

## **Chapter 3 Topic 4: Develop Final Program Schedule**

**Overview:** This calendar provides a framework for the “Edgewood Experience” high school program. The program will last for six weeks from **July 12<sup>th</sup>** to **August 18<sup>th</sup>**. The program will be held on Mondays, Tuesdays, and Wednesdays from 9:00 AM- 4:00 PM.

**Facilitator Responsibility:** Directors, supervisors, and Evan will be asked to lead the preparation for the topics that will be covered. These people are listed **first** in the “Facilitator” column. The following names listed should be working with the lead facilitator to prepare for the group’s topic. Please let Evan, Dave, or Darren know if we can help your group prepare.

**Flexibility:** In addition to the topics listed below, it would be helpful to think about additional things that you may like to share with the students, if time allows. Evan will also prepare several “filler activities” that the students can work on if needed.

### Week 1: Monday July 12- Welcome to Edgewood

Monday July 12	Topic	Facilitators	Time
AM	Personal Introductions	Evan, Rachel	30 min
	City Hall Tour		30 min
	Human Resources On-Boarding	Rachel, Stephanie	45 min
	IT On-Boarding	Matthew	45 min
	Program Introduction	Dave	30 min
PM	Topic	Facilitators	Time
	What is a resume?	Evan, Rachel, Darren	15 min
	Crafting a resume ( <i>Share City staff resumes</i> )		45 min
	Review Resumes		30 min
	Anti-Harassment in the Workplace Training	Rachel, Evan, Jen	45 min
	Implicit Bias Training		45 min

### Week 1: Tuesday July 13- Welcome to Edgewood

Tuesday July 13	Topic	Facilitators	Time
AM	Check-in	Evan	15 min
	Introduction to what cities do	Dave and Darren	40 min
	City of Edgewood Departments (Organizational Structure)		40 min
	Why the Mayor became the Mayor	Mayor Eidinger	15 min
	Mayor's lessons on local government		20 min
	Importance of Making Community Decisions		25 min
	How can we engage with youth?		25 min
PM	Topic	Facilitators	Time
	Team Building Activity	Evan, N. Nelson	45 min
	Conversation on Edgewood (Past, Present and Future)	Jen, Gene, J. Overfield, N. Nelson	90 min
	Recap first two days	Evan	45 min

### Week 1: Wednesday July 14- Welcome to Edgewood

Wednesday July 14	Topic	Facilitators	Time
AM	City's Public Engagement Efforts	Jill, Evan	75 min
	Strength Finders Test	Evan	60 min
	Intro to Microsoft Teams Page and Weekly Journal Entries		45 min
PM	Topic	Facilitators	Time
	Interview Prep	Rachel, Evan, Darren	60 min
	Interview Activity	Dave, Darren, Evan, Rachel	90 min
	Review/ Recap & Answer Questions	Evan	30 min

### Week 2: Monday July 19 – IT and GIS

Monday July 19	Topic	Facilitators	Time
AM	Check-in	Evan	15 min
	Introduction/ Matthew's Story	Matthew	15 min
	City Programs/ Apps		30 min
	Cyber Security		30 min
	Intro to GIS	Silas	60 min
	Explore Careers in GIS		15 min
PM	Topic	Facilitators	Time
	City Hall Tour: Tech, COVID-19 Remote Working, Running a City's Network	Matthew	90 min
	Explore careers in IT		30 min
	Recap Week 1	Evan	60 min

### Week 2: Tuesday July 20- Building

Tuesday July 20	Topic	Facilitators	Time
AM	Check-in	Evan	15 min
	Intro to Building Dept. team	Building Division	45 min
	What the Building Dept. does		45 min
	Jobs in Building Industry (Edgewood and others)		75 min
PM	Topic	Facilitators	Time
	Edgewood's On-the-job training program	James	60 min
	Importance of Building Regulations		90 min
	Group Activity	Jamie, James, Evan	30 min

### Week 2: Wednesday July 21- Building

Wednesday July 21	Topic	Facilitators	Time
AM	Check-in	Evan	15 min
	Building Permit Process ( <i>Exemptions, Permit Review Life Cycle- 7 steps</i> )	Jamie, James	60 min
	Plan Review		45 min
	Inspections		60 min
PM	Topic	Facilitators	Time
	Customer Service (Citizens, Contractors, Master Builder Association/NAHB, Other Public Agencies)	James, Jamie	15 min
	Building Edgewood: Current and Recent Projects	Building Team	90 min

### Week 3: Monday July 26- Public Works

Monday July 26	Topic	Facilitators	Time
AM	Intro. to Public Works and Engineering Team	Public Works Department	45 min
	What is Public Works? (General/ High Level intro)		45 min
	How does Edgewood's Public Works work?		90 min
PM	Topic	Facilitators	Time
	Tour of Edgewood	Jeremy, Utility company representatives	180 min

### Week 3: Tuesday July 27- Engineering

Tuesday July 27	Topic	Facilitators	Time
AM	What does a City Engineer do?	Jeremy, Engineering Division	90 min
	Building a City (Public Projects)		90 min
PM	Topic	Facilitators	Time
	2021 Stormwater Report	Jeremy, Engineering Division	90 min
	Explore careers in PW/ Engineering	Jeremy, all PW & Eng. staff	75 min
	Check-in	Evan	15 min

