



CITY OF EDGEWOOD REGULAR COUNCIL MEETING AGENDA

Tuesday, November 23, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. PRESENTATION

A. Puget Sound Energy – Kierra Phifer

3. PUBLIC HEARING

A. **AB21-054** – Preliminary 2022 Budget

B. **AB21-055** – Meridian Ave. E Sewer Extension Assessment Reimbursement Area

4. AUDIENCE COMMENT

5. MAYOR'S REPORT

6. CONSENT AGENDA: *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*

The following items are presented for Council approval:

A. Regular Council Meeting Minutes of November 9, 2021

B. Study Session Meeting Minutes of November 16, 2021

C. **AB21-056** – a motion approving November 2021 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; and IRS 941 in the amount of \$144,840.75; and Vendor Check Numbers 25194 through 25219 with EFT and Direct Pay Payments in the amount of \$2,122,424.66. Total distributions submitted for review and authorization in the amount of \$2,267,265.41

D. **AB21-0605** – a motion approving Resolution 21-0605 City Electronic Signature Policy

E. **AB21-0606** – a motion approving Resolution 21-0606 to segregate an original assessment under Local Improvement District No. 1 pursuant to section 35.44.410 of the Revised Code of Washington

7. COUNCIL BUSINESS

A. **AB21-0618** – a motion adopting Ordinance 21-0618 adopting new EMC chapter 2.90 related to donations and acceptance of interests in property

8. COUNCIL COMMENTS

9. ADJOURN

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.

Storm Preparedness

Kierra Phifer
Local Government Affairs Manager



November 23, 2021



Agenda

- Safety Moment
- Infrastructure & Readiness
- Customer Resources
- How We Restore Power
- Things Customers Should Know
- COVID-19 Impacts
- Outage Communications
- Questions ?

Safety moment – downed power lines

If you come across a downed utility wire of any kind, always do the following:

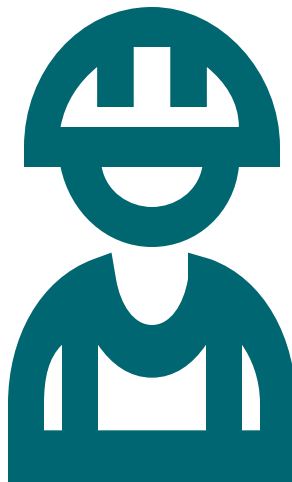
- Assume it's energized and stay as far away as you can.
- Call 911 or PSE (1-888-225-5773)
- Do not drive over downed power lines.
- Stay in your car.
- If you must evacuate, jump away and land with both feet together.
- Shuffle away to safety.



Safety & preparedness resources

Our most up-to-date information is available on our website.

- New this year! Storm landing page at pse.com/storm
 - This page highlights ways PSE is preparing and ways customers can prepare.
- Information for emergency responders including our energy system restoration plan.
 - We provide first responders the support they need to protect the public and themselves during electric and natural gas emergencies, including training videos, near-miss bulletins.



Readiness infrastructure

- We have 900+ employees with emergency response roles.
- We have seven regional storm bases managing local storm response.
 - Dedicated 24/7 on-call teams.
- Emergency Coordination Center (ECC)
 - Dedicated 24/7 on-call teams.
- Dedicated communications team at bases and ECC.



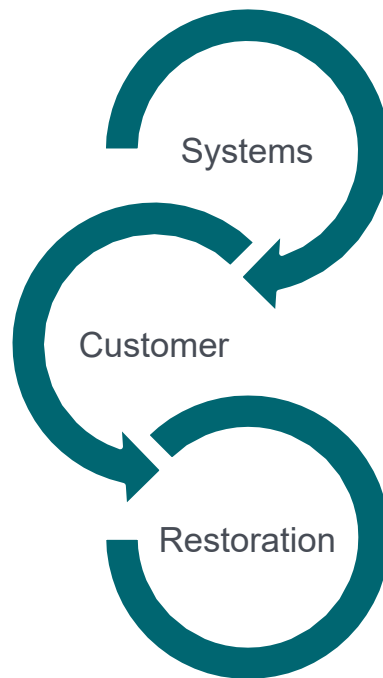
How we restore power

Systems prioritization:

1. Transmission systems
2. Substations
3. Distribution systems

Customer prioritization:

1. Critical infrastructure: hospitals, water treatment plants, essential services
2. Largest number of customers first



Things customers should know

You might see 3 types of trucks:

- PSE – Damage Assessment
- PSE – Electrical first responders
- Potelco – Lineworker

If the PSE truck leaves and still no power:

- A piece of equipment needs repair and a lineworker and crew are needed
- The outage may take extra time
- Clearing right-of-way



Things customers should know

Only 2 ways we know you don't have power

- Reporting your outage
- Substation outage

PLEASE report your power outage!

- myPSE app
- 1-888-CALL PSE

We want to hear from you!

- If you still don't have power - call us back!



Our website

- Outage map
- Report an outage
- myPSE app
- Electric safety
- Storm resources
- Alerts and advisories
- Emergency operations
- Generator safety Electrical safety tips



Be prepared

- What can our customers do right now to prepare for storm season!
 - Emergency and preparedness kit
 - Look up tips from website
 - Back up charger for phone
 - Batteries

Create an emergency kit that will keep you and your family safe and comfortable during a major power outage or natural disaster – and have it ready before disaster strikes. The following checklist will get you started. Make sure to include enough supplies to last at least three days for you, your family - and pets too.



COVID-19: Things customers should know

- We're preparing for storm season, and you should too.
- As we plan for storm season, we're adapting our response efforts to meet public health guidance on coronavirus to protect the health and safety of our employees and communities.
- Adapting our response efforts to COVID may result in delayed restoration, but we're planning ahead to avoid any longer outages for customers.
- We will still have availability of outside crews should we need them.
- The safety of our customers and crews is the #1 priority - we're ensuring our crews are safe by following COVID safety policies.





Questions?

Contact Information
Kierra Phiher
Local Government Affairs
(509) 724-6877
Kierra.Phiher@pse.com



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: AB21-054 – Preliminary 2022 Budget	Agenda Item #: 3.A
	For Agenda of: 11/23/2021
	Prepared by: Dave Gray
Attachments (list):	
Approval of Materials: Dave Gray Rachel Pitzel 11/17/2021 Dave Gray 11/17/2021 Daryl Eidinger 11/17/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 2021 Budget Calendar

Summary Statement:

2nd Public Hearing as part of the annual budget process. This preliminary budget includes all sources and uses at the budget line item level together with the City's "Waterfall" Sources and Uses Model that recaps the various City Fund activity for general operations, special operations, enterprise operations and capital expenditures.

Item History:

Recommended Action:

Review the preliminary budget work product, discuss and make any budget change requests to the Mayor for incorporation in the process.

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: AB21-055 – Meridian Ave. E Sewer Extension Assessment Reimbursement Area	Agenda Item #: 3.B
	For Agenda of: 11/23/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. Recommendation to Council 2021-10-28 2. DRAFT Ordinance 21-0xxx - Creating Reimbursement Assessment Area	
Approval of Materials: Jeremy Metzler Rachel Pitzel 11/18/2021 Dave Gray 11/18/2021 Daryl Eidinger 11/18/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 11/23/2021 RCM PH 12/07/2021 SS 12/14/2021 RCM PH

Summary Statement:

As authorized under Resolution 20-0522, the City contracted with Active Construction, Inc. to construct the Edgewood Community Park, and said contract included a sanitary sewer main extension of approximately 660 linear feet to serve both the City Park, as well as adjacent properties. RCW 35.91.060 and EMC 11.36.120 authorize the City to create an assessment reimbursement area (sometimes referred to as a latecomer's reimbursement) on its own initiative. Like the more common developer-initiated latecomer reimbursements, these statutory and code provisions enable the City to create its own assessment reimbursement area without the involvement of a developer. Under these provisions, the City would be the sole beneficiary of all reimbursements.

At this time, staff recommends creating an assessment reimbursement area containing the properties to be benefitted by the sewer main extension. As described in the attached recommendation, there are a total of ten (10) properties abutting the improvements as constructed, including the City's park. The proposed cost allocation uses the Equivalent Benefited Fronting Footage (EBFF) method, and the attached draft ordinance's Exhibit A demonstrates the equivalent benefited areas on each parcel described in the staff recommendation letter. Staff also considered an estimated usage cost allocation method, but that shifted more of the cost burden onto the non-City parcels. Finally, this proposal does not require the affected parcels to pay their assessment until a connection is made to the sewer, for a period of up to 20 years from the date of Council's authorization.

As discussed with Council at the November 2, 2021 study session, notices for tonight's public hearing have been mailed directly to the affected properties. In order to ensure notices are received by the affected property owners, a second notice has been issued via certified mail, and a second public hearing opportunity is scheduled for December 14, 2021. Further discussion is planned for the Council's December 7, 2021 study

session, and action would follow no sooner than the December 14, 2021 regular meeting.

Item History:

11/02/2021 SS

11/16/2021 SS

Recommended Action:

Public Hearing Only to receive public comment on the proposed

AB21-055 – Meridian Ave. E Sewer Extension Assessment Reimbursement Area

Fiscal Note/Consideration:

As proposed, an assessment reimbursement would allow recovery of up to \$640,903.44 of the ECP Sewer Extension's \$738,472.37 total cost.



October 28, 2021

**RE: Edgewood Community Park Sewer Extension
Assessment Reimbursement Recommendation to City Council**

City Council:

As authorized under Resolution 20-0522, the City contracted with Active Construction, Inc. to construct the Edgewood Community Park, and said contract included a sanitary sewer main extension of approximately 660 linear feet to serve both the City Park, as well as adjacent properties. RCW 35.91.060 and EMC 11.36.120 authorize the City to create an assessment reimbursement area (sometimes referred to as a latecomer's reimbursement) on its own initiative. Like the more common developer-initiated latecomer reimbursements, these statutory and code provisions enable the City to create its own assessment reimbursement area without the involvement of a developer. Under these provisions, the City would be the sole beneficiary of all reimbursements.

At this time, staff recommends creating an assessment reimbursement area containing the properties to be benefitted by the sewer main extension. There are a total of ten (10) properties abutting the improvements as constructed, including the City's park. Staff recommends assigning a pro-rata share of the improvement costs to each of the benefitting parcels using the Equivalent Benefitted Frontage Footage (EBFF) calculation method. This method considers a maximum residential development density to a maximum benefitting depth of 200' from the public road right-of-way (after considering any future right-of-way dedication needs). It is particularly well suited to this type of scenario because it not only considers the development potential of the benefitting properties, what portion of those properties can reasonably connect to the infrastructure without further extensions, and equitable allocation of costs therein, but also considers the public benefit and utility of providing a sanitary sewer connection to the City's new community park. Here is a table summarizing this proposed cost distribution:

Parcel No.	Site Address	Eligible Benefitted Frontage Footage	Eligible Area (sf)	Proposed Cost Share
0420161018	3306 Meridian	108'	21,600	\$66,858.01
0420152065	3307 Meridian	150'	25,500	\$72,644.46
042016-1139/-1140	3312 Meridian	162'	32,400	\$81,883.66
0420152073	3315 Meridian	160'	32,000	\$81,378.71
0420161019	3318 Meridian	54'	10,800	\$47,274.17
0420161141	10105 33rd St Ct E	121'	24,200	\$70,765.68
0420152005	3325 Meridian	170'	34,000	\$83,880.72
0420161098	3328 Meridian	80'	10,000	\$45,490.92
0420161092	3420 Meridian	215'	39,775	\$90,727.10
0420152006 (Park)	10301 36th St E	230'	46,000	\$97,568.93
Total Cost of Construction				\$738,472.37

In accordance with Edgewood Municipal Code (EMC) 11.36.050(B), staff has determined the subject reimbursement assessment satisfies the requirements in EMC 11.36.030(A) as follows:

1. **The latecomer agreement (assessment reimbursement) must be for the construction of sewer facilities in locations where the city's ordinances require such facilities to be improved or constructed as a prerequisite to further property development** – Edgewood Community Park is located in the City's Phase One Sewer Service Area and within 500 feet of the existing sanitary sewer main. As sanitary sewer was deemed available by the utility, construction of an on-site septic system is not permissible under Chapter 2, Section 10 of the Tacoma-Pierce County Health Department's (TPCHD) Environmental Health Code. EMC 11.40.010 requires sewer connection for Phase I Properties (including existing and new buildings). *[see also EMC 11.20.040]*
2. **The sewer facilities must be consistent with all applicable comprehensive plans and development regulations of the municipalities through which the facilities will be constructed or will serve** – The sewer extension was constructed consistent with the City of Edgewood General Sewer Plan and the Lakehaven Water & Sewer Development Guidelines, as adopted per EMC 11.30.060 and the City's Interlocal Agreement with the Lakehaven Water & Sewer District.
3. **The sewer facilities to be constructed or improved must be included in the city of Edgewood's comprehensive plan. Unless the city provides written notice to the owner of its intent to request comprehensive plan approval for the facilities, the owner must request comprehensive plan approval for the sewer facility** – Construction of the sewer extension was included under the Edgewood Community Park project, which is included in the comprehensive plan.
4. **The sewer facilities to be constructed may not be located outside the city's corporate limits** – The constructed facilities are entirely located within the City of Edgewood.
5. **The latecomer agreement (assessment reimbursement) shall meet all of the conditions required by the City under this chapter, and shall be filed and recorded against the affected properties with the county auditor and as provided in EMC 11.36.080** – Staff proposes using the RCW 35.91.060 and EMC 11.36.120 provisions for a City created assessment reimbursement area on its own initiative; no latecomer agreement is required because there will be no developer receiving reimbursements. However, if the City Council creates an assessment reimbursement area, the assessment roll and ordinance creating same will be recorded with the County Auditor as required per the EMC and RCW 35.91.060.
6. **The owner/developer's request shall be submitted within 120 days of the completion of the sewer facility and prior to approval and acceptance of the sewer facility by the city for ownership and maintenance** – Not applicable, as the City will be the sole entity receiving reimbursements; no developer is involved.
7. **The total cost of the construction of the sewer facility must be submitted to city by the owner/developer no more than 120 days of the completion of the sewer facility** – Not applicable, as the City will be the sole entity receiving reimbursements; no developer is involved.

