025 Edgewood Police Department
3. Edgewood PD 2020-2022
4. 2021SAA- Exhibit A
5. 2021 Edgewood CCN SAA Contract

Approval of Materials: Matthew Ray Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** $5,000 Annually **Amount Budgeted:** $5,000 **Timeline:** 12/15/2020 - Study Session

Summary Statement:
In the best of times it is critical that City staff are able to reliably communicate with each. This is even more important during the current pandemic where we have staff working solo in the field and relying on technology to stay connected. Due to the local geography cell reception is not always reliable and it is important to have a backup.

In evaluating this need we found a common denominator where Pierce County Public Works, Sheriff Department and Lake Haven Water District are all using Pierce County's Combined Radio Network to fill this same need. In layman terms this is the Motorola Radios mounted in vehicles or that our officers carry around with them.

The three agreements before you today are to allow ten devices to be on the Pierce County Network, kept up to date and allow any maintenance of the equipment to be done by Pierce County for use during emergencies connecting all of the agencies above who are using the network. In addition Pierce County will dedicate a channel for our four Public Works staff to use to communicate on a day to day basis to coordinate operations such as flagging and underbrush maintenance.

Item History:
NA

Recommended Action:
Hold a discussion and provide staff guidance regarding Pierce County Radio and Maintenance Agreement

Fiscal Note/Consideration:

RESOLUTION NO. 20-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH PIERCE TRANSIT – PIERCE COUNTY COMBINED COMMUNICATIONS NETWORK (CCN) TO USE SINGLE COUNTY WIDE COMMUNICATIONS SYSTEM AND THE MAINTENANCE OF CITY OWNED RADIO EQUIPMENT

WHEREAS, ; First Responders ability to communicate during an emergency is key to ensure public safety, protection of property, and coordinate response efforts; and

WHEREAS, the City has determined it is in the City's best interests to add interoperable radios to provide Public Works and First Responders a reliable communication network that works with Pierce County staff; and

WHEREAS, Pierce County Transit maintains and operates a County Wide Radio network providing Radio Frequency to the County, Cities and Utilities made up therein; 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 the System Access, Use, Maintenance and Radio Frequency Use Mutual Aid Agreements with Pierce Transit-Pierce County Combined Communications Network, attached hereto and incorporated herein not to exceed $5,000 annually.

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

ADOPTED THIS 22ND DAY OF DECEMBER, 2020

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, CMC
City Clerk

AGREEMENT FOR COMMUNICATIONS MAINTENANCE PROGRAM

AGREEMENT made November 1, 2020, between PIERCE COUNTY, herein referred to as "County," and CITY OF EDGEWOD, referred to as "Agency".

SECTION I. THE PARTIES

This is a communications maintenance and installation program contract between Agency and County.

SECTION II. TERM OF AGREEMENT – TERMINATION

This agreement shall commence as of November 1, 2020 and terminate on October 31, 2025. Either party may terminate this agreement upon thirty (30) days written notice.

SECTION III. OBLIGATIONS OF COUNTY

A. All maintenance, repair, installation, engineering, and upgrading of Agency's radio communications system previously agreed to by Agency and County shall be carried out by County, according to time schedules and location of work arrangements to be negotiated by the parties giving due consideration to the immediacy of the need and the workload of the County.

B. On notice from Agency, County shall make any repairs necessitated by normal wear and tear resulting from normal operation, whenever such repairs are required for safe and proper operation of radio system unit.

C. County and its agents and representatives shall at all reasonable times be given access to the radio system unit for the purpose of inspecting, altering, repairing, improving or adding to or removing the same.

D. The described work on base station and associated equipment will be done on site. Work on all equipment, including portables, will be performed at the County Radio Shop, which shall include installation of radio equipment in all Agency's vehicles.

SECTION IV. FEES

Agency shall reimburse the County for its services described above, at the rate of One Hundred Twenty Five ($125.00) Dollars per hour from 7:30 a.m. through 4:00 p.m., plus time and one-half or double time adjustments required by law, where performed outside these hours as authorized by Agency. In addition, the County shall be reimbursed its cost plus 20% for all materials and parts provided by County; except that prior written authorization by Agency shall be required for materials or parts in excess of Five Hundred ($500.00) dollars. Payment shall be made by Agency within thirty (30) days of presentation of invoice listing time, parts and materials by the County. In the event of a fee increase, written notice will be given Sixty (60) days prior to the increase.

SECTION V. INDEMNITY

Notwithstanding anything to the contrary contained in this agreement, Agency shall not be responsible or liable in any manner whatsoever for, and the County shall indemnify Agency against any and all claims, suits, damages, costs or expenses arising from or growing out of, or caused by any negligence in connection with the installation, maintenance, engineering or upgrading of the radio system unit performed by the County, except for the sole negligence of Agency. The County will not be responsible for claims arising out of the Antenna Supporting Structures.

SECTION VI. ASSIGNABILITY

This agreement shall not be assigned by County without the written consent of Agency. If this agreement is assigned without Agency's written consent either by act of County or by operation of law, it shall thereupon terminate subject to the provisions herein before set forth.

SECTION VII. GOVERNING LAW

This agreement shall be governed by and construed under the laws of the State of Washington.

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of ____________, 20____.

Agency**:**

___________________________________ __________
Agency Signature Date

____
Title of Signatory Authorized by Firm Bylaws

Name:____

UBI No. _______________________________

Address: _______________________________

____

Mailing Address: _______________________________

____

Contact Name: _______________________________

Phone: _______________________________

Fax: _______________________________

PIERCE COUNTY:

Approved As to Legal Form Only:

___________________________________ __________
Prosecuting Attorney Date

Recommended:

___________________________________ __________
Budget and Finance Date

Approved:

___________________________________ __________
Department Director Date

RADIO FREQUENCY USE MUTUAL AID AGREEMENT (MAA)

Between

PIERCE TRANSIT-PIERCE COUNTY COMBINED COMMUNICATIONS NETWORK (CCN)

And

CITY OF EDGEWOOD

This Mutual Aid Agreement (MAA) is made by and between Pierce Transit-Pierce County Combined Communications Network (hereinafter "CCN") and City of Edgewood (hereinafter "Agency") to memorialize their mutual understanding regarding access, for the purposes of mutual aid only, to the Single County-Wide Communication System, (hereinafter "SCWCS"), for use of its mobile, portable radios and associated equipment from November 1, 2020 through October 31, 2022.

OVERVIEW

The SCWCS consists of, but is not limited to, the following Subsystems associated to the 700, 410 VHF, VHF Overlay, and UHF systems:

P25 Master Site	Microwave	Fiber
Networking	Radio Infrastructure	Recording
Key Management	Wireless Data	Spectrum Assets

1. RECITALS

1.1 The Agency desires to access the SCWCS for public safety and first responder mutual aid, using its approved mobile and portable radios and associated equipment, on a non-exclusive shared basis with Pierce Transit and Pierce County (the "CCN Parties"), and other Subscribers operating on the system;

1.2 The CCN desires to provide the Agency access to the SCWCS for mutual aid use only under the terms and conditions provided herein; and

1.3 NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, to be kept, performed, and fulfilled by the respective parties hereto, and other good consideration, it is mutually agreed as follows:

2. AGENCY RESPONSIBILITIES

2.1 Agency acknowledges and agrees that its access to and use of the SCWCS is for mutual aid purposes only, and is on a non-exclusive, shared basis with other Agencies of the system, including the CCN

Parties. Agency agrees that it will operate its equipment so as not to cause undue interference with any other Agency operating on the SCWCS.

2.2 It is the responsibility of the Agency to perform its own communications coverage study to ensure that the Agency is fully aware of the coverage within its operational area. Therefore, the Agency is accepting the SCWCS coverage "as is".

2.3 Agency shall assume responsibility for all Agency employees, contractors, subcontractors and or agents having access to and use of the SCWCS.

2.4 Agency agrees that its access to and use of the system is for mutual aid purposes only and shall at all times comply with the rules and regulations set forth by Part 90 of the Federal Communication Commission Rules and Regulations for public safety, first responder, and public service Agency communications, including but not limited to Part 90, Subpart R of the Rules of the FCC, 47 C.F.R. § 90.521, et seq.; Section 90.179 of the Rules of the FCC, 47 C.F.R. § 90.179 (shared use of radio stations); all other Rules of the FCC and all decisions and orders of the FCC applicable to SCWCS and Subscriber's access to and use thereof, including all FCC technical requirements applicable to its use of the system; and the Communications Act of 1934, as amended ("FCC Rules"). Subscriber Agency will immediately cease any operation that is contrary to the FCC Rules.

2.5 Agency will provide notice to CCN of any FCC correspondence or inquiries on matters that relate to its access to or use of the SCWCS within three (3) business days of Agency's receipt thereof.

2.6 Agency shall notify the Principal Contacts in Section 11 by e-mail and phone call if one or more of its subscriber units have been lost or stolen within twenty-four (24) hours of determining that the subscriber units have been lost or stolen.

2.7 Subscriber Equipment: Agency assumes all costs and responsibility for providing the Agency subscriber units (portables, mobiles, base stations, and consolettes) that will have access to the SCWCS. Agency may only use subscriber equipment that is compatible with and does not impact the capability and daily operations of the SCWCS, and has been approved by CCN.

(a) Agencies are responsible for acquiring their own subscriber equipment.

(b) Agency is responsible for proper Preventive Maintenance (PM) and repair of their Agency's equipment. This assures that the Agency subscriber equipment is in optimal operating order and will not have an adverse impact on other Subscriber Agencies use of the SCWCS.

(c) Agency mobile radios and control stations will not exceed 10 watts of power output.

3. STIPULATIONS

3.1 Interoperable communications are essential for mutual aid operations; this agreement is entered into and provides for joint mutual aid operations on Pierce County and Pierce Transit frequencies in accordance with the following stipulations.

(a) Operations are not authorized until this Frequency Use Agreement is signed by both parties.

(b) Operations are not authorized until the Principal Contacts under section 11 has been completed by both parties.

(c) Uses of the authorized frequencies are for official use only and are restricted to intercommunication for the purpose of public safety mutual aid communications only.

(d) The Agency operations under this agreement must conform in all respects to any restriction or limitation imposed by the Federal Communications Commission (FCC) on the principal licensee (Pierce County and Pierce Transit).

(e) The CCN shall incur no additional costs as a result of the Agency use of the system, and the Agency shall bear all costs associated therewith.

(f) All radios operated by the Agency utilizing the CCN radio system shall be FCC Part 90 Certified and have been programmed, serviced and repaired only by industry-qualified personnel at a manufacturer-authorized land mobile radio service facility. The Agency shall bear all costs associated with therewith.

3.2 No change, alteration or amendment of this Agreement may be made except by written consent of both parties

4. DURATION, CANCELLATION & TERMINATION

4.1 The MAA shall not exceed two (2) years.

4.2 The MAA may also be cancelled by the CCN or the agency with thirty (30) day written notice.

5. INTERRUPTION OF SERVICE; FORCE MAJEURE

5.1 CCN shall not be liable to Agency or any other person for any loss or damage, regardless of cause. CCN does not assume and shall have no liability under this Agreement for failure to provide, or delay in providing, service due directly or indirectly to causes beyond the control of CCN or its subcontractors, including but not restricted to, acts of God, or governmental entities, or of the public enemy, strikes, or unusually severe weather conditions.

6. LIMITATIONS OF LIABILITY; INDEMNIFICATION

6.1 Agency acknowledges that the radio service provided hereunder uses radio channels to transmit voice and data communications and that the service may not be completely private. CCN is not liable to Agency for any claims, loss, damages or cost which may result from lack of privacy on the system.

6.2 Agency hereby agrees to indemnify and save CCN harmless against claims for libel, slander, infringement or copyright from the material, in any form, transmitted over the radio system by Agency or those using Agency's equipment; against claims for infringement of patents arising from combining or using apparatus or systems of the Agency with the facilities of CCN or any carrier; and against all other claims arising out of any act or omission of Agency in connection with the facilities or service provided by CCN.

6.3 The Parties to this MAA verify their represented agencies and customers accept responsibility for any property damage, injury or death, caused by the acts or omissions of their respective employees acting within the scope of their employment under this MAA to the fullest extent permitted by law.

Signatories shall not be held personally liable for financial or any other obligations, clauses, or responsibilities regarding this system or its affects.

6.4 Agency agrees to release, defend, indemnify and hold harmless CCN, its officers and employees, to the full extent permitted by law from and against any and all claims, damages, liabilities and expenses, including legal and attorney fees, of any nature arising directly or indirectly out of this MAA, including without limitation, claims for personal injury or wrongful death.

7. NOTICES

7.1 All notices given under this MAA, except for emergency service requests, will be made in writing. All notices must be sent to the CCN and Agency Principal Contacts provided in section 11.

8. MISCELLANEOUS

8.1 **Modification:** The CCN, upon Thirty (30) days advance written notice to Agency, may modify the MAA terms. Terms in this MAA that are specific to the Agency may be modified by a written amendment signed by both parties.

8.2 **Governing Law:** This MAA shall be governed by, and construed in accordance with the laws of the State of Washington.

8.3 **Change of Law:** Agency recognizes that applicable FCC Rules and other statutes, laws, ordinances, rules and regulations may change from time to time and that, accordingly, CCN in its sole discretion has the right without liability to modify this MAA to comply with any such changes.

8.4 **Assignment:** This MAA is for the Agency and may not be assigned in whole or in part by the Agency to any other person or entity, without CCN's prior expressed consent, which shall not be unreasonably withheld. CCN reserves the right to assign this MAA or subcontract any of its obligations hereunder.

8.5 **Effective Date:** This MAA is effective upon signature of both parties.

9. Optional Upgrades, Repair, Maintenance and Installation

9.1 Agency shall reimburse the County for its services, including the programming of subscriber equipment and related database management, at the rate of One Hundred Twenty Five ($125.00) Dollars per hour from 7:30 a.m. through 4:00 p.m., plus time and one-half or double time adjustments required by law, where performed outside these hours as authorized by Agency. Payment shall be made by Agency within thirty (30) days of presentation of invoice listing time, parts and materials by the County.

10. Principal Contacts: the individuals listed below are authorized to act in their respective areas for matters related to this instrument.

CCN Pierce County Contact		CCN Pierce County Technical Contact	
Name	**Tim Lenk**	Name	Ron Taylor
Position Title	**Chief of Operations**	Position Title	Systems Manager
Telephone	**253-798-7011**	Telephone	253-797-4109
E-Mail Address	**Tim.lenk@piercecountywa.gov**	E-Mail Address	Ronald.taylor@motrolasolutions.com

CCN Pierce Transit Contact		CCN Pierce Transit Technical Contact	
Name		Name	Ron Taylor
Position Title		Position Title	Systems Manager
Telephone		Telephone	253-797-4109
E-Mail Address		E-Mail Address	Ronald.taylor@motrolasolutions.com

Mutual Aid Agency Operational Contact	Mutual Aid Agency Technical Contact
Name	Name
Position Title	Position Title
Telephone	Telephone
E-Mail Address	E-Mail Address

IN WITNESS OF, the parties below have caused this instrument to be executed on the day and year written below:

COMBINED COMMUNICATION NETWORK (CCN)
CONTRACT SIGNATURE PAGE

Contract #

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of ____________, 20____.

