



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, September 21, 2021 – 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 – Equity, Diversity and Inclusion (Trainings, Planning, etc.)

B. Discussion – Emergency AM/FM Radio Transmitter

C. Discussion – Development Review

D. Discussion – Ordinance – Title 18 – Transitional Housing Code Amendments

E. Discussion – Ordinance – No Parking Zone Updates

F. Discussion – PRAB ReAppointment

G. Discussion – Purchase Order – Tool Cat

H. Discussion – Resolution – Council Rules of Procedure – Council Liaisons Roles and Responsibilities

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 – Equity, Diversity and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 2.A
	For Agenda of: 9/21/2021
	Prepared by: Daryl Eiding
Attachments (list):	
Approval of Materials: Daryl Eiding Rachel Pitzel 9/16/2021 Dave Gray 9/17/2021	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.

From the EDI Committee meeting - the subcommittee would like to request that everyone watch the 6 minute video linked below, "The Disturbing History of the Suburbs." The 21 Day Racial Equity Challenge watch list describes this video as "An Adam Ruins Everything episode that quickly and humorously educates how redlining came to be." <https://www.youtube.com/watch?v=ETR9qrVS17g>

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 I - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood
 12/12/2020 Part II - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood
 01/05/2021 Study Session
 01/19/2021 Study Session
 02/08/2021 Council Subcommittee Meeting
 02/16/2021 Study Session
 03/08/2021 Council Subcommittee Meeting
 03/16/2021 Study Session
 03/30/2021 Study Session

04/06/2021 Study Session
04/12/2021 Council Subcommittee Meeting
04/20/2021 Study Session
05/04/2021 Study Session
05/10/2021 Council Subcommittee Meeting
05/11/2021 Regular Council Meeting to discuss alternates to Subcommittee
05/18/2021 Study Session
06/01/2021 Study Session
06/08/2021 Council Subcommittee Meeting
06/15/2021 Study Session
06/29/2021 Study Session
07/06/2021 Study Session
07/13/2021 Council Subcommittee Meeting
07/20/2021 Study Session
08/03/2021 Study Session
08/10/2021 Council Subcommittee Meeting
08/17/2021 Study Session
08/31/2021 Study Session
09/14/2021 Council Subcommittee Meeting

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



RadioSTAT™

Portable Emergency Advisory Radio Station

AEL/SEL Category 04AP-09-ALRT

During public health and safety emergencies, take a RadioSTAT Portable Emergency Advisory Radio Station into critical areas and speak directly to citizens via standard radio receivers. RadioSTAT can be a lifesaver, allowing the broadcast of critical instructions and information regarding, for example...

- ✦ Disasters and Evacuations.
- ✦ Medical Emergencies (hospital surge, points of distribution field information, quarantine isolation, decontamination).
- ✦ Terrorist/Shooter Incidents.
- ✦ HAZMAT and Traffic Information.
- ✦ Critical Public Safety Instructions.
- ✦ Road Construction and Infrastructure Failures.
- ✦ AMBER Alerts



Built for speed and portability, RadioSTAT electronics are housed in high-impact, weather-resistant cases. The quick-erect antenna system folds up, allowing the entire station to be set up in 10 minutes by one person.

RadioSTAT is FCC-licensed. The signal is typically announced to the public by FASTrack or other portable signs, positioned at the periphery of the coverage area. Motorists receive broadcasts on standard vehicle radios, over 25-75 square miles.

The stations are priced affordably so multiple units can be deployed simultaneously at different locations during an emergency as required.



"Deployment went quickly and was completed in about 20 minutes. The coverage was phenomenal and absolutely unbelievable that a 10-watt station could be heard nearly 6 miles away in an urban environment with many tall buildings. Overall, the system was an excellent investment."

***John Black
Wireless Communications Manager City of Long Beach, CA***

Portability becomes an instant asset during emergencies, allowing re-establishment of the signal from a new location quickly.

Portability also makes RadioSTAT especially useful at large public gatherings for broadcasting key information, *i.e.*, schedules, traffic, parking, safety and critical instructions for patrons approaching or exiting.

Programming may be controlled using flash drives through a USB port and may also be uploaded via Ethernet from a network or a laptop computer. If you operate RadioSTAT at a fixed location, when it is not required in the field, the network capability makes this asset all the more valuable.

During non-emergency times, officials often operate from a fixed location via the patented VP9000™ Vertical Profile Antenna. This helps familiarize citizens with the frequency. Regular FCC-allowed messages may be broadcast during those times. See more about permitted content at theRADIOsource.com, under the Resources drop-down menu.

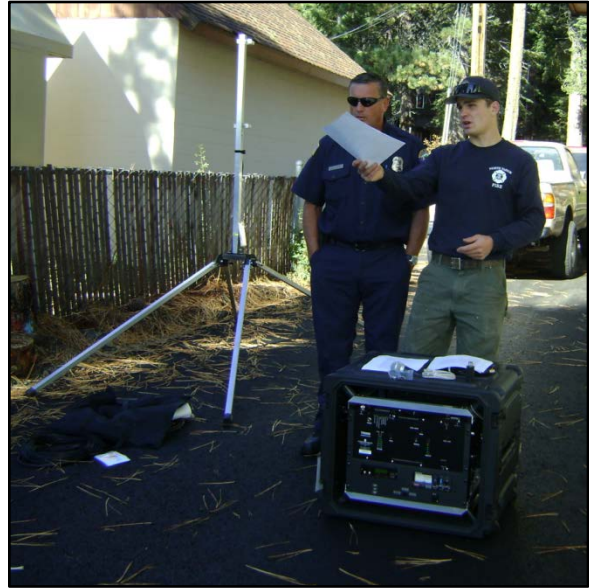


The VP9000 Antenna is designed to withstand hurricanes, fit in small spaces, discourage vandalism in unattended areas.

Key Advantages

1. Third-party companies are not needed for continuing service, carrier or activation fees, and, therefore, do not need to be relied upon during emergencies.
2. When the AC grid goes down, RadioSTAT still works if operated on a generator or battery pack; and receivers are in vehicles. AM radio methodology has been active for 80 years and is not likely to be supplanted anytime soon.
3. Citizens do not need to purchase special devices to receive RadioSTAT messages.
4. RadioSTAT stations allow public officials to speak directly to drivers without distracting text messages on portable devices.
5. Radio messages vastly supersede text services in the sheer amount of information and level of detail that may be delivered efficiently.
6. This aural medium also allows officials to speak to the public in a natural, person-to-person way that might be calming during an emergency.
7. RadioSTAT comes in an easy-to-go format but may be used in a fixed location when not needed on the road.
8. Its low price makes it accessible, so communities can afford more than one to cover their areas.

PIO Dave Zaski (left) & Thomas Cravener at North Tahoe, CA, Fire Protection District train personnel. The District's 3 units are used to allay fear and route residents safely away from terrifying wildfire danger.



At our website theRADIOsource.com, see [case studies](#) and a listing of [Emergency Advisory Radio Stations across America](#).

Who Uses RadioSTAT Stations

County Public Health: Los Angeles County has a station, deployable anywhere within its populous area on a moment's notice for motorists queuing at vaccine distribution points. Bucks County PA, Williamson County TX and Worcester County MA have multiple units. Allen County IN emergency director Brad Witte explains, "We will use RadioSTAT to provide citizens instructions to field clinics, how to proceed thru the clinics and what to expect after they get there"

Emergency Medical Services: Hospitals such as Porter Health in Indiana and Southwest Texas Regional Advisory Council.

County Emergency Management: Counties in several states have units to set up in emergencies, and a number of them have several. Sweetwater County WY with an 11,000-square-mile district uses 3 units to reach motorists who might otherwise be missed. Says coordinator Judy Valentine, "We will provide updated information; ... in addition, will deploy them when we activate our mobile command post or CERT animal rescue, shelter or other volunteer teams. We also plan to use them for civic and public health events, disaster exercises and a multitude of other activities."

State Agencies: ND Emergency Management owns 3 RadioSTAT units that can be deployed anywhere in the State at a moment's notice. In other states, county-owned units are licensed with statewide operating territories so counties can share the resource.

Communities: Many operate RadioSTAT from fixed locations with the expectation of deployment when needed.

Fire Districts: Yosemite National Park and the USDA use RadioSTAT for Utah fires.

Basic Equipment Package

- ✦ TR6000 HQ5.0™ Transmitter/Message Player in portable shock case with broadcast control electronics.
- ✦ PowerPlane™ Portable Antenna System.
- ✦ Flash Drives.
- ✦ Live Mic & Cable.
- ✦ Equipment Pouches & Stowing Bags.
- ✦ Customizable Equipment Tags.
- ✦ Set-Up Tools.
- ✦ Illustrated Instructions.
- ✦ System Engineering & Planning.
- ✦ Lifetime Potential Interference Notification Service.
- ✦ Lifetime Remote Tech Support, 24/7.

Options

- ✦ Audio Management Software, Recording Headset & Mic.
- ✦ Fixed [VP9000™ Vertical Profile Antenna](#).
- ✦ Antenna Height Extender.
- ✦ 2X Signal Booster.
- ✦ Signal Measurement Radio™ Receiver.
- ✦ [FASTrack™ Signs](#).
- ✦ [Lightning CMS™ Ultra-Portable Changeable Message Signs](#).
- ✦ IP-Based Audio Control.
- ✦ [HearMoreInfo StreamCasts™](#).
- ✦ [Message Recording Services](#).
- ✦ [FCC Licensing Services](#).