In making this determination, the factors listed in EMC 11.36.050(B)(1) were analyzed as follows:

- a. **Whether the sewer facilities are consistent with the applicable comprehensive plan(s) and development regulations** – As stated above, the sewer extension was constructed consistent with the City of Edgewood General Sewer Plan and the Lakehaven Water & Sewer Development Guidelines as adopted per EMC 11.30.060 and the City’s Interlocal Agreement with the Lakehaven Water & Sewer District.
- b. **Whether the preliminary determination of the boundaries of the latecomer assessment reimbursement area, based upon the identification of parcels who may subsequently connect to or use the facilities, including through laterals and branches connecting thereto** – The proposed assessment reimbursement area for the subject sewer extension is consistent with standard industry methods and practices and is based upon the identification of all parcels that may subsequently connect to or use the sewer main extension. A map of the proposed assessment reimbursement area is included herewith as Exhibit ‘A’.
- c. **Whether the developer/owner’s receipts and invoices relating to the cost of construction of the sewer facilities are reasonable and accurate and have been verified by the public works director in the “Engineer’s Estimate,” which shall include separate itemizations of costs** – The cost of construction has been verified by the City Engineer and Public Works Director, and said itemization is included herewith as Exhibit ‘B’.
- d. **Whether the pro rata share calculated by the developer/owner ensures that each property subject to the latecomer fee will pay a fair pro rata share of the costs of the improvements as determined by any appropriate method, including but not limited to determining the total capacity of the sewer improvements expressed in equivalent residential units (ERUs) and dividing the total cost by the number of ERUs created by construction or added by improvement of the sewer facility** – The pro rata share calculated is deemed an appropriate method (EBFF), also being one of the methods frequently used by Lakehaven Water & Sewer staff. This method is particularly well suited to this type of scenario because it not only considers the development potential of the benefitted properties, what portion of those properties can reasonably connect to the infrastructure without further extensions, and equitable allocation of costs therein, but also considers the public benefit and utility of providing a sanitary sewer connection to the City’s new community park.

RECOMMENDATION

Staff hereby recommends Council consider this request to form an assessment reimbursement area, by first setting a public hearing per EMC 11.36.060 for Tuesday, November 23, 2021, in preparation for final consideration of an ordinance on December 14, 2021.

Respectfully,



Jeremy Metzler, PE
Public Works Director

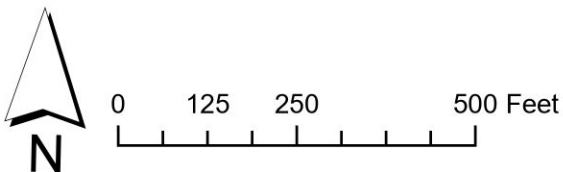
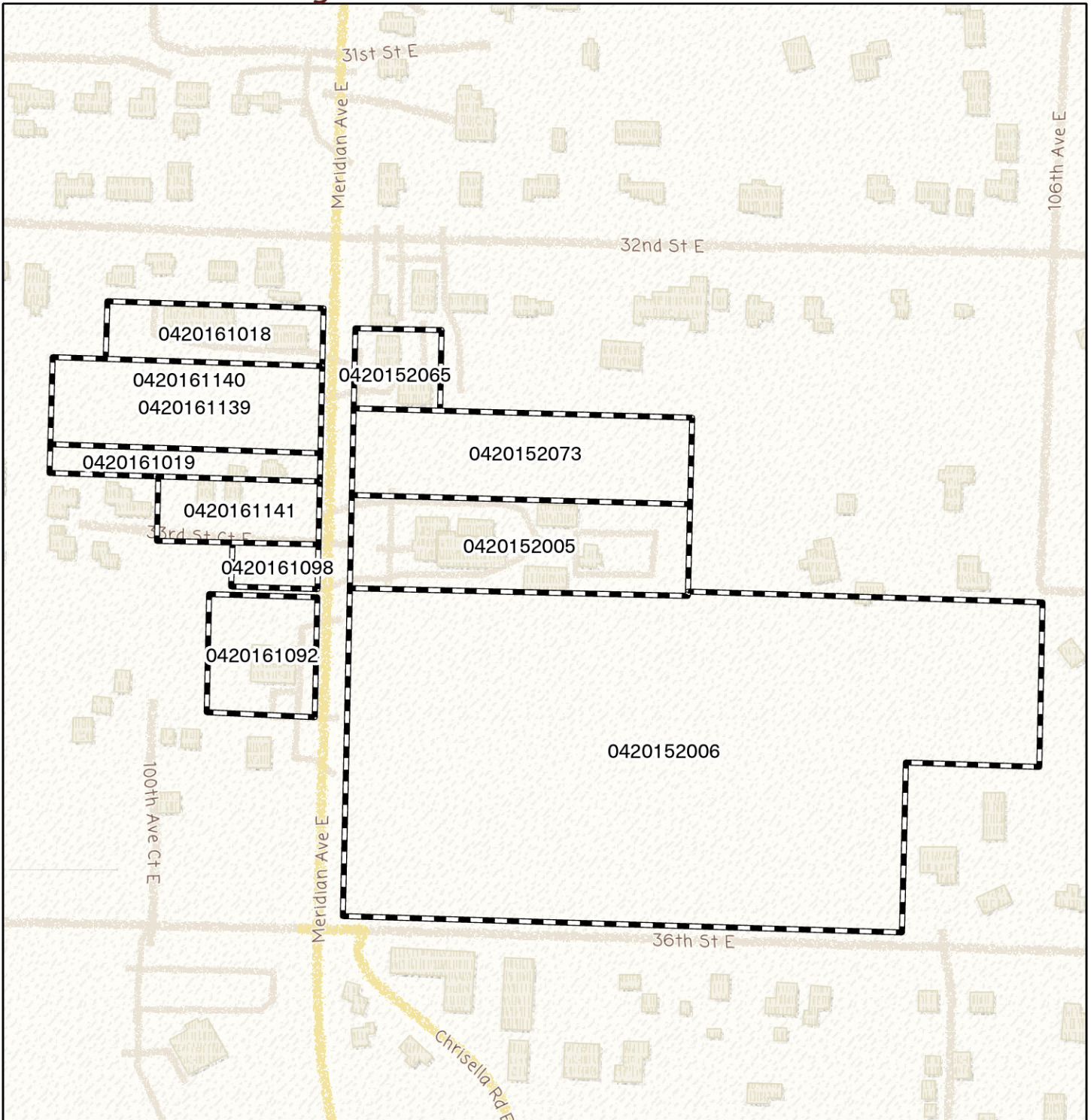


Exhibit B

Project Cost Itemization

Eligible Costs & Expenses	Comments	Totals
Construction Costs	Contract Schedule B as paid thru 3/25/21	\$ 701,052.10
Engineering Costs	G&O Survey & CM Costs	\$ 27,561.81
Lakehaven Expenses	Permit Review & Inspection	\$ 9,858.46
DE Agr. Admin. Fee	Non-Refundable Portion of Initial App Cost	N/A
DE Warranty Inspection Fee		N/A
Other Costs (specify)		
Total Eligible Project Costs		\$ 738,472.37

ORDINANCE NO. 21-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE CREATION OF AN ASSESSMENT REIMBURSEMENT AREA FOR THE MERIDIAN AVENUE EAST SEWER EXTENSION; ESTABLISHING ASSESSMENTS; REQUIRING PAYMENT OF ASSESSMENTS PRIOR TO CONNECTION; PROVIDING FOR RECORDING; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Edgewood (“City”) financed the cost and expense for the installation of approximately 660 linear feet of 8 inch PVC sanitary sewer main in Meridian Avenue E, from approximately 150 feet south of 32nd St E to the City’s property north of 36th St E (the “Facilities”); and

WHEREAS, the City, pursuant to RCW 35.91.060 and EMC 11.36.120, as an alternative to the procedures provided in RCW 35.91.020 for financing the construction or improvement of water or sewer facilities, may create an assessment reimbursement area on its own initiative, finance all of the costs associated with the construction or improvement, and become the sole beneficiary of reimbursements; and

WHEREAS, the City may only establish an assessment reimbursement area in locations where the City’s ordinances require sewer facilities upon development or redevelopment, or would be allowed connection to or usage of constructed or improved sewer facilities; and

WHEREAS, the City shall compute assessments equal to the fair pro rata share due from the owners of parcels within the boundaries of an assessment reimbursement area using a basis of computation deemed by the City to most appropriately determine the proportional benefit accrued to each parcel; and

WHEREAS, preliminary determination of the assessment reimbursement area boundaries and assessments, along with a description of property owners’ rights and options, must be sent by certified mail to each owner of record of real property within the proposed assessment reimbursement area; and

WHEREAS, the City sent, via certified mail, the preliminary determination of the assessment reimbursement area boundaries and assessments, along with a description of property owners’ rights and options, as well as a notice of public hearing to all affected property owners on November 3, 2021; and

WHEREAS, the Edgewood Municipal Code 11.36.120(E) requires a public hearing for proposed assessment reimbursement areas and a public hearing on this matter was scheduled for November 23, 2021; and

WHEREAS, the Edgewood City Council held a public hearing on November 23, 2021;
and

WHEREAS, the Edgewood City Council finds that special benefit accrues to owners of property seeking to connect to the above described sewer improvements and reasonable connection charges are proper in order that such abutting property owners shall bear their fair pro rata share of the cost of the sewer improvements; and

WHEREAS, the final determination of the assessment reimbursement area boundaries and assessments must be recorded in the county auditor's office of the county in which the area is situated; and

WHEREAS, the City Council of Edgewood determines this Ordinance is in the best interest of public health and safety;

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

Section 1. Assessment Reimbursement Area. An assessment reimbursement area is hereby created and the boundaries established as detailed in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. Assessments. A special sewer connection assessment roll is hereby created as detailed in Exhibit B, attached hereto and incorporated herein by reference.

Section 3. Connection. Any owner of property situated within the assessment reimbursement area shall, as a precondition to connection to the City sewer utility, pay to the City a special sewer connection assessment as set forth in Exhibit B attached hereto and incorporated herein by reference.

Section 4. Recording. This Ordinance shall be recorded with the Pierce County Auditor's Office within thirty (30) days of adoption.

