

Chapter 3 Topic 1 Develop Initial Program Schedule

Green boxes indicate “Check-In” times with staff liaison Evan Hietpas throughout the program.

Week 1: Welcome to Edgewood – June 21 and 22

Monday June 21	Topic	Facilitators	Time	Ideas/ Notes
AM	Introductions and On-Boarding	Rachel	90	
	Purpose of this program	Dave, Darren, Mayor	45	
	Discuss student interests	Evan	45	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Clifton Strengths Finders Test	Darren	60	Purchase book/ test
	What is a resume and cover letter?	Rachel, Darren	60	Begin draft from template
	How to prepare for an interview	Rachel, Dave	60	

Tuesday June 22	Topic	Facilitators	Time	Ideas/ Notes
AM	What do cities do?	Dave, Darren	60	The basics of local government
	How does Edgewood get it done?	Dave, Darren	60	Unique “contract” City
	Meet the Directors	City leadership	60	Introduce Organization Chart
PM	Topic	Facilitators	Time	Ideas/ Notes
	Who works for a city?	Dave, Darren	45	Explore career paths
	Mock Interview Activity	Rachel, Darren	105	
	Recap	Evan	30	

Week 2: Serving the Community - June 28 and 29

Monday June 28	Topic	Facilitators	Time	Ideas/ Notes
AM	Monday staff meeting	All staff	30	
	Check-in	Evan	30	
	Review Introduction to Edgewood topics from week 1	Dave, Darren	60	
	Review Human Resources and On-Boarding topics from Week 1	Rachel	60	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Edgewood's Story (Past, Present, Future)	Mayor, Dave	60	
	City Council Process	Rachel, Dave, Ann Marie	60	
	Intro to City Boards and Commissions	Rachel, Dave, Ann Marie	60	

Tuesday June 29	Topic	Facilitators	Time	Ideas/ Notes
AM	Economic Development Advisory Board (EDAB)	EDAB Chair	90	
	Planning Commission	Commission Chair	90	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Parks and Recreation Advisory Board (PRAB)	PRAB Chair	60	
	Public Engagement/ City Branding	Jill	90	Website, Social Media, Magazine, New logo
	Check-in	Evan	30	

Week 3: Running City Hall - July 12 and 13

Monday July 12	Topic	Facilitators	Time	Ideas/ Notes
AM	Check-In	Evan	30	
	Introduction to IT Department	Matthew	90	
	City Hall Technology		60	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Running a city's network	Matthew	60	
	Cyber Security	Matthew	90	
	Careers in IT	Matthew	60	

Tuesday July 13	Topic	Facilitators	Time	Ideas/ Notes
AM	Human Resource Department	Rachel and Jill	30	
	City Clerk's Office		30	
	Promoting Health in the Workplace	Jen	45	
	Running Front of City Hall	Jen, Brittany	75	Telephone/ e-mail exercise
PM	Topic	Facilitators	Time	Ideas/ Notes
	Where do taxes go	Dave, Stephanie	60	
	Paying city workers		45	Labor Model, Salary Commission
	Balancing a City's checkbook		45	Debits/ Credits/ Public Investment, Accounts Payable
	Check-in	Evan	30	

Week 4: Public Works - July 19 and 20

Monday July 19	Topic	Facilitators	Time	Ideas/ Notes
AM	Check-in	Evan	15	
	Public Works (PW) Department Introductions	All PW staff	45	
	What is Public Works?	Jeremy	60	Services provided
	How does Edgewood's PW Dept. work?		60	How Edgewood provides services
PM	Topic	Facilitators	Time	Ideas/ Notes
	Tour of Edgewood	Jeremy, JP	90	Parks, roads, projects
	Explore careers in PW/ Engineering	Jeremy, JP, Chuck	90	

Tuesday July 20	Topic	Facilitators	Time	Ideas/ Notes
AM	Building a City	Jeremy, Joe, Chuck, Darren, Dave	90	Public Projects
	City's 2021 Stormwater Report	Joe, Chuck	90	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Plan Review	Joe, Chuck	60	
	Inspections	Joe, Chuck	60	
	Traffic Review	Jeremy, Chuck	45	
	Check-in	Evan	15	

Week 5: Building- July 26 and 27

Monday July 26	Topic	Facilitators	Time	Ideas/ Notes
AM	Check-in	Evan	30	
	Building Division Introductions	All Building staff	60	
	Importance of building regulations	James	90	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Building permit process	Jamie, James	90	When it is needed, how to get it,
	Construction: Plan review and inspections	Cory, Gene, Jeff	90	What the City does