Planning and Pricing

We will help you plan your station, select options and provide a formal quote. RadioSTAT Stations may be purchased “sole source” and qualify for government lease-to-own programs as well as our own similar program. Contact info is below.



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Development Review	Agenda Item #: 2.C
	For Agenda of: 9/21/2021
	Prepared by: James Tumelson, Darren Groth
Attachments (list): 1. Monthly Projects - Council Summary with Chart 2. Permit and Inspections Tally 3. Plat Construction Report	
Approval of Materials: James Tumelson, Darren Groth Rachel Pitzel 9/16/2021 Dave Gray 9/16/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: RECURRING

Summary Statement:

The City's Community & Economic Development (CED) Department 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, CED staff members perform numerous customer interactions, code interpretations, permitting functions, project permit reviews, on-site inspections, code enforcement, and multiple other functions.

To summarize the departmental functions, staff created several reports to provide monthly status updates regarding the flow of project permits and inspections. These reports are attached to this agenda bill each month. In addition, the CED Dashboard is available for viewing online at any time (<https://edgewood-wa.maps.arcgis.com/apps/opsdashboard/index.html#/6bbcef192696453796fd56c7cc928217>). On a rotating basis, one of the three division managers from the CED Department will present a quarterly update regarding their specific work group--in addition to the monthly reports. James Tumelson, Building Official will be presenting the Development Review update this month.

Item History:

Development Review occurs on the 2nd Study Session of each month

Recommended Action:

Hold a discussion and provide staff direction to Discussion – Development Review

Fiscal Note/Consideration:

N/A

Pending Projects - Planning and Engineering Permits

38 Permits

Exported: 09/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
BLA								
21-1144	PROLOGIS PARK BLA	4120 90TH AV E	420163702	PLANNING	BLA	WAITING ON REVISIONS	03/24/2021	07/14/2021
CARC								
21-1363	Sandhu Rezone	8306 36TH ST E	420171012	PLANNING	CARC	REVIEW PENDING PAYMENT	08/04/2021	08/19/2021
CLEAR AND GRADE								
21-1111	K.M.S DRIVEWAY	8217 34TH ST E	420175007	ENGINEERING	CLEAR AND GRADE	INCOMPLETE	03/04/2021	08/20/2021
21-1298	PROLOGIS PARK PHASE I CLEAR AND GRADE	4120 90TH AVE E	420163702	ENGINEERING	CLEAR AND GRADE	UNDER REVIEW	06/29/2021	08/31/2021
21-1317	Franz	2920 122ND AVE E	420117029	ENGINEERING	CLEAR AND GRADE	APPLICATION	07/11/2021	08/24/2021
21-1372	Meridian Lot Vegetation Clearing	XXX 101ST AVE E	420095011	ENGINEERING	CLEAR AND GRADE	APPLICATION	08/09/2021	08/27/2021
CODE UPDATES AND CHANGES								
21-1323	STREETSCAPES CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	07/12/2021	08/31/2021
21-1324	TRANSITIONAL AND SUPPORTIVE HOUSING CODE AMENDMENT			PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	07/12/2021	08/31/2021
CONDITIONAL USE PERMIT (CUP)								
21-1275	VIEW POINTE RV CUP	10315 12TH STREET CT E	420037059	PLANNING	CONDITIONAL USE PERMIT (CUP)	INCOMPLETE	06/15/2021	07/07/2021
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AV E	420091134	PLANNING	DESIGN STAND REVIEW	UNDER REVIEW	07/13/2020	08/31/2021
PRE APP								
21-1367	LAKE CHALET APARTMENTS PRE-APPLICATION	10304 24TH ST E	420107030	PLANNING	PRE APP	UNDER REVIEW	08/05/2021	08/26/2021
21-1366	SANDHU REZONE PRE-APPLICATION MEETING	8306 36TH ST E	420171012	PLANNING	PRE APP	APPLICATION	08/05/2021	08/31/2021
21-1385	MERIDIAN Auto Dealership	1009 MERIDIAN AVE E	420033140	PLANNING	PRE APP	APPLICATION	08/19/2021	08/23/2021
21-1398	Afichuk1625	1625 112TH AVE E	9770000011	PLANNING	PRE APP	APPLICATION	08/31/2021	08/31/2021
SHORT PLAT - FINAL								
21-1213	ABEL SHORT PLAT FINAL PLAT	12205 TO 12335 16TH ST E	420027043	PLANNING	SHORT PLAT - FINAL	WAITING ON REVISIONS	05/11/2021	08/31/2021
21-1290	HNW HUNTINGTON SHORT PLAT FINAL PLAT	9605 18TH STREET CT E	420091127	PLANNING	SHORT PLAT - FINAL	INCOMPLETE	06/23/2021	08/04/2021
SHORT PLAT - PRELIMINARY								
20-1034	SMITH SHORT PLAT PRELIMINARY PLAT	2506 117TH AV E	420108013	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	01/23/2020	08/23/2021
20-1533	CONNOLLY SHORT PLAT PRELIMINARY SHORT PLAT	1711 122ND AV E	420112155	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	10/26/2020	08/09/2021
21-1170	BREYER SHORT PLAT PRELIMINARY PLAT	2110 TO 2114 95TH AVCT E	420095023	PLANNING	SHORT PLAT - PRELIMINARY	UNDER REVIEW	04/09/2021	08/18/2021
SITE DEVELOPMENT								
17-1527	NORTHWOOD ESTATES WEST PHASE II SITE DEVELOPMENT	9609 24TH ST E	420091136	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	12/05/2017	04/23/2021
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	08/16/2019	04/20/2021
20-1131	WAGNER SHORT PLAT SITE DEVELOPMENT	11226 18TH ST E	9770000069	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	03/18/2020	07/15/2021

Pending Projects - Planning and Engineering Permits

38 Permits

Exported: 09/01/2021

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
20-1236	JENNA ACRES SHORT PLAT SITE DEVELOPMENT	1419 114TH AV E	420034061	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	05/20/2020	03/04/2021
20-1568	EAST PIERCE FIRE STATION 118 SITE DEVELOPMENT	10105 24TH ST E	420091025	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/06/2020	08/03/2021
20-1624	DHALIWAL TC LANDING SITE DEVELOPMENT	1914 MERIDIAN AV E	420091134	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/30/2020	08/20/2021
20-1657	MICKELSON SUBDIVISION SITE DEVELOPMENT	2804 90TH AV E	420093089	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	12/22/2020	03/12/2021
21-1017	THE LEARNING EXPERIENCE SITE DEVELOPMENT	527 MERIDIAN AV E	420036070	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	01/15/2021	04/21/2021
SITE PLAN DESIGN REVIEW								
21-1031	PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	4120 90TH AV E	420163702	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	01/22/2021	08/24/2021
21-1320	VIBE SALON SITE PLAN REVIEW	10124 18TH STREET CT E	3630000090	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	07/12/2021	08/20/2021
21-1348	TAPPS APARTMENTS SITE PLAN REVIEW	XXX 29TH ST E	3625000372	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	07/29/2021	08/31/2021
21-1369	Edgewood Heights PH II Site Plan Design Revision	1909 104TH AVE E	420106035	PLANNING	SITE PLAN DESIGN REVIEW	UNDER REVIEW	08/06/2021	08/31/2021
SUBDIVISION - FINAL								
21-1389	Phillips' Ridge	XXX 86TH AVENUE CT E	420081040	PLANNING	SUBDIVISION - FINAL	APPLICATION	08/25/2021	08/30/2021
SUBDIVISION - PRELIMINARY PLAT								
21-1282	WINDMILL PARK TOWNHOMES SUBDIVISION PRELIMINARY PLAT	3117 MERIDIAN AVE E	420103072	PLANNING	SUBDIVISION - PRELIMINARY PLAT	UNDER REVIEW	06/17/2021	08/31/2021
21-1322	PHILLIPS RIDGE PLAT MODIFICATION	XXX 86TH AVENUE CT E	420081040	PLANNING	SUBDIVISION - PRELIMINARY PLAT	UNDER REVIEW	07/14/2021	08/31/2021
TRAFFIC CONCURRENCY								
21-1167	29TH ST APARTMENTS TRAFFIC CONCURRENCY	XXX 29TH ST E	3625000372	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	04/07/2021	05/21/2021
21-1192	BRIDGE POINT TRAFFIC CONCURRENCY	XXX 98TH AV E	420164096	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	04/29/2021	06/02/2021
21-1214	NWP MERIDIAN TRAFFIC CONCURRENCY	3117 MERIDIAN AV E	420103072	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	05/11/2021	07/20/2021
21-1319	View Pointe RV Storage CRC	10315 12TH STREET CT E	420037059	ENGINEERING	TRAFFIC CONCURRENCY	UNDER REVIEW	07/12/2021	08/24/2021