Section 5. Severability. If any section, sentence, clause, or phrase of this ordinance should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

**PASSED BY THE EDGEWOOD CITY COUNCIL ON THE 14TH DAY OF
DECEMBER, 2021.**

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, City Clerk

APPROVED AS TO FORM:

Ann Marie Soto, City Attorney

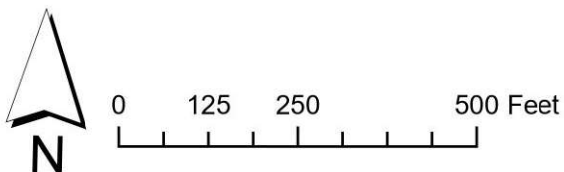
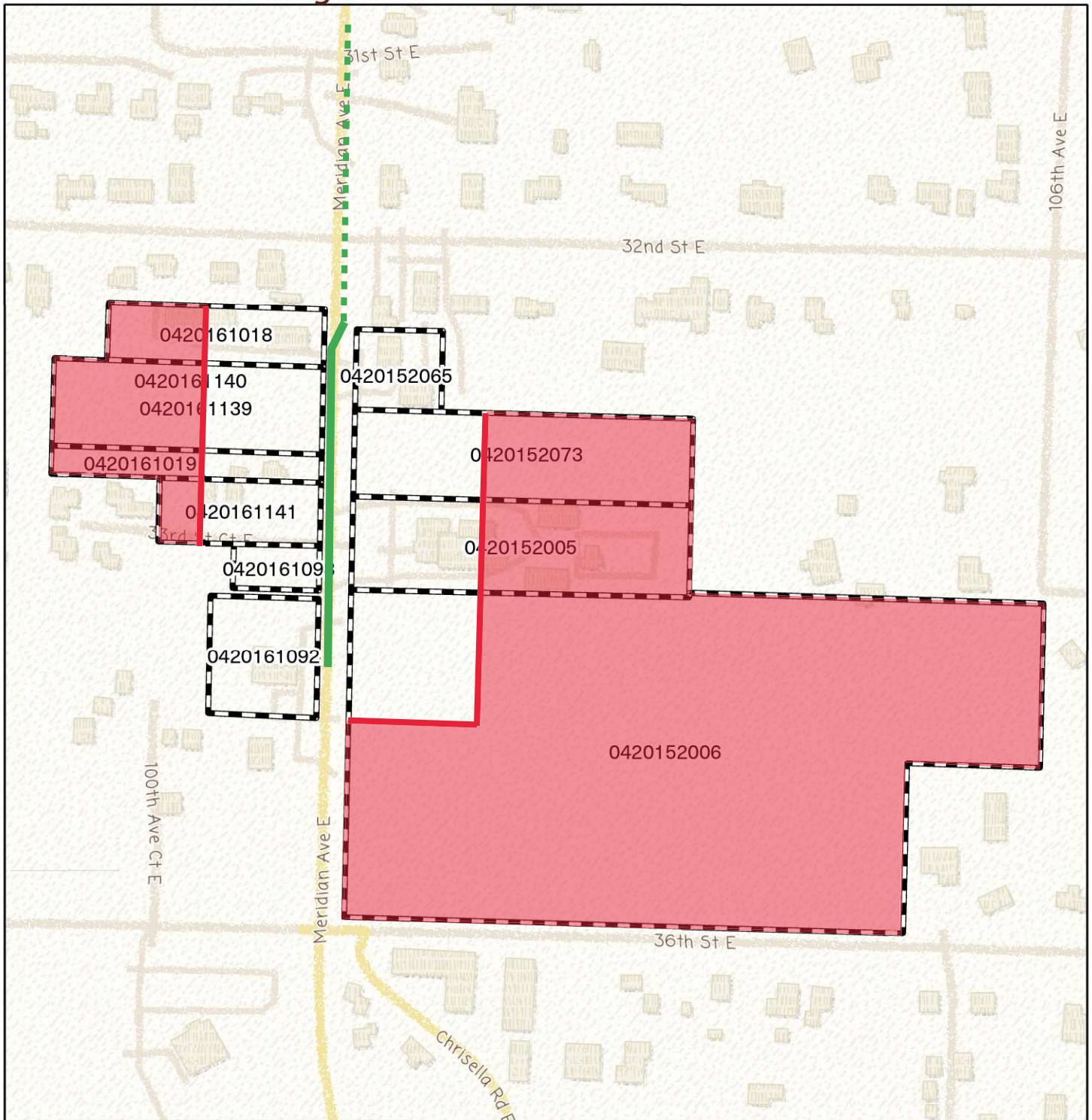


EXHIBIT B

Meridian Avenue E –Assessment Reimbursement – Sewer Ordinance No. 21-0xxx

No.	Site Address	Tax Parcel No.	Owner	Eligible Benefitted Frontage Footage	Eligible Area (sf)	Proposed Cost Share
1	3306 Meridian	0420161018	Itn'l Church of Foursquare Gospel	108'	21,600	\$66,858.01
2	3307 Meridian	0420152065	KDQM LLC	150'	25,500	\$72,644.46
3	3312 Meridian	042016-1139/-1140	Itn'l Church of Foursquare Gospel	162'	32,400	\$81,883.66
4	3315 Meridian	0420152073	Anita & Kamal J. Singh Walia	160'	32,000	\$81,378.71
5	3318 Meridian	0420161019	Irina & Sergey Stefanyuk	54'	10,800	\$47,274.17
6	10105 33rd St Ct E	0420161141	Mi Casa	121'	24,200	\$70,765.68
7	3325 Meridian	0420152005	Cote Investments LLC	170'	34,000	\$83,880.72
8	3328 Meridian	0420161098	Jeffery S. Jensen	80'	10,000	\$45,490.92
9	3420 Meridian	0420161092	Kimberly and Sum Nop	215'	39,775	\$90,727.10
10	10301 36th St E	0420152006	City of Edgewood	230'	46,000	\$97,568.93
Total Cost of Construction						\$738,472.37



CITY OF EDGEWOOD

REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, November 9, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eidinger called the meeting to order at 7:00pm and led attendees in the Pledge of Allegiance.

Present: Mayor Eidinger, Deputy Mayor Creley, Councilmember West (entered at 7:03pm), Councilmember Day, Councilmember Christopherson, Councilmember Tomin, Councilmember Wise, Councilmember Lowry
Staff Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Community & Economic Development Director Darren Groth, Jeremy Metzler Public Works Director, Matthew Ray, IT/Facilities Director, Police Chief Mark Berry.

2 PUBLIC HEARING

A. AB21-050 – Preliminary 2022 Budget

Mayor Eidinger read the rules of public hearing, and opened the Preliminary 2022 Budget Public Hearing at 7:20pm inviting Assistant City Administrator Dave Gray to present the topic. There was no public comment, and Mayor Eidinger closed the public hearing at 7:04pm.

B. AB21-051 – Proposed 2022 Property Tax

Mayor Eidinger called the 2022 Property Tax Public Hearing to order at 7:20pm and Assistant City Administrator/Finance Director Dave Gray presented. There was no public comment, and Mayor Eidinger closed the public hearing at 7:23pm.

3 AUDIENCE COMMENT

City Clerk Pitzel received public comment via email from Citizen Action Consulting, which is incorporated into the minutes for the record.

4 MAYOR'S REPORT

Mayor Eidinger read his report into the record and then invited each director to speak on topics of their choosing.

5 CONSENT AGENDA:

A. Regular Council Meeting Minutes of October 26, 2021

B. Study Session Meeting Minutes of November 2, 2021

C. Review of Board/Commission Minutes

D. AB21-052 – a motion approving November 2021 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Dept. of Child Support; AWC Employee Benefit Trust; and IRS 941 in the amount of \$192,291.29; and Vendor Check Numbers 25175 through 25193 with EFT

and Direct Pay Payments in the amount of \$93,973.46. Total distributions submitted for review and authorization in the amount of \$286,264.75

- E. **AB21-0601** – a motion approving Resolution 21-0601, authorizing the Mayor to execute an Interlocal Agreement between the City of Edgewood and Pierce County for Comprehensive Solid and Hazardous Waste Management Planning
- F. **AB21-0603** – a motion approving Resolution 21-0603 Chrisella Rd E Safety Improvement Design Contract (WSDOT HSIP Grant)
Motion: As read, **Action:** Approve, **Moved by** Deputy Mayor Creley, **Seconded by** Councilmember West, **Motion Passed 7-0**

6 COUNCIL BUSINESS

- A. **AB21-0615** – a motion adopting Ordinance 21-0615 relating to the City's budget, adopting a Capital Improvement Plan (CIP)
Assistant City Administrator Dave Gray briefed on this agenda item.
Motion: As read, **Action:** Approve, **Moved by** Deputy Mayor Creley, **Seconded by** Councilmember West, **Motion Passed 7-0**
- B. **AB21-0604** – a motion approving Resolution 21-0604 Chrisella Rd. Alternative Analysis
Public Works Director Jeremy Metzler discussed this item with Council.
Motion: As read, **Action:** Approve, **Moved by** Deputy Mayor Creley, **Seconded by** Councilmember West, **Motion Passed 7-0**
- C. **AB21-0616** – a motion adopting Ordinance 21-0616 2022 Property Tax
Assistant City Administrator Dave Gray briefed on this agenda item.
Motion: As read, **Action:** Approve, **Moved by** Deputy Mayor Creley, **Seconded by** Councilmember West, **Motion Passed 7-0**
- D. **AB21-054** – 3rd Quarter Budget to Actual Review
Assistant City Administrator Dave Gray briefed on this agenda item.
Motion: As read, **Action:** Approve, **Moved by** Deputy Mayor Creley, **Seconded by** Councilmember West, **Motion Passed 7-0**

7 COUNCIL COMMENTS

Councilmember Tomin spoke.
Councilmember Christopherson spoke.
Councilmember Wise spoke.

8 ADJOURN

Mayor Eidinger adjourned the meeting at 7:53pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinger
Mayor

From: [Citizen Action Consulting](#)
To: [Rachel Pitzel](#)
Subject: Information Regarding AB21-0604 For 11/9/2021 Edgewood City Council Meeting
Date: Tuesday, November 9, 2021 2:12:06 PM

Hello Ms. Pitzel,

Please accept the following to be entered into the record under item 3 (Audience Comment) regarding AB21-0604, for the 11/9/2021 Edgewood City Council Meeting.

Dear Edgewood City Council,

From Council members to community leaders, and especially the great city staff, everyone has been so dedicated to making sure this is a safe community and an inclusive discussion. Thank you for taking the time to look over the possible unforeseen impacts and data regarding this project.

With the Covid-19 pandemic making the process for accessing and delivering information much harder, it is important to make sure all the facts are reviewed before a final decision is made. It must be affirmed that negatively impactful decisions about the 36th and Meridian/Chrisella Rd intersection are not made. These decisions will impact generations to come, and perhaps even the legacy of the town.

After gathering community input, the concerns are consistent.

- Child Safety

The TranspoGroup study notes the “Existing Conditions” of this area to contain residential and commercial buildings, and the construction of the new park in the immediate vicinity of this traffic modification.

The analysis did not address the added child traffic in this already busy area once the new park is open.

With TranspoGroup being the Safe Routes To School (SRTS) “Experts,” as listed on their website, it is surprising that it did not mention the presence of The Ballet Theatre School that has thrived in Edgewood for over 20 years. Furthermore, this was not taken into account in the Evaluation Matrix. Proper evaluation of this fact may bring the 14 score of Alternative 2 to that of, or below that of the other options that were tied for a score 12.

- Possible Miscalculation of Traffic Flows

The Study used metrics “Based on 2021 traffic volumes.” The Milwaukie bridge closed on October 7, 2020 which greatly reduced the use of Chrisella Road. Also known as the Veteran’s Bridge, the Milwaukie bridge is planned to reopen in February of 2022, just a few months from now. As a community it would be responsible to revisit and gain a more accurate traffic count before a final sign off on the new project.

- Adherence to Parallel Road Plan

The TranspoGroup study lists this as adhering to the 2019 Parallel Road Plan. This plan has since been modified, and this no longer adheres to current parallel road plans. This is another category in which the score of Alternative 2 may be brought down, again bringing its score equal to or below the other alternatives.

- Property Impacts

The study failed to calculate for ingress/egress issues to the new city park and the properties between Meridian and the proposed road alignment. It only calculated impacts based on square footage of right of way required from private properties to construct the roadway. Additionally, there was no calculation for the significant adverse impacts on properties required for right of way and the diminished values of these properties, as well as ones bordering this realignment alternative.

- High Cost

The realignment carries a price tag of TEN times the cost of the Alternative 4 signal revision at the current intersection. Alternative 4 would achieve safe and controlled movements through this intersection. Can it be guaranteed that an expenditure of over four million dollars will really create the safety and connectivity trying to be obtained by this realignment option given the changes in data since this Alternative was recommended? Realities of this option should be thoroughly vetted and proven before this amount of money is deployed on a project of this size and complexity.

- Complex Right of Way Issues

In 2020, when the city purchased the 3703 Chrisella Rd property in consideration of this realignment plan, it was brought to council with the concept of being able to use just this property and an easement through 10218 36th St to then access 36th Street. Unfortunately, the recorded easement was not created following proper real estate law and is invalid. Alternative 2 will require property acquisition across this parcel as well as 3621 Chrisella Rd E. and 3713 Chrisella Rd E.(which is not listed in the study.) Purchasing the portions needed for traffic access and right of way could create unforeseen delays and be of varying cost to the project.

- School/Fine Arts Impacts

The Alternative 2 realignment could produce development that could interfere with the Ballet Theatre School's ability to survive. This is a school that has thrived in Edgewood for over 20 years and has produced world renowned ballerinas. There should be a commitment to keeping unique arts like this alive and keeping it a feature of this town as it has been for so many years. The students of The Ballet Theatre School have participated in fundraising for organizations including Traumatic Brain Injury of Tacoma, Food for the Hungry and Cancer Relay for Life. The council may not be aware of the level of art, education, and philanthropy being produced from this school.

- Veteran and Community Engagement

With the implementation of Alternative 2, it would not allow for development plans for a self-funding Veterans Community Outreach, Engagement and Education Center, and Edgewood Heritage Museum located across the street from the new park. This would be a very large missed opportunity for diversity and inclusion in the community and the chance to publicly preserve and celebrate this town's great history. In current dollars, this would represent approximately \$360,000 per year NOT being infused back into the Edgewood community.