Agency:

______________________________ __________
Signature Date

____
Title of Signatory

Name:___________________________________

CCN:

Approved As to Legal Form Only:

_______________________________________ __________
CCN Chief Counsel Date

Recommended:

_______________________________________ __________
Pierce County Budget and Finance Date

Approved:

_______________________________________ __________
CCN Executive Director Date
(less than $250,000)

_______________________________________ __________
CCN Executive Board Chair Date

(o*ver $250,000*)

EXHIBIT A: CONTACT INFORMATION

CCN SUBSCRIBER AGENCY POINT OF CONTACT INFORMATION
FOR 24 X 7, AFTER-HOURS EMERGENCY CONTACT PURPOSES

PRIMARY CONTACT NAME	Matthew Ray
WORK PHONE	253-392-2562
MOBILE PHONE	253-250-2719
PRIMARY EMAIL	matthew@cityofedgewood.org

SECONDARY CONTACT NAME	Jeremy Metzler
WORK PHONE	253-831-4266
MOBILE PHONE	253-878-2758
PRIMARY EMAIL	jeremy@cityofedgewood.org

CCN POINT OF CONTACT INFORMATION
FOR 24 X 7, AFTER-HOURS EMERGENCY CONTACT PURPOSES
(INCLUDE THE EMERGENCY MANAGEMENT DUTY OFFICER)

PRIMARY CONTACT NAME	CCN On Call Technician
WORK PHONE	(253) 798-7111

SECONDARY CONTACT NAME	Pierce County Emergency Management Duty Officer
WORK PHONE	(253) 798-7470

SYSTEM ACCESS AND USE AGREEMENT (SAA)

Between

PIERCE TRANSIT-PIERCE COUNTY COMBINED COMMUNICATIONS NETWORK (CCN)

And

CITY OF EDGEWOOD

This System Access and Use Agreement (" Agreement") is made by and between the joint venture of Pierce Transit-Pierce County Combined Communications Network ("CCN") and "City of Edgewood" ("Subscriber Agency") for access by Subscriber Agency's approved mobile and portable radios and associated approved equipment to the CCN Single County-Wide Communication System ("SCWCS"), .

1. OVERVIEW

The SCWCS consists of, but is not limited to, the following Subsystems associated to the 700, 410 VHF, and UHF systems:

P25 Master Site	Microwave	Fiber
Networking	Radio Infrastructure	Recording
Key Management	Wireless Data	Spectrum Assets

2. RECITALS

2.1 Subscriber Agency desires to access the SCWCS for public safety, first responder, and public service communications, using its approved mobile and portable radios and associated approved equipment on a non-exclusive shared basis with CCN and other Subscribers of the SCWCS.

2.2 CCN desires to provide Subscriber Agency access to the SCWCS for such use under the terms and conditions provided herein.

2.3 Subscriber Agency agrees to compensate CCN for its share of access to and use of the SCWCS through payment of a Subscriber Agency Fee as provided herein.

3. AGREEMENT

In consideration of the mutual promises and covenants contained herein, to be kept, performed, and fulfilled by the Parties, and other good consideration, it is mutually agreed as follows:

4. CCN RESPONSIBILITIES

4.1 CCN represents that the SCWCS coverage reliability target area is designed to deliver a high Digital Audio Quality. CCN will maintain the SCWCS in accordance with current industry standards as established by manufacturer's certified design. Subscriber Agency acknowledges that coverage will vary from location to location because CCN cannot guarantee one hundred percent (100%) coverage.

4.2 CCN will provide, install, test, maintain, upgrade and replace the SCWCS, perform CCN's System Administrator responsibilities, and will take reasonable steps to meet the Original Equipment Manufacturer design, maintenance and security requirements. CCN will operate and administer the SCWCS in compliance with applicable FCC Rules.

4.3 CCN will provide to Subscriber Agency notice of any SCWCS planned upgrades, maintenance or enhancements. As a part of this notice, CCN will advise Subscriber Agency of potential SCWCS outages or impacts that will affect Subscriber Agency's access to and use of the SCWCS.

5. SUBSCRIBER AGENCY RESPONSIBILITIES

5.1 Subscriber Agency acknowledges and agrees that its access to and use of the SCWCS is on a non-exclusive, shared basis with other Subscriber Agencies of the SCWCS, including Pierce County Public Transportation Benefit Area Corporation ("Pierce Transit") and Pierce County (collectively, "CCN Parties" or "CCN"). Subscriber Agency agrees that it will operate its equipment so as not to cause undue interference with any other Subscriber Agency of the SCWCS.

5.2 Subscriber Agency shall perform its own communications coverage study to ensure that itis fully aware of the coverage within its operational area. Therefore, Subscriber Agency accepts the SCWCS coverage "as is".

5.3 Subscriber Agency shall assume responsibility for all Subscriber Agency employees, contractors, subcontractors and agents having access to and use of the SCWCS.

5.4 Subscriber Agency agrees that its access to and use of the SCWCS shall at all times comply with the rules and regulations of Part 90 of the Federal Communication Commission Rules and Regulations for public safety, first responder, and public service Subscriber Agency communications, including but not limited to Part 90, Subpart R of the Rules of the FCC, 47 C.F.R. § 90.521, et seq.; Section 90.179 of the Rules of the FCC, 47 C.F.R. § 90.179 (shared use of radio stations); all other Rules of the FCC; all decisions and orders of the FCC applicable to the SCWCS and Subscriber Agency's access to and use thereof, including all FCC technical requirements applicable to its use of the system; and the Communications Act of 1934, as amended ("FCC Rules"). Subscriber Agency will immediately cease any operation that is contrary to the FCC Rules.

5.5 Subscriber Agency shall notify CCN of any FCC correspondence or inquiries on matters that relate to its access to or use of the SCWCS within five (5) business days of Subscriber Agency's receipt thereof.

5.6 Subscriber Agency shall notify the CCN Point of Contact individuals on Exhibit A, attached hereto and incorporated herein, within twenty-four (24) hours of any outages, malfunctions, errors or any other functional problems that impact Subscriber Agency's ability to communicate or operate its services using the SCWCS.

5.7 Subscriber Agency shall notify CCN Point of Contact individuals on Exhibit A within twenty-four (24) hours of the loss or theft of any subscriber units.

5.8 Subscriber Agency shall appoint and identify on Exhibit A a primary and secondary contact as the Subscriber Agency's Point of Contact individuals to serve as its liaison to CCN. These Point of Contact individuals shall be responsible for:

(a) Authorizing template modifications;

(b) Providing fleet mapping data for record-keeping purposes;

(c) Providing after hour emergency telephone numbers; and

(d) Attending Customer Advisory Committee and other meetings necessary for the safe and efficient operation of SCWCS.

5.9 Subscriber Agency assumes all costs and responsibilities for providing Subscriber Agency subscriber units (portables, mobiles, base stations, and consolettes) that access the SCWCS. Subscriber Agency may only use subscriber equipment that is compatible with and does not impact the capability and daily operations of the SCWCS and has been approved by CCN.

(a) Subscriber Agency is responsible for acquiring its own Subscriber equipment.

(b) Subscriber Agency is responsible for proper Preventive Maintenance ("PM") and repair of its equipment. Proper PM and repair will assure that Subscriber Agency's equipment is in optimal operating order and will not have an adverse impact on the use of the SCWCS by other Subscriber Agencies.

6. SUBSCRIBER FEE

6.1 Subscriber Agency's SCWCS fee for 2019, which is based on an annual per unit cost of $1,218.00, shall be as follows ("Subscriber Fee"):

Subscriber Count	Annual System Access Cost
4	$4,872

6.2 This annual fee shall be paid on or before February 28, 2021, without setoff or deduction, based on Subscriber counts from 2020.

7. DURATION, CANCELLATION & TERMINATION

7.1 The term of this Agreement shall be one (1) year, from January 1, 2021 through December 31, 2021. This Agreement may be terminated by CCN or Subscriber Agency with ninety (90) days advance written notice.

7.2 If this Agreement is terminated for any reason, CCN will provide reasonable assistance, to the extent requested by Subscriber Agency, to facilitate the transfer of services to another system or provider.

8. INTERRUPTION OF SERVICE; FORCE MAJEURE

8.1 Except as provided in this Section 8.1, CCN shall not be liable to Subscriber Agency or any other person for any loss or damage, regardless of cause. CCN does not assume and shall have no liability under this Agreement for failure to provide, or delay in providing, service due directly or indirectly to causes beyond the control of CCN or its subcontractors, including but not limited to acts of God, governmental entities or public enemies, strikes or unusually severe weather conditions. In the event of any failure or delay attributable to the fault of CCN or its subcontractors, Subscriber Agency's sole remedy shall be limited to the pro rata portion of the Subscriber Fee during the time of such failure or delay. Notwithstanding any other provision contained in this Agreement, Subscriber Agency agrees that no pro rata reduction of the Subscriber Fee shall be made for a single failure or delay of forty-eight (48) hours or less.

9. LIMITATIONS OF LIABILITY; INDEMNIFICATION

9.1 In no event shall CCN's liability under, arising out of or relating to this Agreement exceed the amount paid by Subscribing Agency to CCN for access to and use of the SCWCS. In no event will CCN be liable for lost profits, loss of use, loss of data, cost of procurement of substitute services, or any other special, incidental, indirect or consequential damages, however caused, and on any theory of liability, whether for breach of contract, tort (including negligence and strict liability) or otherwise.

9.2 Subscriber Agency acknowledges that the radio service of this Agreement uses radio channels to transmit voice and data communications and that the service may not be completely private. CCN shall not be liable to Subscriber Agency for any claims, losses, damages or costs which may result from lack of privacy on the SCWCS.

9.3 Subscriber Agency agrees to indemnify and save CCN harmless against claims for libel, slander, infringement or copyright from the material, in any form, transmitted over the SCWCS by Subscriber Agency or those using Subscriber Agency's equipment; against claims for infringement of patents arising from combining or using apparatus or systems of the Subscriber Agency with the facilities of CCN or any carrier; and against all other claims arising out of any act or omission of Subscriber Agency in connection with the facilities or service provided by CCN.

9.4 The Parties to this Agreement verify that they and their customers accept responsibility for any property damage, injury or death, caused by the acts or omissions of their respective employees acting within the scope of their employment under this Agreement to the fullest extent permitted by law. Signatories shall not be held personally liable for financial or any other obligations, clauses, or responsibilities regarding the SCWCS or its affects.

9.5 Subscriber Agency agrees to release, defend, indemnify and hold harmless CCN, its officers and employees, to the full extent permitted by law from and against any and all claims, damages, liabilities and expenses, including legal and attorney's fees, of any nature arising directly or indirectly out of this Agreement, the SCWCS or the services provided by CCN under this Agreement, including without limitation, claims for personal injury or wrongful death.

10. NOTICES

10.1 All notices given under this Agreement, except for emergency service requests, shall be in writing. All notices must be sent to CCN and Subscriber Agency POC at the addresses provided in Exhibit A.

11. MISCELLANEOUS

11.1 **Modification:** CCN, upon ninety (90) days advance written notice to Subscriber Agency, may modify this Agreement. Terms in this Agreement that are specific to a Subscriber Agency may be modified by a written amendment signed by both Parties.

11.2 **Governing Law:** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Washington.

11.3 **Change of Law:** Subscriber Agency recognizes that applicable FCC Rules and other statutes, laws, ordinances, rules and regulations may change from time to time and that, accordingly, CCN in its sole discretion has the right without liability to modify this Agreement to comply with any such changes.

11.4 **Assignment:** This Agreement is for the Subscriber Agency and may not be assigned in whole or in part by Subscriber Agency to any other person or entity, without CCN's prior express consent, which shall not be unreasonably withheld. CCN reserves the right to assign this Agreement or subcontract any of its obligations hereunder.

12. Optional Upgrades, Repair, Maintenance and Installation

12.1 Maintenance, repair, upgrade and installation of radio communications subscriber equipment, upon notice from Subscriber Agency, will be supported through the Pierce County Radio Shop.

COMBINED COMMUNICATIONS NETWORK
CONTRACT SIGNATURE PAGE

Contract #

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of ____________, 20____.

CITY OF EDGEWOOD:

______________________________ __________
Signature Date

____
Title of Signatory

Name:____________________________________

COMBINED COMMUNICATIONS NETWORK:

______________________________ __________
Counsel Date

Approved:

______________________________ __________
CCN Board Chair Date

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Ordinance – Connor Homes Property Donation	**Agenda Item #:** 2.F **For Agenda of:** 12/15/2020 **Prepared by:** Jeremy Metzler

Attachments (list):

1. Map Exhibit
2. DRAFT ORD - Connor Homes Land Donation
3. Connor Homes - Special Warranty Deed

Approval of Materials: Jeremy Metzler Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** $0 **Amount Budgeted:** $0 **Timeline:** 12/15/2020 SS 12/22/2020 RCM

Summary Statement:
Connor Homes at Westridge, LLC approached the Mayor expressing interest in donating real property to the City located north of 25th Street East and Westridge Parkway, specifically Pierce County Tax Parcel Number 042008-4081 (exhibit map attached).The subject property is abutted by the Mortensen Farm site on the north, public right-of-way on the south, and no other parcels are adjacent.

On a separate matter, the City has been working with the Washington State Department of Transportation (WSDOT) to allow use of the Mortensen Farm site for wetland mitigation and enhancement purposes related to the upcoming State Route 167 Extension Project. The Connor Homes property provides an opportunity to maximize WSDOT's aforementioned use of the Mortensen Farm site, as it is predominantly sloped and adjacent to known critical areas and their buffers, limiting any development potential. Upon staff's review, the slope and woodland aspect of the property is prime for adding open space with minimal cost to the City.

RCW 35.21.100 authorizes cities to accept donated property by ordinance and to carry out the terms of the donation, if any. Connor Homes has offered no terms or conditions with the proposed donation, allowing the City to use the property for any municipal purpose. Attached for Council's consideration are a draft ordinance and deed.

Item History:
N/A

Recommended Action:
Hold a discussion and provide staff guidance regarding Connor Homes Property Donation

Fiscal Note/Consideration:
N/A


25th St E
8539
25th St E
8539
25th

ORDINANCE NO. 20-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, ACCEPTING THE DONATION OF LAND, PIERCE COUNTY TAX PARCEL NUMBER 042008-4081, LOCATED NORTH OF 25TH STREET EAST AND WESTRIDGE PARKWAY IN EDGEWOOD, AND AUTHORIZING THE MAYOR TO EXECUTE SUCH DOCUMENTS REQUIRED TO COMPLETE THE LAND TRANSFER TO THE CITY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Connor Homes at Westridge, LLC approached the Mayor expressing interest in donating real property to the City located north of 25th Street East and Westridge Parkway, specifically Pierce County Tax Parcel Number 042008-4081; and

WHEREAS, the subject property is abutted by the Mortensen Farm site on the north, public right-of-way on the south, and no other parcels are adjacent; and

WHEREAS, the City has been working with the Washington State Department of Transportation (WSDOT) to allow use of the Mortensen Farm site for wetland mitigation and enhancement purposes related to the upcoming State Route 167 Extension Project; and

WHEREAS, the subject property provides an opportunity to maximize WSDOT's aforementioned use of the Mortensen Farm site; and

WHEREAS, the subject property is predominantly sloped and adjacent to known critical areas and their buffers, limiting any development potential; and

WHEREAS, Council considered staff's review of the slope and woodland aspect of the property noting potential for adding open space with minimal cost to the City; and

WHEREAS, RCW 35.21.100 authorizes cities to accept donated property by ordinance and to carry out the terms of the donation, if any; and

WHEREAS, no terms or conditions are attached to the donation, and the City may therefore use the property for any municipal purpose;

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

Section 1. Acceptance of Land Donation. The City Council hereby accepts the donation of land located north of 25th Street East and Westridge Parkway, specifically Pierce County Tax Parcel Numbers 042008-4081, and thanks Connor Homes for their generous donation.

Section 2. Form and Costs. The City Council hereby authorizes the Mayor to execute a deed for said land donation, in a form approved by the City Attorney, including payment of any miscellaneous costs for recording of said deed.

Section 3. 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 4. 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. The full text of this Ordinance shall be mailed without charge, upon request.

PASSED BY THE CITY COUNCIL ON THE 22ND DAY OF DECEMBER, 2020

____
Mayor Daryl Eidinger

ATTEST/AUTHENTICATED:

____
Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

____
City Attorney, Ann Marie J. Soto

Date of Publication:
Effective Date:

After recording return document to:

City of Edgewood
Attn: City Clerk
2224 104th Avenue East
Edgewood, WA 98372

Document Title: Special Warranty Deed
Reference Number of Related Document: N/A
Grantor(s): Connor Homes at Westridge, LLC
Grantee(s): City of Edgewood
Abbreviated Legal Description: Parcel I of BLA 2014-02-28-5005, Sec. 08, T20N, R4E, Quarter 42
Additional Legal Description is on Exhibit A of Document.
Assessor's Tax Parcel Number: 0420084081

SPECIAL WARRANTY DEED

The Grantor(s), Connor Homes at Westridge, LLC, a Washington limited liability company, grants, bargains, sells, conveys, and confirms to the Grantee, City of Edgewood, a Washington municipal corporation, the following described real property situated in Pierce County, in the State of Washington:

See Exhibit A attached hereto and made a part hereof.