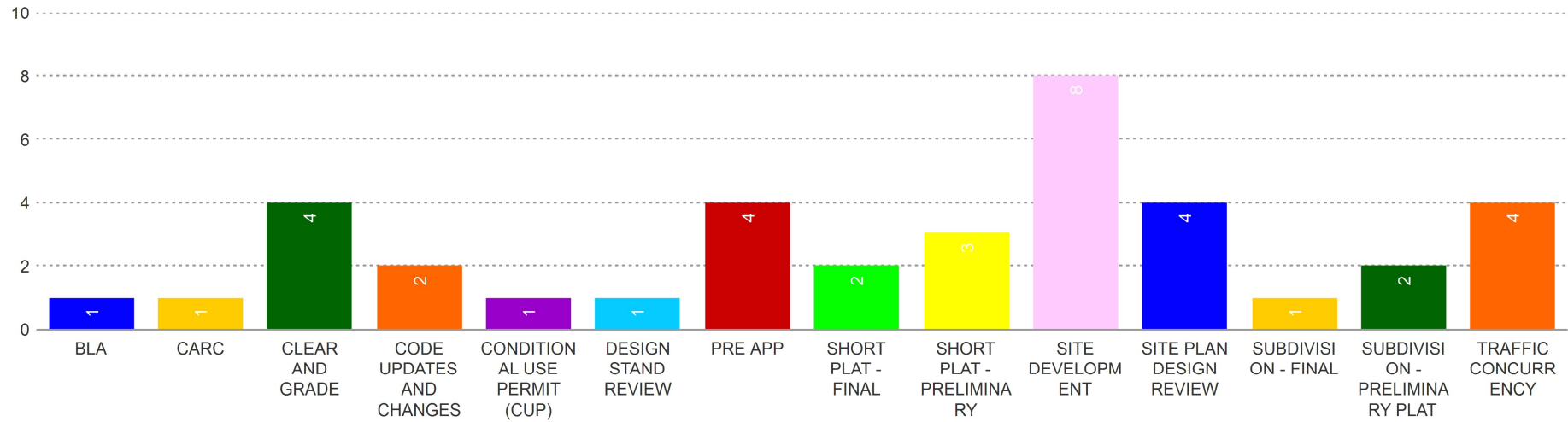
Pending Projects - Planning and Engineering Permits

38 Permits

Exported: 09/01/2021

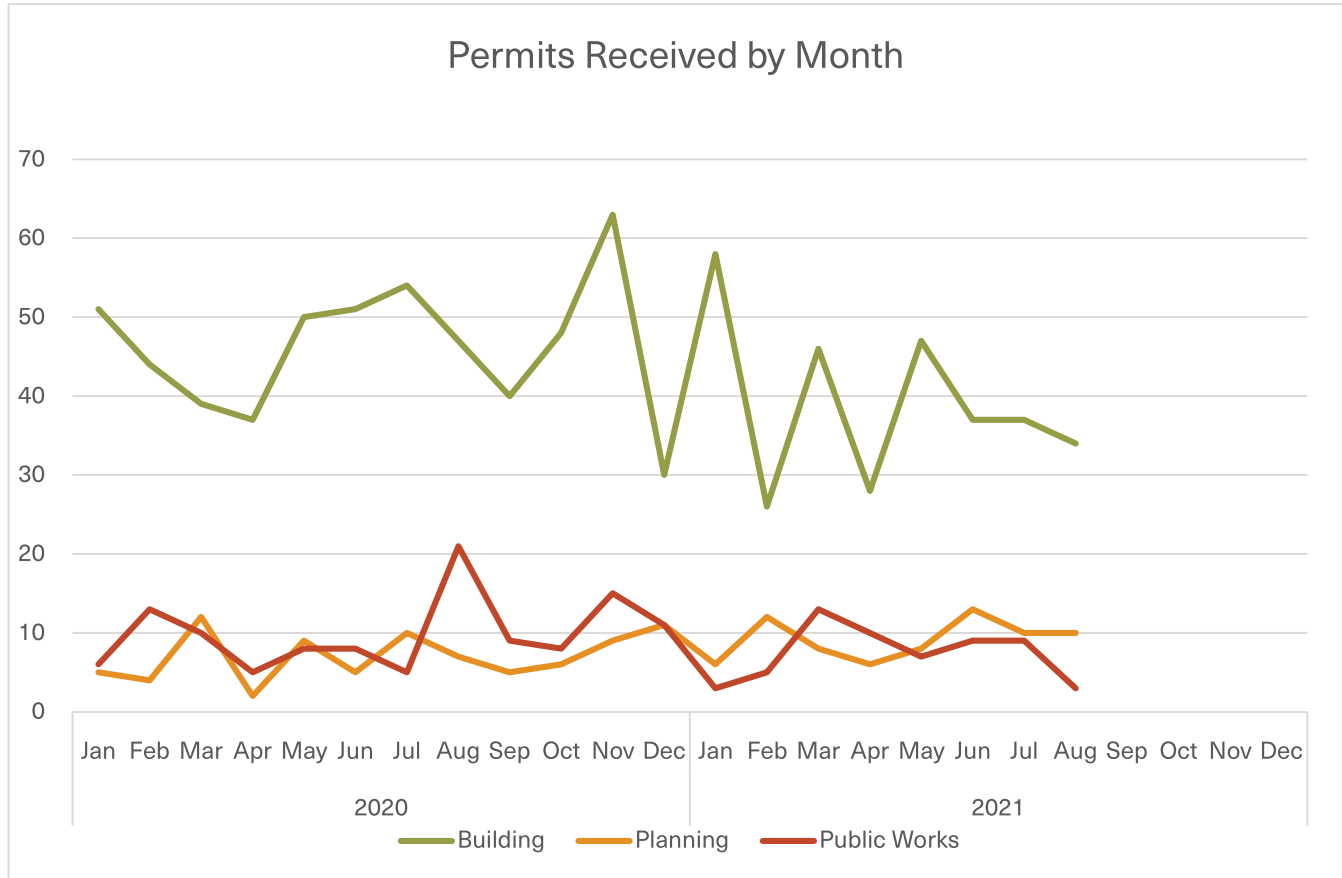
Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
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Permits by Type



Aug 2021

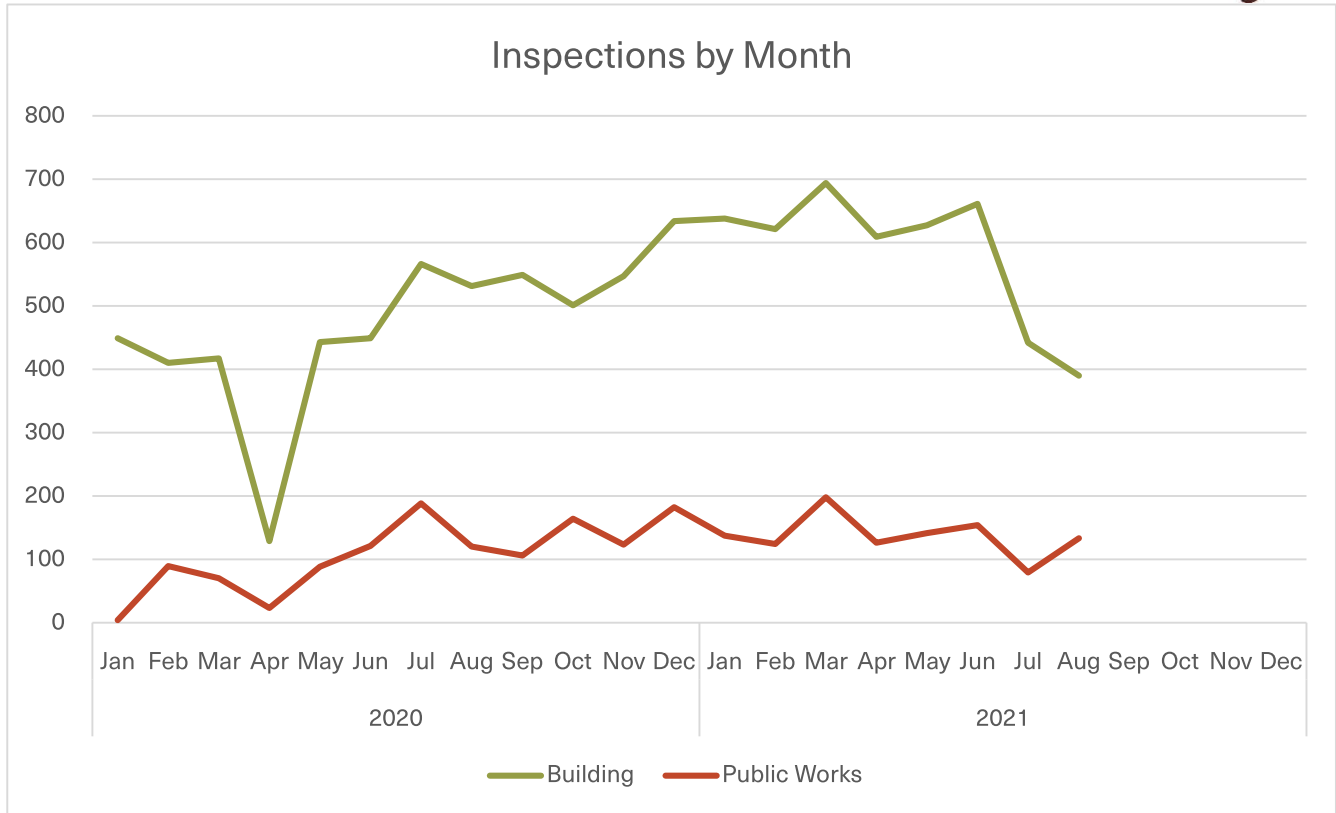
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
Aug 2021	34	35	10	2	3	5
Aug 2020	47	34	7	4	21	16
Average 2021	39	37	9	3	7	7
Average 2020	47	31	7	3	10	8
YTD 2021	313	297	73	21	59	55
YTD 2020	373	246	54	23	76	61
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2021	Jan	58	Jun	13	Mar	13
Highest Month 2020	Nov	63	Mar	12	Aug	21