- Due Diligence

With a change this large, there would be benefit in conducting a traffic experiment. Temporarily

closing access to Chrisella at 36th and placing a temporary stop sign at the proposed connection to 36th would give a very clear visual of how this will look if over four million dollars is spent on this realignment. The less than 400 foot section on 36th between Meridian and the proposed new intersection may fill up very quickly, given the traffic flows on these two roads. This would only allow space for 12-18 vehicles on this section between traffic intersections. This could create gridlock on this small section of road and could become the site of major ingress/egress and safety issues. With the new park entrance being within this section, it could become an incredible safety hazard.

It is appreciated that it is council and city staff's focus to do what is best for the citizens of this town and continually consider input from their constituents and community members. Alternative 2 is not supported by the community, and it is imperative that other alternatives be pursued.

Thank you again for your time and consideration of the information contained herein. The Edgewood community greatly appreciates your discussion of this matter with strong consideration of citizen/child safety and responsible financial stewardship of taxpayer funds.

Respectfully,

Citizen Action Consulting

This is an external email. Please use caution when opening any attachments.



CITY OF EDGEWOOD

STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, November 16, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1 CALL TO ORDER

Mayor Eiding called the meeting to order at 7:00pm and led attendees in the Pledge of Allegiance.

Present: Mayor Eiding, Deputy Mayor Creley, Councilmember West, Councilmember Day, Councilmember Christopherson, Councilmember Wise, Councilmember Lowry

Absent: (Excused) Councilmember Tomin

Staff Present: Assistant City Administrator Dave Gray, City Clerk/HR Director Rachel Pitzel, Community & Economic Development Director Darren Groth, Jeremy Metzler, Public Works Director, Matthew Ray, IT/Facilities Director, Police Chief Mark Berry.

2 COUNCIL BUSINESS

- A.** Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)
Councilmember West briefed the Council and audience on this reoccurring agenda item.
- B.** Discussion - Resolution - View Pointe Development LID Segregation
Assistant City Administrator Dave Gray introduced Madrona co-counsel David Linehan who is an expert on LID segregation, to discuss this topic in detail.
- C.** Discussion - Development Review
Planning Manager Emily Arteché was present to discuss this agenda item with the Council.
- D.** Discussion – Preliminary 2022 Budget
Assistant City Administrator Dave Gray briefed on this item.
- E.** Discussion - Resolution - Pierce County Sheriff Department Appreciation
Assistant City Administrator Dave Gray explained the details of this agenda item.
- F.** Discussion - Ordinance - Noise
Community and Economic Development Director Darren Groth, briefed the Council, along with Chief Mark Berry as to the finite details of this item.
- G.** Discussion - Resolution - City Electronic Signature Policy
City Attorney Ann Marie Soto was available to review this policy and answer any questions.
- H.** Discussion – Meridian Ave E Sewer Extension Assessment Reimbursement Area
Public Works Director Jeremy Metzler discussed the details of this topic.
- I.** Discussion – Ordinance - Donations and Memorials
Public Works Director Jeremy Metzler brought this item back for further discussion.
- J.** Discussion - Meridian Landscape Maintenance
Public Works Director Jeremy Metzler briefed on the details of this agenda item and took Council questions.

K. Discussion - Annual Staff Meet & Greet Format

Staff brought forward the topic of this biannual event to receive input and guidance from Council.

L. Discussion - March 29, 2022- Open House Topic

Open discussion was had on the details and topics to be discussed at the upcoming open house.

3 OTHER COUNCIL ITEMS

Councilmember Day spoke.

Councilmember West spoke.

Councilmember Wise spoke.

Councilmember Lowry spoke.

Deputy Mayor Creley spoke.

4 ADJOURN

Mayor Eidinger adjourned the meeting at 8:44pm.

Jill S. Herrera
Communications Coordinator / Deputy City Clerk

Daryl Eidinger
Mayor

City of Edgewood 2021

November 23rd 2021 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
US Bank PAYROLL ACCOUNT DISTRIBUTION			
10611 Last Number Issued Previous Authorization			
DCP EFT 11/15/2021	Deferred Compensation Program	11/15/2021	\$16,325.32
DCS EFT 11/15/2021	WA State Support Registry	11/15/2021	\$217.00
Direct Deposit Run -	Payroll Vendor	11/15/2021	\$91,400.90
DRS EFT 11/15/2021	Dept of Retirement Systems	11/15/2021	\$20,303.29
IRS EFT 11/15/2021	IRS 941	11/15/2021	\$16,594.24
Total			\$144,840.75

Number	Name	Print Date	Amount
CLAIM VOUCHER ACCOUNT DISTRIBUTION			
25193 Last Number Issued Previous Authorization			
25194	Active Construction, Inc.	11/23/2021	\$843,592.23
25195	Berger Partnership	11/23/2021	\$5,291.99
25196	Bluebeam, Inc.	11/23/2021	\$790.08
25197	Bob's Property Solutions, Inc.	11/23/2021	\$2,887.50
25198	Code Publishing Inc.	11/23/2021	\$835.50
25199	Form Source, Inc.	11/23/2021	\$52.25
25200	Gray & Osborne, Inc	11/23/2021	\$18,770.12
25201	Herrera Environmental Consultants, Inc.	11/23/2021	\$2,728.19
25202	Lakehaven Water & Sewer	11/23/2021	\$264.37
25203	Lakehaven Water & Sewer District	11/23/2021	\$128.84
25204	Legend Data Systems, Inc., dba Legend ID	11/23/2021	\$37.95
25205	McCarthy & Causseaux	11/23/2021	\$180.00
25206	Motorola Solutions, Inc.	11/23/2021	\$860.33
25207	National Pen Company	11/23/2021	\$1,269.85
25208	Northwest Cascade, Inc.	11/23/2021	\$141,629.13
25209	Pierce County Auditor's Office	11/23/2021	\$10,553.00
25210	Pierce County Budget & Finance 2% Dist	11/23/2021	\$939.69
25211	Pierce County Budget & Finance PW	11/23/2021	\$122,483.18
25212	Pierce County Budget & Finance Sheriff	11/23/2021	\$265,010.83
25213	Pitney Bowes	11/23/2021	\$500.00
25214	Raedeke Associates, Inc.	11/23/2021	\$1,357.16
25215	Reed Trucking & Excavating, Inc.	11/23/2021	\$64,858.64
25216	Sterling Automotive Service	11/23/2021	\$390.54
25217	Traffic Logix Corporation	11/23/2021	\$2,800.00
25218	WA Assoc. of Building Officials	11/23/2021	\$1,380.35
25219	Whistle Workwear	11/23/2021	\$357.34
Direct Pay Payment	Amazon Capital Services	11/23/2021	\$3,550.41
Direct Pay Payment	Madrona Law Group, PLLC	11/23/2021	\$18,127.00
Direct Pay Payment	McClatchy Company LLC	11/23/2021	\$2,513.65
Direct Pay Payment	Monarch Landscape Holdings	11/23/2021	\$577.51
Direct Pay Payment	Pacific Premier Bank	11/23/2021	\$586,668.13
EFT Payment	Crystal Springs	11/23/2021	\$114.73
EFT Payment	O'Reilly Auto Parts	11/23/2021	\$183.94
EFT Payment	Pitney Bowes	11/23/2021	\$159.86
EFT Payment	Puget Sound Energy	11/23/2021	\$14,068.31
EFT Payment	Safeguard Business Systems	11/23/2021	\$113.65
EFT Payment	Shell	11/23/2021	\$1,827.05
EFT Payment	US Bank Corporate Payment System	11/23/2021	\$4,335.86
EFT Payment	US Bank ACH/EFT	11/23/2021	\$235.50
Total Claims Voucher Distribution			\$2,122,424.66
Total Distribution Submitted for Review & Authorization			\$2,267,265.41

Authorization Adjustments:

Total Distribution Net of Prior Authorized Adjustments **\$2,267,265.41**

Claims Voucher Approval: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

_____, Accounting Manager, Stephanie Goff

_____, Mayor, Daryl Eidinger

_____, Council Member



Voucher Directory

Fiscal : 2021 - November
Council Date : 2021 - November - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Active Construction, Inc.	25194			2021 - November - 2nd Council Meeting	
		11/2021 PayRequest			
			November Pay Request- 36th & Meridian Park		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$843,592.23
				36th & Meridian Park	
		Total 11/2021 PayRequest			\$843,592.23
	Total 25194				\$843,592.23
Total Active Construction, Inc.					\$843,592.23
Amazon Capital Services					
	Direct Pay Payment 11/18/2021 1:59:47 PM - 1			2021 - November - 2nd Council Meeting	
	19PJ-FGJF-TYRL				
		October Statement			
		001-018-000-518-20-31-01		Office & Operational Supplies	\$1,641.06
				Surface pen, hand soap, webcam, laminator, misc. office/kitchen supplies, headphones, phone/laptop cases	
		001-018-000-518-20-31-08		Wellness Supplies	\$63.21
				Wellness Challenge Prizes	
		001-019-000-525-60-31-01		Emergency Preparedness-Supplies	\$122.73
				Water tank drain adapter, supply bags, batteries	
		001-021-000-521-20-35-02		Office Furniture	\$1,788.04
				Office chairs for PD	
		Total 19PJ-FGJF-TYRL			\$3,615.04
		1PX7-JGQ3-1R6K			
		October Credit			
		001-018-000-518-20-31-01		Office & Operational Supplies	(\$64.63)
				MacBook Pro Case- Returned	
		Total 1PX7-JGQ3-1R6K			(\$64.63)
	Total Direct Pay Payment 11/18/2021 1:59:47 PM - 1				\$3,550.41
Total Amazon Capital Services					\$3,550.41
Berger Partnership					
	25195			2021 - November - 2nd Council Meeting	
		34037			
			Prj. 20195029.00 36th & Meridian Ph 1		
			310-000-000-594-76-41-03	Professional Svs.-Property	\$5,291.99

Vendor	Number	Reference	Account Number	Description	Amount
				36th & Meridian Park	
		Total 34037			\$5,291.99
	Total 25195				\$5,291.99
Total Berger Partnership					\$5,291.99
Bluebeam, Inc.					
	25196			2021 - November - 2nd Council Meeting	
		1405458			
			PO# 2021064		
			001-018-000-518-85-49-03	Computer Subscriptions	\$790.08
				License- Admin. Assistant (M.Sullivan)	
		Total 1405458			\$790.08
	Total 25196				\$790.08
Total Bluebeam, Inc.					\$790.08
Bob's Property Solutions, Inc.					
	25197			2021 - November - 2nd Council Meeting	
		102621-BOB			
			October Svcs- Tree Removal		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	\$2,887.50
				Tree Removal- 51st & Sumner Heights Dr.	
		Total 102621-BOB			\$2,887.50
	Total 25197				\$2,887.50
Total Bob's Property Solutions, Inc.					\$2,887.50
Code Publishing Inc.					
	25198			2021 - November - 2nd Council Meeting	
		71295			
			November Services		
			001-019-000-518-90-41-01	Gen'l Gov't-Professional Services	\$835.50
				EMC Updates	
		Total 71295			\$835.50
	Total 25198				\$835.50
Total Code Publishing Inc.					\$835.50

Vendor	Number	Reference	Account Number	Description	Amount
Crystal Springs					
		EFT Payment 11/18/2021 1:59:01 PM - 1	2021 - November - 2nd Council Meeting		
		15787820 110321			
		Water Delivery			
		001-018-000-518-20-31-01	Office & Operational Supplies		\$114.73
			CH Water Delivery		
		Total 15787820 110321			\$114.73
		Total EFT Payment 11/18/2021 1:59:01 PM - 1			\$114.73
Total Crystal Springs					\$114.73
Form Source, Inc.					
	25199		2021 - November - 2nd Council Meeting		
		858229			
		November Purchases			
		001-018-000-518-20-31-01	Office & Operational Supplies		\$52.25
			Business Cards- T.Roland		
		Total 858229			\$52.25
	Total 25199				\$52.25
Total Form Source, Inc.					\$52.25
Gray & Osborne, Inc					
	25200		2021 - November - 2nd Council Meeting		
		1-G&O Prj. 21565.01			
		10/10-11/6/21 Svcs- PW Standards			
		401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update		\$1,578.62
			Public Works Standards		
		Total 1-G&O Prj. 21565.01			\$1,578.62
		26-G&O Prj. 19614.00			
		10/10-11/6/21 Svcs-General Sewer Plan Update			
		401-000-000-594-35-61-01	Cap Improvements-Sewer Plan Update		\$11,678.69
			General Sewer Plan Update		
		Total 26-G&O Prj. 19614.00			\$11,678.69
		3-G&O Prj. 18626.14			
		10/10-11/6/21 Svcs-Emerald St ROW Dedication			
		101-000-000-542-64-41-01	Traffic Control Devices-Professional Services		\$403.29
			Emerald St ROW Dedication		
		Total 3-G&O Prj. 18626.14			\$403.29
		35-G&O Prj. 18626.01			
		10/10-11/6/21 Svcs-56th Ste E SW Improvements			
		410-000-000-531-38-41-01	Professional Service		\$5,109.52
			56th Ste E SW Improvements		
		Total 35-G&O Prj. 18626.01			\$5,109.52
	Total 25200				\$18,770.12
Total Gray & Osborne, Inc					\$18,770.12