Tuesday July 27	Topic	Facilitators	Time	Ideas/ Notes
AM	Customer Service	James	90	
	Building in Edgewood	All Building staff	90	Current and recent projects
PM	Topic	Facilitators	Time	Ideas/ Notes
	Careers in Building industry	Guest Speaker	90	
	Other Topic (TBD)		60	
	Check-in	Evan	30	

Week 6: Planning – August 2 and 3

Monday August 2	Topic	Facilitators	Time	Ideas/ Notes
AM	Check-in	Evan	15	
	Planning Division Introductions	All Planning staff	30	
	What is city planning?	Darren	75	Darren's Power Point, APA, Strong Towns, Planetizen
	How do cities plan in Washington state?	Guest Speaker	60	PAW, GMA, SEPA, PSRC, PCCC
PM	Topic	Facilitators	Time	Ideas/ Notes
	The Future of Edgewood (Long Range Planning)	All Planning staff	90	Comprehensive Plan, BERK Report, current efforts
	Planning for Mobility	Silas	90	Transportation Networks, Biking Routes, Wayfinding

Tuesday August 3	Topic	Facilitators	Time	Ideas/ Notes
AM	US History and City planning	Darren, Emily		
	Planning an equitable city	Evan		Housing, social issues, environmental justice
PM	Topic	Facilitators	Time	Ideas/ Notes
	Designing a city	Claire	75	EMC Standards, Architecture, SketchUp, SimCity
	Edgewood Town Center	All Planning staff	90	PC Materials, Story Map, Subarea plan progress
	Check-in	Evan	15	

Week 7: Development Process and Code Enforcement – August 9 and 10

Monday August 9	Topic	Facilitators	Time	Ideas/ Notes
AM	Check-in	Evan	15	
	Development Team Introductions	Jamie, Darren, James	30	
	Where can the public find information	Silas, Jamie	75	City Website, Permit Portal, GIS, Business Licenses
	Figuring out what can be built on different properties	Silas, Claire	60	Zoning, land uses, critical areas
PM	Topic	Facilitators	Time	Ideas/ Notes
	Planning, Engineering, and Building working together	All DRC Team	60	DRC Process, DRC meeting
	Developing in Edgewood-Exercise	All DRC Team	120 min	Build a Home, Open a Business, Find a property

Tuesday August 10	Topic	Facilitators	Time	Ideas/ Notes
AM	Importance of Code Enforcement	John	60	
	John's Experience		60	
	Where Code Enforcement meets Law Enforcement	John and Chief	60	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Site Investigations/ Reports	John	60	See-Click- Fix
	Code Enforcement Board	John, Darren	45	
	Careers in Code Enforcement	John	45	
	Check-In	Evan	30	

Week 8: Police Department – August 16 and 17

Monday August 16	Topic	Facilitators	Time	Ideas/ Notes
AM	Check-in	Evan	15	
	Police Department Introductions	All Police	30	
	Who works for the Edgewood Police Dept.?	Chief	45	Pierce County Sherriff Contract, different roles served
	Skills needed to be a Police officer	Chief	90	Public speaking, writing, typing
PM	Topic	Facilitators	Time	Ideas/ Notes
	Keeping Edgewood Safe	Chief	90	Ring, School Zone Cameras, Multi-Family Housing Program
	Perform an Investigation	Chief, all Police officers	90	

Tuesday August 17	Topic	Facilitators	Time	Ideas/ Notes
AM	Engaging with the Edgewood Community	Chief	60	Community Liaison Officer, Website/ Social Media, Community Academy
	Emergency Management	Sandi	120	FEMA Training, City Hall supplies
PM	Topic	Facilitators	Time	Ideas/ Notes
	Addressing Recent National Events	Chief, Guest Speaker	120	BLM, StopAsianHate
	Recap	Chief	30	
	Check-in	Evan	30	

Week 9: Reflect on Experience – August 23 and 24

Monday August 23	Topic	Facilitators	Time	Ideas/ Notes
AM	Monday Morning Staff meeting	All staff	30	
	Discuss experience	Evan, others	150	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Write magazine article	Evan	180	

Tuesday August 24	Topic	Facilitators	Time	Ideas/ Notes
AM	Meet with Directors	City Leadership	60	
	Peer review magazine articles	Evan	120	
PM	Topic	Facilitators	Time	Ideas/ Notes
	Revisit topics/ departments	Evan, others	180	Attend City Council meeting?