Aug 2021

Monthly Development Report



<i>Inspections</i>	Building		Public Works	
Aug 2021	390		133	
Aug 2020	531		120	
Average 2021	585		137	
Average 2020	469		107	
YTD 2021	4682		1092	
YTD 2020	3394		703	
	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2021	Mar	694	Mar	198
Highest Month 2020	Dec	634	Jul	188

Plat Construction Tracking Report- August 2021

Preliminary Plat					Site Development	Final Plat		Buildout	
Submitted	Project	Address	Total Lots	Status	Status	Status	Lots Recorded	Completed Homes #	Completion Date
2021	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPLICATION					
2020	HUNTINGTON SHORT PLAT	9605 18TH STCT E	3	APPROVED	APPLICATION	APPLICATION			
	CONNOLY SHORT PLAT	1711 122ND AV E	3	APPLICATION					
	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	N/A				
	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED					
	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED	FINALED	APPROVED			
	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	ISSUED	APPLICATION			
	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	N/A	APPROVED			
	SMITH SHORT PLAT	2506 117TH AV E	2	APPLICATION					
2019	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	N/A	APPROVED	2	1	50%
	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	FINALED	APPROVED			
	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	APPLICATION				
	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED					
	WAGNER SHORT PLAT	11226 18TH ST E	3	APPROVED	APPLICATION				
	RAMSAUR SHORT PLAT	9505 24TH ST E	4	APPROVED	N/A	APPROVED	4	1	25%
	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	APPLICATION	APPROVED	2	1	50%
2018	BARTH SUBDIVISION	XXX 96TH AV E	37	APPROVED	ISSUED				
	T GARRETT SHORT PLAT	10412 36TH ST E	2	APPROVED	FINALED	APPROVED	2	1	50%
	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED					
	HEART & SOUL SHORT PLAT	9725 18TH STCT E	4	APPROVED	FINALED	APPROVED	4	1	25%
	MICKELSON SUBDIVISION	2804 90TH AV E	10	APPROVED	APPLICATION				
	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	FINALED	APPROVED	4	1	25%
	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	APPLICATION				
	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	ISSUED	APPLICATION			
2017	CIRILIUM (RESERVE AT HILLCREST) SUBDIVISION	12311 31ST ST E	18	APPROVED	FINALED	APPROVED	18	2	11%
	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	ISSUED				
	GAGNON SHORT PLAT	2620 110TH AV E	2	APPROVED	FINALED	APPROVED	2	1	50%
2016	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	ISSUED	APPROVED	15	0	
	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	FINALED	APPROVED	55	17	31%
	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	8224 20TH ST E	67	APPROVED	FINALED	APPROVED	67	52	77%
	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	ISSUED				
	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	9623 24TH ST E	41	APPROVED	APPLICATION				
	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	FINALED	APPROVED	19	4	21%
	EDGEWOOD TERRACE SUBDIVISION	2907 122ND AVE E	28	APPROVED					
2015	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	FINALED	APPROVED	38	16	42%
	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	FINALED	APPROVED	6	4	67%
	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	ISSUED	APPROVED			
	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	FINALED	APPROVED	44	43	98%
	MAPLE GROVE SUBDIVISION	2613 87TH AVE CT E	8	APPROVED	FINALED	APPROVED	8	6	75%
	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	FINALED	APPROVED	9	2	22%
2014	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	FINALED	APPROVED	6	3	50%
2013	WESTRIDGE SUBDIVISION	FREEMAN RD	290	APPROVED	FINALED	APPROVED	284	259	91%



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Ordinance – Title 18 – Transitional Housing Code Amendments	Agenda Item #: 2.D
	For Agenda of: 9/21/2021
	Prepared by: Darren Groth
Attachments (list): 1. Attachment 1_ PC Recommendation-unsigned 2. Attachment 2_ Proposed Code Amendments - HB1220	
Approval of Materials: Darren Groth Rachel Pitzel 9/16/2021 Dave Gray 9/16/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 09/21/21: Initial Study Session 09/28/21: Public Hearing RCM 10/05/21: Follow-Up Study Session 10/12/21: Final Action RMC

Summary Statement:

The proposed code amendments pertain to Edgewood Municipal Code (EMC) Chapters 18.20 and 18.70, related to transitional and emergency housing land uses, providing for severability, and establishing an effective date. The code amendments are being proposed to ensure compliance with House Bill 1220 which was recently passed by the Washington State legislature. Several key tenants of the bill include:

- Effective July 25, 2021, the City cannot prohibit transitional housing or permanent supportive housing in any zones in which residential dwelling units or hotels are allowed.
- Transitional housing refers to a supportive, yet temporary type of accommodation that is meant to bridge the gap from homelessness to permanent housing by offering structure, supervision, support (for addictions and mental health, for instance), life skills, and in some cases, education and training.
- Effective September 30, 2021, the city cannot prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed, except in such cities that have adopted an ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a one-mile proximity to transit.

The Planning Commission discussed this item during their July 12 and August 9, 2021 meetings. In addition, on September 13, 2021, the Planning Commission held a public hearing and made a recommendation (Attachment 1) to modify the various sections of the EMC as shown in Attachment 2, with the motion requesting City staff to look at the precision of the RCW references. Upon further examination, staff recommends keeping those references as presented because several point to a general 'Definitions' heading while the more specific reference is appropriate for the uniqueness of how that term is used. This agenda item

is intended for City Council to hold their initial study session discussion in anticipation of the public hearing scheduled for September 28.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff direction to Discussion – Ordinance – Title 18 – Transitional Housing Code Amendments

Fiscal Note/Consideration:

N/A



**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted 7-0 to recommend APPROVAL of the proposed code amendments to the Edgewood Municipal Code (EMC) pertaining to WA State House Bill 1220 related to transitional and emergency housing land uses, and to send their recommendation to the City Council for consideration.

It is the recommendation of the City of Edgewood Planning Commission to approve the drafted EMC amendment as presented in the staff report and attachment submitted by CED Director Darren Groth for the September 13, 2021 Planning Commission agenda, pending review by City staff to ensure that the definition for “Transitional housing” refers to the appropriate specificity of the Revised Code of Washington.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 13TH DAY OF SEPTEMBER 2021.**

Planning Commission Chair

Attest by:

Evan Hietpas
Associate Planner

Edgewood Municipal Code (EMC) – Proposed Modifications Post HB 1220

EMC CHAPTER 18.20 DEFINITIONS

18.20.080 E Definitions.

“Emergency housing” means those facilities as defined in RCW 36.70A.030.

“Emergency shelter” means those facilities as defined in RCW 36.70A.030.

[Two new definitions added with no other changes proposed—highlights not to be added to the code]

18.20.110 H Definitions.

“Household, Extremely Low-Income” means the same as defined in RCW 36.70A.030.

“Household, Low-Income” means the same as defined in RCW 36.70A.030.

“Household, Moderate-Income” means the same as defined in RCW 36.70A.030.

“Household, Very Low-Income” means the same as defined in RCW 36.70A.030.

“Housing, Affordable” means the same as defined in RCW 36.70A.030.

[Five new definitions added with no other changes proposed]

18.20.190 P Definitions.

“Permanent supportive housing” means the same as defined in RCW 36.70A.030.

[One new definition added with no other changes proposed]

18.20.230 T Definitions.

“Transitional housing” means the same as defined by RCW 84.36.043(2)(c). ~~a facility operated publicly or privately to provide housing for individuals or families who might otherwise be homeless and generally have no other immediate living options available to them. Transitional housing shall not exceed a two-year period per individual or family.~~

[One modified definition with no other changes proposed]

EMC CHAPTER 18.70 PERMITTED LAND USES

18.70.050 Land Use Table

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public
Residential												
✓ – Permitted Use CUP – Use may be approved via CUP - – Prohibited Use A – Approval Requires AUP	NAICS	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P
Other												
<u>Permanent Supportive Housing</u>		✓	✓	✓	✓	✓	✓	✓	✓	✓	—	—
<u>Transitional Housing</u>		✓	✓	✓	✓	✓	✓	✓	✓	✓	—	—
Health Care & Social Assistance (Sector 62)												
✓ – Permitted Use CUP – Use may be approved via CUP - – Prohibited Use A – Approval Requires AUP	NAICS	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P
<u>Emergency Housing</u>		—	—	—	—	—	CUP	✓	✓	CUP	✓	—
<u>Emergency Shelter</u>		—	—	—	—	—	CUP	✓	✓	CUP	✓	—

[Four new uses added with no other changes proposed]



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Ordinance – No Parking Zone Updates	Agenda Item #: 2.E
	For Agenda of: 9/21/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. DRAFT ORD - No Parking Zones (2021)	
Approval of Materials: Jeremy Metzler Rachel Pitzel 9/15/2021 Dave Gray 9/16/2021 Daryl Eidinger 9/16/2021	Expenditure Required: TBD Amount Budgeted: N/A Timeline: 09/21/2021 SS 09/28/2021 RCM

Summary Statement:

As the City has experienced rapid growth in recent years, the number of parking-related complaints within the public right-of-way has increased. Council adopted Ordinance 19-0554 on August 13, 2019, enacting parking enforcement regulations similar to those found in other municipalities in the area. Ordinance 20-0587 was adopted on October 27, 2020, clarifying signage requirements and adding to the “No Parking – Tow-Away Zone” list.

Based on various complaints or other observations by staff and police, four additional “No Parking – Tow-Away Zone” locations are being proposed:

- 1) 36th Street East (north side only) from Meridian Ave E to 105th Ave Ct E (new park),
- 2) 127th Ave E from Caldwell Rd E to 44th St Ct E (new school bus stop),
- 3) Caldwell Rd E from 127th Ave E to 129th Ave E (walkway route to school bus stop), and
- 4) Meridian Ave E from 24th St E to 36th St E (major arterial, several driveways).