Vendor	Number	Reference	Account Number	Description	Amount
Herrera Environmental Consultants, Inc.	25201			2021 - November - 2nd Council Meeting	
		49755			
			October Svcs-Prj 21-07553-000		
			410-000-000-531-38-41-01	Professional Service	\$2,728.19
				SW Management Action Plan	
		Total 49755			\$2,728.19
	Total 25201				\$2,728.19
Total Herrera Environmental Consultants, Inc.					\$2,728.19
Lakehaven Water & Sewer	25202			2021 - November - 2nd Council Meeting	
		110921-LAK			
			Prj 6320006-Meridian Sewer Ext		
			310-000-000-594-76-41-03	Professional Svcs.-Property	\$264.37
				36th & Meridian Park Sewer Extension	
		Total 110921-LAK			\$264.37
	Total 25202				\$264.37
Total Lakehaven Water & Sewer					\$264.37
Lakehaven Water & Sewer District	25203			2021 - November - 2nd Council Meeting	
		3574701 8/11-10/31/21			
			8/11-10/31/21 Svc City Hall		
			001-018-000-518-30-47-04	Sewer Charges	\$128.84
				City Hall Sewer	
		Total 3574701 8/11-10/31/21			\$128.84
	Total 25203				\$128.84
Total Lakehaven Water & Sewer District					\$128.84
Legend Data Systems, Inc., dba Legend ID	25204			2021 - November - 2nd Council Meeting	
		133087			
			November Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$37.95
				Photo ID Cards- H.Auelua, T.Roland	
		Total 133087			\$37.95
	Total 25204				\$37.95
Total Legend Data Systems, Inc., dba Legend ID					\$37.95
Madrona Law Group, PLLC					
	Direct Pay Payment 11/18/2021 1:59:47 PM - 2			2021 - November - 2nd Council Meeting	
	11040				
			October Services		
			001-019-000-515-41-41-01	Legal Services-External	\$18,127.00

Vendor	Number	Reference	Account Number	Description	Amount
				October Services	
		Total 11040			\$18,127.00
		Total Direct Pay Payment 11/18/2021 1:59:47 PM - 2			\$18,127.00
Total Madrona Law Group, PLLC					\$18,127.00
McCarthy & Causseaux					
	25205			2021 - November - 2nd Council Meeting	
		223			
			October Services		
			001-019-000-515-41-41-14	Hearing Examiner Legal Fees	\$180.00
				Hearing Examiner Svcs	
		Total 223			\$180.00
	Total 25205				\$180.00
Total McCarthy & Causseaux					\$180.00
McClatchy Company LLC					
	Direct Pay Payment 11/18/2021 1:59:47 PM - 3			2021 - November - 2nd Council Meeting	
		74561			
			October Services		
			001-019-000-511-30-41-02	Legal Publications	\$977.63
				October Services	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$1,536.02
				October Services	
		Total 74561			\$2,513.65
	Total Direct Pay Payment 11/18/2021 1:59:47 PM - 3				\$2,513.65
Total McClatchy Company LLC					\$2,513.65
Monarch Landscape Holdings					
	Direct Pay Payment 11/18/2021 1:59:47 PM - 4			2021 - November - 2nd Council Meeting	
		CD50173072			
			November Svcs- PO# 2021063		
			101-000-000-542-70-48-04	Roadside- ROW Veg Maint Contractor	\$577.51
				PO# 2021063- Compressed Air Blowout	
		Total CD50173072			\$577.51
	Total Direct Pay Payment 11/18/2021 1:59:47 PM - 4				\$577.51
Total Monarch Landscape Holdings					\$577.51

Vendor	Number	Reference	Account Number	Description	Amount
Motorola Solutions, Inc.	25206			2021 - November - 2nd Council Meeting	
		8281274373			
			Acct. No 3010157061		
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$860.33
				PO# 2021051- Ham Radio Accessories	
		Total 8281274373			\$860.33
	Total 25206				\$860.33
Total Motorola Solutions, Inc.					\$860.33
National Pen Company	25207			2021 - November - 2nd Council Meeting	
		112333787			
			October Purchases		
			001-021-000-521-30-31-01	Crime Prevention-Supplies	\$634.92
				Flashlight Keychains	
		Total 112333787			\$634.92
		112334165			
			October Purchases		
			001-021-000-521-30-31-01	Crime Prevention-Supplies	\$634.93
				Flashlight Keychains	
		Total 112334165			\$634.93
	Total 25207				\$1,269.85
Total National Pen Company					\$1,269.85
Northwest Cascade, Inc.	25208			2021 - November - 2nd Council Meeting	
		PE#2-110821			
			Edgewood Dr. & Sumner Heights Dr. Intersection		
			340-000-000-595-30-63-04	Edgewood Drive Improvements	\$132,575.13
				Edgewood Dr. & Sumner Heights Dr. Intersection	
			410-000-000-595-30-63-04	Roadway Construction-Edgewood Dr Improvements	\$9,054.00
				Edgewood Dr. & Sumner Heights Dr. Intersection	
		Total PE#2-110821			\$141,629.13
	Total 25208				\$141,629.13
Total Northwest Cascade, Inc.					\$141,629.13
O'Reilly Auto Parts				2021 - November - 2nd Council Meeting	
	EFT Payment 11/18/2021 1:59:01 PM - 2				
	3275-396307				
			October Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$4.30
				Air Freshener	
		Total 3275-396307			\$4.30

Vendor	Number	Reference	Account Number	Description	Amount
		3725-395268			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$22.61
				Stock Parts for Vehicles	
		Total 3725-395268			\$22.61
		3725-395707			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$39.16
				Emergency Lighting- Vehicle #10	
		Total 3725-395707			\$39.16
		3725-395736			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$33.40
				Wiring- Vehicle #10	
		Total 3725-395736			\$33.40
		3725-396027			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$32.09
				Stock Parts for Vehicles	
		Total 3725-396027			\$32.09
		3725-397465			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$7.14
				License Plate Light- Trailer	
		Total 3725-397465			\$7.14
		3725-397946			
			October Purchases		
			001-018-000-518-30-32-02	Supplies/Parts - Vehicles & Equipment	\$19.38
				Wiring- Vehicle #7	
		Total 3725-397946			\$19.38
		3725-397964			
			October Purchases		
			001-076-000-576-80-31-01	Operational Supplies	\$25.86
				Wire Cutter	
		Total 3725-397964			\$25.86
		Total EFT Payment 11/18/2021 1:59:01 PM - 2			\$183.94
Total O'Reilly Auto Parts					\$183.94
Pacific Premier Bank					
		Direct Pay Payment 11/18/2021 1:59:47 PM - 5	2021 - November - 2nd Council Meeting		
		5670370114-102821			
			Commercial Loan-Local Improvements District No 1		
			202-000-000-591-35-73-01	LID Loan Principal Payments	\$488,152.71
				Local Improvements District No 1	
			202-000-000-592-35-83-03	LID Loan Interest Payment	\$98,515.42

Vendor	Number	Reference	Account Number	Description	Amount
				Local Improvements District No 1	
			Total 5670370114-102821		\$586,668.13
			Total Direct Pay Payment 11/18/2021 1:59:47 PM - 5		\$586,668.13
Total Pacific Premier Bank					\$586,668.13
Pierce County Auditor's Office					
	25209			2021 - November - 2nd Council Meeting	
		CI-308761			
			2021 Voter Maintenance		
			001-019-000-514-90-41-01	Voter Registration	\$10,553.00
				2021 Voter Maintenance	
		Total CI-308761			\$10,553.00
	Total 25209				\$10,553.00
Total Pierce County Auditor's Office					\$10,553.00
Pierce County Budget & Finance 2% Dist					
	25210			2021 - November - 2nd Council Meeting	
		CI-308726			
			Q3 2021 Liquor & Excise Taxes		
			001-021-000-521-10-42-01	Intergov Chemical Dependency	\$939.69
				Q3 2021 Liquor & Excise Taxes	
		Total CI-308726			\$939.69
	Total 25210				\$939.69
Total Pierce County Budget & Finance 2% Dist					\$939.69
Pierce County Budget & Finance PW					
	25211			2021 - November - 2nd Council Meeting	
		CI-308609			
			September Services		
			101-000-000-542-64-41-02	Traffic Control Devices-Traffic Operations (Contract)	\$5,807.04
		Total CI-308609			\$5,807.04
		CI-308823			
			September M&O Services		
			101-000-000-542-38-41-02	Roadway-Road Maint (Intergov contract)	\$2,255.16
			101-000-000-542-66-41-03	Snow & Ice Control-Prof Svcs	\$638.29
			101-000-000-542-70-41-04	Roadside-ROW Veg Maint (Intergov)	\$750.78
			410-000-000-531-38-41-06	Storm Drainage-ROW Veg Maint	\$16,437.30
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	\$40,230.79
			410-000-000-531-38-41-12	Storm Drainage-Drain Maint	\$3,696.96

Vendor	Number	Reference	Account Number	Description	Amount
			410-000-000-531-38-41-13	Storm Drainage-Structure Maint	\$52,666.86
		Total CI-308823			\$116,676.14
	Total 25211				\$122,483.18
Total Pierce County Budget & Finance PW					\$122,483.18
Pierce County Budget & Finance Sheriff					
	25212			2021 - November - 2nd Council Meeting	
		CI-309031			
			November Services		
			001-021-000-521-20-41-01	Police Services	\$265,010.83
				November Services	
		Total CI-309031			\$265,010.83
	Total 25212				\$265,010.83
Total Pierce County Budget & Finance Sheriff					\$265,010.83
Pitney Bowes					
	25213			2021 - November - 2nd Council Meeting	
		111721-PB			
			Postage Meter Refill		
			001-018-000-518-20-42-02	Postage	\$500.00
				Postage Meter Refill	
		Total 111721-PB			\$500.00
	Total 25213				\$500.00
Total Pitney Bowes					\$500.00
Pitney Bowes					
	EFT Payment 11/18/2021 1:59:01 PM - 3			2021 - November - 2nd Council Meeting	
	1019044657				
			November Purchases		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$159.86
				E-Z Seal, Ink- Postage Machine	
		Total 1019044657			\$159.86
	Total EFT Payment 11/18/2021 1:59:01 PM - 3				\$159.86
Total Pitney Bowes					\$159.86

Vendor	Number	Reference	Account Number	Description	Amount
Puget Sound Energy					
		EFT Payment 11/18/2021 1:59:01 PM - 4	2021 - November - 2nd Council Meeting		
		300000011233	October 2021		
			October Statement		
			001-018-000-518-30-47-01	Electricity	\$5,350.53
				October Statement	
		Total 300000011233	October 2021		\$5,350.53
		90732090			
			Acct. No 400003277524		
			340-000-000-595-63-63-01	Improvements-Street Lighting	\$8,717.78
				COE 2021 Installs	
		Total 90732090			\$8,717.78
		Total EFT Payment 11/18/2021 1:59:01 PM - 4			\$14,068.31
Total Puget Sound Energy					\$14,068.31
Raedeke Associates, Inc.					
	25214			2021 - November - 2nd Council Meeting	
		59539			
			Prj 2018-097	October Services	
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$1,135.16
				201-1 Bridge Point Site- 1st Review	
			001-058-000-558-60-41-01	Reim.Engineering - Prof. Serv	\$222.00
				119-3 Satwant Northwood Mitigation Assistance- 3rd Review	
		Total 59539			\$1,357.16
	Total 25214				\$1,357.16
Total Raedeke Associates, Inc.					\$1,357.16
Reed Trucking & Excavating, Inc.					
	25215			2021 - November - 2nd Council Meeting	
		PE #8-111721			
			October Svcs-24th & Meridian	Sidewalks	
			350-000-000-582-20-00-02	Contractor Retainage	(\$3,413.61)
				24th & Meridian Sidewalks	
			350-000-000-595-61-63-01	Pedestrian Projects	\$68,272.25
				24th & Meridian Sidewalks	
		Total PE #8-111721			\$64,858.64
	Total 25215				\$64,858.64
Total Reed Trucking & Excavating, Inc.					\$64,858.64
Safeguard Business Systems					
		EFT Payment 11/18/2021 1:59:01 PM - 5	2021 - November - 2nd Council Meeting		
		034738385			
			Bank Deposit Slips		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$113.65