The Grantor, for itself and for its successors in interest do by these presents expressly limit the covenants of the deed to those herein expressed, and exclude all covenants arising or to arise by statutory or other implication and does hereby covenant that against all persons whomsoever lawfully claiming or to claim by, through or under said Grantor and not otherwise, and will forever warrant and defend the said described real estate.

It is understood and agreed that delivery of this deed is hereby tendered and that the terms and obligations hereof shall not become binding upon the City of Edgewood unless and until accepted and approved hereon in writing for the City of Edgewood, by its authorized agent.

GRANTOR:

CONNER HOMES AT WESTRIDGE, LLC,
a Washington limited liability company

By: CHG SF, LLC, a Washington limited liability company, its Manager

Signature:______________________________

Print Name: ___________________________

Title: _________________________________

Accepted and Approved
GRANTEE

Signature: ___________________________
Daryl Eidinger, Mayor
CITY OF EDGEWOOD
Date: ________________________________

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this ___ day of __________________, ________, before me personally appeared __________________, to me known to be the ______________________ of the limited liability company that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned, and on oath stated that he or she was authorized to execute said instrument.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

____
_________________________ (Print Name)
Notary Public, Residing at _______________
My appointment expires: ________________

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this ___ day of __________________, ________, before me personally appeared __________________, to me known to be the Mayor of the City of Edgewood, a Washington municipal corporation that executed the within and foregoing instrument, and acknowledged said instrument to be the free and voluntary act and deed of said City, for the uses and purposes therein mentioned, and on oath stated that he or she was authorized to execute said instrument.

In Witness Whereof I have hereunto set my hand and affixed my official seal the day and year first above written.

____
_________________________ (Print Name)
Notary Public, Residing at _______________
My appointment expires: ________________

EXHIBIT A

Section 08 Township 20 Range 04 Quarter 42 PARCEL I OF BLA 2014-02-28-5005 DESC AS POR OF NW OF SE OF SEC LY NLY OF NLY MAR OF 25TH ST E (MICKELSON RD) & SLY OF N 424.50 FT OF SD SUBD OUT OF 4-072 SEG 2014-0148 DX4/29/14DX

Grantor's Initials

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Resolution – Hazardous Tree – 4200 block W Valley Hwy	**Agenda Item #:** 2.G **For Agenda of:** 12/15/2020 **Prepared by:** Jeremy Metzler

Attachments (list):
1. DRAFT Resolution No. 20-0xxx - Dangerous Tree (4200 block W Valley Hwy)
2. SIGNED Notice of Proceedings - 2020-12-10-merged

Approval of Materials: Jeremy Metzler Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** TBD **Amount Budgeted:** N/A **Timeline:** 12/15/2020 SS 12/22/2020 RCM

Summary Statement:
Staff was contacted by the City of Sumner on February 5, 2020 regarding a potentially dangerous tree located on private property within the City of Edgewood, the base of which was measured to be located about 11 feet outside of Sumner's public right-of-way. Staff met with the property owner on February 11, 2020 to share the reported concerns, provided contact information for City of Sumner staff, and was informed that said owner would be coordinating removal of the tree in question. The City of Edgewood was notified by the City of Sumner on December 9, 2020 that the tree hazard had yet to be resolved. Even though the dangerous tree is located on private property, it poses a hazard to the public health, safety and welfare if not removed or properly mitigated.

Under the City of Edgewood's code, a private property owner is responsible for the condition of the trees on his/her property. "All landowners within the City shall maintain their property in a manner that does not pose a hazard to the public health, safety or welfare" (EMC 8.15.020). A Hazardous Vegetation Notice of Proceedings and Request for Voluntary Compliance (attached) was sent to the property owner on December 10, 2020 to inform of the apparent code violation and requirement to correct the situation by January 2, 2021.

EMC 8.15.030 states, "the city council may initiate proceedings against the landowner by resolution… (describing) the subject property and the hazardous condition(s), and shall require the landowner to remove or destroy the same by the deadline established therein." EMC 8.15.040 continues, "If the landowner fails to remove or destroy the dangerous condition(s) identified in the city council resolution by the deadline established thereby, the city may cause the removal or destruction of such condition(s)." Finally, EMC 8.15.050 states, "The costs incurred by the city under this chapter shall become a charge to the landowner and a lien against the subject property. Notice of such lien shall be in substantially the same form, filed with the same officer, and within the same time and manner, and enforced and foreclosed as provided by law for liens for labor and materials."

Staff recommends that action be taken by the City to properly mitigate this tree as soon as practical to prevent damage or injury. In order to move forward with mitigation of the trees, staff offers the attached draft resolution for Council's consideration at the next regular meeting.

Item History:
N/A

Recommended Action:
Hold a discussion and provide staff guidance regarding Hazard Tree - 4200 Block W Valley Hwy

Fiscal Note/Consideration:
Staff does not have an estimated cost to mitigate the dangerous tree at this time. If Council elects to follow the process stated in EMC 8.15, there will be costs associated with filing a lien and enforcing a against the property to recover the tree removal expenses.

RESOLUTION NO. 20-0xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON AUTHORIZING THE MITIGATION OF A DANGEROUS TREE LOCATED AT THE 4200 BLOCK OF WEST VALLEY HIGHWAY, PARCEL NO. 0420144706, INITIATING PROCEEDINGS PURSUANT TO CHAPTER 8.15 EMC.

WHEREAS, the City was notified by City of Sumner of a hazardous tree located within the Edgewood city limits at the 4200 block of West Valley Highway, Pierce County Parcel Number 0420144706, on February 5, 2020, leaning over the public roadway; and

WHEREAS, the City of Sumner provided a Tree Risk Assessment Form prepared by a qualified arborist in February 2020, determining said tree posed a high risk of damage or injury to persons or public or private property in a future windstorm; and

WHEREAS, even though the dangerous tree is located on private property, the arborist determined it could likely to fall onto public right of way as it is significantly leaning; and

WHEREAS, Edgewood Municipal Code (EMC) 8.15.020 states, "All landowners within the City shall maintain their property in a manner that does not pose a hazard to the public health, safety or welfare"; and

WHEREAS, EMC 8.15.030 provides that when there is a violation of EMC 8.15.020, the City Council may initiate proceedings against the property owner by passing a Resolution, which shall not occur until at least five days after written notice has been given to the property owner, and further provides that said resolution shall require the landowner to remove or destroy the tree by a deadline not less than ten days from the passage of the resolution; and

WHEREAS, EMC 8.15.040 provides that "If the landowner fails to remove or destroy the dangerous condition(s) identified in the city council resolution by the deadline established thereby, the city may cause the removal or destruction of such condition(s)"; and

WHEREAS, a Hazardous Vegetation Notice of Proceedings and Request for Voluntary Compliance (the "Written Notice"), attached hereto as Exhibit A and incorporated herein by this reference, was sent to the owners of the Property on December 10, 2020 to inform them of the apparent code violation and requirement to remove the tree on or before December 22, 2020 to avoid further proceedings; and

WHEREAS, the property owners did not remove the tree by December 22, 2020, as directed in the Written Notice; and

WHEREAS, the City Council is interested in abating this nuisance as soon as possible to avoid any possible injury or property damage;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council hereby directs the owners of Pierce County Parcel Number 0420144706, located on the 4200 block of West Valley Highway, Edgewood, Washington, to remove or otherwise mitigate the aforementioned hazardous tree as described and depicted in Exhibit A on or before January 2, 2021.

Section 2. If said tree is not removed or otherwise mitigated by the property owner on or before the January 2, 2021 deadline, the Public Works Director is hereby authorized to have the dangerous tree removed or otherwise mitigated immediately thereafter, with the costs incurred becoming a lien against the subject property.

Section 3. The City Council authorizes the Mayor to take any and all action to recover the City's costs as allowed by law.

Section 4. This resolution will take effect immediately upon passage by the City Council. A copy of this resolution shall be provided to the landowner following passage.

PASSED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 22ND DAY OF DECEMBER, 2020.

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, City Clerk

Exhibit A
Written Notice

City of
Edgewood

2224 104th Avenue E., Edgewood, WA 98372-1513
Phone: (253)952-3299
www.cityofedgewood.org

HAZARDOUS VEGETATION
NOTICE OF PROCEEDINGS AND
REQUEST FOR VOLUNTARY COMPLIANCE

December 10, 2020

SENT VIA REGULAR AND CERTIFIED MAIL

Gary & Sally Bray
4315 Caldwell Rd E
Edgewood, WA 98372-9228

Re: Dangerous Tree located at the 4200 block of West Valley Highway
Parcel No. 0420144706

Mr. and Mrs. Bray:

The City of Edgewood was contacted by the City of Sumner on February 5, 2020 regarding a potentially dangerous tree located on your property, the base of which was measured to be located within the City of Edgewood limits about 11 feet outside of the public right-of-way. I met with Mr. Bray on February 11, 2020 to share the reported concerns, provided contact information for City of Sumner staff, and was informed that Mr. Bray would be coordinating removal of the tree in question. The City of Edgewood was notified by the City of Sumner on December 9, 2020 that the tree hazard had yet to be resolved.

Attached are a copy of the February 6, 2020 Tree Risk Assessment Form, photos of the tree in question provided to Edgewood by Sumner staff, and the City of Sumner's Street Obstruction Notification Form (required prior to any work within the West Valley Highway right-of-way). The attached assessment identifies the tree as a high risk to the public health, safety and welfare, recommending removal or mitigation to a height of no more than 20 feet. Under the Edgewood Municipal Code (EMC), the property owner is responsible for the condition of the trees on their property. See EMC Section 8.15.020 ("*All landowners within the City shall maintain their property in a manner that does not pose a hazard to the public health, safety or welfare.*"). Specifically, EMC Subsections 8.15.020(A) and (B) provide that landowners are responsible for "removing or destroying all trees, plants, shrubs or vegetation or parts thereof, located upon their property which overhang any public sidewalk or street or which are growing thereon in such manner as to obstruct or impair the free and full use of the sidewalk or street by the public," and for "removing or destroying all dead grass, weeds, shrubs, bushes, trees or vegetation located upon their property which constitutes… a menace to public health, safety or welfare." Therefore, you are responsible for removing the dangerous tree on your property which constitutes a hazard or menace to the public health, safety or welfare.

As the hazard has yet to be mitigated, we are initiating City Council proceedings pursuant to EMC 8.15.030, which will require you to complete the mitigation by a date certain or the City will perform said mitigation at your expense, with such expense becoming a lien against your property. We are preparing to take this matter to City Council at the December 15, 2020 study session, with action to follow at the December 22, 2020 regular meeting. Upon passage of the resolution, if the tree hazard is not resolved by January 2, 2021, the City will mitigate the hazard appropriately and assess the costs against your property.

If, however, the tree hazard is resolved by January 2, 2021, there will be no costs to you assessed by the City. Furthermore, if the tree is removed prior to the Council taking action on December 22, 2020, this matter will be stricken from the agenda.

This letter is intended to provide you with advance notice of the City's proposed action. If you have any questions or concerns about this process or next steps, please give me a call at 253-831-4266.

Very truly yours,

Jeremy Metzler, PE
Public Works Director

cc: Ann Marie J. Soto, Edgewood City Attorney

ISA Basic Tree Risk Assessment Form

Client City of Edgewood　Date 2/6/2020　Time 1:20 pm
Address/Tree location 4504 W Valley Hwy E　Tree no. Unknown　Sheet 1 of 2
Tree species Populus trichocarpa　dbh 32"　Height 90 ft　Crown spread dia. 30 ft
Assessor(s) Dan Gates　Tools used 55 ft Bucket truck　**Time frame** Next Storm Event

Target Assessment

Target number	Target description	Target protection	Target zone: Target within drip line	Target zone: Target within 1 x Ht.	Target zone: Target within 1.5 x Ht.	Occupancy rate 1 – rare 2 – occasional 3 – frequent 4 – constant	Practical to move target?	Restriction practical?
1	Power Lines	None		X		4	NO	NO
2	W Valley Hwy E	None	X			4	NO	NO
3	Cars on Hwy	None	X			3	NO	NO
4								

Site Factors

History of failures Observed broken limbs on ground next to tree　**Topography** Flat ☐ Slope ☒ 9 %　**Aspect** East
Site changes None ☒ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☐ Describe Ditch
Soil conditions Limited volume ☐ Saturated ☒ Shallow ☐ Compacted ☐ Pavement over roots ☒ 15 % Describe Tree is next to a Flowing
Prevailing wind direction S　**Common weather** Strong winds ☒ Ice ☒ Snow ☒ Heavy rain ☒ Describe Typical Northwest Weather

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐　**Foliage** None (seasonal) ☒ None (dead) ☐ Normal N/A % Chlorotic N/A % Necrotic N/A %
Pests/Biotic None observed　Abiotic Tree growing next to a flooded ditch
Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Cladaptosis and S.B.D.S are common in cottonwoods

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☒ Wind funneling ☐　**Relative crown size** Small ☐ Medium ☐ Large ☒
Crown density Sparse ☐ Normal ☒ Dense ☐　**Interior branches** Few ☐ Normal ☒ Dense ☐　**Vines/Mistletoe/Moss** ☒ Moss on trunk
Recent or expected change in load factors Lean towards Hwy

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☒　LCR N/A %
Dead twigs/branches ☒ 5 % overall　Max. dia. .5-1"
Broken/Hangers Number 0　Max. dia. 0
Over-extended branches ☒
Pruning history
Crown cleaned ☐　Thinned ☐　Raised ☐
Reduced ☐　Topped ☐　Lion-tailed ☐
Flush cuts ☐　Other

Cracks ☐　Lightning damage ☐
Codominant ☐　Included bark ☒
Weak attachments ☒　Cavity/Nest hole ___% circ.
Previous branch failures ☒ Broken Stubs　Similar branches present ☐
Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
Conks ☐　Heartwood decay ☐
Response growth Normal

Condition(s) of concern Branch Drop

Part Size 6"　Fall Distance 70-90 ft
Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐
Likelihood of failure Improbable ☐ Possible ☐ Probable ☒ Imminent ☐

Part Size　Fall Distance
Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐　Abnormal bark texture/color ☐
Codominant stems ☐　Included bark ☐　Cracks ☐
Sapwood damage/decay ☐　Cankers/Galls/Burls ☐　Sap ooze ☐
Lightning damage ☐　Heartwood decay ☐　Conks/Mushrooms ☐
Cavity/Nest hole ___% circ.　Depth ___　Poor taper ☐
Lean 62 °　Corrected? Slight Upwards Correction
Response growth Normal
Condition(s) of concern Lean towards East
Part Size 20"　Fall Distance 90 ft
Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☒
Likelihood of failure Improbable ☐ Possible ☐ Probable ☒ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐　Depth ___　Stem girdling ☐
Dead ☐　Decay ☐　Conks/Mushrooms ☐
Ooze ☐　Cavity ☐ ___% circ.
Cracks ☐　Cut/Damaged roots ☐　Distance from trunk 6 ft
Root plate lifting ☒　Soil weakness ☒
Response growth Normal
Condition(s) of concern Saturated Soils allowing for a Hinge Failure
Part Size 3"　Fall Distance
Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☒
Likelihood of failure Improbable ☐ Possible ☐ Probable ☒ Imminent ☐

Risk Categorization

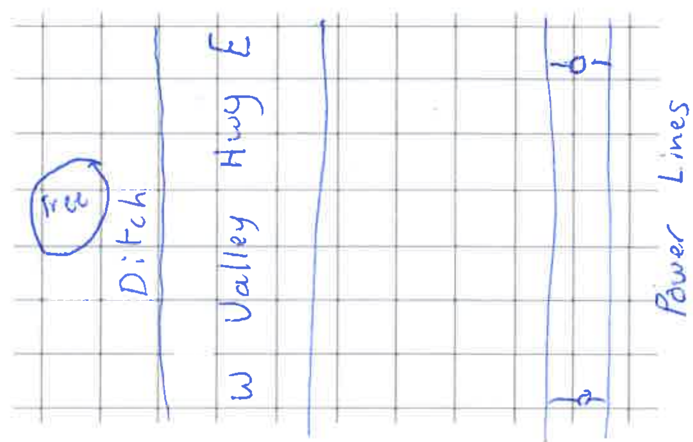
Target (Target number or description)	Tree part	Condition(s) of concern	Likelihood: Failure – Improbable	Failure – Possible	Failure – Probable	Failure – Imminent	Impact – Very low	Impact – Low	Impact – Medium	Impact – High	Failure & Impact (from Matrix 1) – Unlikely	Somewhat	Likely	Very likely	Consequences – Negligible	Minor	Significant	Severe	Risk rating (from Matrix 2)
Power lines	Branches	Branch Drop			X		X				X					X			Low
Hwy					X					X			X			X			Moderate
Cars					X				X			X						X	Moderate
Power Lines	Trunk	Falling after a hinge failure			X					X				X			X		High
Hwy					X					X				X			X		High
Cars					X				X			X						X	Moderate

Matrix 1. Likelihood matrix.