Staff offers the attached draft ordinance for Council’s consideration, which would update the “No Parking – Tow-Away Zone” list accordingly.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Discussion – Ordinance – No Parking Zone Updates

Fiscal Note/Consideration:

The cost to install a "No Parking" sign is approximately \$150. If Council wishes to proceed, Public Works will

install any needed signs in the designated zones as time and resources allow, prioritizing in coordination with the Police Department.

ORDINANCE NO. 21-0XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO PARKING OF VEHICLES IN THE RIGHT-OF-WAY; AMENDING SECTION 10.12.020 OF THE EDGEWOOD MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council adopted Ordinance 19-0554 on August 13, 2019, establishing Edgewood Municipal Code Chapter 10.12, “Parking”; and

WHEREAS, in order to provide appropriate notice to the public and enable enforcement of areas designated as a “NO PARKING – TOW-AWAY ZONE”, the City Council adopted Ordinance 20-0587 on October 27, 2020 to ensure appropriate signage is installed; and

WHEREAS, the City continues to receive a number of parking-related complaints on public roadways not currently designated as a “NO PARKING – TOW-AWAY ZONE”; and

WHEREAS, the Council discussed this Ordinance during its September 21, 2021 study session; and

WHEREAS, the Council considered this Ordinance during its regular City Council meeting of September 28, 2021;

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

Section 1. EMC Subsection 10.12.020(M) Amended. Edgewood Municipal Code Subsection 10.12.020(M) is hereby amended to read as follows:

- M. No person shall park a vehicle in any areas designated with official “No Parking” signage or markings. In addition, the following areas shall be designated with appropriate signage and parking in these areas is subject to immediate impoundment:

NO PARKING – TOW-AWAY ZONE

Street	From	To
Westridge Parkway (31st Street East)	Freeman Road East	86th Avenue East
104th Avenue East	8th Street East	13th Street Court East
22nd Street East	Meridian Avenue East	104th Avenue East
104th Avenue East	22nd Street East	24th Street East

Street	From	To
24th Street East	94th Avenue East	Meridian Avenue East
24th Street East	108th Avenue East	110th Avenue East
110th Avenue East (west side)	24th Street East	2600 Block
110th Avenue East (east side)	21st Street Court East	24th Street East
<u>36th Street East (north side)</u>	<u>Meridian Avenue East</u>	<u>105th Avenue Court East</u>
36th Street East	11600 Block	116th Avenue Court East
Jovita Boulevard East	Meridian Avenue East	106th Avenue Court East
109th Avenue Court East	16th Street East	Cul-de-sac (1800 block)
8th Street East	120th Avenue East	122nd Avenue East
122nd Avenue East	8th Street East	12th Street East
<u>127th Avenue East</u>	<u>Caldwell Road East</u>	<u>44th Street Court East</u>
<u>Caldwell Road East</u>	<u>127th Avenue East</u>	<u>129th Avenue East</u>
<u>Meridian Avenue East</u>	<u>24th Street East</u>	<u>36th Street East</u>

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful 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 3. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

ADOPTED THIS 28TH DAY OF SEPTEMBER, 2021.

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

Ann Marie Soto, City Attorney

Published:
Effective Date:

DRAFT



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – PRAB Re-Appointments	Agenda Item #: 2.F
	For Agenda of: 9/21/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. PRAB Roster Current Public_July 2021	
Approval of Materials: Jeremy Metzler Rachel Pitzel 9/17/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 09/21/2021 SS 09/28/2021 RCM

Summary Statement:

In accordance with Section 2.31.020 of the Edgewood Municipal Code (EMC), appointment and reappointment to the Parks and Recreation Advisory Board (aka PRAB) shall follow the City Council Rules of Procedures, which typically require applications and interviews for each applicant. The Mayor shall appoint or reappoint and the Council shall confirm or deny the appointments proposed by the Mayor.

At this time, we have three members with terms ending this month, two of which have expressed interest in renewing their membership. The third member is stepping down, and that position will remain vacant at this time.

Item History:

N/A

Recommended Action:

Receive a briefing and make a recommendation to the Mayor regarding the candidates seeking reappointment to PRAB positions 1 and 3.

Fiscal Note/Consideration:

N/A



CITY OF EDGEWOOD
PARKS AND RECREATION ADVISORY BOARD
CURRENT ROSTER

Revised July 2021

Brian Levenhagen, Chair

blevenhagen@cityofedgewood.org

Chair Term ends 9/30/2021

Position 1 – *Term ending September 30, 2021*

Mary Grace Eala

mgeala@cityofedgewood.org

Position 2 – *Term ending September 30, 2021*

Bill Hilton

bhilton@cityofedgewood.org

Position 3 – *Term ending September 30, 2021*

Amity Highley

ahighley@cityofedgewood.org

Position 4 – *Term ending September 30, 2022*

Jeff Southard

Vice Chair – Term ending September 30, 2021

jsouthard@cityofedgewood.org

Position 5 – *Term ending September 30, 2022*

Linda Howard

lhoward@cityofedgewood.org

Position 6 – *Term ending September 30, 2022*

Anne Percival

apercival@cityofedgewood.org

Position 7 – *Term ending September 30, 2022*



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Purchase Order – Tool Cat	Agenda Item #: 2.G
	For Agenda of: 9/21/2021
	Prepared by: Dave Gray
Attachments (list): 1. 2021049 Bobcat Toolcat 2. Bobcat Toolcat Quote 091021	
Approval of Materials: Dave Gray Rachel Pitzel 9/16/2021 Dave Gray 9/16/2021	Expenditure Required: \$65,769.74 Amount Budgeted: \$100,000 (Public Works Equipment Capital Budget) Timeline: Study Session for initial discussion 09/21/2021 Regular Council Meeting for Potential Action 09/28/2021

Summary Statement:

The Public Works Director, Superintendent, Asst. City Administrator and Mayor have been in detailed discussions for several years crafting annual equipment and equipment replacement needs.

Two years ago, we completed an internal administrative and accounting control policy outlining how to purchase vehicles and service duty trucks (used and new). We have identified most of our larger equipment (mowers, sprayers, trailers, plows and lifts) and are in the final stages of completing a comprehensive 15 year roll forward replacement model. We have identified equipment we need, and depending upon guidance from the Council in the 2022 Strategic Planning Meeting, may need as we grow our "in-house" maintenance and improvement operation, and will be prepared to have an informed discussion in said meeting. We have identified the Tool Cat as the next highest needed piece of maintenance equipment in our list of "needs" given our 2021 maintenance contingent, have budgeted for it in the 2021 appropriation and would like to place the order. Here is a link to a video on what a "ToolCat" is:

<https://www.youtube.com/watch?v=IL4EYqsRqII>

Note: the ToolCat is a BobCat product and all our existing BobCat Skidsteer attachments will be interchangeable.

Item History:

Recommended Action:

Request the Deputy Mayor refer the Purchase Order for consideration of approval on the Consent Agenda at the September 28, 2021 Regular Council Meeting.

Fiscal Note/Consideration:

Item is fully appropriated in the 2021 Budget.

CONTACT/CONFIRMATION INFORMATION:

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Bobcat

Product Quotation

Quotation Number: JRR-00721
Date: 2021-09-10 11:46:17

Customer Name/Address:	Bobcat Delivering Dealer	ORDER TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF EDGEWOOD	Bobcat of Seattle, Auburn, WA	Clark Equipment Co dba Bobcat Company
EDGEWOOD, WA 98372	4517 Auburn Way N.	250 E Beaton Dr,
	Auburn WA 98002	West Fargo, ND 58078
	Phone: 253-850-8140	Phone: 701-241-8719
	Fax:	Fax: 855-608-0681
		Contact: Heather Messmer
		Heather.Messmer@doosan.com

Description

Bobcat UW56

Adjustable Vinyl Seats

All-Wheel Steer

Automatically Activated Glow Plugs

Auxiliary Hydraulics

- Variable Flow with dual direction detent

Beverage Holders

Bob-Tach

Boom Float

Cargo Box Support

Cruise Control

Speed Management

Enclosed Cab with HVAC

Dual Port USB charger

Lower Engine Guard

Limited Slip Transaxle

Engine and Hydraulic Monitor with Shutdown

Front LED Work Lights

Full-time Four-Wheel Drive

Horsepower Management

- Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471
- Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level I

Dome Light

Part No	Qty	Price Ea.	Total
M1225	1	\$50,212.63	\$50,212.63

Hydraulic Dump Box

Instrumentation: Standard 5" Display with

Keyless Start, Engine Temperature and Fuel

Gauges, Hour meter, RPM and Warning

Indicators. Includes maintenance interval

notification, fault display, job codes, quick start,

and security lockouts.