Vendor	Number	Reference	Account Number	Description	Amount
				Deposit Slips	
		Total 034738385			\$113.65
		Total EFT Payment 11/18/2021 1:59:01 PM - 5			\$113.65
Total Safeguard Business Systems					\$113.65
Shell					
	EFT Payment 11/18/2021 1:59:01 PM - 6		2021 - November - 2nd Council Meeting		
	75660046				
		October Statement			
		001-018-000-518-30-32-01	Fuel		\$1,827.05
			October Statement		
	Total 75660046				\$1,827.05
	Total EFT Payment 11/18/2021 1:59:01 PM - 6				\$1,827.05
Total Shell					\$1,827.05
Sterling Automotive Service					
25216			2021 - November - 2nd Council Meeting		
	0032549				
		November Services			
		001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles		\$332.29
			Oil Change, Battery, Alignment- Vehcile #6		
	Total 0032549				\$332.29
	0032635				
		November Services			
		001-018-000-518-30-48-07	Maintenance & Repairs-Vehicles		\$58.25
			Oil Change- Vehcile #14		
	Total 0032635				\$58.25
Total 25216					\$390.54
Total Sterling Automotive Service					\$390.54
Traffic Logix Corporation					
25217			2021 - November - 2nd Council Meeting		
	SIN13790				
		12/1/21-12/1/22 Annual Fees			
		101-000-000-542-30-41-01	Roadway-Professional Service		\$2,800.00
			PO# 2021062- Cloud Renewal Fee (7 radar speed signs)		
	Total SIN13790				\$2,800.00
Total 25217					\$2,800.00
Total Traffic Logix Corporation					\$2,800.00

Vendor	Number	Reference	Account Number	Description	Amount
US Bank ACH/EFT					
	EFT Payment	11/18/2021 1:59:35 PM - 1	2021 - November - 2nd Council Meeting		
		110521-USBank			
			October Safekeeping Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$26.00
				October Safekeeping Fees	
		Total 110521-USBank			\$26.00
		111521-USBank			
			October Analysis Fees		
			001-019-000-514-20-42-05	Bank & Bond Fees	\$209.50
				October Customer Analysis Fees	
		Total 111521-USBank			\$209.50
		Total EFT Payment 11/18/2021 1:59:35 PM - 1			\$235.50
Total US Bank ACH/EFT					\$235.50
US Bank Corporate Payment System					
	EFT Payment	11/18/2021 1:59:01 PM - 7	2021 - November - 2nd Council Meeting		
		102521-USBank*			
			October Statement		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$68.85
				R.Pitzel-Labor Law Center-Laminated L&I Posters	
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$169.44
				H.Auelua-Whistle Workwear-Work Clothes	
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$183.64
				H.Auelua-Levis Outlet-Work Clothes	
			001-018-000-518-20-49-01	Memberships	\$40.00
				J.S-Herrera-iStock Photo-Monthly Membership for Stock Photos	
			001-018-000-518-20-49-11	City Employee Team Building	\$35.29
				M.Sullivan-Wal Mart-B.E. Team Treats	
			001-018-000-518-20-49-11	City Employee Team Building	\$55.86
				M.Sullivan-Wal Mart-B.E. Team Treats	
			001-018-000-518-85-49-03	Computer Subscriptions	\$106.59
				M.Ray-Amazon Web Services-Cloud Backup	
			001-018-000-518-85-49-03	Computer Subscriptions	\$69.00
				M.Ray-Netflare-Email Security Service	
			001-019-000-525-60-31-01	Emergency Preparedness-Supplies	\$505.56
				B.Whitman-Ham Radio Outlet-2 Portable Ham Radios	
			001-021-000-521-20-31-05	Supplies-Misc	\$139.16
				B.Murray-The Home Depot-Storage Bins for Edgewood PD	
			001-021-000-521-30-31-01	Crime Prevention-Supplies	\$230.00
				B.Murray-Tattoo Fun-Tattoos for Edgewood PD	
			001-021-000-521-30-31-01	Crime Prevention-Supplies	\$178.06
				B.Murray-OTC Brands-Whistles, Beach Balls for Edgewood PD	
			001-058-000-558-50-43-01	Training/Travel Costs	\$219.00
				J.Tumelson-ICC-Exam (M.George)	

Vendor	Number	Reference	Account Number	Description	Amount	
			001-058-000-558-50-43-01	Training/Travel Costs	\$65.00	
				J.Tumelson-WABO-Fall Business Meeting		
			001-058-000-558-60-43-01	Training/Travel Costs	\$150.00	
				C.Swearinger-APA Oregon Chapter-Annual Conference		
			001-058-000-558-60-43-01	Training/Travel Costs	\$148.50	
				E.Hietpas-Strong Towns Academy-Online Training		
			001-076-000-573-90-31-01	Operational Supplies	\$167.20	
				B.Whitman-ESI Security-Pad Locks		
			001-076-000-576-80-43-01	Travel/Training Costs	\$24.00	
				B.Whitman-Weed Conference-Pesticide Recertification		
			001-076-000-576-80-43-01	Travel/Training Costs	\$48.00	
				B.Whitman-Weed Conference-Pesticide Recertification		
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$84.99	
				B.Whitman-Excel Supply Company-Trash Bags (spill cleanup)		
			101-000-000-542-30-31-01	Roadway-Operational Supplies	\$334.40	
				B.Whitman-ESI Security-Pad Locks		
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$598.26	
				A.Thompson-Supplies for Fence Repair on 32nd		
			101-000-000-542-70-31-01	Roadside-Operational Supplies	\$247.66	
				B.Whitman-The Home Depot-Supplies for Mailbox Repair		
			410-000-000-531-38-31-01	Operational Supplies	\$85.00	
				B.Whitman-Excel Supply Company-Trash Bags (spill cleanup)		
			410-000-000-531-38-31-01	Operational Supplies	\$334.40	
				B.Whitman-ESI Security-Pad Locks		
			410-000-000-531-38-43-01	Training/Travel Costs	\$48.00	
				B.Whitman-Weed Conference-Pesticide Recertification		
			Total 102521-USBank*			\$4,335.86
			Total EFT Payment 11/18/2021 1:59:01 PM - 7			\$4,335.86
			Total US Bank Corporate Payment System			\$4,335.86
WA Assoc. of Building Officials						
	25218		2021 - November - 2nd Council Meeting			
		41831	COAP 202 Course-J.Curbow			
			001-058-000-558-50-43-01	Training/Travel Costs	\$360.00	
				Winter Building Inspector Course-J.Curbow		
		Total 41831				\$360.00
		41871	November Purchases			
			001-058-000-558-50-31-01	Office & Operational Supplies	\$660.35	
				Code Books/Flash Cards		
		Total 41871				\$660.35
		41873	COAP 202 Course-M.George			
			001-058-000-558-50-43-01	Training/Travel Costs	\$360.00	

Vendor	Number	Reference	Account Number	Description	Amount
				Winter Building Inspector Course- M.George	
		Total 41873			\$360.00
	Total 25218				\$1,380.35
Total WA Assoc. of Building Officials					\$1,380.35
Whistle Workwear					
	25219			2021 - November - 2nd Council Meeting	
		196518			
			November Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$208.46
				Work Boots- B.Whitman	
		Total 196518			\$208.46
		208646			
			November Purchases		
			001-018-000-518-20-31-54	Clothing/Uniforms/PPE	\$148.88
				Rain Jacket, Work Gloves- B.Whitman	
		Total 208646			\$148.88
	Total 25219				\$357.34
Total Whistle Workwear					\$357.34
Grand Total		Vendor Count	39		\$2,122,424.66



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: AB21-0605 – a motion approving Resolution 21-0605 City Electronic Signature Policy	Agenda Item #: 6.D
	For Agenda of: 11/23/2021
	Prepared by: Ann Marie Soto
Attachments (list): 1. RESOLUTION NO. 21.0605 Electronic Signature Policy 2. Ex A - Electronic Signature Policy	
Approval of Materials: Ann Marie Soto Rachel Pitzel 11/18/2021 Dave Gray 11/18/2021 Daryl Eidinger 11/18/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: N/A

Summary Statement:

During the 2020 legislative session, the Washington state legislature adopted the Uniform Electronics Transactions Act, ESSB 6028, which repealed and replaced former Chapter 19.360 RCW with Chapter 1.80 RCW, to authorize the municipalities to utilize electronic signatures and determine whether, and the extent to which, the agency will send and accept electronic signatures in the conduct of its business. The use of electronic signatures was significantly increased during the COVID-19 pandemic, and continues to benefit the City by decreasing the City's reliance on paper transactions and physical documents, lessening administrative demands, improving efficiency, leveraging the City's investments in digital technology, and saving time and reducing costs associated with conducting City business. This resolution will adopt a policy for the use of electronic signatures in conformance with Chapter 1.80 RCW and also approve and ratify the use of electronic signatures by the City necessitated by the COVID-19 emergency declaration.

Item History:

N/A

Recommended Action:

MOTION to adopt **AB21-0605** – a motion approving Resolution 21-0605 City Electronic Signature Policy as presented under the Consent Agenda

Fiscal Note/Consideration:

N/A

RESOLUTION NO. 21-0605

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE USE OF DIGITAL AND ELECTRONIC SIGNATURE TECHNOLOGY; ADOPTING AN ELECTRONIC SIGNATURE AND DIGITAL SIGNATURE POLICY; AND APPROVING AND RATIFYING THE USE OF ELECTRONIC SIGNATURES DURING A DECLARED EMERGENCY.

WHEREAS, during the 2020 legislative session the Washington state legislature adopted the Uniform Electronics Transactions Act, ESSB 6028, effective June 11, 2020; and

WHEREAS, ESSB 6028 repealed and replaced Chapter 19.360 RCW, which authorized municipalities to utilize electronic signatures in the conduct of governmental affairs and other transactions where their use has been authorized by the legislative body; and

WHEREAS, ESSB 6028, which is now codified at Chapter 1.80 RCW, continues to authorize the municipalities to utilize electronic signatures and allows municipalities to determine whether, and the extent to which, the agency will send and accept electronic signatures in the conduct of its business; and

WHEREAS, the use of electronic signature technologies can benefit the City of Edgewood (“City”) by decreasing the City’s reliance on paper transactions and physical documents, lessening administrative demands, improving efficiency, leveraging the City’s investments in digital technology, and saving time and reducing costs associated with conducting City business; and

WHEREAS, the value of electronic signatures is heightened and apparent during a declared state of emergency such as the current COVID-19 pandemic; and

WHEREAS, RCW 1.80.160 authorizes cities to determine whether, and the extent to which, cities will create and retain electronic records and convert written records to electronic records; and

WHEREAS, RCW 1.80.170 authorizes cities to determine whether, and the extent to which, cities will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures; and

WHEREAS, the city council desires to authorize the use and receipt of electronic signatures; adopt policies for the implementation of this authorization to provide reasonable assurances for the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and to approve and ratify the use of electronic signatures both before and during the emergency declared by the City on March 10, 2020;.

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

Section 1. The foregoing recitals are adopted as the city council's findings of fact.

Section 2. The city council finds it to be in the public interest to allow the use of electronic signatures for City business to the fullest extent allowed by law. An electronic signature may be used with the same force and effect as a signature affixed by hand, subject to the limitations in this section and under state and federal law. The city council authorizes the mayor, mayor pro tem, city councilmembers, city administrator, city department directors or their designees, and any other City employee or official who has been granted authority to sign certain records on behalf of the City either by nature of their position in relation to the record or by direct authorization from the city council or the Edgewood Municipal Code, to affix electronic signatures to electronic records or accept such electronic signatures.

Section 3. The city council adopts the City of Edgewood Electronic and Digital Signature Policy, which is attached as Exhibit A and incorporated by this reference

Section 4. The Mayor is authorized to adopt any necessary administrative processes and enter into contracts (within existing purchasing authority) necessary to implement the use of electronic signatures by the city consistent with this resolution, Exhibit A, and state and local law, including, but not limited to, Chapter 1.80 RCW, the Uniform Electronic Transactions Act, as presently enacted or hereafter amended. This authorization includes the ability of the Mayor to modify, rescind, or replace Exhibit A as the Mayor may find necessary or advisable for the efficient operation of the City.

Section 5. If any section, paragraph, sentence, clause, or phrase of this resolution, or its application to any person or situation, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this resolution or its application to other persons or situation. The City Council of the City of Edgewood hereby declares that it would have adopted this resolution and each section, subsection, sentence, clauses, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

Section 6. Any act, including the use and acceptance of electronic signatures, consistent with the authority and prior to the effective date of this resolution is hereby ratified and affirmed. The city council further specifically approves and ratifies the use of electronic signatures by the City for the time period between the City's declaration of emergency on March 10, 2020 and the effective date of this resolution.

Section 7. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 23RD DAY OF NOVEMBER, 2021

ATTEST:

Daryl Eidinger, Mayor

Rachel Pitzel, CMC
City Clerk

Exhibit A
Electronic and Digital Signature Policy

City of Edgewood Electronic and Digital Signature Policy

Purpose:

This policy is designed to:

- Provide reasonable assurance for the integrity, authenticity, and non-repudiation of electronic documents and records when electronic signatures and submissions are used and accepted; and
- Promote the use of electronic signatures and submissions across the agency.