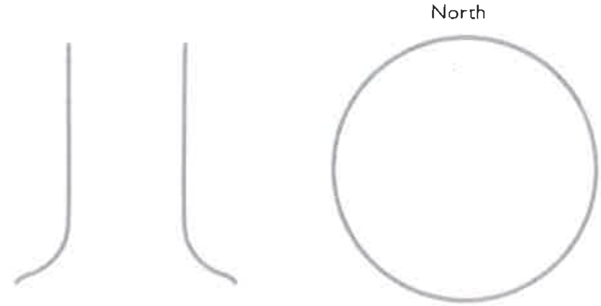
Likelihood of Failure	Likelihood of Impact: Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure: Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low



North



Notes, explanations, descriptions

Mitigation options

1. Reduce Hight of tree to < 20ft **Residual risk** Low
2. **Residual risk**
3. **Residual risk**
4. **Residual risk**

Overall tree risk rating Low ☐ Moderate ☐ High ☒ Extreme ☐

Overall residual risk None ☐ Low ☐ Moderate ☐ High ☐ Extreme ☐ **Recommended inspection interval** After Storm Events

Data ☒ Final ☐ Preliminary **Advanced assessment needed** ☒ No ☐ Yes-Type/Reason

Inspection limitations ☐ None ☐ Visibility ☒ Access ☐ Vines ☐ Root collar buried Describe


12/9/2020

9/16/2020

City of Sumner
Public Works Department
1104 Maple ST, Suite 260
Sumner WA 98390-1423

STREET OBSTRUCTION NOTIFICATION

EMAIL TO:

mindeeb@sumnerwa.gov

Staff ONLY:	1. EMAIL to Fire, Police, PW shop, 911

Permit No.: ____________________ Company ____________________

Today's Date: ____________________

Date of Obstruction: ____________________ Start Time: ____________________

Company Project No: ____________________ End Time: ____________________

Location of Obstruction: ____

____

(Please include a map showing location of service and main in relationship to road surface and City right-of-way)

Reason for Obstruction: ____

____

____

Responsible Party: ____________________ Phone # ____________________

Email address ____________________ Cell # ____________________

Emergency Phone Number: ____________________ FAX # ____________________

Mailing Address
for **Billing**: ____

NOTE:

1. "Street Obstruction Notification" **MUST** be submitted to the City of Sumner Public Works Department a MINIMUM of **2 working days** prior to any work being done in the City Right-Of-Way. (The **submittal date** does not count as a working day.) SMC 12.28.020
2. Use the permit # for reference:
   a. The morning the crew is to be on the job site for verification of commencement, call 253.299.5710 or email mindeeb@sumnerwa.gov
   b. Changes of the day or time - requires an updated "Street Obstruction Notification" OR call 253.299.5710 or email mindeeb@sumnerwa.gov
   c. Completion date call 253.299.5710 or email kelseyw@ci.sumner.wa.us
3. If needed - schedule project foreman to meet with City inspector at the job site prior to work.

APPLICANT HAS READ AND UNDERSTANDS THIS FORM AND 'CONDITIONS OF PERMIT':

____
Signature of Applicant

Received by: ____________________ **DATE:** ____________________

cc: Police Department PW franchise file Fire Department City Shops Finance PW Inspector

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Resolution – FCS Fee Schedule	**Agenda Item #:** **2.H** **For Agenda of:** **12/15/2020** **Prepared by: Dave Gray**

Attachments (list):
1. Resolution No. 20-0XXX FCS Group Fee Schedule Project
2. 2020 COE FCS Fee Schedule Scope of Work Exhibit A

Approval of Materials:	
Dave Gray Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** Not to exceed $40,000.00 **Amount Budgeted:** $45738.00 **Timeline:** 12/15/2020-SS For Council Review & Discussion 12/22/2020-RCM For Council Discussion & Action

Summary Statement:
The current City Fee Schedule is an Excel Workbook built by staff in 2016 and updated for staff labor increases and legal/regulatory fee increases from time-to-time. FCS has successfully performed audits for Cites such as Seattle, Newcastle, Olympia and Issaquah which have allowed the construction of a fee schedule model better equipped to capture the cost of large multi-year projects, including the establishment of a reserve earmarked for maintaining staffing (stable costs from month-to-month) to provide services to a business that frequently generates workload fluctuations. In discussions with the Development Community the City understands providing consistent interpretation of development codes on a predictable timeline is critical to private industry developments development success. This consistency is best served by maintaining continuity created with low staff turnover, in-house staff jurisdiction specific guidance and a stable process delivery. This also tends to lend itself to a better community vision development work product in the long run. For these reasons the Mayor believes a staff and FCS project to build a new fee schedule model that implements a reserve that efforts these attributes would is warranted and in the interest of the community.

Item History:

Recommended Action:
Discuss the need and attributes of a revised fee schedule with an integrated reserve.

Fiscal Note/Consideration:
The 2020 Budget included $45,738 for professional services such as this study, in anticipation such a revision would be funded. As a result of the project being unlikely to produce more than the project kick-off in 2020, most of the budget for this project is anticipated to be spent in 2021, and has been accounted for as such.

RESOLUTION NO. 20-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICE CONTRACT FOR PROFESSIONAL SERVICES WITH FCS GROUP

WHEREAS, FCS Group is a leading regional financial service company well known for its area of expertise and has worked with a variety of local government entities including past work with the City; and

WHEREAS, the City is authorized to impose fees for services such as land use review, permit issuance, building plan and inspection review, surface water mitigation, right-of-way management and a variety of other regulated activities within the jurisdiction; and

WHEREAS, FCS has successfully assisted other Washington State cities such as the Cities of Seattle, Olympia, Newcastle and Issaquah with identifying the actual cost of providing such services consistently, within legislated timelines, while enabling a level of continuity, on-going regulatory oversight thereby ensuring a high level of public safety while making the process for development, right-of-way maintenance and infrastructure expansion predictable; and

WHEREAS, the City is currently using a fee schedule model constructed by in-house staff in 2016 that has been updated from time-to-time, however, having examined recent FCS work for specifically the City of Seattle, which incorporates large scale multi-year projects similar to those the City is experiencing and where time is of the essence, and FCS is listed on the MRSC consultants roster specifically for this type of work;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The Mayor is hereby authorized to execute the professional services contract for services with FCS, attached hereto as Exhibit A, to perform a fee schedule revue to ensure fair and equal compliance, all as set forth in the Scope of Work, to be completed by July 31, 2021, in an amount not to exceed $40,000.

ADOPTED THIS 22ND DAY OF DECEMBER, 2020

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, CMC
City Clerk

FCS GROUP
Solutions-Oriented Consulting

Firm Headquarters
Redmond Town Center
7525 166th Ave NE, Ste. D-215
Redmond, Washington 98052

Established 1988
Washington | 425.867.1802
Oregon | 503.841.6543
Colorado | 719.284.9168

EXHIBIT "A"

CITY OF EDGEWOOD

DEVELOPMENT SERVICES FEE AND RESERVES STUDY

The City of Edgewood operates a Building and Permitting department and a Planning Department. Combined, the annual budget for these two departments is about $2.1M. These departments are supported by about $1.5M in building, mechanical, plumbing and other development fee revenues annually[1]. The City of Edgewood requested FCS GROUP prepare a scope of work to prepare a development services cost of services fee study and reserves study. The City's current cost recovery objective is 100% of expenses during the current high growth activity.

Based upon discussions with Dave Gray, Assistant City Administrator, the objectives of this study included:

- Evaluate adjustments, as necessary, to the City's existing development related fees to ensure revenue from these fees meet the City's cost recovery objectives.
- Evaluate the City's current level of financial reserves for development related services and propose recommended changes necessary to maintain a consistent level of service.

Our study includes three (3) meetings with City staff and two (2) workshop presentations to the City Council. All meetings will be conducted remotely due to continued COVID concerns. We will also facilitate a bi-monthly (twice per month) project check-in call with the City project team throughout the duration of the study.

Our study deliverables will include draft and final reports of the cost of service study as well as presentations to the City Council. The report will summarize the study's methodology, assumptions, and calculations as well as detailed cost of service and cost recovery tables for the City's development fee services.

The proposed budget for this study is $39,050. The study would be completed over an approximate six-month period from notice to proceed. The following task plan provides additional detail on our proposed study approach.

[1] Source: City 2019 and 2020 budget documents

TASK PLAN

Task 1: Conduct kick-off meeting

A common understanding of the study's objectives and expectations is critical to a successful study process. At the beginning of the study, FCS Group will facilitate a remote initial kick-off meeting with the City's project team to introduce the project team members, discuss the study goals, and review methodology, scope, expectations, schedule, and any specific concerns and issues the City wishes to investigate further.

Prior to the kick-off meeting, we will coordinate with the City project team to confirm the services and fees to be included in the fee study. We will also work with staff to:

- Identify any new services to be included in the study.
- Confirm cost recovery goals for fee services.
- Review data needs.

Task deliverables: We will facilitate a remote project kickoff meeting to discuss and, if necessary, refine the study scope of work. During this meeting we will introduce the project team members, discuss the study goals, methodology, scope, expectations, schedule, and discuss any specific concerns and issues to investigate further.

Task 2: Data collection, validation and Employee fee time records

Prior to the kick-off meeting, we will provide the City project team with an initial data request identifying financial budget and actual data, historical permit volumes, and billing information for consulting services that support permit review and inspections.

Staffing time records play a critical role in the fee study and form the basis for determining the hourly rates for City staff to provide full cost-based fee services. Additionally, labor costs typically comprise the largest share of costs to provide fee services. We will work with department staff to review develop timesheet records (see **Exhibit 1**).

Exhibit 1
Staff Time Categorization Example

	Planning LABOR HOURS	Total	Steve Friddle - Program & Planning Supervisor	Cari Hornbein - Senior Planner	Catherine McCoy - Associate Planner	Michelle Bentley - Associate Planner .5	Paula Smith - Permit Specialist
	Total Personnel Costs-2014 2013 Actuals	$ 569,561	$ 127,016	$ 99,145	$ 78,253	$ 36,292	$ 77,445
	Regular Labor	13,520	2,080	2,080	2,080	1,040	2,080
	Annual Overtime	0	0	0	0	0	0
	Annual Labor	13,520	2,080	2,080	2,080	1,040	2,080
	Annual Leave	1,712	240	240	240	120	312
	Total Available Work Hours	**11,808**	**1,840**	**1,840**	**1,840**	**920**	**1,768**
Indirect	Code and Policy Development	2,031	100	40	50	5	0
Indirect	Public information & Customer Service	2,480	210	300	250	80	630
Indirect	Training & Certification	394	30	80	80	20	40
Indirect	General Administration & Management	1,130	400	100	100	50	430
Indirect	Other	330	0	80	250	0	0
	Net Annual Labor Related to Direct Services	**5,443**	**1,100**	**1,240**	**1,110**	**765**	**668**

Data will be reviewed, analyzed, and validated for use in the technical analysis of the fee study. Follow up will occur with the City project team for additional items as needed.

Task deliverables: Prepare and transmit an initial data request to the City project team; conduct interviews with City staff to develop an understanding of fee time services.

Task 3: Identify the cost of service

The fee study will provide a comprehensive cost of service analysis for building, mechanical, plumbing and other development and engineering permit fee services. The cost of service will be itemized into direct, indirect, and overhead cost components to provide a transparent evaluation of the costs and cost drivers for each individual fee service as follows:

- Direct Service Costs – those costs that directly support a project, permit application, or specific activity and that are often tied to a specific fee.
- Indirect Service Costs – those costs that support direct services, such as customer service, employee training, and program administration.
- Overhead Costs – City management and administrative costs that are allocated to the programs and related fees.

Based on the information derived from Task 2, we will calculate an hourly rate and apply the rate to the amount of time needed to process a permit to determine the cost to provide each individual fee service. The cost of service analysis will evaluate all fee services and determine adjustments needed for each fee service to achieve the City's cost recovery objectives. **Exhibit 2** provides an example of how cost layers will be communicated.

Exhibit 2: Cost Layer Table Example

	Planning	Annual Cost Components		Total Costs	% of Total Costs
		Labor Costs	Non-Labor Costs		
Direct Costs	Total Direct Services	$ 365,384	$ 35,353	$ 400,737	37%
	Subtotal Direct Costs	**$ 365,384**	**$ 35,353**	**$ 400,737**	**37%**
Indirect Costs	Code and Policy Development	93,791	9,656	103,446	9%
	Public information & Customer Service	140,004	14,665	154,669	14%
	Training & Certification	24,540	2,174	26,715	2%
	General Administration & Management	94,348	6,620	100,968	9%
	Other	12,729	1,545	14,274	1%
	Subtotal Indirect Costs	**$ 365,412**	**$ 34,661**	**$ 400,073**	**37%**
OH Costs	Department Administration	24,238	3,544	27,782	3%
	Division	59,989	12,685	72,674	7%
	Citywide	-	190,795	190,795	17%
	Subtotal Overhead Costs	**$ 84,227**	**$ 207,025**	**$ 291,252**	**27%**
	Total Planning Costs	**$ 815,023**	**$ 277,039**	**$ 1,092,061**	**100%**

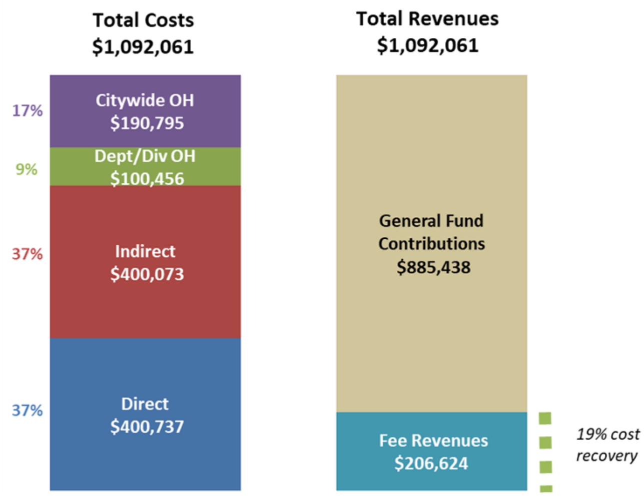
Task deliverables: Calculate and determine the cost of service for each fee service.

Task 4: Compare the cost of service to existing fee revenue

Once the cost of service analysis is completed, a cost recovery analysis will be performed by comparing the costs to provide each service with either the budgeted or actual revenues supporting the service.

The cost of service for individual fee services will also be compared to the current fees charged as well as to neighboring jurisdictions. We will work with City staff to select the fees and jurisdictions for comparison. The results of the cost recovery analysis will help the City confirm the fees that need to be adjusted to improve cost recovery levels. The results can also identify other fees that may require additional evaluation. **Exhibit 3** provides an example of the cost recovery summary.

Exhibit 3. Cost Recovery Analysis for Planning Fee Services Example



Task deliverables: Calculate and determine the current cost recovery under existing fees; comparison of existing fees to proposed full cost of service fees; comparison of existing and full cost of service fees to selected neighboring jurisdictions; identification of differences in cost recovery by fee service.