Joystick, Manually Controlled with Lift Arm Float

Lift Arm Support

Parking Brake, automatic

Power Steering with Tilt Steering Wheel

Radiator Screen

Rear Receiver Hitch

Seat Belts, Shoulder Harness

Spark Arrestor Muffler

Suspension, 4-wheel independent

Tires: 27 x 10.5-15 (8 ply), Lug Tread

Toolcat Interlock Control System (TICS)

Two-Speed Transmission

Machine Warranty: 12 Months, unlimited hours

Bobcat Engine Warranty: Additional 12 Months

or total of 2000 hours after initial 12 month

warranty

Deluxe Road Package

Deluxe Road Package includes: Backup Alarm, Turn Signals, Flashers, Tail Lights, Brake Lights, Rear view mirror, Side Mirrors, Horn, Rear work lights, and headlights

M1225-P01-C01	1	\$2,316.00	\$2,316.00
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High Flow Package

Attachment Control

Power Bob-Tach

Radio Option

Rearview Camera

62" Indust. Bucket Grapple

M1225-R03-C02	1	\$1,388.80	\$1,388.80
M1225-R08-C02	1	\$236.00	\$236.00
M1225-R14-C03	1	\$879.20	\$879.20
M1225-R15-C02	1	\$426.40	\$426.40
M1225-R20-C01	1	\$288.00	\$288.00
7168342	1	\$2,632.64	\$2,632.64

Total of Items Quoted

\$58,379.67

Freight Charges

\$1,411.00

Dealer Assembly Charges

\$0.00

Quote Total - US dollars

\$59,790.67

Notes:

**Prices per the Sourcewell Contract –040319-CEC*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Destination within the 48 Contiguous States.*
**Delivery: 60 to 90 days from ARO.*

**State Sales Taxes apply. Must include a Tax Exempt Certificate with order placed.*

**TID# 38-0425350*

**Orders Must be Placed With: Clark Equipment dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.*

ORDER ACCEPTED BY:

SIGNATURE

DATED

PRINT NAME AND TITLE

PURCHASE ORDER #

SHIP TO ADDRESS:_____

BILL TO ADDRESS (if different than Ship To):_____





City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Resolution – Council Rules of Procedure – Council Liaisons Roles and Responsibilities	Agenda Item #: 2.H
	For Agenda of: 9/21/2021
	Prepared by: Rachel Pitzel
Attachments (list): 1. RESOLUTION NO. 21-0xxx, AMENDING THE COUNCIL RULES OF PROCEDURE REGARDING COUNCIL LIAISONS 2. DRAFT_CC Rules of Procedure Amendments_Amended 091621	
Approval of Materials: Rachel Pitzel Rachel Pitzel 9/16/2021 Dave Gray 9/16/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 09.21.2021 SS Discussion 09.28.2021 RCM Approval

Summary Statement:

The City has established advisory bodies, committees, and boards for various purposes, such as the Planning Commission, Economic Development and Advisory Board, and the Parks and Recreation Advisory Board, generally comprised of members of the community.

City Council finds that it would be helpful to modify the roles and responsibilities of the Council liaison serving in an advisory capacity on these various city and regional boards and commissions and report back to the Council as a whole.

Section 17 of the Council Rules of Procedure shows the suggested modifications.

Item History:

Recommended Action:

Hold a discussion and provide staff direction to Discussion – Resolution – Council Rules of Procedure – Council Liaisons Roles and Responsibilities

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 21-0XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING THE COUNCIL RULES OF PROCEDURE REGARDING COUNCIL LIAISONS ROLES AND RESPONSIBILITIES

WHEREAS, the City has established advisory bodies, committees, and boards for various purposes, such as the Planning Commission, Economic Development and Advisory Board, and the Parks and Recreation Advisory Board, generally comprised of members of the community; and

WHEREAS, along with City-specific boards and committees, various regional bodies exist that address issues of regional significance and interest, such as the Pierce County Regional Council and WRIA 10 Watershed Restoration and Enhancement Committee; and

WHEREAS, the City Council amended its Council Rules of Procedure with Resolution No. 21-0550 to provide for Council Liaisons on City and Regional Boards, Committees and other bodies; and

WHEREAS, the Council desires to amend its Council Rules of Procedures to further clarify the roles and responsibilities for Council liaisons;

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

Section 1. Council Rules of Procedure Amended. The Council Rules of Procedure are hereby amended as shown in Exhibit A1, attached hereto and incorporated herein by this reference.

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

ADOPTED THIS 28TH DAY OF SEPTEMBER, 2021

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk



CITY OF EDGEWOOD
COUNCIL RULES OF PROCEDURE
 Amended ~~June 22, 2021~~ September 28, 2021

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SECTION 1. AUTHORITY; ENFORCEMENT; CONSTRUCTION

- 1.1 The Edgewood City Council hereby establishes the following rules for the conduct of Council meetings, proceedings, and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules are adopted. These rules shall be construed in accordance with applicable state law. If any provision of these rules irreconcilably conflicts with any applicable state law provision, the state law provision shall control to the extent of such conflict.
- 1.2 These rules are for the sole use and convenience of the City Council and Mayor, and may only be enforced thereby. Nothing in these rules shall be construed as creating any enforceable right, entitlement and/or cause of action in or for any third party.

SECTION 2. ORGANIZATION

- 2.1 **SWEARING IN OF NEW COUNCILMEMBERS** – New Councilmember(s) shall be sworn in, according to the requirements of State law as they currently exist or may hereafter be amended. State law currently allows new Councilmembers to be sworn in (a) Up to ten days prior to the scheduled date of assuming office, including just prior to commencing the first meeting in which the newly elected Councilmember(s) will assume office; or (b) At the last Regular Meeting of the City Council held before the beginning of the year in which Councilmember-elect is to assume office. Under current State law, the oath may be administered and certified by “any officer or notary public who administers oaths, without charge therefore.” This includes but is not limited to, the City Clerk and any judicial officer.
- 2.2 **VACANCIES OF OFFICE** - A vacancy of office will occur upon the death or resignation of the incumbent, the incumbent ceasing to be a legally registered voter of the city, the incumbent’s conviction of a felony or other offense involving a violation of his or her official oath, and other events as set forth in RCW 35A.12.060 and RCW 42.12.010. If a vacancy should occur, the remaining members of the City Council shall appoint a qualified person to fill the vacant position pursuant to the provisions of 42.12.070 within ninety (90) days of the occurrence of the vacancy. Councilmember appointees under this section shall be sworn in prior to assuming their seat on the Council.

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

2.3 APPOINTMENT PROCESS

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

- (2) The City Clerk's office shall prepare and submit a display advertisement to the City's official newspaper and provide courtesy copies to all other local media outlets. The advertisement will announce the vacancy consistent with the requirements necessary to hold public office; specify that the applicant must be a registered voter of the City and have a one (1) year residency in the City. This display advertisement shall be published once a each week for two (2) consecutive weeks. This display advertisement shall contain other information including, but not limited to, time to be served in the vacant position, election and salary information, Councilmember authority and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Council deems appropriate.
- (3) The City Clerk's Office shall prepare an application form, which requests appropriate information for Council consideration of the applicants. Applications will be available at the City offices and such other locations that the Council deems appropriate.
- (4) Applications received by the deadline date and time will be copied and circulated by the City Clerk's office to the Mayor and Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
- (5) The City Clerk's office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Council meeting, or a special session Council meeting.
- (6) The City Clerk's office shall notify applicants of the location, date and time of Council interviews.
- (7) Prior to the date and time of the interview meeting, the Mayor shall accept one interview question from each Councilmember.

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

- (1) The applicant shall present his or her credentials to the Council. (10 minutes).
- (2) The Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions, and will have two (2) minutes to answer each question. (14 minutes).
- (3) An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes).
- (4) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
- (5) The Council may reduce the thirty (30) minute interview time if the number of applicants exceeds six (6) candidates or, alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

- 2.5 VOTING - Upon completion of the interviews, Councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.
- (1) The Mayor shall ask for nominations from the Councilmembers.
 - (2) After a nomination and second has been received, the City Clerk shall proceed with a roll-call vote.
 - (3) Balloting will continue until a nominee receives a majority vote.
 - (4) At anytime during the balloting process, the Council may postpone balloting until a date certain or regular Council meeting if a majority vote has not been received.
 - (5) Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss the applicant/candidate qualifications.
 - (6) The Mayor shall declare the nominee receiving the majority vote as the new Councilmember and the Clerk shall swear him/her into office at the earliest opportunity, no later than the next regularly scheduled Council meeting.
 - (7) If the Council does not give a majority vote within ninety (90) days of the declared vacancy, the RCW delegates appointment powers to Pierce County.

SECTION 3. MAYOR AND DEPUTY MAYOR

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

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

- (1) He or she shall preserve order and decorum in the Council chambers;
- (2) He or she shall observe and enforce all procedural rules adopted by the Council;
- (3) He or she shall decide all questions on order in accordance with these rules, subject to appeal by any Councilmember;
- (4) He or she recognize Councilmembers in the order in which they request the floor (Councilmembers shall wait to be recognized before speaking);
- (5) He or she shall state the applicable public hearing procedures before each public hearing;
- (6) He or she shall announce executive sessions held during regular or special Council meetings;
- (7) He or she shall indicate the names of the Councilmembers making the motion and second;
- (8) He or she shall summarize consensus at the conclusion of discussions when the Council concurs or agrees to an item that does not require a formal motion;
- (9) He or she (or his/her designee) shall read the title of the ordinance prior to voting;
- (10) He or she shall appoint Councilmembers to serve on ad hoc committees as deemed necessary;

- (11) He or she will determine ongoing dedicated schedules for regular study sessions, special Council meetings, executive sessions;
 - (12) He or she will approve the Council agenda; and
 - (13) Mayor may send issues directly to a Council study session for review in lieu of or prior to being referred to a regular Council meeting;
- 3.2 Mayoral Tie-Breaking Authority and Veto Power. Pursuant to Chapter 35A.12 RCW, the Mayor shall have the following authority with respect to voting and the veto of ordinances:
- (1) The Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.
 - (2) The Mayor shall have the power to veto ordinances passed by the Council and submitted to him or her as provided in Chapter 35A.12 RCW. Every ordinance which passes the Council in order to become valid must be presented to the Mayor; if the Mayor approves it, he or she shall sign it, but if not, the Mayor shall return it with his or her written objections to the Council and the Council shall cause his or her objections to be entered at large into the meeting minutes and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole Council, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the Mayor's veto. If the Mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his or her approval.
- 3.3 Mayor's Statutory Authority and Ceremonial Duties of Mayor.
- (1) The Mayor's duties and authority are as set forth in RCW 35A.12.100 and .090, as well as other statutes relating to Mayors in cities organized under the Optional Municipal Code (Title 35A RCW).
 - (2) The Mayor shall make an annual State of the City report during a regularly scheduled Council meeting.
 - (3) The Mayor shall represent the City at functions and meetings with other jurisdictions/organizations

SECTION 4. PRO TEMPORE AND DEPUTY MAYOR APPOINTMENTS

- 4.1 Biennially at the first meeting of the Council, or periodically thereafter, the Council may designate a Councilmember as Mayor Pro Tempore or Deputy Mayor for such period as may be specified by the Council. The Deputy Mayor shall serve in the absence or temporary disability of the Mayor.
- 4.2 Alternatively, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or disability of the Mayor.
- 4.3 Appointment of a Councilmember to preside over a meeting shall not in any way abridge his or her right to vote on matters coming before the Council at such meeting.