Definitions:

Definitions in this policy shall be consistent with RCW 1.80.010, which is incorporated by this reference, as enacted or hereafter amended.

Authorized Signer: The mayor, mayor pro tem, city councilmembers, city administrator or designee, city department directors or their designees, and any other City employee or official who has been granted authority to sign certain records on behalf of the City either by nature of their position in relation to the record or by direct authorization from the city council or the Edgewood Municipal Code.

Digital Signature: One type of Electronic Signature that contains a digital certificate issued by a licensed certificate authority, behind the signature and offers authentication when sending a “signed” Electronic Record.

Electronic Record: A record created, generated, sent, communicated, received, or stored by electronic means.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. Includes Digital and Facsimile Signatures.

Facsimile Signature: One type of Electronic Signature that is a reproduction of a handwritten signature that has been saved electronically or by engraving, imprinting, or stamping.

Electronic and Digital Signature Policy:

- A. The City encourages and authorizes electronic transactions and recognizes Electronic Records and signatures in all correspondence and transactions conducted by the City to the extent allowed by law.
- B. The specific method of Electronic Signature shall be approved in advance by the Mayor or designee, and shall afford a reasonable assurance level as to the integrity of the Electronic Signature, as determined by the Mayor or designee.

- C. A City document that is required by law to be signed in non-electronic media may not be electronically or digitally signed.
- D. An Electronic, Digital, or Facsimile signature is an acceptable substitute for a wet signature to the fullest extent allowed by law.
- E. Approvals must be documented and address each of the approval criteria required by this policy.
- F. The use and acceptance of an Electronic Signature affirmed by an Electronic Record notary public is permitted so long as the notarization complies with the Revised Uniform Law on Notarial Acts, Chapter 42.45 RCW, as enacted or hereafter amended.
- G. This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of signatures affixed by hand.
- H. The Mayor shall adopt all control processes and procedures as appropriate to ensure the adequate preservation, disposition, integrity, security, confidentiality, and auditability of Electronic Records.
- I. This policy may be modified, rescinded, or replaced at any time by the Mayor or designee.

Electronic and Digital Signature Procedure.

- A. Authorized Signers may affix Electronic Signatures to conduct City business and accept Electronic Signatures from third parties, provided all of the following criteria are met:
 - 1. The individual is authorized to sign the document. Any individual applying an Electronic Signature must use their own name and must not have disclosed their password to any other individual.
 - 2. The specific method of Electronic Signature has been approved by the Mayor for use in conducting City business.
 - 3. The appearance of the Electronic Signature contains, at minimum, the following:
 - a. The identity of the individual, including all information required by Resolution or this policy; and
 - b. A representation of the individual's signature or acknowledgement of Digital Signature in-lieu of a physical signature (e.g., using an "I accept" or "I agree" check box with an affirmation statement); and
 - c. The date of the signature, unless the Electronic Signature is self-auditing.
 - 4. The individual does not provide information they know to be untrue.
- B. Failure to follow this policy may result in disciplinary action, up to and including termination, voiding of and potential responsibility for contracts entered into, or other legal action as authorized by law.



City Of Edgewood Council Agenda Summary Sheet

Subject: AB21-0606 – a motion approving Resolution 21-0606 to segregate an original assessment under Local Improvement District No. 1 pursuant to section 35.44.410 of the Revised Code of Washington	Agenda Item #: 6.E
	For Agenda of: 11/23/2021
	Prepared by: Dave Gray, David Linehan, Public Finance Inc.
Attachments (list): 1. Resolution to Segregate Assessment - Edgewood View Pointe Subdivision 2. Exhibit A - Segregation Request 3. Exhibit B - Revised Parcel Diagram 4. Exhibit C - Segregation of Assessment 5. Exhibit D - RCW 35.44.410	
Approval of Materials: Dave Gray, David Linehan, Public Finance Inc. Rachel Pitzel 11/18/2021 Dave Gray 11/18/2021 Daryl Eidinger 11/18/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: November 16th, 2021 Study Session for initial segregation presentation. November 23rd, 2021 Regular Council Meeting for potential Council action.

Summary Statement:

View Pointe Development is a subdivision wherein one parcel was divided into 44 lots. All lots but one have homes built on them and are occupied. This development was the first attempted LID No. 1 segregation, and due to the fact that many of the homes had already been constructed, the City Council and the Developer never came to an agreement during the initial attempt to segregate the original parent parcel into the various child parcels thereby allocating the original parcel LID No.1 assessment to the new smaller parcels, all of which are on sewer. At the time, homes were still being constructed and Council was concerned the individual homebuyers may be unaware of an underlying LID assessment. As all the homes have been sold at least once, and some have been resold, the applicant, Lennar, the original developer, is once again asking the Council to grant their application for segregation. It is staff's position it is unlikely all current homeowners are not aware of the underlying assessment and that granting the segregation would make resale as well as the individual homeowners assessment management easier and clearer. Once completed it would allow each parcel to have an identified dollar amount provided by Public Finance Inc for debt service, and for Title Companies to list the individual parcel debt (\$10,053.85) in their Title Reports, as opposed to listing the total single parent parcel debt (\$442,369.40) for all child parcels.

Item History:

Recommended Action:

MOTION to adopt **AB21-0606** – a motion approving Resolution 21-0606 to segregate an original assessment under Local Improvement District No. 1 pursuant to section 35.44.410 of the Revised Code of Washington

Fiscal Note/Consideration:

The fee for service matches the fee from Public Finance Inc...so the cost is a pass through.

RESOLUTION NO. 21-0606

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON TO SEGREGATE AN ORIGINAL ASSESSMENT UNDER LOCAL IMPROVEMENT DISTRICT NO. 1, PURSUANT TO SECTION 35.44.410 OF THE REVISED CODE OF WASHINGTON

WHEREAS, the City of Edgewood has received a signed application from Lennar Northwest attached as Exhibit A requesting the segregation of an original assessment of Tax Parcel No. 042003-7061, for the subdivision plat known as Edgewood View Pointe within Local Improvement District No. 1; and

WHEREAS, Section 35.44.410 of the Revised Code of Washington authorizes the City Council to order the segregation of local improvement district assessments whenever property subject to such assessments is subdivided or otherwise altered by a boundary line adjustment; and

WHEREAS, the original assessment for Tax Parcel No. 042003-7061 (Parcel D of BLA 2011-02-11-5001) was in the amount of \$663,780.00, as of July 19, 2011, of which a balance of \$442,369.40 remains as of the date of this segregation request; and

WHEREAS, the new parcel configuration reflecting the segregation of the original Tax Parcel No. 042003-7061 is shown on the diagram attached as Exhibit B; and

WHEREAS, RCW 35.44.410 requires that the sum of the new assessments on the subdivided lots equal the amount of the original assessment before segregation; and

WHEREAS, Exhibit C attached hereto shows the amount of the assessments chargeable to each lot within the Edgewood View Pointe subdivision, with the total equaling \$442,369.40;

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

Section 1. The assessment roll of Local Improvement District No. 1, which was confirmed and adopted by Ordinance No. 11-0366 on July 19, 2011, and subsequently modified and confirmed by Ordinance No. 14-0424, shall be modified to reflect the segregation requested in Exhibit A attached hereto.

Section 2. The original assessment for original Tax Parcel No. 042003-7061 shall be segregated in accordance with Section 35.44.410 of the Revised Code of Washington to real property located within Local Improvement District No. 1, as shown in Exhibit B attached hereto, and shall result in amended assessments as shown in the table attached hereto and incorporated by this reference as Exhibit C.

Section 3. The combined sum of the amended assessments shall equal the amount of the original assessment before segregation, and the assessment roll for Local Improvement District No. 1 is in all other respects reaffirmed.

Section 4. Effective Date. This resolution will take effect immediately upon passage by the City Council.

ADOPTED THIS 23RD DAY OF NOVEMBER, 2021.

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

Exhibit A — Segregation Request

CITY OF EDGEWOOD

APPLICATION TO SEGREGATE LID ASSESSMENT

PLEASE COMPLETE AND RETURN THIS FORM TO:	City of Edgewood, Finance Department 2224 104th Ave E, Edgewood WA 98372-1513
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Property Owner:	Lennar Northwest Inc.		
Address	33455 6th Ave S, Unit B1		
City, State & Zip	Federal Way WA 98003		
Telephone:	206-231-9443	Email:	brin.Nguyen@Lennar.com

Existing Parcels (Tax Parcel No.)	Original Assessment
042003-7061	\$663,780.00

New Parcel Descriptions
Edgewood View Pointe
44 final home lots

(If additional space is required, please attach the requested information on a separate sheet)

1. The undersigned holds an ownership interest in the above referenced parcel(s) located within a local improvement district in the City of Edgewood, Pierce County, Washington.
2. The City of Edgewood is hereby requested to segregate the assessment amount(s) listed above in accordance with the new property configuration.
3. This application for segregation of assessment is made under the provisions of § 35.44.410 of the Revised Code of Washington.

Applicant (please print)

Signature

Date

BRIN NGUYEN



10/14/21

ASSESSMENT SEGREGATION FEE

A segregation fee is due per §35.44.410 of the Revised Code of Washington as a condition of final map approval. The fee for less than 10 new assessed lots is \$975. For segregations resulting in 10 or more new assessed lots the fee is \$1,250. Please include payment with this completed form. Questions may be directed to Public Finance at (425) 885-1604.

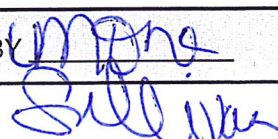
CITY USE: RECEIPT #	9752	DATE	10/20/21	BY	
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Exhibit B — Revised Parcel Diagram

EDGEWOOD VIEW POINTE

A PORTION OF THE NW1/4 & SW1/4 OF THE SW1/4
SECTION 3, TOWNSHIP 20 NORTH, RANGE 4 EAST, WILLAMETTE MERIDIAN
CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON

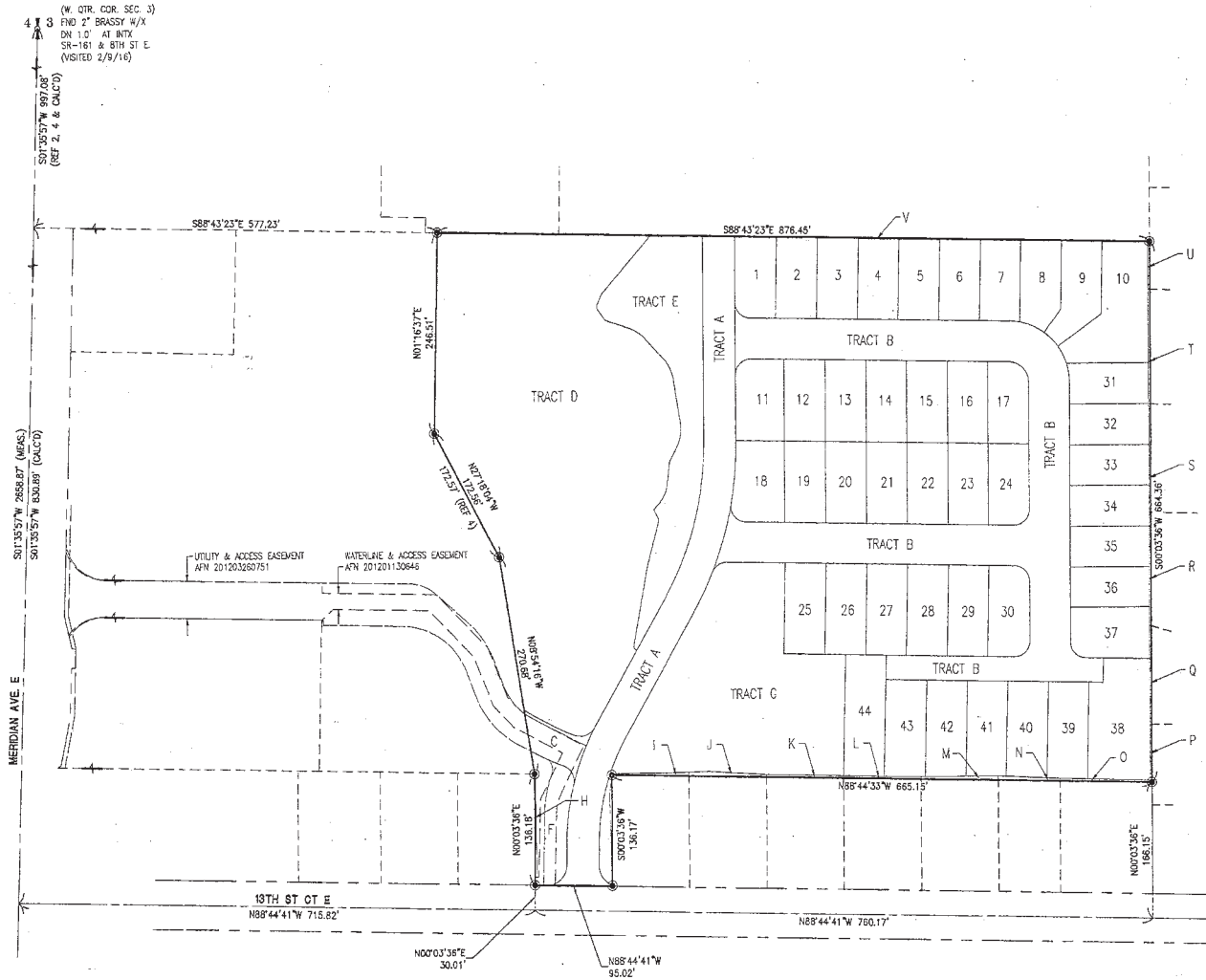


Exhibit C — Segregation of Assessment

EDGEWOOD VIEW POINTE

Sewer Local Improvement District No. 1

ORIGINAL ASSESSMENT

Account	Tax Parcel No.	Lot Description	Payment in Full
037	042003-7061	Parcel D of BLA 2011-02-11-5001	\$442,369.40