Task 5: Prepare Reserve Analysis

Development fee activities can be highly volatile with a large amount of elapsed time between when revenues are collected to when actual work is performed. During economic downturns, it is important to maintain a core level of staffing available to process and complete work that has entered this pipeline. Other drivers that may affect the size of development fee reserves:

- Predictability of revenues
- Exposure to significant one-time costs
- Liquidity of reserves
- Ability and flexibility to respond to other known or unknown needs

The City desires an analysis to establish a level of reserves sufficient to support the delivery of development fee services, particularly during economic downturns, while also positioning the City to be able to respond to anticipated one-time needs or unanticipated needs. Utilizing information received during Task 2, FCS GROUP will prepare an analysis of the City's historical development related revenues, the lag in time between when revenues are collected and when City work is performed, collaborate with the City project team to assess and identify large one-time needs (such as new investments in technology or capital equipment replacements), and prepare an analysis to determine the appropriate level of development reserves to position the City to better respond to these situations in the future.

Task deliverables: We will prepare an analysis of when development fees are collected, when City services are rendered, and an analysis of the appropriate amount of reserves.

Task 6: Review results with the City project team

Once we have completed the technical components of the study, we will review the preliminary study results with the City project team during two (2) remote meetings. These meetings will include reviewing the study results, answering any questions about the methodology, and identifying the fee adjustments required to meet the City's cost recovery objectives. If necessary, we will suggest changes to existing city policies that would be required to implement recommendations from this study.

Task deliverables: We will facilitate two (2) remote meetings to review preliminary study results with the City project team.

Task 7: Documentation and Council Workshop Presentations

FCS Group will prepare and submit study deliverables, including:

- A draft report for review and comment. The report will detail the assumptions, methodology, results, and recommendations of the fee study.
- Electronic copy of final report, incorporating any comments from the City project team.
- A Power Point presentation to review the study methodology and results with City Council at a work session.
- Two (2) remote workshop presentations to the City Council.

Task deliverables: We will prepare a draft and final report; prepare a draft and final presentation to Council; and attend and facilitate two (2) remote workshop presentations to the City Council.

Task 8: Project Administration

This task includes the various administrative efforts that will take place during the study and includes the following:

- Providing summaries or e-mails outlining follow up items, assigned tasks, and schedule milestones.
- Preparing a monthly invoice with a progress report on the activities performed during the billing period.
- Facilitate a bi-monthly (twice per month) 30-minute telephonic project check-in with the City project team. This check-in will include sharing the status of current and upcoming analytic activities, discuss and share deliverables, discuss and resolve any issues that may arise and potentially affect the project schedule or deliverables.

Task deliverables: Provide project administration, invoicing, and regularly scheduled project check-ins with the City project team.

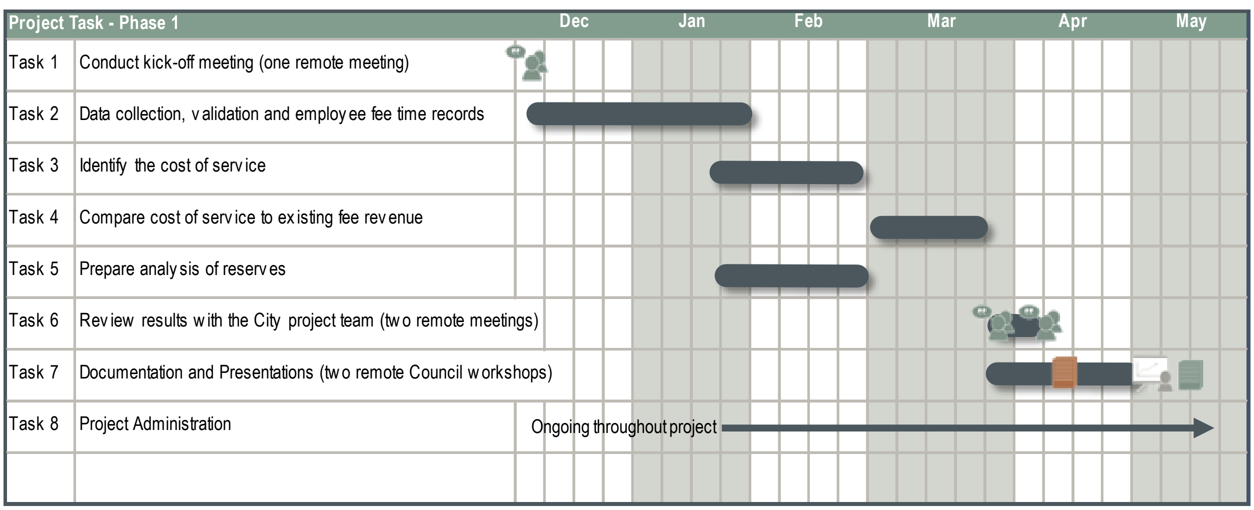
BUDGET ESTIMATE

The following table summarizes our estimated cost to perform the above task plan. The cost of complete is not to exceed $39,050. We invite the opportunity to negotiate the appropriate level of effort for this project if we have scaled our approach out-of-line with the City's needs and expectations.

Task Detail		J. Ghilarducc Principal	M.Chaw Manager	Hobson Tech Advisor	L.Slaughterbeck Analyst	Admin Support	Total Hours	Expenses	Budget Estimate (incl exps)
	2020 Hourly Billing Rates	$270	$195	$185	$145	$90			
Task Plan									
Task 1	Conduct kick-off meeting (one remote meeting)	2	4	2	4	0	12	$0	$2,270
Task 2	Data collection, validation and employee fee time records	0	24	8	32	0	64	$0	$10,800
Task 3	Identify the cost of service	0	16	8	32	0	56	$0	$9,240
Task 4	Compare cost of service to existing fee revenue	4	8	4	24	0	40	$0	$6,860
Task 5	Prepare analysis of reserves								
Task 6	Review results with the City project team (two remote meetings)	0	10	4	6	0	20	$0	$3,560
Task 7	Documentation and Presentations (two remote Council workshops)	6	10	4	6	0	26	$0	$5,180
Task 8	Project Administration	0	4	0	0	4	8	$0	$1,140
	Total Tasks	**12**	**76**	**30**	**104**	**4**	**226**	**$0**	**$39,050**

PROJECT SCHEDULE

The study will be completed over an approximate six-month period after notice to proceed. The schedule below illustrates the study schedule assuming a mid-December 2020 start date. Completion of the analysis is dependent on timely coordination between FCS Group and the City project team for receipt of requested data/information, quality of data, and City staff availability for interviews and review meetings. A final study schedule will be developed in collaboration with the City project team as part of the initial kick-off meeting.



City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Resolution – Pierce County Sheriff Contract Addendum	**Agenda Item #:** 2.I **For Agenda of:** 12/15/2020 **Prepared by:** Dave Gray

Attachments (list):
1. Resolution No
2. Contract Signature Page with Contractor line_
3. FY2021 COE PCSO Rates Schedule Exhibit A

Approval of Materials: Dave Gray Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** $3,103,200 **Amount Budgeted:** $3,103,200 **Timeline:** SS 12/15/2020 For Discussion with Council RCM 12/22/2020 For Council Action Authorizing the Mayor to Execute the Agreement for fiscal year 2021

Summary Statement:
Since incorporation in 1996 the Pierce County Sheriff's Office has contracted with the City to provide law enforcement staffing, equipment, training, liability insurance coverage, and tactical and strategic policing policy development and implementation. The City continues to enjoy the benefits of the economy of scale the relationship rewards a small city that would find it difficult to afford a comparable level of service with a ready and quick to respond auxiliary force including patrol officers, SWAT, bomb squad, evidence management, traffic control emphasis, case management and a continuing list of critical services.

Item History:

Recommended Action:
Hold a discussion and provide staff guidance regarding Pierce County Sheriff Contract Addendum

Fiscal Note/Consideration:
The 2021 contract includes the addition of one patrol officer moving headcount to 11 from 10.

RESOLUTION NO. 20-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, REQUESTING THE MAYOR EXECUTE AN AMENDMENT EXTENDING THE LAW ENFORCEMENT SERVICE CONTRACT WITH PIERCE COUNTY THROUGH DECEMBER 31, 2021

WHEREAS, the City of Edgewood has enjoyed a mutually beneficial law enforcement services agreement with the Pierce County Sheriff's Department since the City's formation in 1996; and

WHEREAS, the City has continued to evaluate the cost at levels of service in detail every several years; and

WHEREAS, the result being the highest level of service for the lowest cost provided the citizens of Edgewood is integrating the City law enforcement effort into the larger, full service capability and capacity of the Pierce County Sheriff's Office; and

WHEREAS, the out-of-pocket contract cost, when viewed within the context of training, bargaining effort, hardware, software, equipment and liability, and the fact that as a part of the larger Sheriff's contingent capable of responding to the City's standing force as an integrated single department benefits both the City and the County;

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

Section 1. The Mayor is hereby authorized to execute the amendment attached as Exhibit A, extending the Interlocal Agreement for law enforcement services through December 31, 2021 and beyond per the amendment provisions.

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

ADOPTED THIS 22ND DAY OF DECEMBER, 2020

____
Daryl Eidinger, Mayor

ATTEST:

____
Rachel Pitzel, CMC
City Clerk

PIERCE COUNTY
CONTRACT SIGNATURE PAGE

Contract #__________

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of ____________, 20____.

CONTRACTOR:

__________________________________ __________
Daryl Eidinger Date

____
City of Edgewood Mayor

Name: Mayor Daryl Eidinger

UBI No. 601-671-344

Address: 2224 104th Avenue East
Edgewood, WA 98372-1513

Contact Name: Dave Gray, Asst. City Administrator
Email: dave@cityofedgewood.org
Phone: 253.831.4256

INVOICING: finance@cityof Edgewood.org
253.952.3299

PIERCE COUNTY:

Approved as to Legal Form Only:

__________________________________ __________
Prosecuting Attorney Date

Approved:

__________________________________ __________
Finance Date

__________________________________ __________
Department Director Date
(less than $250,000)

__________________________________ __________
County Executive (o*ver $250,000*) Date

Exhibit "A"

2021 City of Edgewood
Pierce County Sheriff Services Proposal
With One Additional Deputy Added

Function	Title	Number	Unit Cost	Annual Cost
Command	Chief (14-29)	1	$ 250,700	$ 250,700
Supervision	Sergeant	1	$ 199,330	$ 199,330
Basic Patrol/Traffic	Deputy	11	$ 190,340	$ 2,093,740
Investigator	Deputy	1	$ 190,340	$ 190,340
Investigations (Major Crimes and Investigative Support)			$ 91,740	$ 91,740
Administration	Office Assistant 3	1	$ 106,440	$ 106,440
Specialized Services (Canine, SWAT, Hazardous Device)	No Charge		$ -	$ -
Credit for Unincorporated Responses				$ (12,470)
SS911 (Subject to modification once they set the new rates)			$ 183,380	$ 183,380
Total:		**15**		**$ 3,103,200**

In addition, in order to outfit the deputy with a vehicle, public safety package, quartermaster package and training, there will be a one-time charge of $90,000 per additional deputy.

Exhibit "A"

2021 City of Edgewood
Pierce County Sheriff Services

Function	Title	Number	Unit Cost	Annual Cost
Command	Chief (0-13)	1	$ 237,630	$ 237,630
Supervision	Sergeant	1	$ 199,330	$ 199,330
Basic Patrol/Traffic	Deputy	10	$ 190,340	$ 1,903,400
Investigator	Deputy	1	$ 190,340	$ 190,340
Investigations (Major Crimes and Investigative Support)			$ 91,740	$ 91,740
Administration	Office Assistant 3	1	$ 106,440	$ 106,440
Specialized Services (Canine, SWAT, Hazardous Device)	No Charge		$ -	$ -
Credit for Unincorporated Responses				$ (12,470)
SS911 (Subject to modification once they set the new rates)			$ 183,380	$ 183,380
Total:		**14**		**$ 2,899,790**

Exhibit "A"

2020 City of Edgewood
Pierce County Sheriff Services

Function	Title	Number	Unit Cost	Annual Cost
Command	Chief	1	$ 230,710	$ 230,710
Supervision	Sergeant	1	$ 193,520	$ 193,520
Basic Patrol/Traffic	Deputy	10	$ 184,800	$ 1,848,000
Investigator	Deputy	1	$ 184,800	$ 184,800
Investigations (Major Crimes and Investigative Support)			$ 89,070	$ 89,070
Administration	Office Assistant 3	1	$ 103,340	$ 103,340
Specialized Services (Canine, SWAT, Hazardous Device)	No Charge		$ -	$ -
Credit for Unincorporated Responses				$ (12,110)
SS911 (Subject to modification once they set the new rates)			$ 171,310	$ 171,310
Total:		**14**		**$ 2,808,640**

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – 2019 SAO Annual Audit	**Agenda Item #:** **2.J** **For Agenda of:** **12/15/2020** **Prepared by: Dave Gray**

Attachments (list):
1. 2019 SAO Published Audit Report ar1027351

Approval of Materials: Dave Gray Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** $18,900. **Amount Budgeted:** 16,000.00 **Timeline:** 12/15/2020-SS Review & Discussion with Council 12/22/2020-RCM Public Announcement the Annual Audit has occured, is published, and available through both the City and the State Auditor's Office.

Summary Statement:
The City has accrued to the over 10 million budget mark and is now required to participate in an annual Sate of Washington Auditor's Audit. Once the Audit is preformed the State Auditor's Office will publish the audit after a waiting period the City is entitled to contest the results. The City does not contest the results and the Audit has been published.

Item History:

Recommended Action:
No action necessary, the Council will review the audit and the Mayor and Asst. City Administrator will answer questions the Council may have.

Fiscal Note/Consideration:

Office of the Washington State Auditor
Pat McCarthy

Financial Statements Audit Report

City of Edgewood

For the period January 1, 2019 through December 31, 2019

Published November 25, 2020

Report No. 1027351

Office of the Washington State Auditor
Pat McCarthy

November 25, 2020

Mayor and City Council
City of Edgewood
Edgewood, Washington

Report on Financial Statements

Please find attached our report on the City of Edgewood's financial statements.

We are issuing this report in order to provide information on the City's financial condition.

Sincerely,

Pat McCarthy

State Auditor

Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

Insurance Building, P.O. Box 40021 • Olympia, Washington 98504-0021 • (564) 999-0950 • Pat.McCarthy@sao.wa.gov

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

City of Edgewood
January 1, 2019 through December 31, 2019

Mayor and City Council
City of Edgewood
Edgewood, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the City of Edgewood, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's financial statements, and have issued our report thereon dated November 18, 2020.

We issued an unmodified opinion on the fair presentation of the City's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the City using accounting practices prescribed by state law and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

As discussed in Note 8 to the 2019 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the City. Management's plans in response to this matter are also described in Note 8.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of the City's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

Pat McCarthy

State Auditor

Olympia, WA

November 18, 2020

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

City of Edgewood
January 1, 2019 through December 31, 2019

Mayor and City Council
City of Edgewood
Edgewood, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the City of Edgewood, for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the City's financial statements, as listed on page 11.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of state law and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the City of Edgewood has prepared these financial statements to meet the financial reporting requirements of state law using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash and investments of the City of Edgewood, and its changes in cash and investments, for the year ended December 31, 2019, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the City used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the City of Edgewood, as of December 31, 2019, or the changes in financial position or cash flows thereof for the year then ended, due to the significance of the matter discussed in the above "Basis for Adverse Opinion on U.S. GAAP" paragraph.