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

SECTION 5. COUNCIL AUTHORITY AND COUNCIL RELATIONS WITH CITY STAFF

- 5.1 The authority of the City Council is set forth in RCW 35A.11.020 and other provisions in Title 35A RCW.
- 5.2 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 5.3 City staff will acknowledge the Council as policy makers
- 5.4 Councilmembers will acknowledge City staff as administering the Council's policies.
- 5.5 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the Mayor, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 5.6 Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 5.7 The Council shall not attempt to change or interfere with the operating rules and practices of any City department in derogation of the Mayor's statutory authority.
- 5.8 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk as soon as practicable after it arrives.
- 5.9 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.

SECTION 6. CITY ADVISORY BODIES

- 6.1 Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.
- 6.2 The Council may dissolve any advisory body that, in the Council's opinion, has completed its working function or for any other reason.
- 6.3 Citizen board, commission, committee, and task force members shall be selected in accordance with the following procedures, or at the Council's discretion, any other lawful process:
- A) The City Council, as a Committee of the Whole, shall establish an application packet including appropriate disclosure of interest forms and a prescreening questionnaire, containing questions specific to each individual

group and the charge of that group, to be used in ranking candidates prior to scheduling interviews.

- B) A citywide recruitment process shall be initiated seeking applicant(s). Vacancies are advertised so that any interested citizen may submit an application. Applicants are required to be citizens of the City. Councilmembers are encouraged to solicit applications from qualified citizens. Applications shall be available from the office of the City Clerk, the City's website and shall be required to be submitted within the advertised deadline in order to be considered for appointment during each application period.

Existing board, commission, committee and task force members wishing reappointment may be exempted from submitting a new application provided they notify the City Clerk in writing within the advertised deadline period of their desire to be considered for reappointment based on a previous application already on file with the City Clerk. They may also choose to complete a new application or letter of interest with updated information they wish to be considered by Council.

- C) The City Council, as a Committee of the Whole, shall review and rank application packets to aid the Mayor in selecting candidates to interview. Should there be four or fewer applicants for any one position, all candidates shall be interviewed by the Council and the prescreening of the candidates shall not be required.
- D) The City Council, as a Committee of the Whole, shall interview candidates in a panel format, with all candidates participating in the interview session concurrently. Councilmembers are encouraged to develop a short list of questions they would like to ask of the candidates. The Mayor shall call on each Councilmember present to ask questions from their prepared list of the candidate(s) of their choice. The same questions may or may not be asked of every candidate. Depending on the number of candidates to be interviewed and in the interest of completing the interview session(s) in a timely manner, the Mayor may limit the number of questions asked by each Councilmember. If the number of questions is to be limited, the Mayor shall announce the number of questions each Councilmember may ask prior to the commencement of the interviews.
- E) Upon completing the interviews, each Councilmember will announce his/her ranking of the candidates interviewed and the City Clerk or designee shall tally the Council rankings. The results of the rankings shall be provided to the Council and shall be used by the Mayor for consideration in the appointment process. At the Mayor's discretion, the appointment process may take place at a regularly scheduled Council meeting or a special Council meeting following the interview session.
- F) The Mayor shall appoint or reappoint and the Council shall confirm or deny the appointments proposed by the Mayor.

- G) Should the Council deny any or all of the Mayoral appointments, the Mayor may submit appointments again at the next regular Council meeting or a special Council meeting scheduled for that purpose.
- H) Application materials for candidates interviewed and ranked, yet not appointed, will remain in a candidate pool for six months. In the event vacancies arise during that six month period, the Mayor may appoint the next highest ranked candidate(s) from the pool to fill such vacancies. These appointments are subject to confirmation by the full Council at a regular or special Council meeting. Once this six month period has passed, a citywide recruitment process shall be initiated, as detailed above, to fill any vacancies that may occur.

SECTION 7. COUNCIL MEETING STAFFING

- 7.1 If a City Administrator has been appointed, he/she shall attend all meetings of the Council unless excused. When the City Administrator has an excused absence, the Mayor shall designate another staff member to attend the meeting.
- 7.2 The City Attorney shall attend all meetings of the Council unless excused and shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian.
- 7.3 The City Clerk or designee shall attend regular, special and study meetings of the Council; keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of the meeting.

SECTION 8. COUNCIL MEETINGS

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

decisions and/or final actions on any matter will be scheduled for a regular or Special Council meeting.

- 8.3 If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held on the next business day unless cancelled and/or rescheduled for a different date as a special meeting.
- 8.4 Information will be available to the public at each meeting stating a summary of the relevant content of Section 5 (audience comment).
- 8.5 The Mayor will state the applicable public hearing procedures before each public hearing.
- 8.6 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the Mayor.
- 8.7 Citizen comment and public hearing sign-up sheets will be available at each regular Council meeting for the use of those citizens wishing to address the Council.

8.8 TYPES OF MEETINGS

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

8.9 ORDER OF REGULAR COUNCIL MEETING AGENDA

- (1) Call Meeting To Order. The Mayor calls the meeting to order.
- (2) Pledge of Allegiance. The Mayor designates a Councilmember or an invited guest to lead the flag salute.
- (3) Roll Call. The City Clerk will call roll, announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance, and indicate whether or not the absence of any Councilmember has been excused.
- (4) Public Hearing. Any public hearing(s) on the agenda shall be conducted in accordance with the provisions of Section 12 and any other applicable procedures established by state law or local regulations.
- (5) Audience Comment. In accordance with Section 5, members of the audience may address the City Council on any item that is not on the agenda for that meeting during the Audience Comment portion of the meeting.
- (6) Proclamations and Presentations. Proclamations (official pronouncements and statements of recognition) from the Mayor and/or City Council and presentations from invited guests shall occur during this portion of the meeting.
- (7) Mayor's Report. The Mayor or his/her designee(s) shall update the City Council concerning current issues and items of Council interest.
- (8) Consent Agenda. The consent agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. Any Councilmember may remove any item from the consent agenda for separate discussion and action.
- (9) Council Business (Old/New). Old business includes items that were continued or left unfinished from a previous agenda and second readings, if any, of ordinances. New business involves the formal introduction of items to the Council. Councilmembers shall act on the underlying proposal, direct staff to further review the proposal, refer the proposal to Council study session, or schedule the proposal for a second reading. Council discussion, debate and audience comments is allowed for both old and new business.
- (10) Council Comments. Individual Councilmembers shall update the Council concerning current issues and items of Council interest.
- (11) Adjournment. The meeting shall be formally closed upon adjournment.

8.10 VIRTUAL AND/OR TELEPHONIC MEETINGS

- (1) In the case of emergencies where in-person attendance at meetings is prohibited or restricted, the City Council may convene its meetings remotely using virtual and/or telephonic means. In such circumstances, the City will adhere to any applicable federal, state, or county requirements and guidelines

concerning meetings. The City may also adopt local rules or regulations, so long as they do not conflict with said federal, state, or county requirements and guidelines.

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

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

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

1. must be able to hear the discussion on the agenda items taking place; and
2. must be able to be heard by all attendees.

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

SECTION 9. AGENDA PREPARATION

- 9.1 As required by applicable state law, the City Clerk will prepare and circulate an agenda for each Council meeting specifying the time and place of the meeting, and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the Mayor.
- 9.2 An item, other than a reconsideration item, may be placed on a Council meeting agenda by any of the following methods:
 - (1) A majority vote of the Council;
 - (2) Council consensus;
 - (3) By any two (2) Councilmembers; and/or
 - (4) By the Mayor.
- 9.3 An item may be placed on a regular Council meeting agenda after the agenda is closed and the notice issued if the Councilmember or Mayor explains the necessity and receives a sufficient vote of the Council on a motion to suspend the Council Rules of Procedures to add the item at a meeting.

- 9.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 9.5 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items so the public is not kept unduly waiting, and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.
- 9.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled for convenience rather than for statutory or other legal reasons.
- 9.7 Agenda items that are continued from one meeting to another will have preference on the subsequent agenda to the extent possible.
- 9.8 Agenda packets will be finalized by the end of the business day on the Friday preceding the regular Council meeting. Agenda submissions will be accepted until 2:00 p.m. on the Thursday preceding the Friday packet distribution day.
- 9.9 All agenda items packet reports will be in the format provided by the City Clerk's office.
- 9.10 The Council may use the agenda bill "Recommendation" language for making a motion.