AMENDED ASSESSMENTS

Account	Tax Parcel No.	Lot Description	Situs Address	Payment in Full
037-01	602711-0010	View Pointe Lot 1	10419 11th Street Ct E	\$10,053.85
037-02	602711-0020	View Pointe Lot 2	10421 11th Street Ct E	10,053.85
037-03	602711-0030	View Pointe Lot 3	10423 11th Street Ct E	10,053.85
037-04	602711-0040	View Pointe Lot 4	10425 11th Street Ct E	10,053.85
037-05	602711-0050	View Pointe Lot 5	10501 11th Street Ct E	10,053.85
037-06	602711-0060	View Pointe Lot 6	10503 11th Street Ct E	10,053.85
037-07	602711-0070	View Pointe Lot 7	10505 11th Street Ct E	10,053.85
037-08	602711-0080	View Pointe Lot 8	10507 11th Street Ct E	10,053.85
037-09	602711-0090	View Pointe Lot 9	10509 11th Street Ct E	10,053.85
037-10	602711-0100	View Pointe Lot 10	10511 11th Street Ct E	10,053.85
037-11	602711-0110	View Pointe Lot 11	10418 11th Street Ct E	10,053.85
037-12	602711-0120	View Pointe Lot 12	10420 11th Street Ct E	10,053.85
037-13	602711-0130	View Pointe Lot 13	10422 11th Street Ct E	10,053.85
037-14	602711-0140	View Pointe Lot 14	10424 11th Street Ct E	10,053.85
037-15	602711-0150	View Pointe Lot 15	10500 11th Street Ct E	10,053.85
037-16	602711-0160	View Pointe Lot 16	10502 11th Street Ct E	10,053.85
037-17	602711-0170	View Pointe Lot 17	10504 11th Street Ct E	10,053.85
037-18	602711-0180	View Pointe Lot 18	10417 12th Street E	10,053.85
037-19	602711-0190	View Pointe Lot 19	10419 12th Street E	10,053.85
037-20	602711-0200	View Pointe Lot 20	10421 12th Street E	10,053.85
037-21	602711-0210	View Pointe Lot 21	10423 12th Street E	10,053.85
037-22	602711-0220	View Pointe Lot 22	10501 12th Street E	10,053.85
037-23	602711-0230	View Pointe Lot 23	10503 12th Street E	10,053.85
037-24	602711-0240	View Pointe Lot 24	10505 12th Street E	10,053.85
037-25	602711-0250	View Pointe Lot 25	10420 12th Street E	10,053.85
037-26	602711-0260	View Pointe Lot 26	10422 12th Street E	10,053.85

AMENDED ASSESSMENTS

Account	Tax Parcel No.	Lot Description	Situs Address	Payment in Full
037-27	602711-0270	View Pointe Lot 27	10424 12th Street E	10,053.85
037-28	602711-0280	View Pointe Lot 28	10504 12th Street E	10,053.85
037-29	602711-0290	View Pointe Lot 29	10506 12th Street E	10,053.85
037-30	602711-0300	View Pointe Lot 30	10508 12th Street E	10,053.85
037-31	602711-0310	View Pointe Lot 31	1107 105th Ave Ct E	10,053.85
037-32	602711-0320	View Pointe Lot 32	1109 105th Ave Ct E	10,053.85
037-33	602711-0330	View Pointe Lot 33	1111 105th Ave Ct E	10,053.85
037-34	602711-0340	View Pointe Lot 34	1113 105th Ave Ct E	10,053.85
037-35	602711-0350	View Pointe Lot 35	1201 105th Ave Ct E	10,053.85
037-36	602711-0360	View Pointe Lot 36	1203 105th Ave Ct E	10,053.85
037-37	602711-0370	View Pointe Lot 37	1205 105th Ave Ct E	10,053.85
037-38	602711-0380	View Pointe Lot 38	10518 12th Street Ct E	10,053.85
037-39	602711-0390	View Pointe Lot 39	10516 12th Street Ct E	10,053.85
037-40	602711-0400	View Pointe Lot 40	10514 12th Street Ct E	10,053.85
037-41	602711-0410	View Pointe Lot 41	10512 12th Street Ct E	10,053.85
037-42	602711-0420	View Pointe Lot 42	10510 12th Street Ct E	10,053.85
037-43	602711-0430	View Pointe Lot 43	10500 12th Street Ct E	10,053.85
037-44	602711-0440	View Pointe Lot 44	10426 12th Street Ct E	10,053.85
44 Assessed Parcels				\$442,369.40

Exhibit D — RCW 35.44.410

RCW 35.44.410 Segregation of assessments.

Whenever any land against which there has been levied any special assessment by any city or town shall have been sold in part or subdivided, the legislative authority of that city or town shall have the power to order a segregation of the assessment.

Any person desiring to have such a special assessment against a tract of land segregated to apply to smaller parts thereof shall apply to the city or town which levied the assessment. If the legislative authority thereof determines that a segregation should be made, it shall by resolution order the city or town treasurer to make segregation on the original assessment roll as directed in the resolution. The segregation shall be made as nearly as possible on the same basis as the original assessment was levied, and the total of the segregated parts of the assessment shall equal the assessment before segregation. The resolution shall describe the original tract, the amount and date of the original assessment, and shall define the boundaries of the divided parts and the amount of the assessment chargeable to each part. A certified copy of the resolution shall be delivered to the city or town treasurer who shall proceed to make the segregation ordered upon being tendered a fee of ten dollars for each tract of land for which a segregation is to be made. In addition to such charge the legislative authority of the city or town may require as a condition to the order of segregation that the person seeking it pay the city or town the reasonable engineering and clerical costs incident to making the segregation. No segregation need be made if the legislative authority of the city or town shall find that by such segregation the security of the lien for such assessment will be so jeopardized as to reduce the security for any outstanding local improvement district obligations payable from such assessment. [1969 ex.s. c 258 § 10.]

Exhibit A — Segregation Request

Exhibit B — Revised Parcel Diagram



City Of Edgewood Council Agenda Summary Sheet

Subject: AB21-0618 – a motion adopting Ordinance 21-0618 adopting new EMC chapter 2.90 related to donations and acceptance of interests in property	Agenda Item #: 7.A
	For Agenda of: 11/23/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. Ord 21-0618 - EMC 2.90 Donations	
Approval of Materials: Jeremy Metzler Rachel Pitzel 11/18/2021 Dave Gray 11/18/2021 Daryl Eiding 11/18/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 11/23/2021 RCM

Summary Statement:

The Parks and Recreation Advisory Board (PRAB) has discussed the subject of donations and memorials in City parks at several recent meetings, recognizing the need for a formal policy to establish the process for consideration and acceptance thereof. Following staff's coordination with legal counsel, the PRAB has recommended Council consideration of the attached code. A draft policy focused on parks has also been prepared, as previously discussed, to be implemented by the Mayor following Council's adoption of the code. Staff will work with the Mayor to develop additional policy to address non-park items in the near future.

Following feedback from the 10/19/2021 study session, the attached code includes a reduced limit of \$5,000 for Mayoral authorization. Upon further review of concerns regarding nonacceptance of any donations, legal counsel has not recommended any additional language be added to the code. The attached ordinance is hereby provided for Council's consideration and adoption.

Item History:

10/19/2021 SS
 11/16/2021 SS

Recommended Action:

MOTION to adopt **AB21-0618** – a motion adopting Ordinance 21-0618 adopting new EMC chapter 2.90 related to donations and acceptance of interests in property

Fiscal Note/Consideration:

N/A

ORDINANCE NO. 21-0618

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, ADOPTING NEW EMC CHAPTER 2.90 RELATED TO DONATIONS AND ACCEPTANCE OF INTERESTS IN PROPERTY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City has been and may continue to be approached by private citizens, business groups, and other private organizations desiring to make donations to the City for public purposes; and

WHEREAS, pursuant to RCW 35A.11.040 and RCW 35.21.100, the City is authorized to accept donations by ordinance and carry out the terms of the donations if such terms are within the City's powers granted by law; and

WHEREAS, the City Council desires to adopt this ordinance to establish the policies and procedures of the City to accept monetary and non-monetary donations, devises, or bequests in order to promote administrative efficiency;

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

Section 1. New EMC Chapter 2.90, Donations and Acceptance of Interests in Property, Adopted. The City Council hereby adopts a new chapter 2.90 of the Edgewood Municipal Code, Donations and Acceptance of Interests in Property, as set forth in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication. The full text of this Ordinance shall be mailed without charge, upon request.

PASSED BY THE CITY COUNCIL ON THE 23RD DAY OF NOVEMBER, 2021

Mayor Daryl Eidinger

ATTEST/AUTHENTICATED:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:



City Attorney, Ann Marie J. Soto

Date of Publication: November 25, 2021

Effective Date: November 30, 2021

Exhibit A

EMC Chapter 2.90 – Donations and Acceptance of Interests in Property

Chapter 2.90

DONATIONS AND ACCEPTANCE OF INTERESTS IN PROPERTY

Sections:

- 2.90.010 Purpose.
- 2.90.020 Definitions.
- 2.90.030 Donations of money and personal property.
- 2.90.040 Acceptance of ownership of or interest in real property.
- 2.90.050 Acknowledgment of donations and transparency.
- 2.90.060 Policies and procedures.

2.90.010 Purpose.

Consistent with RCW 35.21.100, which provides that the city council may accept donations of money or property by ordinance, this chapter delegates city council authority to the mayor to accept such donations in circumstances with minimal risk and long-term obligation, and reserves the city council's authority in all other circumstances.

2.90.020 Definitions.

"Donation" means any money, real property or personal property that is donated, devised, or bequeathed to the city.

"Restricted donation" means a donation that is given with any restriction or condition on the use of the money or property.

"Unrestricted donation" means a donation that is given without restriction or condition.

2.90.030 Donations of money and personal property.

A. Unrestricted donations.

1. The mayor is authorized to accept unrestricted donations of money or personal property valued at five thousand dollars (\$5,000) or less per donor, per calendar year.
2. All other unrestricted donations may only be accepted by Council action.
3. Unrestricted monetary donations will be deposited into the general fund.

B. Restricted donations.

1. The mayor is authorized to accept:

- a. Restricted donations valued at five thousand dollars (\$5,000) or less per donor, per calendar year that support an established city program or policy, including, but not limited to: recreation programs, park facilities and equipment, and parts or materials used for maintenance of city facilities or equipment.
- 2. All other restricted donations may only be accepted by action of the city council.
- 3. Restricted donations of money must be deposited into the fund most appropriate to carry out the restrictions or conditions of the donation.
- 4. The city must make best efforts to use or dispose of any money or personal property in accordance with the donor's restrictions or conditions.
- 5. Restrictions or conditions on a donation are not binding upon the city unless accepted in writing by the city council.
- C. *Nonacceptance of Donation.* The City may decline to accept a donation if such donation is not consistent with the policies, plans, goals, or ordinances of the city, if acceptance of same is contrary to law, or if the city council decides not to accept a donation.

2.90.040 Acceptance of ownership of or interest in real property.

- A. Except as authorized under EMC 2.10.060, the city may accept ownership of or an interest in real property, including a lease or other instrument transferring anything less than a fee simple interest, only if approved by action of the city council, such as by ordinance or council-approved contract, or as a condition of plat approval.
- B. No other action by any city employee or agent may constitute the city's acceptance of any interest in real property.

2.90.050 Acknowledgment of donations and transparency.

- A. For each donation, the Mayor or designee will communicate to the donor a written acknowledgment of acceptance and appreciation on behalf of the city.
- B. The Mayor or designee will maintain a continuous list of all donations accepted by the city, and must provide to the city council at the end of each year a list of all donations accepted by the city during the previous calendar year.

2.90.060 Policies and procedures.

In addition to the above, the Mayor may promulgate administrative policies and procedures consistent with this chapter, with the recommendation of the various city departments, to encourage and facilitate the making of donations to the city.