Matters of Emphasis

As discussed in Note 8 to the 2019 financial statements, in February 2020, a state of emergency was declared that could have a negative financial effect on the City. Management's plans in response to this matter are also described in Note 8. Our opinion is not modified with respect to this matter.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The Schedule of Liabilities is presented for purposes of additional analysis, as required by the prescribed BARS manual. This schedule is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated November 18, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Pat McCarthy

State Auditor

Olympia, WA

November 18, 2020

FINANCIAL SECTION

City of Edgewood
January 1, 2019 through December 31, 2019

FINANCIAL STATEMENTS

SUPPLEMENTARY AND OTHER INFORMATION

City of Edgewood
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		Total for All Funds (Memo Only)	001 Current Expense Fund	101 Street Fund
Beginning Cash and Investments				
30810	Reserved	10,203,008	1,017,140	328,636
30880	Unreserved	3,622,816	3,622,816	-
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	5,657,972	4,666,073	193,812
320	Licenses and Permits	644,208	643,808	400
330	Intergovernmental Revenues	560,817	287,696	246,912
340	Charges for Goods and Services	2,736,104	528,376	1,452
350	Fines and Penalties	109,293	81,305	-
360	Miscellaneous Revenues	2,335,814	125,981	9,654
Total Revenues:		12,044,208	6,333,239	452,230
Expenditures				
510	General Government	1,722,519	1,722,519	-
520	Public Safety	2,857,898	2,857,898	-
530	Utilities	1,129,655	-	-
540	Transportation	988,760	-	988,760
550	Natural and Economic Environment	1,665,531	1,665,531	-
560	Social Services	-	-	-
570	Culture and Recreation	184,013	184,013	-
Total Expenditures:		8,548,376	6,429,961	988,760
Excess (Deficiency) Revenues over Expenditures:		3,495,832	(96,722)	(536,530)
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	1,557,268	-	260,000
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	-	-	-
381, 382, 395, 398	Other Resources	-	-	-
Total Other Increases in Fund Resources:		1,557,268	-	260,000
Other Decreases in Fund Resources				
594-595	Capital Expenditures	527,647	70,087	-
591-593, 599	Debt Service	1,427,068	-	-
597	Transfers-Out	1,557,268	-	-
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	-	-	-
581, 582	Other Uses	-	-	-
Total Other Decreases in Fund Resources:		3,511,983	70,087	-
Increase (Decrease) in Cash and Investments:		**1,541,117**	**(166,809)**	**(276,530)**
Ending Cash and Investments				
5081000	Reserved	12,244,266	1,350,473	52,107
5088000	Unreserved	3,122,673	3,122,673	-
Total Ending Cash and Investments		**15,366,939**	**4,473,146**	**52,107**

The accompanying notes are an integral part of this statement.

110 Park Impact Fee	111 Traffic Impact Fee	130 Municipal Capital Reserver REET1	132 Municipal Capital Reserver REET 2	201 Debt Service	202 LID Debt Service
2,588,964	3,099,002	219,361	274,431	138,836	1,250,904
-	-	-	-	-	-
-	-	-	-	-	-
-	-	399,044	399,043	-	-
-	-	-	-	-	-
-	-	-	-	-	-
355,404	555,240	-	-	-	975
-	-	-	-	-	27,988
-	-	-	-	-	2,147,891
355,404	555,240	399,044	399,043	-	2,176,854
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	5,064
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	5,064
355,404	555,240	399,044	399,043	-	2,171,790
-	-	-	-	-	-
-	-	-	-	402,171	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	402,171	-
-	-	-	-	-	-
-	-	-	-	381,328	1,032,124
305,000	-	540,004	580,170	-	118,116
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
305,000	-	540,004	580,170	381,328	1,150,240
50,404	**555,240**	**(140,960)**	**(181,127)**	**20,843**	**1,021,550**
2,639,368	3,654,242	78,400	93,304	159,679	2,272,453
-	-	-	-	-	-
2,639,368	**3,654,242**	**78,400**	**93,304**	**159,679**	**2,272,453**

The accompanying notes are an integral part of this statement.

203 LID Debt Service Reserve Fund	310 Capital Parks Fund	340 Capital Roads Fund	341 Capital Roads - Meridian Ave Ph II	350 Capital TIB Fund	401 Sewer Utility Fund
479,272	108,224	145,297	250,000	1,811	167,061
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	19,384	6,825	-	-	-
-	-	-	-	-	139,356
-	-	-	-	-	-
13,606	6,783	2,049	5,694	-	6,637
13,606	26,167	8,874	5,694	-	145,993
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
13,606	26,167	8,874	5,694	-	145,993
-	-	-	-	-	-
118,116	305,000	151,981	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
118,116	305,000	151,981	-	-	-
-	134,800	200,514	-	-	14,896
-	-	13,616	-	-	-
-	-	-	-	1,811	123
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	134,800	214,130	-	1,811	15,019
131,722	**196,367**	**(53,275)**	**5,694**	**(1,811)**	**130,974**
610,994	304,591	92,021	255,694	-	298,034
-	-	-	-	-	-
610,994	**304,591**	**92,021**	**255,694**	**-**	**298,034**

The accompanying notes are an integral part of this statement.

410 Surface Water Utility Fund	501 Equipment Replacement Fund
37,187	96,882
-	-
-	-
-	-
-	-
-	-
1,155,301	-
-	-
5,385	12,134
1,160,686	12,134
-	-
-	-
1,124,591	-
-	-
-	-
-	-
-	-
1,124,591	-
36,095	12,134
-	-
170,000	150,000
-	-
-	-
-	-
170,000	150,000
5,284	102,066
-	-
12,044	-
-	-
-	-
-	-
17,328	102,066
188,767	**60,068**
225,956	156,950
-	-
225,956	**156,950**

The accompanying notes are an integral part of this statement.

City of Edgewood
Fiduciary Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		Total for All Funds (Memo Only)	Custodial
308	Beginning Cash and Investments	261,847	261,847
388 & 588	Net Adjustments	-	-
310-390	Additions	735,816	735,816
510-590	Deductions	148,875	148,875
Net Increase (Decrease) in Cash and Investments:		586,941	586,941
508	Ending Cash and Investments	848,788	848,788

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements
For year ended December 31, 2019

Note 1 - Summary of Significant Accounting Policies

The City of Edgewood was incorporated on February 28, 1996 and operates under the laws of the state of Washington applicable to a code city. The City is a general purpose government and provides law enforcement, emergency management, community planning, economic development, street, sewer and surface water maintenance and improvements, parks and general administrative services. Many services are provided through contract or interlocal agency agreements. Since incorporation the City has received Public Works, Court, Jail, Emergency Management and Law Enforcement services from Pierce County. East Pierce Fire & Rescue provides Fire Suppression, Education and Inspection as well as Emergency Medical Services. The City is a member of Pierce County Metro services providing animal control through the Sumner Police Department on a membership consortium basis. In 2019 the City ended its interlocal affiliation with the City of Fife for Information Technology services and hired an in-house IT Director.

The City of Edgewood reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information disclosed in these financial statement notes.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of single-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The City's resources are allocated to and accounted for in individual funds depending on their intended purpose. One managerial fund 005 Strategic Reserves is listed separately in the adoption of the budget. For 2019, the 005 Strategic Reserve fund is listed separately for financial presentation as reserved in the General Fund (Fund 001).

The following are the fund types used by the City:

GOVERNMENTAL FUND TYPES:

General (Current Expense) Funds

This fund is the primary operating fund of the City. It accounts for all financial resources except those required by law or elected to be accounted for in another fund. The City uses a General Fund Managerial Account established by local authority as a Strategic Reserve restricted for use by City Council action. It is identified as the restricted portion of the General Fund for reporting purposes.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the City.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Funds

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

Internal Service Funds

These funds account for operations that provide goods or services to other departments or funds of the City on a cost reimbursement basis.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

Custodial funds are used to account for assets that the government holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus directed under the Washington State Budget, Accounting, and Reporting System (BARS) for Cities. Revenues are recognized when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year(s) budget appropriations as required by state law.

All restricted revenues are booked directly to the appropriate fund (street, surface water, etc.).

In accordance with state law the City also recognizes expenditures paid twenty days after the close of the fiscal year for claims incurred during the previous period. These expenditures are classified as thirteenth period expenditures and so designated in the financial statements.

City wide (not fund specific) expenditures for labor, benefits, goods and services are initially charged to Central Services, a segregated cost center within the General Fund, and then allocated to all funds and cost centers within funds to reflect their allocated share of said costs. This system allows management and accounting the ability to examine and balance labor, benefit, and large service provider expenditures in total while capturing the fully absorbed cost of each activity in the proper fund/cost center. Allocations are based upon personnel deployment. Cost of a direct nature are charged to their fund/cost center directly (election, law enforcement contract costs, street preservation, etc.)

The basis of accounting described above represents a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

C. Cash and Investments

See Note 2, *Deposits and Investments*.

D. Capital Assets

Purchases of capital assets are expensed in the year of acquisition. There is no capitalization of assets, nor allocation of depreciation expense. Inventory is expensed when purchased. City assets are tracked in spreadsheets, including small and attractive asset details such as model and serial numbers, at cost, by location, to ensure adequate controls against theft or misappropriation and to assist in budgeting for timely replacement or repair. This activity is extraneous to the financial statements.

E. Compensated Absences

Vacation leave may be accumulated up to 240 hours and unpaid balances are payable upon separation or retirement. Compensatory time can be accrued up to 40 hours. It is accrued at the rate of 1.5 hours per hour worked. It is paid for unused balances upon separation. Payments are recognized as expenditures when paid. Sick leave may be accumulated indefinitely. Upon separation or retirement employees do not receive payment for unused sick leave.

F. Long-Term Debt

See Note 5, *Debt Service Requirements*.

G. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the City Council. When expenditures that meet restrictions are incurred, the City intends to use reserved resources first before using unreserved amounts.

Reservations of Ending Cash and Investments consist of:

- 005 Strategic Reserve Fund ($1,350,473.06); is an internal Management Fund. The Fund balance represents transfers from the General Fund as a commitment by the City Council for emergency and/or other longer term operating reserves. These monies may be expended by resolution of the City Council. For reporting purposes the Strategic Reserve Fund Balance is combined with Fund 001 General Fund, and listed as the reserved portion of the General Fund in the Financial Statements..
- 101 Street Fund ($52,107.27); are unexpended monies collected by the State and represent payment in-lieu of construction and gas taxes. They are used for City road, pedestrian and intermodal infrastructure maintenance and improvements. Unexpended General Fund Transfers, while not technically restricted in origin, are combined and listed as restricted for future street fund use.
- 110 Park Impact Fees ($2,639,367.58) balance represents unspent monies collected as a development permitting requirement to maintain concurrency of park access as population increases. Expenditures are restricted for park acquisition and improvements outlined in the City's Capital Improvement Plan for increasing capacity and must be expended on a legislated timeline. This fund has grown exponentially as a result of rapid development in the City since late 2015.
- 111 Traffic Impact Fees ($3,654,241.72) are collected on a concurrency basis as a development permitting requirement to pay for projects identified in the City's Capital Improvement Plan. They are restricted for use to maintain or increase traffic capacity as a result of growth and must be expended on a legislated timeline. This fund has grown exponentially as a result of rapid development in the City since late 2015.
- 130 REET1 ($78,400.18) and 132 REET2 ($93,304.47); represent unexpended monies generated by real estate excise taxes collected by the County for sales of real property within the jurisdictional boundaries of the City. The Growth Management Act (GMA) restricts projects funded from REET1 and REET2 to those capital projects outlined in the City's Capital Improvement Plan for specific purposes. The City uses the majority of REET1 to retire the City Hall Civic Center debt and the majority of REET2 to extend the useful life of city infrastructures for road preservation and surface water mitigation.
- 201 Debt Service Fund ($159,679.18); represents unexpended monies used to retire scheduled debt and make annual interest payments for General Government real property. The accumulated balance represents a scheduled reduction in debt payments due to a refinanced lower mortgage for City Hall. A principal payment to accelerate the retirement of the City Hall Mortgage (converted from a 2007 GO Bond) is anticipated in 2020.
- 202 Debt Service Fund (2,272,453.40); is the unexpended portion of the collection of a 20 year LID assessment against parcels serviced by a sanitary sewer constructed in 2011. Annual payment of principal and interest are paid on a contractual schedule to retire a 20 year USDA RD loan of approximately 18 million dollars executed in 2014. The majority of the balance represents prepayments of assessments, generally as a result of development lending institutions mandating the retirement of the assessment (which is in first position against the parcel) as a loan covenant. The City makes interim prepayments to USDA to reduce the outstanding loan balance relative to these prepayments. Fund 202 was created after discussion with the Washington State Auditor's office regarding the closing of the temporary local improvement district fund (411) and recognizing the fund balance and fund activity as that of a debt service fund. This action was completed at year end of 2018.

- 203 Debt Service Reserve Fund ($610,993.53); represents a USDA loan covenant requirement imposing the establishment and annual funding of a debt reserve to cover unanticipated individual assessment defaults over the life of the loan. This is a safety net loan provision common to LID financing vehicles. The reserve provision of the current USDA loans call for arriving at a ten percent reserve within the first ten years of debt servicing. The current USDA loan principal balance is $9,479,245 so the required reserve balance is $947,245. At the current funding level of $118,000 per year the reserve will be fully funded on or before the eighth year of debt service. It is likely both the reserve requirement and outstanding principal debt will continue to diminish as assessments continue to be prepaid as a result of the City's high growth rate (6 percent in population in 2019). Fund 203 was created after discussion with the Washington State Auditors office regarding the closing of the temporary local improvement district fund (412) and recognizing the fund balance and fund activity as that of a debt service reserve fund. This action was completed at year end of 2018.
- 310 Capital Parks Fund ($304,590.53); is used for capital parks projects, primarily funded by grant dollars, Park Impact Fees, REET 1 or the General Fund as identified in the City's Capital Improvement Plan. Fund transfers occur from the revenue origination fund to the capital project funds (parks, road and surface water) when the Capital Improvement Plan and current year public works plans estimate the appropriation will be expended. Timelines are challenging due to third party vendor, weather, and City of Edgewood personnel availability and it is not uncommon to have substantive ending fund balances. The City maintains a FIFO (first in first out) Fund analysis extraneous to these financial statements to show the flow from the revenue origination fund to the capital fund to ensure restricted uses are monitored and in compliance and that funds are expended within legislated mandated timelines (impact fees).
- 340 Capital Roads ($92,021.30); is used for capital roads projects, primarily funded by grant dollars, Park Impact Fees, REET 2 or the General Fund as identified in the City's Capital Improvement Plan. Fund transfers occur from the revenue origination fund to the capital project funds (parks, road and surface water) when the Capital Improvement Plan and current year public works plans estimate the appropriation will be expended. Timelines are challenging due to third party vendor, weather, and City of Edgewood personnel availability and it is not uncommon to have substantive ending fund balances. The City maintains a FIFO (first in first out) Fund analysis extraneous to these financial statements to show the flow from the revenue origination fund to the capital fund to ensure restricted uses are monitored and in compliance and that funds are expended within legislated mandated timelines (impact fees).
- 341 Capital Roads Meridian ($255,693.76); represents monies reserved for a capital roads project that will close out in 2020. The balance represents a single REET2 transfer, the residual of which will be transferred to Fund 340 for capital roads use in 2020.
- 401 Sewer ($298,033.94) and 410 Surface Water ($225,956.09) Funds are used to support the operations and maintenance of the respective utility. General Fund transfers to these restricted funds are considered restricted and identified as such in the financial statements. The City has not experienced a year wherein any "claw back" of contributed General Funds to its Enterprise Funds have occurred.
- 411 Temporary LID Fund (eliminated in 2019) has been reclassified as 202 Debt Service Fund and 412 Debt Service Reserve Fund (eliminated in 2019) has been reclassified as 203 Debt Service Reserve Fund.
- 501 Equipment Replacement Fund ($156,949.82) Funds collected represent an internal commitment for replacing or purchasing capital equipment set aside from the General Fund.

H. <u>Other Financing Sources or Uses</u>

The City's *Other Financing Sources or Uses* consist of operating transfers-in and operating transfers-out and Interfund loans where appropriate and approved through resolution of the City Council. The City appropriated $1,557,268 in transferred funds for 2019. There were no interfund loans executed in 2019.

I.