### Week 3: Wednesday July 28- Planning

Wednesday July 28	Topic	Facilitators	Time
AM	Check-in	Evan	15 min
	What is Planning?	Darren	60 min
	The planning profession	All Planning team	75 min
	Planning in Edgewood	Emily, Darren	45 min
PM	Topic	Facilitators	Time
	Planning for growth in WA State (GMA)	A. Fritzel, Emily	75 min
	Environmental planning	Morgan, Claire, Evan	60 min
	Multi-modal mobility	Silas, Evan	45 min

Week 4: Monday August 2- Planning

Monday August 2	Topic	Facilitators	Time
AM	US History and Planning Policies/ Planning for Equity	Darren and Evan	75 min
	Puget Sound Regional Council planning- Vision 2050	Liz Underwood, Darren	75 min
	Tacoma Architecture Tour	Claire	30 min
PM	Topic	Facilitators	Time
	Architecture and Design Standards	Claire, Evan	30 min
	Edgewood's Town Center	All Planners	30 min
	Purpose of neighborhood (sub-area) plans		30 min
	Town Center Activity		75 min
Check-in	Evan	15 min	

Week 4: Tuesday August 3- Development Review

Tuesday August 3	Topic	Facilitators	Time
AM	Check-in	Evan	15 min
	Intro to DRC	Jamie	30 min
	Intro to 3x4 Process		45 min
	Level 1: What do you want to do?	Silas, Claire, Evan	45 min
	Level 2: How are you going to follow the rules?		45 min
PM	Topic	Facilitators	Time
	Case Study Examples (Staff explains how they walk people through levels 1 and 2)	DRC Team	60 min
	Front Counter Activity (Students use code "cheat sheet" and checklist to give the "developer" guidance on level 1 and 2)		90 min
	De-brief/ Discuss		30 min

Week 4: Wednesday August 4- Code Enforcement

Wednesday August 4	Topic	Facilitators	Time
AM	Check-in	Evan	15 min
	John's Story	John	30 min
	What is Code Enforcement?	John, Darren, James	45 min
	Importance of Code Enforcement		45 min
	Site Investigations and Reports	John	45 min
PM	Topic	Facilitators	Time
	Edgewood Code Enforcement Board	John, Darren, Chief	45 min
	Where Code Enforcement meets law enforcement		45 min
	Washington Association of Code Enforcement (John's role as treasurer)		45 min
	Careers in Code Enforcement		45 min

Week 5: Monday August 9- Admin/ Finance

Monday August 9	Topic	Facilitators	Time
AM	Check-in with Evan	Evan	15 min
	Intro to Admin/ Finance team	Administration Staff	45 min
	City Clerk's Office	Rachel, Jill	45 min
	Human Resource Dept.		45 min
	Intro to Taxes	Dave, Stephanie	30 min
PM	Topic	Facilitators	Time
	SHOW ME THE MONEY! (City's Finances)	Dave, Stephanie, Britt	60 min
	Running the front desk of City Hall	Jen, Evan, Claire, Britt, Mona	60 min
	Health and Wellness in the Workplace	Jen	45 min
	Recap with Evan	Evan	15 min

Week 5: Tuesday August 10- Boards and Commissions

Tuesday August 10	Topic	Facilitators	Time
AM	Check-in	Evan	30 min
	Intro. to City's Political and Legal Processes	Darren and Ann Marie	75 min
	Planning Commission	J. Overfield, Evan	75 min
PM	Topic	Facilitators	Time
	Economic Development	L. Butterfield, R. Allen	75 min
	Parks and Recreation	Jeremy, B. Levenhagen	75 min
	Check-In	Evan	30 min

Week 5: Wednesday August 11- Reflection/ Review/ Revisit

Wednesday August 11	Topic	Facilitators	Time
AM	Check-in	Evan	20 min
	Reflect/ Recap/ Revisit Topics & Depts.	Evan, other staff	160 min
PM	Topic	Facilitators	Time
	Reflect/ Recap/ Revisit Topics & Depts.	Evan, other staff	60 min
	Write magazine article	Evan	120 min

**Week 6: Monday August 16- Police**

Monday August 16	Topic	Facilitators	Time
AM	Check-In	Evan	15 min
	Welcome!	Chief Berry	15 min
	Overview of Edgewood Police Department		60 min
	Special Units	Sgt Burke	60 min
	Hiring Process	Chief Berry	30 min
PM	Topic	Facilitators	Time
	New Hire On-Boarding Process	Dep. Calata and Sgt. Burke	60 min
	Patrol Procedures		90 min
	Case Law and Policy	Chief Berry	30 min

**Week 6: Tuesday August 17- Police**

Tuesday August 17	Topic	Facilitators	Time
AM	Report Writing Approach	Dep. Shaffer	45 min
	Report Writing Scenario		45 min
	Explore Police Car and Equipment		45 min
	Traffic Law	Dep. Morales	45 min
PM	Topic	Facilitators	Time
	Addressing National Events and Movements	Chief Berry	90 min
	Community Engagement		75 min
	Check-in	Evan	15 min

**Week 6: Wednesday August 18- Reflect/ Review/ Revisit**

Wednesday August 18	Topic	Facilitators	Time
AM	Reflect/ Recap/ Revisit Topics & Depts.	City Leadership	120 min
	Peer review magazine articles	Evan	60 min
PM	Topic	Facilitators	Time
	Reflect/ Recap/ Revisit Topics & Depts.	Evan, other staff	180 min