SECTION 10. COUNCIL DISCUSSION

- 10.1 Councilmembers shall observe standard principles of decorum, courtesy and professionalism while addressing each other, staff members, and members of the public.
- 10.2 The Mayor has the authority to rule on questions of order. If the Mayor rules a Councilmember's comments to be out of order, the Councilmember may explain why he or she believes the comments are not out of order. The Mayor will either rescind or confirm the ruling. If confirmed, the Councilmember shall not continue comment in the manner ruled out of order.

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

SECTION 11. COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL

- 11.1 During the Audience Comment portion of the meeting, members of the public may comment on any subject relating to the City of Edgewood and/or the Edgewood community that is not on the agenda for that meeting, except: (i)

comments related to a pending quasi-judicial matter, and (ii) comments prohibited by state law.

- 11.2 Members of the public may also comment up to three (3) minutes on individual agenda items at designated times during any regularly scheduled Council meeting prior to Council action on that item. These agenda items include, but are not limited to, ordinances, resolutions and old and new business issues.
- 11.3 Comments made on behalf of a group or organization will be limited to five (5) minutes in duration. Representation on behalf of a group or organization will be considered recognized for the purpose of Audience Comment if the group or organization notifies the City Clerk at least 24 hours in advance of the meeting.
- 11.4 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium and provide their name for the record.
- 11.5 All remarks will be addressed to the Council as a whole, and shall avoid personal, impertinent or slanderous content. Any person disrupting the meeting, including a person who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. The Mayor shall consult with the City Attorney before requesting any person to leave the meeting. Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior.
- 11.6 In addition to and/or in lieu of addressing the Council, any persons may provide written comments and other written materials to the City Clerk for distribution to the Council. A contact name, address, and phone number must be printed legibly on any such materials.
- 11.7 The Council has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Council shall consult with the City Attorney before causing any person to be removed from the meeting. The Council may command assistance of any peace officer of the City to enforce all lawful orders of the Council or the Mayor to restore order at any meeting. The maintenance of order shall be enforced consistent with all applicable statutory and constitutional requirements, including, but not limited to, RCW 42.30.050.
- 11.8 Citizens with complaints, concerns or questions will be encouraged to refer the matter to the Mayor or ask that the matter be placed on a future Council meeting or Council study session agenda with the appropriate background information.

SECTION 12. MOTIONS

- 12.1 A motion that does not receive a second dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 12.2 A motion that receives a tie vote is deemed to have failed, unless the Mayor votes to break the tie.

- 12.3 Audience comment on a motion will be taken after the briefing on the motion occurs and before the motion is made by Council.
- 12.4 When making motions, Councilmembers shall be clear and concise and shall not include arguments for the motion within the motion.
- 12.5 After a motion and second (if applicable), the Mayor will indicate the names of the Councilmembers making the motion and second.
- 12.6 After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote.
- 12.7 When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion.
- 12.8 A motion may be withdrawn by the maker of the motion at any time without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- 12.9 A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, requires a majority vote and it cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table.
- If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not debatable and which requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.
- 12.10 A motion to postpone to a time certain, must be seconded, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- 12.11 A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.
- 12.13 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.

- 12.14 A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 12.15 Council discussion of the motion only occurs after the motion has been moved and seconded.
- 12.16 The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.
- 12.17 The City Clerk will take a roll call vote if requested by the Mayor or a Councilmember. At the conclusion of any vote, the City Clerk will announce the results of the vote.
- 12.18 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- 12.19 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict, these rules shall prevail.

SECTION 13. ORDINANCES

- 13.1 All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the Council, or requested by the Mayor or City Attorney.
- 13.2 The Mayor shall read the title of the ordinance prior to voting. Each ordinance shall carry an agenda bill number which shall be the ordinance number.
- 13.3 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor and the City Attorney.
- 13.4 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment in the manner prescribed by law.
- 13.5 Unless expressly prohibited by law, ordinances may be adopted by the Council upon first reading. The Council may in its discretion require a second reading of any ordinance prior to adoption.

SECTION 14. COUNCILMEMBER ATTENDANCE AT REGULAR MEETINGS

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

SECTION 15. PUBLIC HEARINGS

- 15.1 Quasi-judicial hearings require a decision be made by the Council using a certain process which may include a record of evidence considered and specific findings be made.
- 15.2 Legislative or informational hearings do not require a decision be made even though information is presented.
- 15.3 Councilmembers shall comply with all applicable laws related to the Code of Ethics for Public Officers (chapter 42.23 RCW), conflict of interest requirements, and the Appearance of Fairness doctrine.

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

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

Legislative/Informational

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

Quasi-Judicial Hearings

- The Mayor will open the public hearing.
- Open for declarations of conflict of interest, appearance of fairness and other preliminary matters.
- Staff will make their presentation (15 min).

- Proponent presentation will be made. (15 min)
- Opponent presentation will be made. (15 min)
- Proponent rebuttal will be heard. (10 min)
- Staff comments will be made.
- Public hearing will be closed.
- Council discussion will ensue.
- Council action will be taken.

B. The following rules shall be observed:

Legislative/Information Gathering Public Hearings

- For an initial presentation of background information from a City department, board, commission, committee, or an organization, no more than twenty (20) minutes will be allowed unless otherwise authorized by the Mayor.
- If a speaker purports to speak for an organization, club or others so as to lead Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
- Comments should be limited to three (3) minutes for each individual or five (5) minutes if representing the official position of a recognized organization.
- The Mayor may allow additional time for receipt of written testimony when needed.
- The City Clerk shall be the official timekeeper.

Quasi Judicial Public Hearings

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

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

SECTION 16. MEDIA REPRESENTATION AT COUNCIL MEETINGS

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

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

- 17.1 Council Committee Liaisons. The Council may designate, by motion, councilmembers to serve as liaisons to each of the City advisory bodies, boards, and commissions ("Council Committee Liaisons"). Council Committee Liaisons shall be advisory, generally participating in such committees or boards through observation, ~~unless requested by the committee or board and~~ providing neutral, factual information when recognized by the committee chair only, ~~and but~~ do not receive a "vote". Council Committee Liaisons are expected to speak on behalf of the Council as a whole and therefore should avoid taking positions and making comments based on their personal opinions if they differ from the Council majority. Any personal opinions should be clearly identified as such and not be portrayed as the position of the Council majority. Council Committee Liaisons should provide updates to the entire Council, generally at the next regular meeting after the committee or board meeting.

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

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

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

SECTION 18. CONFIDENTIALITY

- 18.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in applicable state law.
- 18.2 If the Council, in executive session, has discussed any type of issue related to a third party, all contact with that party should be effectuated by the designated City staff representative handling the issue. Councilmembers should obtain the permission of the Mayor prior to discussing the information with anyone other than other Councilmembers, the City Attorney or City staff designated by the Mayor. Any Councilmember having any contact or discussion shall make full disclosure to the Mayor and/or the City Council in a timely manner.

SECTION 19. ADMINISTRATION AND HOUSEKEEPING

- 19.1 When Councilmembers register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.
- 19.2 Open Government Trainings Act. Effective July 1, 2014 the Open Government Trainings Act was enacted requiring all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.
- (a) Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.
 - (b) Officials required to complete training under this section may complete their training before assuming office but must:
 - Complete training no later than ninety (90) calendar days after the date the official:
 - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
 - Otherwise assumes his or her duties as a public official.
 - Complete refresher training at intervals of no more than four years for as long as he or she holds office.
 - (c) Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
 - (d) Training may be completed remotely with technology including but not limited to internet-based training.
 - (e) Additional information and online courses are available on the Washington State Attorney General's website at <http://www.atg.wa.gov/open-government-training>.

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

SECTION 20. SUSPENSION AND AMENDMENT OF RULES; IMPLIED WAIVER

- 20.1 Any provision of these rules not governed by state law or ordinance may be temporarily suspended by the entire membership of the Council.
- 20.2 These rules may be amended or new rules adopted by a majority vote of the quorum necessary to conduct business.
- 20.3 Unless identified and corrected in accordance with these rules, any action taken in violation of these rules shall be deemed an implied waiver thereof.

SECTION 21. MINUTES

- 21.1 Minutes Generally. Pursuant to RCW 42.32.030 and RCW 35A.12.110, the City Clerk shall keep minutes of all regular and special meetings of the City Council, which shall constitute the City's record of proceedings. Working copies or file copies of all minutes shall be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained and stored in a fire-proof vault. The minutes will be archived in accordance with applicable records retention requirements.
- 21.2 Content of Minutes. Minutes shall document the actions taken at Council meetings, and shall at a minimum include the following:
1. Date of meeting
 2. Location of meeting
 3. Type of meeting (regular, continued, special, etc.)
 4. Time of meeting
 5. Time meeting commenced
 6. Officials/members present*
 7. Officials/members absent or excused*
 8. Topics of business
 9. Actions taken on each business matter
 10. Record of motions
 11. Record of voting
 12. Time of adjournment
 13. Signature blocks for Presiding Officer and Clerk/designee

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

21.3 Approval of Previous Minutes. Proposed minutes shall be placed on the consent agenda for approval. The Council shall approve the minutes, after consideration of the minutes and making any necessary corrections to the minutes. Upon approval by the Council, the minutes shall constitute the official record of the City Council's meeting.

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

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

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

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