Note 2 – Budget Compliance

A. Budgets

The City adopts annual appropriated budgets for all funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follow:

Fund/Department	Final Appropriated Amounts	Actual Expenditures	Variance
001 General Fund	$11,183,426	$6,500,048	$4,683,378
005 Strategic Reserve Fund	$1,036,590	$0	1,036,590
101 Street Fund	$1,361,529	$988,760	$737,844
110 Park Impact Fee Fund	$3,874,558	$305,000	$3,569,558
111 Traffic Impact Fee Fund	$5,353,580	$0	$5,353,580
130 REET 1 Fund	$660,116	$540,004	$120,112
132 REET 2 Fund	$715,187	$580,170	$135,017
201 Debt Service G Gov. Fund	$431,410	$381,328	$50,082
202 Debt Service Fund LID*	$3,520,806	$1,155,304	$2,365,502
203 Debt Service Res Fund**	$595,306	$0	$595,306
310 Capital Park Fund	$413,369	$134,800	$278,569
340 Capital Roads Fund	$666,644	$214,130	$452,514
350 Capital TIB Fund***	$251,811	$1,811	$250,000
401 Sewer Fund	$214,220	$15,019	$199,201
410 Surface Water Fund	$1,355,214	$1,141,919	$213,298
411 Temporary LID Fund*	$3,520,806	Reclassed	Reclassed
412 LID Reserve Fund**	$595,306	Reclassed	Reclassed
501 Equipment Replacement Fund	$288,577	$102,066	$186,511

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect specific authorized employee positions (job descriptions) or salary ranges (annual salary schedule) must be approved by the City's legislative body.

The City budgets a Strategic Reserve Fund 005 for purposes of cash flow and unexpected emergencies. For reporting purposes, Fund 005 is an internal management fund and reported as part of Fund 001 General Fund (current expense fund) as a reserved cash balance due to internal legislative restrictions for its use. In 2019, after discussion with the SAO Field Audit Team, and the SAO Help Desk, *staff reclassified the temporary LID Fund (411) **and Temporary LID Reserve Fund (412) to Debt Service Fund 202 and Debt Reserve Fund (203) to accurately reflect the activity as debt service as opposed to the construction of the sanitary sewer. ***The Capital TIB Fund (350) and the Capital Roads Fund-Projects (341) are consolidated for budgeting purposes, but are identified separately on the Annual Report Schedule C-4. Both funds are scheduled to be eliminated by Council Action in 2020. All Capital Roads activity will be reflected in a single Fund for Capital Roads (340) with TIB activity accounted with the appropriate line item BARS account code for TIB within the 340 Fund. The current administration inherited this structure and after an internal evaluation finds the consolidation more representative of financial activity segmented specifically for Capital Roads activity, wherein all financial sources are restricted and separation due to specific projects or grant activity can adequately be represented using existing BARS code line item accounts within the Fund. This presents accurate fund representation while using economy in the number of funds presented.

Note 3 – Deposits and Investments

It is the City of Edgewood's policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds of the City.

All deposits and certificates of deposit are covered by the Federal Deposit Insurance Corporation or the Washington Public Deposit Protection Commission. All investments are insured, registered or held by the City or its agent in the government's name.

Investments are presented as collected balances. Bonds are stated at original coupon purchase. Net gains or losses are booked upon redemption. Current US Securities are managed through US Bank Safekeeping. Investments by type at December 31, 2018 are as follows:

Type of Investment	① City's Own Investments	② Investments held by City as an agent for other local Governments, individuals or private organizations.	③ Total
L.G.I.P.	$2,189,065	$0.00	$2,189,065
U.S. Government Securities	$1,345,751	$0.00	$1,345,751
Total	**$3,534,816**	**$0.00**	**$3,534,816**

Note 4 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed around the 10th of each month.

Property tax revenues are recognized when cash is received by the City. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City's regular levy for the year 2019 was $.9937 per $1,000 on an assessed valuation of $1,997,528,056 for a total regular levy of $1,870,989.97.

Note 5 – Debt Service Requirements

Debt Service

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the City and summarizes the City's debt transactions for year ended December 31, 2019.

The debt service requirements for general obligation bonds, revenue bonds, special assessment bonds, and loans including both principal and interest, are as follows:

	General Obligation Bonds	Revenue Bonds	Other Debt	Total Debt
2020	325,639		1,045,559	1,371,198
2021	355,636		1,045,379	$1,401,015
2022	340,253		1,045,199	$1,385,452
2023	349,408		1,045,199	$1,394,607
2024	358,157		1,045,199	$1,403,356
2025 – 2028	720,896		4,238,916	$4,959,812
2029 – 2031	0		436,742	$436,742
Totals	**$2,449,989**	**$0**	**$9,902,193**	**$12,352,182**

Other Debt represents annual principal and interest payments to the Public Works Trust Fund Loan and the LID (see Note 7A for information on the LID). Increase activity due to development continues to accumulate as a cash reserve for LID assessment payoffs which the City periodically uses to retire USDA LID debt.

The City owns three parcels in the LID assessment area. The City retired all assessment debt for these parcels in 2019. This debt was not expressed on Schedule 9, per instruction form the SAO, and the debt service was a period expense to the General Fund in previous years as well as in 2019. The total expenditure to retire the assessment was $640,225.51.

Note 6 – Pension Plans

A. State Sponsored Pension Plans

Substantially all of the City's full-time and qualifying part-time employees participate in the Public Employees Retirement System (PERS) administered by the Washington State Department of Retirement Systems, under cost-sharing multiple-employer public employee defined benefit and defined contribution retirement plans. Actuarial information is on a system-wide basis and is not considered pertinent to the City's financial statements. Contributions to the systems by both employee and employer are based upon gross wages covered by plan benefits.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2018 (the measurement date of the plans), the City's proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	$15,118	.002108%	$81,060
PERS 1 (UAAL)	$68,147	.009504%	$365,463
PERS 2/3	$100,095	.012255%	$119,038

Note 7– Risk Management

A .Risk Management

The city of Edgewood is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 163 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are $4 million per occurrence in the self-insured layer, and $16 million in limits above the self-insured layer is provided by reinsurance. Total limits are $20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to $750,000, for all perils other than flood and earthquake, and insured above that to $300 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to $250,000 and insured above that to $100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

B. Health and Welfare

The City of Edgewood is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2019, 261 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members. The AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members. The AWC Trust HCP includes medical, dental and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2019, the AWC Trust HCP purchased stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of $1.5 million through Life Map, and Kaiser ISL at $1 million with Companion Life through ASG Risk Management. The aggregate policy is for 200% of expected medical claims.

Participating employers' contract to remain in the AWC HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the HCP. Similarly, the terminating member forfeits all rights and interest to the HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or town.

The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in this report. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

Note 8 - Other Disclosures

A. Lakehaven Water & Sewer District filed suit in April 2018 against the City claiming an exemption to a March 2018 imposition of a Utility Tax. The City estimates that should Lakehaven prevail, the City would lose approximately $4,000 in Utility Tax Revenue per year, and not be reimbursed for legal fees to contest the suit. The City has a high confidence the suit will be dismissed and the imposition of the tax will prevail. As of May 30, 2020 the State Supreme Court has not issued its findings in a similar matter between Lakehaven and the City of Federal Way. Lakehaven and the City of Edgewood have filed briefs with the Pierce County District Court agreeing to stay the matter pending a finding by the Supreme Court in the Lakehaven v City of Federal Way matter. The City does not consider the cost or loss of revenue to be material to its utility operations.

B. Mt. View Edgewood Water Company Franchise Agreement: The City of Edgewood has a long term Franchise Agreement with Mt. View Edgewood Water Company, a not for profit private corporation operating in the area since the early 1940's. Mountain View supplies between 70 and 80 percent of all

City of Edgewood water uses. Other water uses include Lakehaven Water & Sewer District, the City of Milton, and various other private localized well systems.

C. East Pierce Fire & Rescue Lease: The City executed a three-year lease with East Pierce Fire & Rescue for a large open space used for office cubicles at City Hall. Estimated annual revenue is expected to be approximately $48,000. The lease has two one year extensions that may be granted upon mutual approval.

D. Accounting Changes: In 2019 the City reclassified the 411 Temporary LID Fund and 412 LID Reserve Fund as a debt service after consultation with the SAO Field Audit Team for Edgewood and the SAO Help Desk. We opened Funds 202 Debt Service-LID Fund and 203 Debt Service Reserve Fund, transferring the total 2019 ending fund balances as of January 1, 2020. The action was approved by the City Council. In 2020 the City intends to collapse the current Capital Roads Project Fund (341) and the Transportation Improvement Plan Fund (350) into the Capital Roads Fund (340) thereby reducing the total number of funds created by the prior administration. Capital expenditures can be effectively and transparently identified within the Capital Roads Fund (340) by utilizing the appropriate already established BARS revenue and expenditure accounts in the Chart of Accounts.

E. COVID-19: In February 2020 the Covid-19 Pandemic hit the Greater Seattle Metropolitan area and spread throughout Washington. With the Governor's Proclamation on March 23, many normal activities in the state and worldwide ceased and the public was required to shelter in place. This had an extreme impact on financial activity in almost all sectors of the economy. The City of Edgewood has not seen substantive reductions in revenue as of May 30, 2020. Our first quarter actual revenue, including fees for services, which is a substantial source of revenue due to our robust development activity, was about 3% higher than budget. Sales taxes, also a substantial sustained revenue stream to the City was at budget. This has remained the case for April and May. The City does not have a large amount of retail businesses and most of our sales tax comes from on-line purchases. Amazon is one of our largest sales tax sources and if anything during the stay at home period, has increased. The City has remained operational by converting to 100% on-line, including virtual inspection for construction sites that were securing their existing operations or exempt from the stay at home order (critical infrastructure activity). We did not lay off or furlough any employees, filled open positions and are on track to increase our Strategic Reserve Fund by another $333,333.00 dollars in 2020. The City chose, with the 2020 budget to not budget REET or Impact Fee Revenue in 2020 or future years, appropriating only banked funds, which will enable the City to execute budgeted Capital Improvement Projects regardless of current year revenues for REET or Impact Fees. Year to Date in 2020, REET has continued to be robust and we estimate will allow the City to continue on schedule with our 2021 Capital Improvements. The City had recently completed implementing its Emergency Management Plan, which included annual expenditures to place emergency supplies on site (including supplies of hand sanitizer and N95 masks) in 2018 and 2019. The City has made supplemental expenditures for PPE and a thermal mounted camera to take the temperature of both staff and members of the public entering City Hall. We have accounted for these expenditures separately and intend to submit for reimbursement through the State CARES ACT distribution.

City of Edgewood
Schedule of Liabilities
For the Year Ended December 31, 2019

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
263.96	2019 Compensated Absences	12/31/2019	46,997	34,115	-	81,112
251.11	2007 G.O. Bond	12/1/2026	2,770,061	-	320,072	2,449,989
263.81	2013 PWTF Loan (PC12-951-080)	6/1/2031	171,430	-	13,187	158,243
	Total General Obligation Debt/Liabilities:		**2,988,488**	**34,115**	**333,259**	**2,689,344**
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	2019 Compensated Absences		18,683	-	6,063	12,620
264.30	Department of Retirement	12/31/2019	513,256	52,304	-	565,560
263.82	2008 PWTF Loan (PR08-951-083)	6/1/2028	294,117	-	29,412	264,705
	Total Revenue and Other (non G.O.) Debt/Liabilities:		**826,056**	**52,304**	**35,475**	**842,885**
Assessment Debt/Liabilities (with commitments)						
253.11	2014 Sewer Assement	11/24/2033	3,305,128	-	259,916	3,045,212
253.11	2014 Sewer Assement	11/24/2033	6,772,262	-	338,229	6,434,033
	Total Assessment Debt/Liabilities (with commitments):		**10,077,390**	**-**	**598,145**	**9,479,245**
	Total Liabilities:		**13,891,934**	**86,419**	**966,879**	**13,011,474**

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as fraud, state whistleblower and citizen hotline investigations.

The results of our work are widely distributed through a variety of reports, which are available on our website and through our free, electronic subscription service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov

City Of Edgewood
Council Agenda Summary Sheet

Subject: Discussion – Ordinance – 2020 Budget Amendment	**Agenda Item #:** **2.K** **For Agenda of:** **12/15/2020** **Prepared by: Dave Gray**

Attachments (list):
1. Ord No 20-0XXX 2020 Budget Amendment No 2
2. 2020 Budget Amendment No 2 Fund Impact Detail
3. 2020 Cares Act Spreadsheet of Expenses EXHIBIT B BA NO. 2

Approval of Materials: Dave Gray Rachel Pitzel 12/10/2020 Dave Gray 12/10/2020 Daryl Eidinger 12/10/2020	**Expenditure Required:** $512,550 Cares Act Additional Revenue & Expenditures, $45,000 Budget Impact for Line item Budget Housekeeping. **Amount Budgeted:** The Amendment Adds Revenue & Expenditures to a total of $512,550.00 to the Appropriated Budget of $35,311,015.00 for addition of the CARES Act revenue and expenses and a housekeeping move from REET2 to Streets Capital Road Preservation of $45,000. **Timeline:** SS-12/15/2020 For Council Discussion RCM - 12/22/2020 For Potential Council Action

Summary Statement:
Year End Budget Amendment: CARES Act Grant & Minor Line Item Housekeeping

Item History:

Recommended Action:
Authorize the Mayor to bring the Budget Amendment Ordinance to the December 22 Regular Council Meeting for potential action.

Fiscal Note/Consideration:

ORDINANCE NO. 20-0XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AMENDING THE BUDGET FOR THE 2020 FISCAL YEAR, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, State law, Chapter 35A.33 RCW, requires the City of Edgewood adopt an annual budget and provides procedures for such; and

WHEREAS, the City of Edgewood established its 2020 Budget in Ordinance No. 19-0566; and

WHEREAS, the City Council desires to amend the 2020 Budget to reflect the addition of a Washington State Department of Commerce Federal Pass-Through CARES Act Grant together with several minor housekeeping line item budget changes;

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

Section 1. Amending 2020 Budget. The 2020 Budget approved with Ordinance 19-0566 is amended to add the CARES Act Grant of $512,550 and a housekeeping transfer of REET2 2019 Ending Fund Balance of $45,000 to the Capital Street Preservation Fund, attached as Exhibit A and Exhibit B.

Section 3. Direction to Staff: Staff is hereby authorized and instructed to make the necessary changes to the printed form of the 2020 Budget Exhibit A Salary Schedule to reflect the above amendments.

Section 5. Transmittal. The City Clerk is hereby authorized and directed to transmit a certified copy of this ordinance to the Association of Washington Cities, the Auditor of the State of Washington, and Municipal Research Services Center.

Section 6. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 7. Effective Date. A summary of this ordinance shall be published in the official newspaper of the City and this ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL THIS 22ND DAY OF DECEMBER, 2020.

____

Mayor, Daryl Eidinger

Attest/Authenticated:

____

City Clerk, Rachel Pitzel, CMC

Approved As To Form:

____

City Attorney Ann Marie Soto

Date of Publication: *December 28, 2020*
Effective Date: *January 2, 2020*

City of Edgewood 2020 Budget
Budget Amendment No. 2

EXHIBIT A

12/8/2020

December 2020

Fund Name/Department	Fund Number	**Original Budget**	Original Line Item	Description of Request	Line Item Added	Line Item Deleted	**Amended Budget**	**Fund Balance Impact**
General Fund Expenditures								
General Fund Grant Revenue-COVID 19	001	$12,478,773.00	$0.00	Increased Grant Activity	$512,550.00	$0.00	$12,991,323.00	$512,550.00
General Fund COVID 19 Expendtiures per Detail	001	$12,478,773.00	$0.00	Unbudgeted COVID Expenses	$512,550.00	$0.00	$12,991,323.00	$512,550.00
General Fund Expenditures	001	$12,478,773.00	$0.00		$512,550.00		$12,991,323.00	$512,550.00
Street Fund Expenditures								
Street Fund Road Preservation Expenditure	101	$1,262,034.00	$500,000.00	Increased Potential Expenditure	$45,000.00	$0.00	$1,307,034.00	$45,000.00
REET 2 2019 Ending Fund Balance Reduction	132	$649,431.00	$265,000.00	Increased Potential Expendiuture	$45,000.00	$0.00	$694,431.00	$45,000.00
General Fund Expenditures	001	$1,262,034.00	$500,000.00		$45,000.00		$1,307,034.00	$45,000.00

There is no full year 2021 Impact for these budget adjustments as item one is an unbudgeted one time grant and item two is an expenditure allowing the capture of higher 2019 REET2 revenue than budgeted (October 2019 Estimate vs December 31, 2019 Actual).

Category	VENDOR	INVOICE #	DATE	DOC #
4C	Amazon	J.Bartelson October P-Card		
4C	Amazon	M.Ray October P-Card		
4C	Amazon	1W9M-7DTR-FQQD	1-Nov	
4C	Amazon	1CC9-7XG3-7L6W	1-Dec	
4C	CDW-G	3576863	30-Oct	
4C	CDW-G	3254273	23-Oct	
4C	CDW-G	SE2001267	5-Oct	
4C	CDW-G	3584058	30-Oct	
4C	CDW-G	3937426	9-Nov	
4C	CDW-G	SE2001400	4-Nov	
4C	CDW-G	4399182	18-Nov	
4C	CDW-G	4483878	19-Nov	
4C	CDW-G	4711151/Credit Memo	25-Nov	
2E	Delta Connects	20-8090-1	13-Nov	
4C	Julie Dyer	1024-JD	2-Nov	
4C	Julie Dyer	1025-JD	16-Nov	
4C	Julie Dyer	1026-JD	1-Dec	
2E	McKinstry	10129281	27-Oct	
4C	Motorola Solutions	8281060256	14-Nov	
4C	Motorola Solutions	8281053288	4-Nov	
4C	Motorola Solutions	8281058453	11-Nov	
4C	Motorola Solutions	8281054735	6-Nov	
4A	Mountview Community Center	114220-MVCC	20-Nov	
4A	Nourish Food Bank	112420-NOU	20-Nov	
2A	Pierce County Television	20200702	2-Jul	
2E	Robblee's Total Secutity	34355	1-Dec	
2E	West Office Interiors	47788	27-Oct	
2E	West Office Interiors	47949	17-Nov	
4C	Comcast	October - November Statements		
4C	Comcast	October - November Statements		
4C	Pierce County			

Description	AMOUNT	
3 Voyages 6200 Headsets	659.37	
3 Voyages 6200 Headsets	659.97	
Headsets, Phone Cases, Surface Chargers, Cell Phone Boosters	5,346.83	2A:
Cell Phone Boosters, Headsets/Headphones, Monitors, Surfacebook Case, USB Data Ports, Drawi	7,543.94	$ 4,160.00
2 Curved Monitors	2,256.11	
MS Surface Book, Docking Stations	2,912.32	2B:
Microsoft Teams Deployment	4,871.78	
MS Surface Books, Docking Stations	5,824.63	
2 Curved Monitors	2,243.32	2C:
Microsoft Teams Deployment	12,288.64	
iPads, Keyboards/Cases	10,860.32	
Microsoft Surface Pros, Keyboards/Cases	10,738.05	2E:
iPad Keyboards/Cases	2,852.87	$ 44,747.33
Window Actuators Replacement	10,189.64	
IT Consulting	2,240.00	
IT Consulting	1,330.00	4A:
IT Consulting	1,925.00	$ 97,000.00
Handsfree Flushing in CH Restrooms	5,290.55	
COE Vehicle Radios/Accessories	849.83	4C:
COE Vehicle Radios/Accessories	2,423.66	$ 106,715.80
COE Vehicle Radios/Accessories	3,021.24	
COE Vehicle Radios/Accessories	21,763.66	
Donation	10,000.00	
Donation	87,000.00	
COVID-19 City Hall Protocols Video	4,160.00	
Install Public Wifi	17,279.58	
Panel Toppers for Staff Cubicles	10,446.21	
Panel Toppers for Staff Cubicles- Installation	1,541.35	
Public Internet @ $90.23/Month	180.46	
Incresed Internet Speed @ 111.65/Month	223.20	
Install COE Vehicle Radios/Cell Phone Boosters	3,700.60	

Total: $ 252,623.13

2020 BUDGET AMENDMENT NO. 2 EXHIBIT B

CITY OF EDGEWOOD CARES Act Expenditure Detail Contract Numb 20-6541C-166

Category	VENDOR	INVOICE #	DATE	DOC #
2A	Pierce County Television	20200702	2-Jul	
2B	Ebay	D.Eidinger March P-Card	13-Mar	
2B	Amazon	1GRQ-JQN4-43DM	14-Mar	
2B	Amazon	1QNF-Y1KJ-6CNH	14-Mar	
2B	Staples	8057861305	14-Mar	
2B	Uline	118084289	16-Mar	
2B	Office Depot	450169321001	5-Apr	
2B	Amazon	16KG-RQ9P-9NFH	21-Apr	
2B	Whistle Workwear	G.Mehr May P-Card	30-Apr	
2B	Whistle Workwear	C.McVay May P-Card	30-Apr	
2B	Amazon	1NVJ-NJRM-9H3H	2-May	
2B	Amazon	1G6T-TX33-MYHX	10-May	
2B	Amazon	1RQ7-6L1C-YP1Y	10-May	
2B	Amazon	19XX-M3GW-3CMM	12-May	
2B	Amazon	1WDP-HCLN-GMKP	10-Jul	
2B	Amazon	14P7-76KG-M11D	13-Jul	
2B	Amazon	17FY-WFNQ-TNJX	14-Jul	
2B	Amazon	134T-WNPM-41N7	20-Jul	
2B	Amazon	163W-RPP4-V9TQ	26-Jul	
2B	Amazon	1JL4-GLP4-1HNW	28-Jul	
2B	Amazon	13DF-PPP7-JNPL	27-Aug	
2B	Amazon	14J4-QG7K-DPFF	17-Sep	
2C	Verax Chemical Company	43697	3-Mar	
2C	Amazon	1DDN-93K7-DC3X	5-Mar	
2C	Amazon	1V7K-P7CL-K71L	7-Mar	
2C	A & R Services	494	1-Apr	
2C	Office Depot	496868129001	20-May	
2C	Amazon	1M1W-L3DP-7YV6	20-Aug	
2E	CivicPlus	198482	31-Mar	
2E	Robblee's Total Security	20200511	11-May	
2E	Amazon	1MHF-6CG1-TQD4	25-May	

2E	Lowes	M.Ray June P-Card	2-Jun
2E	Amazon	1KMT-YFN7-97HF	29-Jun
2E	Amazon	14LR-GGP3-FMXG	17-Sep
2E	McKinstry	10129281	27-Oct
2E	West Office Interiors	47788	27-Oct
2E	Delta Connects	20-8090-1	13-Nov
2E	West Office Interiors	47949	17-Nov
2E	Robblee's Total Secutity	34355	1-Dec
4A	Nourish Food Bank	042920-NPC	29-Apr
4A	Nourish Food Bank	090920-NPC	9-Sep
4A	Mountview Community Center	114220-MVCC	20-Nov
4A	Nourish Food Bank	112420-NOU	20-Nov
4C	Bluebeam	1283470	21-Feb
4C	Ebay	D.Eidinger February P-Card	21-Feb
4C	Amazon	1FXT-LYQC-GC36	26-Feb
4C	Amazon	1V7K-P7CL-K71L	7-Mar
4C	Zoom Video Communications	INV11417982	9-Mar
4C	Amazon	1RX1-Q1YM-7JP9	10-Mar
4C	Amazon	1XNX-LNQ6-4T4H	16-Mar
4C	Amazon	1RM6-RNMW-GTHD	17-Mar
4C	CDW-G	XHC0288	18-Mar
4C	Amazon	1G6W-NJ3V-3TPM	19-Mar
4C	CDW-G	XHG7476	19-Mar
4C	Amazon	14KF-7CXF-RJT6	22-Mar
4C	Costco	M.Ray March P-Card	23-Mar
4C	Amazon	1KVL-Y7JD-69XM	25-Mar
4C	Amazon	IC3V-GPHG-9TW9	8-Apr
4C	Amazon	1TJJ-6CRN-PDMD	8-Apr
4C	cloudPWR	2172	8-Apr
4C	CDW-G	XMV6113	10-Apr
4C	Comcast	May Statement	15-Apr
4C	CDW-G	XPL2265	17-Apr
4C	CDW-G	XPL8723	18-Apr
4C	Amazon	16KG-RQ9P-9NFH	21-Apr

4C	CDW-G	XRB1714	27-Apr
4C	CDW-G	XWC8074	18-May
4C	Amazon	1JPF-7XK1-DMXK	26-May
4C	Amazon	1VCX-HDYV-JC6H	6-Jun
4C	CDW-G	ZCJ1504	11-Jun
4C	Amazon	1X13-T1T7-1TLQ	15-Jun
4C	CDW-G	ZDW1829	19-Jun
4C	CDW-G	ZFJ6454	22-Jun
4C	CDW-G	ZFH5777	22-Jun
4C	Amazon	1P7J-GGHX-YMK4	24-Jun
4C	CDW-G	ZGG0572	26-Jun
4C	Amazon	1KMT-YFN7-97HF	29-Jun
4C	Amazon	1KWF-3DQ9-GKTJ	5-Jul
4C	Bluebeam	1308040	8-Jul
4C	CDW-G	ZKD7271	13-Jul
4C	CDW-G	ZMK5314	22-Jul
4C	CDW-G	ZPM6321	31-Jul
4C	CDW-G	ZPR7340	31-Jul
4C	CDW-G	XPK7086	17-Aug
4C	Vimeo	M.Ray August P-Card	17-Aug
4C	Bluebeam	1316323	26-Aug
4C	Amazon	13DF-PPP7-JNPL	27-Aug
4C	CDW-G	1248370	11-Sep
4C	CDW-G	1347297	14-Sep
4C	Amazon	14LR-GGP3-FMXG	17-Sep
4C	CDW-G	1534675	17-Sep
4C	CDW-G	1534671	17-Sep
4C	CDW-G	1800358	23-Sep
4C	CDW-G	SE2001267	5-Oct
4C	CDW-G	SE2001267	5-Oct
4C	CDW-G	3254273	23-Oct
4C	CDW-G	3576863	30-Oct
4C	CDW-G	3584058	30-Oct
4C	Amazon	1W9M-7DTR-FQQD	1-Nov

4C	Julie Dyer	1024-JD	2-Nov
4C	CDW-G	SE2001400	4-Nov
4C	Motorola Solutions	8281053288	4-Nov
4C	Motorola Solutions	8281054735	6-Nov
4C	CDW-G	3937426	9-Nov
4C	Motorola Solutions	8281058453	11-Nov
4C	Motorola Solutions	8281060256	14-Nov
4C	Julie Dyer	1025-JD	16-Nov
4C	CDW-G	4399182	18-Nov
4C	CDW-G	4483878	19-Nov
4C	CDW-G	4711151/Credit Memo	25-Nov
4C	Amazon	1CC9-7XG3-7L6W	1-Dec
4C	Julie Dyer	1026-JD	1-Dec
4C	Comcast	March - September Statements	3/1 - 9/24
4C	Julie Dyer	March - October Statements	3/1 - 10/15
4C	Comcast	June - September Statements	5/15 - 9/15
4C	Amazon	J.Bartelson October P-Card	
4C	Amazon	M.Ray October P-Card	
4C	Comcast	October - November Statements	
4C	Comcast	October - November Statements	
4C	Pierce County		

Description	AMOUNT
COVID-19 City Hall Protocols Video	4,160.00
Thermometer	137.38
Thermometers	164.78
Laptops	5,464.20
Nitrile Gloves	156.06
Sanitizing Footbaths, Shoe Covers	1,355.41
Hand Sanitizer	105.91
StepNpull Handsfree Door Openers	312.69
Coveralls	98.89
Coveralls	109.88
Masks	1,717.12
Nitrile Gloves, Travel Size Spray Bottles	160.33
Trash Cans, Glove Holder, Nitrile Gloves	292.00
Faceshields	61.12
Purell Dispenser Kit, Hand Sanitizer Floor Stand	357.04
V-Gard Frames (for faceshields)	29.23
Masks	73.39
Hand Sanitizer	94.06
Masks	50.54
Face Masks	274.70
Faceshields	136.39
Masks	28.56
Disinfectant	165.89
Kleenex, Disinfection Wipes	553.38
Disinfecting Wipes	124.51
Deep Cleaning	925.00
Bleach	55.68
Disinfecting Wipes	46.72
SeeClickFix	6,544.50
Thermal Camera	19,672.10
Stanchions & Retractable Belts	175.78

2A:	$4,160.00
2B:	$11,179.68
2C:	$1,871.18
2E:	$72,430.26
4A:	$212,000.00
4C:	$216,494.82

Plexiglass	307.91
Plexiglass	318.69
Stanchions & Retractable Belts	663.95
Handsfree Flushing in CH Restrooms	5,290.55
Panel Toppers for Staff Cubicles	10,446.21
Window Actuators Replacement	10,189.64
Panel Toppers for Staff Cubicles- Installation	1,541.35
Install Public Wifi	17,279.58
3rd Party Contract	15,000.00
3rd Party Contract	100,000.00
3rd Party Contract	10,000.00
3rd Party Contract	87,000.00
Annual Maintenance Renewal & Upgrade	6,024.17
Laptops, Docking Stations	2,301.19
Laptops	2,548.58
iPad Case	82.41
Zoom Annual License	2,856.31
Docking Station	271.42
Laptop, Laptop Bags	242.82
iPad Keyboard Case	81.32
Docking Station	186.06
Laptops	3,138.73
Monitor	1,055.85
Headsets	88.32
Laptops	2,639.98
Phone Cases	61.62
Wireless Headset	109.88
Phone Cases	49.40
Government Drop Box	2,538.69
Laptop	1,578.59
Increased Internet Speed	249.34
Laptops	4,448.73
Docking Stations	549.18
Webcams	121.92

Monitor	1,110.61
Docking Stations	549.18
Laptop Bag	18.12
Webcams	87.85
Laptops	7,380.24
Webcams	118.59
Docking Stations	1,095.40
Laptops	5,269.66
Switch	1,726.42
Laptop Cases	263.60
Docking Stations	728.60
Monitors	769.28
Headphones	48.33
Review Licensing	1,374.85
Switch	3,452.88
Printers	930.15
Printers	930.15
Printers, Cartridges	2,929.35
Monitors	2,221.49
Council Video Hosting- Annual Subscirption	92.32
Studio Prime Annual Subscription	2,571.66
Headset	27.46
Laptop, Docking Station	2,108.79
Headsets, Webcams	527.97
Monitors	106.60
Laptop	2,426.58
Laptop	2,426.58
Licensing for New Phones	3,805.73
Mircrosoft Teams Deployment	4,871.78
Microsoft Teams Deployment	4,871.78
MS Surface Book, Docking Stations	2,912.32
2 Curved Monitors	2,256.11
MS Surface Books, Docking Stations	5,824.63
Headsets, Phone Cases, Surface Chargers, Cell Phone Bo	5,346.83

IT Consulting	2,240.00		
Microsoft Teams Deployment	12,288.64		
COE Vehicle Radios/Accessories	2,423.66		
COE Vehicle Radios/Accessories	21,763.66		
2 Curved Monitors	2,243.32		
COE Vehicle Radios/Accessories	3,021.24		
COE Vehicle Radios/Accessories	849.83		
IT Consulting	1,330.00		
iPads, Keyboards/Cases	10,860.32		
Microsoft Surface Pros, Keyboards/Cases	10,738.05		
iPad Keyboards/Cases	2,852.87		
Cell Phone Boosters, Headsets/Headphones, Monitors,	7,543.94		
IT Consulting	1,925.00		
Public Internet @ $90.23/Month	721.84		
IT Consulting	27,304.20		
Incresed Internet Speed @ 111.65/Month	558.25		
3 Voyages 6200 Headsets	659.37		
3 Voyages 6200 Headsets	659.97		
Public Internet @ $90.23/Month	180.46		
Incresed Internet Speed @ 111.65/Month	223.20		
Install COE Vehicle Radios/Cell Phone Boosters	3,700.60		
Total Expended	518,135.94		518135.94
Total Grant	**512,550.00**	OOB =	0.00
City Only Expense	5,585.94		